HORIZON COMMUNITY HEALTH BOARD
Douglas County Public Works
Alexandria, MN 56308

Monday, December 16th, 2019
9:00 a.m.
Minutes

Present:  Douglas: Heather Larson, Jerry Rapp, Charlie Meyer
          Grant: Dwight Walvatne, Doyle Sperr
          Pope: Larry Lindor, Gordy Wagner
          Stevens: Bob Kopitzke, Jeanne Ennen
          Traverse: Dave Salberg, Todd Johnson
          Community representatives: Dennis Thompson, Deb Hengel

Staff:     Ann Stehn, Horizon Public Health Administrator
          Betsy Hills, Horizon Public Health Supervisor
          Greta Siegel, Horizon Public Health Assistant Administrator

Guests:    Kristin Erickson, Minnesota Department of Health Nurse Consultant

The meeting was called to order at 9:00 a.m. by Commissioner Larry Lindor.

Approve Agenda
Motion by Bob Kopitzke, second by Jerry Rapp to approve the agenda as printed. Motion carried unanimously.

Approve minutes of November 18, 2019 meeting
Motion by Dave Salberg, second by Jeanne Ennen to approve the November 18th, 2019 minutes as presented. Motion carried unanimously.

Contracts/Agreements to Consider/Approve:

Morris Electronics Inc. 2020-2021 Technology Services:
Ms. Stehn presented the 2020-2021 contract with Morris Electronics Inc. for technology services. This contract has been updated to match MCIT recommendations for insurance coverage requirements for contractors providing services on behalf of HPH. The monthly contract payment has increased from $7,500 to $7,800 per month and this rate will remain in effect for the next two years. Ms. Stehn shared that she is pleased with the support and service provided by Morris Electronics Inc.
Motion by Jeanne Ennen, second by Deb Hengel to approve the Morris Electronics Inc. 2020-2021 Technology Services contract. Motion carried unanimously.

2020 Retainer Agreement – Ratwik, Roszak and Maloney, P.A.:
Ms. Stehn informed the board that HPH is required to have a legal consultant on retainer. This agreement is similar to last year’s agreement with increases to the hourly rates. The 2020 rates are $165.00 per hour for labor negotiation services and $180.00 per hour for general legal services provided at the request of HPH. This are the same rates being paid by other counties/local governments for which the firm provides service.

Motion by Gordy Wagner, second by Dave Salberg to approve the 2020 Retainer Agreement with Ratwik, Roszak and Maloney, P.A. Motion carried unanimously.

AFSCME/MNA 2020-2022 Union Contract:
Ms. Stehn presented the tentative agreement between Horizon Public Health and AFSCME/MNA unions to the board. The Personnel Committee met in August to review salary data and current contract language. Next, the committee met in October with HPH labor attorney and administrative staff with the first negotiation session held on October 31, 2019. The second negotiation session was on December 2, 2019 resulting in a tentative agreement. The AFSCME/MNA union approved the tentative agreement with a vote on December 11, 2019 and the Horizon Community Health Board will consider approval of the agreement today.

This agreement is for three years – 2020, 2021 and 2022. Changes to the agreement include a 12 month probationary period for all newly hired or rehired employees after January 1, 2020, removal of fair share language, update position posting language to email vs. bulletin board approach and clarify the trial period for different position. Updates were made in the language to change from Director to Administrator and clarify that staff will provide a minimum of 20 work days written notice of their resignation. The Christmas Eve Holiday language was clarified indicating that the four hours of holiday would only be received when Christmas Eve falls on a Monday-Thursday but no change in practice.

Ms. Stehn shared that an informal salary study of similar/surrounding public health agencies was completed. This was not an official compensation study but was done in response to some issues with recent recruitment efforts. This information informed the negotiation process and the wage proposals detailed in the tentative agreement. Ms. Stehn informed the board that at the recent Association of Minnesota Counties conference one of the sessions discussed maintenance of compensation systems and discussed with the board that future formal studies will likely be needed to adequately maintain our system.

The cost of living adjustment (COLA) approved for 2020 was 2.25%, 2021 at 2.50% and 2022 at 2.75%. The wage grid for 2020 was created by removing the 2019 grid current Step 1 and adding a new Step 10 which is 3% above the current Step 10 with a 2.25% COLA applied to the entire grid. All employees who were on the current Step 1 will be moved to the new Step 1 effective 1/1/20. All employees who are on the current step 10 for over one year will be on the new Step 10, and all employees who are above the range who fall within the new grid, will be on the wage scale going forward. Employees who are on the current Step 9 will move to Step 10 on their anniversary date pursuant to Article 3 U. All employees who are on steps 2-8 now will move on their anniversary dates pursuant to Article 3 U.

The Horizon Public Health employer health insurance contribution for union-staff on PEIP health insurance for 2020 was established at $682.26 for single health insurance coverage and $1,001.76 for family coverage. The single health insurance contribution is based on the PEIP Single High Option plan premium amount for 2020 and the family health insurance contribution is based on 55% of the PEIP Family High Option premium amount for 2020. For 2021 and 2022, Horizon Public Health has agreed to increase its insurance contribution in proportion to the premium increases up to 7% each year.

The 2020 budget that was approved by the board in November 2019 included all of the tentative agreement items. The 2020 budget includes a 2.25% COLA, change to the wage grid and the health insurance contribution proposed in the tentative agreement. With approval of this contract, the 2020 budget will remain at projected revenues of $9,524,218 and estimated expenditures of $9,192,288 with projected revenue over expenditures of $331,930 ($89,110 once healthy Families America revenue to be utilized for future sustainability is removed).
Motion by Bob Kopitzke, second by Dave Salberg to approve the AFSCME/MNA 2020-2022 Union Contract. Motion carried unanimously.

2020 Employer Health Insurance Contribution and COLA for non-union employees:
Ms. Stehn asked the board to consider 2020 health insurance contributions and a cost of living adjustment (COLA) for non-union employees. The new 2020 proposed salary structure with a 2.25% COLA was presented to the board. Discussion about approving one year versus three year for non-union employees resulted in the decision to approve wage rates and insurance contributions for non-union staff each year.

Ms. Stehn is proposing that the health insurance contribution for those non-union employees on Prime Health insurance be as follows: single health insurance coverage at $683.36 per month for premium costs and $116.68 per month contributed to the employee’s HSA or VEBA account. This level of contribution would equal the premium cost of the Sapphire plan on Prime Health insurance. The recommendation for health insurance contribution for those non-union employees on family health insurance Prime Health coverage is $1,002.17 per month for premium costs and $233.34 per month contributed to the employee’s HSA or VEBA account. This level of contribution is based on the percentage increase of the base rate of the Family plan from 2019 to 2020. With the base premium cost increasing from $589.94 to $628.06 (6.5% increase) the employer contribution for family insurance was also increased by 6.50% from $941.00 to $1002.17.

Motion by Todd Johnson, second by Bob Kopitzke to approve the 2020 Employer Health Insurance Contribution for non-union employees on Prime Health insurance at $683.36 per month for single coverage and an HSA/VEBA contribution of $116.68 per month and $1,002.17 per month for family coverage and an HSA/VEBA contribution of $233.34 per month and a 2020 COLA of 2.25%. Motion carried unanimously.

CLOSED SESSION: The meeting was closed at 9:39 AM as permitted by section 13D.05, subdivision 3(a), to evaluate the performance of Ann Stehn, Public Health Administrator.

Motion by Gordy Wagner, second by Dave Salberg to begin a closed session at 9:39 a.m. Motion carried unanimously.

Motion by Jeanne Ennen, second by Heather Larson to end the closed session at 10:05 a.m. Motion carried unanimously.

Motion by Jeanne Ennen, second by Gordy Wagner to end the probationary period for Administrator, Ann Stehn. Motion carried unanimously. A performance summary will be provided to the board at the January meeting.

December 13, 2019 SCHSAC Meeting Report: Gordy Wagner/Ann Stehn
Mr. Wagner shared a report with the board from the latest SCHSAC meeting. The Commissioner of Health provided an update on the vaping epidemic to the committee. There has been three MN deaths due to this issue. Vaccination rates are falling and MDH is focusing on TB prevention. MDH is asking for funding for their laboratory in this upcoming year. Another area of concern is the effect of parent incarceration on children. One in six children have had a parent incarcerated at one point their lives. There are 78 jails and 13 prisons in MN. The SCHSAC chair will be Sheila Kiscaden in 2020. In 2020, SCHSAC would like to see more membership attendance and a more defined purpose of the SCHSAC committee. SCHSAC membership can be asked to vote on a funding formula and this is important to determine how votes are assigned per CHB and populations served. There is also discussion about moving the SCHSAC meetings to a more centralized location.

Personnel Issues
Retirement: Beth Savela, Morris Case Manager, effective February 27, 2020
Ms. Stehn shared that Beth Savela, part-time Case Manager in Morris, has provided her retirement notice with an effective date of February 27, 2020.

Motion by Dennis Thompson second by Doyle Sperr to accept the resignation of Beth Savela. Motion carried unanimously.
Alexandria Case Management position update:  
The individual that originally accepted the Case Management position in Alexandria has declined the employment officer with Horizon Public Health. An employment offer was extended to another individual that had interviewed for the position. Megan Hanson will begin with HPH on January 13th, 2020 as a Case Manager in the Alexandria office.

Morris Case Management Position Consideration:  
Ms. Stehn indicated that some internal discussions are taking place regarding the part-time position being vacated by Beth Savela in the Morris location. At this time she is not asking for replacement to this position and will come back to the board at a later date with a request once staffing needs have been analyzed.

Hospice on-call recruitment update:  
Ms. Stehn shared that there has been interest in the casual, part-time, Hospice on-call positions. Ms. Stehn would like to change her initial request and ask to hire up to three positions to cover this need.

Motion by Charlie Meyer, second by Deb Hengel to authorize permission to hire three casual, part-time, Registered Nurses for Hospice on-call. Motion carried unanimously.

Out of State Travel Request: Amy Reineke to NACCHO Mobilizing for Action through Planning and Partnership (MAPP) Evolution Steering Committee:  
Ms. Stehn asked the board for approval for out of state travel for Amy Reineke to attend the NACCHO Mobilizing for Action through Planning and Partnership (MAPP) Evolution Steering Committee in Washington D.C. April 7-8, 2020. The travel expenses will be covered by NACCHO. Ms. Reineke has been asked to attend this committee to provide a rural perspective to this process.

Motion by Dave Salberg, second by Bob Kopitzke to authorize out of state travel to Amy Reineke to attend the NACCHO Mobilizing for Action through Planning and Partnership Evolution Steering Committee in Washington D.C April 7-8, 2020. Motion carried unanimously.

Out of State Travel Request: 2 Staff (Accreditation Coordinator + TBD) to attend NNPHI (National Network of Public Health Institutes) Open Forum on Quality Improvement and Innovation:  
Ms. Stehn asked the board for approval to send two staff (Ashley Bohlsen, Accreditation Coordinator, and a second to be determined) to the National Network of Public Health Institutes Open Forum on Quality Improvement and Innovation in Kansas City, MO from March 27-28, 2020.

Motion by Gordy Wagner second by Jeanne Ennen to authorize out of state travel for two staff to attend the NNPHI Open Forum on Quality Improvement and Innovation in Kansas City, MO from March 27-28, 2020. Motion carried unanimously.

Financial Issues

Approve payment of warrants for November 2019:  
The November 2019 warrants in the amount of $90,768.40 were approved on a motion by Todd Johnson, a second by Jeanne Ennen and all voting aye. Motion carried unanimously.

2019 YTD Asset Listing Summary Report: Treasurer Ennen  
The November 2019 asset report was presented by Treasurer, Commissioner Jeanne Ennen. The year to date report shows that HPH received $367,231.32 more revenues than expenditures during the month of November. Year to date revenues exceed expenditures by $440,447.30. Total assets increased by $372,273.31 from the previous month. Total HPH assets on 11/30/19 equals $6,550,740.84.

Motion by Dennis Thompson, second by Dwight Walvatne to approve the November 2019 Asset Listing Summary Report. Motion carried unanimously.

Resolution 19-18 accepting November 2019 Hospice donations:  
Ms. Siegel presented Resolution 19-18 accepting November 2019 Hospice donations.
RESOLUTION 19-18

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the November 2019 donations to Hospice of Douglas County in the amount of $2,143.50.

Dated this 16th day of December, 2019.

Motion by Gordy Wagner, second by Bob Kopitzke to adopt Resolution 19-18 as presented. Motion carried unanimously.

Horizon Public Health Governing Board Survey – Complete Survey:
The 2019 Horizon Public Health Governing Board Survey was presented to the board and time was taken to complete the survey. The surveys were turned in to Ms. Stehn at the completion of the board meeting.

Administrator Report: Ann Stehn
The 2019 MCIT dividend amount was $23,902. Of that amount $21,559 is attributable to the workers’ compensation coverage and $2,343 attributable to the property and casualty coverage. Certificates of Excellence for Outstanding Loss Ratio Under 50% for Property and Casualty Plan Years 2014-2018 and Outstanding Experience in Workers’ Compensation with Experience Modification under 1.00 for Plan Years 2016-2018 were received from MCIT.

Accreditation documents have been submitted and the new Accreditation Coordinator, Ashley Bohlsen, is training and getting acclimated to her new role. She will work with the domain leads to prepare for the site visit that could happen anytime from Spring-Fall of 2020.

An Admin retreat was held with Ann, Betsy and Greta last week. The focus of this retreat was to assess the strengths and roles of the new Administration team.

Adjourn: With no further business, the meeting was adjourned at 10:40 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, January 13th, 2020 at 9:00 a.m. at Douglas County Public Works in Alexandria.

The foregoing record is a true and accurate recording of the official actions and recommendations of the Horizon Community Health Board and as such constitutes the official minutes thereof.

13 YEAS and 0 NAYS

[Signatures]
Chairman, Horizon Community Health Board

1-13-2020
Date

Attest: [Signature]