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

Monday, February 10th, 2020
9:00 a.m.
Minutes

Present: Douglas: Heather Larson, Jerry Rapp, Charlie Meyer
Grant: Dwight Walvatne, Doyle Sperr
Pope: 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
Ashley Bohlsen, Horizon Public Health, Community Health Strategist/Accreditation Coordinator

Guests: Jane Neubauer, Early Childhood Dental Clinic

Absent: Larry Lindor, Pope County

The meeting was called to order at 9:00 a.m. by Vice-Chair, Charlie Meyer.

Introductions were made.

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

Approve minutes of January 13, 2020 meeting
Motion by Dave Salberg, second by Jerry Rapp to approve the January 13th, 2020 minutes as presented. Motion carried unanimously.

Early Childhood Dental Network: Jane Neubauer
The Early Childhood Dental Network (ECDN) is a nine-county, multi-disciplinary collaborative project, and an outgrowth of the Early Childhood Initiative of West Central Minnesota. It is designed to increase awareness and education to all children and their caregivers about the importance of oral health, and to increase access to dental care, specifically to the 0-5 population on Minnesota Health Care Programs or the uninsured.
There are very few dental providers in rural MN that accept clients on MN Health Care Programs insurance due to the low payment rate for dental services. This has caused a lack of dental care for children on MN Health Care Programs. ECDN partners with three primary dental clinics to provide dental care to this population - Apple Tree Dental, Caring Hands Dental Clinic, and Children’s Dental Services. These dental providers also provide mobile dental outreach clinics in the region. There is a wide variety of services provided at the mobile clinics including cleanings, exams and fluoride treatments. One of the benefits of these mobile dental clinics are that the child is receiving dental services in their home town. Approximately 95% of individual served through ECDN are children on Minnesota Health Care Programs.

In general, the Minnesota Health Care Programs reimburse dental providers very low which is why many of the private dental providers do not provide services. PrimeWest Health is able to reimburse dental providers at a higher rate due the county based purchasing model. The number of children seen by dental providers on MHCP has increased greatly due to the work of the Early Childhood Dental Network. Douglas County has Caring Hands Dental Clinic and the remaining HPH counties all have mobile dental clinics that visit their counties.

In 2018, 17% of children age 0-5 were seen by an ECDN clinic, 11% by another provider and 72% of children did not receive a dental visit. Because 72% of children 0-5 did not receive a dental visit in 2018 it is important to continue efforts of awareness and education on the lack of dental care for this population. Ms. Neubauer is asking the board to be aware of the issues affecting children and share this information to promote more dental access to children age 0-5.

**Horizon Community Health Board By-Law Changes (review, action proposed March 9):**
The board reviewed proposed changes to the Horizon Community Health Board By-Laws. In Article III, Section 2c the date in which an at-large representative must submit their interest to serve on the Horizon CHB board to their respective county board was changed from December 15th to October 1st to allow for more time for this process to be finalized by the first board meeting of the New Year.

Article III, Section 3 – Terms and Vacancies for the Governing Board were also updated. Terms limits established as eight (8) consecutive one-year terms was removed and it was added that member counties will retain the authority to determine appointed member terms. The term limits for the at-large representatives was also removed and it was added that appointment for at-large representatives will follow the process described in Article III, Section 2c.

Terms for members appointed to the Horizon CHB by the member County Board of Commissioners shall remain one year and the term for the at-large representatives appointed to the Horizon CHB by their respective county board shall remain two (2) years.

The board reviewed these changes and agreed to them. Formal approval of these changes to the by-laws will be made at the March 9, 2020 meeting.

**Performance Management Council (PM/QI) Report:**
Ms. Bohlsen provided an update on Performance Management and Quality Improvement to the board. The board reviewed the HPH Performance Management System dashboard which lists all of the current Performance Management projects. There are currently two Quality Improvement Projects being addressed. The first Quality Improvement Project is in the WIC program area focusing on an initial contract by WIC staff within 10 days for high risk or 20 days for all others for all pregnant or postpartum women and any client whose certification has ended. The second Quality Improvement Project focuses on increasing the return rate for the Client Satisfaction Survey given to individuals who receive services from Horizon Public Health.

Quality Improvement Projects that have been completed have a Storyboard to share the details of the project. The completed QI storyboard include the Vaccine Inventory Management and Performance Reviews projects.

Customer Feedback Survey results for 2019 were shared with the board. The results were very favorable with the majority of answers to the questions being agree and strongly agree. The final question on the survey asks the overall quality of service received today and the results were 499 Excellent and 22 Good.

Ms. Bohlsen updated the board on the status of national accreditation by PHAB. The PHAB site visit has been set for May 19 and May 20. There will be a session for the governing board to attend on May 20th. The governing board representatives will be determined at a later time.
Public Health Foundational Capabilities: Horizon Public Health Roles/Responsibilities

Ms. Stehn reviewed the Framework for Governmental Public Health in Minnesota with the board. Education was provided on the foundational capabilities that must be carried out by governmental public health. These foundational capabilities include assessment and planning, communications, community partnerships, data and epidemiology, health equity, leadership, organizational management, policy development and preparedness and response.

Amy Reineke, Community Health Strategist, is dedicated to the assessment and planning capability for Horizon Public Health. Communications is an area that HPH needs to make improvements on and is currently being addressed by the Strategic Plan. The question to be answered regarding Communications is how media and communications are being coordinated as an organization. Community Partnerships is also a big part of the Strategic Plan with current work being done. Horizon Public Health has conducted an assessment on current Community Partnerships and is working on developing a plan for addressing weaknesses in this area.

Data and Epidemiology is another area that needs to be strengthened at HPH. The creation of a Horizon Public Health annual report has staff focused on collecting and monitoring data. Another newly created document, the internal dashboard, is also able to provide data to Administration and Supervisors on a monthly basis to see and understand trends and drive decision making. HPH depends on their partnership with the MN Department of Health for epidemiology needs. HPH has a strong relationship with our regional Epidemiologist who is located in Alexandria.

Another foundational capability, Health Equity, has been discussed at the board level and a policy has been passed. HPH will continue to use a Health Equity lens for all decisions made regarding services and policies. Leadership has had a lot of change at HPH. The leadership team is working together to define roles and to continue to develop leadership in the organization. Organizational Management includes the business operations of an organization. Due to some recent staff absences in the accounting area of the organization HPH is focusing on development of written procedures for work that is required to be done to keep the organization operational.

The Foundational capability of Policy development is the role of the Horizon Community Health board and Administration to bring policy issues to the board. Examples of policy development include T21 and updating ordinances to reflect the change to T21. The final foundational capability, Preparedness and response, includes the capacity to respond to emergencies of all kids. Currently the focus in this area is on the Coronavirus event which includes reviews and updates of plans in regard to the threat.

Above the foundational capabilities in the framework are the foundational areas of Infectious disease prevention and control, Environmental Health, Prevention and population health improvement, and Access to health services. Each organization may also have services unique to a community’s needs that fall under the Public Health agency direction in addition to the foundational areas defined in this framework.

Ms. Stehn stressed to the board that Horizon Public Health must have strong foundational capabilities in order to provide the services of the foundational areas and services that are unique to a community’s needs.

Personnel Issues

Welcome Ashley Schmidt, Certified Assessor, February 27, 2020

Ms. Stehn informed the board that Ashley Schmidt has accepted the position of Certified Assessor in the Alexandria office with a start date of February 27, 2020. Filling of this vacated position was previously approved by the board at an earlier meeting.

Welcome Sue Quist and Jodie Gange, Hospice Casual Nurses:

Ms. Stehn informed the board the Sue Quist and Jodi Gange have been hired to fill the two Hospice Casual Nurse positions to assist the hospice team with on-call coverage. Filling of these positions was previously approved by the board at an earlier meeting.

Financial Issues

Approve payment of warrants for January 2020:

The January 2020 warrants in the amount of $339,794.16 were approved on a motion by Jeanne Ennen, a second by Gordy Wagner and all voting aye. Motion carried unanimously.
2020 YTD Asset Listing Summary Report: Treasurer Ennen
The January 2020 asset report was presented by Treasurer, Commissioner Jeanne Ennen. The year to date report shows that HPH expended $40,291.51 more than revenues received during the month of January. Year to date expenditures exceed revenues by $40,291.51. Total assets decreased by $51,114.18 from the previous month. Total HPH assets on 1/31/20 equals $6,277,931.25.

Ms. Siegel shared with the board that the expenditures in January 2020 are higher than average due to the payment of several annual invoices and quarterly invoices. The revenues in January are also higher than average due to the fact that the 2020 Food, Pools and Lodging license fees are recorded in the January financial statement. FPL receives 95% of the annual revenue in the month of January.

Motion by Bob Kopitzke, second by Deb Hengel to approve the January 2020 Asset Listing Summary Report. Motion carried unanimously.

Resolution 20-04 accepting January 2020 Hospice donations:
Ms. Siegel presented Resolution 20-04 accepting January 2020 Hospice donations.

RESOLUTION 20-04
BE IT RESOLVED that the Horizon Community Health Board hereby accepts the January 2020 donations to Hospice of Douglas County in the amount of $770.00.

Dated this 10th day of February, 2020.

Motion by Todd Johnson, second by Gordy Wagner to adopt Resolution 20-04 as presented. Motion carried unanimously.

Severance Payment Summary
Ms. Siegel presented a Severance Payment Summary from 2015-2019 to the board. This summary details the total amount of severance paid to employees at $362,055.66 and total paid back to member counties at $128,863.47. Total severance payments made from 2015-2019 for transitioning employees to HPH equals $490,919.13.

The board appreciated this summary and also the employee attrition information included. From 2015-2019 there have been 26 staff that have retired and 13 staff that have resigned. This report will be provided to the board on an annual basis and will add Human Resources retention rate to this report in upcoming years.

Administrator Report: Ann Stehn

PHAB Site Visit
Ms. Stehn shared that there will be one hour for the governing board during the site visit on May 20. There could be up to six members that could participate for the visit. Ms. Stehn said the board members that will be attending will be decided at a later point and education will be provided for that visit. Commissioner Salberg indicated that it would be beneficial to have the Executive Committee involved in this site visit as well. Ms. Stehn assured the board that the governing board representatives will be defined soon and scheduled to meet with the PHAB site visitors on May 20th.

Disease Prevention and Control Update
Ms. Stehn provided an update on the internal activity regarding the Coronavirus. The most recent information from MDH indicates that there are no cases in Minnesota. Ms. Stehn is communicating with the MN Department of Health with her role as Public Information Officer. MN Department of Health is continuing to communicate with the federal level and receive information on the most up to date news regarding this threat. The MN Department of Health lab is working to be able to provide testing in MN. Ms. Stehn shared that the MN Department of Health lab is one of the top labs in the nation.

A partial opening of the Horizon Public Health’s Operations Center has happened. This is an opportunity to practice procedures and protocols for Emergency Preparedness. Plans are being reviewed and updated as necessary. The public message focuses on preparation and that risk to the general public is very low. General precautions should be made by washing hands, covering coughs and staying home when ill.
Leadership Development Guideline
A committee of HPH staff was established as part of the Strategic Plan to work on developing a leadership guide. The committee was initially focused on formal training for staff. However, after more research it was determined that other factors affect the ability of leadership development more than formal training. There are several concepts included in the HPH Leadership Development Guideline.

The first concept is that there can be leaders at all levels of the organization. HPH strives to promote a culture of leadership. When HPH staff get involved in an activity outside of their normal work functions their perspective is impacted and their experience is increased. The second concept in the guideline focuses on experiences. HPH strives to be a workplace where leadership is developed through experiences and opportunities. HPH supports the theory that 90% of leadership development occurs through experiences and 10% through formal training. The third concept indicates that soft skills can make the difference between an adequate candidate and an ideal candidate when new opportunities arise. These skills relate to how an individual works with others, communication, teamwork, adaptability, emotional intelligence, work ethic, creativity, critical thinking skills, and problem solving. Development of these skills enable staff to function and thrive in teams and the organization.

The Leadership Development Guideline also strives to promote a culture of communication and encourages bi-directional feedback as much as possible. Conversations providing feedback provide opportunities for improvement and acknowledgement of accomplishments. Constructive feedback should be used as a tool to promote a culture of quality, trust and continuous improvement. Annual employer performance evaluations will be an opportunity to have open conversations about personal and professional goals and for staff to gain useful feedback about job performance, facilitate better working relationships and to promote professional development.

Family Home Visiting Interoperability Grant MDH
Ms. Siegel informed that board that Horizon Public Health submitted a grant application to the MN Department of Health for $150,000 to enhance the electronic health record, Nightingale Notes by Champ Software to collect, record and report all information needed for the Healthy Families America home visiting program. This grant, if awarded, will enhance the Nightingale Notes software so that all customers providing HFA home visits will have a more efficient and effective way of sharing the information with the program model (HFA). The board was supportive of this application and encouraged HPH to apply for any grant opportunities as they become available. If a grant opportunity requires a matching requirement they do ask that HPH Administration discuss with the board before applying.

Office Space Update
Work continues to move forward on the transitional space in Glenwood for the staff in that location. The clinic services will be temporarily held in the church across from the street from the current office. Douglas County has also asked Horizon Public Health to be part of a space study that they are performing in the Alexandria location.

Adjourn: With no further business, the meeting was adjourned at 10:31 a.m. by Vice-Chair Charlie Meyer. The next meeting is scheduled for Monday, March 9th, 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.

12 YEAS and 0 NAYS  Hengel absent

Tony Lees
Chairman, Horizon Community Health Board

3-9-2020
Date

Attest: 

Ann Evera