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

Monday, January 13th, 2020
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

Absent:

The meeting was called to order at 9:00 a.m. by Administrator, Ann Stehn.

Election of Officers
Ms. Stehn called for nominations for the election of Chair of the Horizon Community Health Board for 2020. Bob Kopitzke nominated Larry Lindor with a second by Jeanne Ennen. Ms. Stehn asked for additional nominations three times. No other nominations were brought forth.

Motion by Bob Kopitzke, second by Jeanne Ennen to approve Larry Lindor as Chair of the Horizon Community Health Board for 2020. Motion carried unanimously.

Chair, Larry Lindor, called for nominations for Vice-Chair of the Horizon Community health Board for 2020. Jerry Rapp nominated Charlie Meyer with a second by Gordy Wagner. Chair Lindor asked for additional nominations three times. No other nominations were brought forth.

Motion by Jerry Rapp, second by Gordy Wagner to approve Charlie Meyer as Vice-Chair of the Horizon Community Health Board for 2020. Motion carried unanimously.
Chair, Larry Lindor, called for nominations for Treasurer of the Horizon Community health Board for 2020. Bob Kopitzke nominated Jeanne Ennen with a second by Deb Hengel. Chair Lindor asked for additional nominations three times. No other nominations were brought forth.

Motion by Bob Kopitzke, second by Deb Hengel to approve Jeanne Ennen as Treasurer of the Horizon Community Health Board for 2020. Motion carried unanimously.

**Approve Agenda**
Ms. Stehn added the appointments to the Performance Management Council and the Ethics Committee to the agenda.

Motion by Gordy Wagner, second by Dave Salberg to approve the amended agenda. Motion carried unanimously.

**Approve minutes of December 16, 2019 meeting**
Motion by Charlie Meyer, second by Todd Johnson to approve the December 16th, 2019 minutes as presented. Motion carried unanimously.

**Horizon Public Health Organizational Meeting:**

**Review County Board Appointments:**
Ms. Stehn informed the board that there are no changes to our 2020 Horizon Community Health board members after the county board appointments for 2020.

**Review Community Member Appointments (Hengel and Thompson appointed in January 2019 for 2 year term ending December of 2020):**
Ms. Stehn indicated that the Horizon Community Health board Community members include Deb Hengel and Dennis Thompson. They are currently serving a two year term that started in January 2019 and ending in December of 2020.

**Conflict of Interest Statements:**
Ms. Stehn asked each board member to complete the Conflict of Interest Statements that are included in their packets and return them to her by the end of the meeting.

**Annual review of Horizon CHB By-Laws and Operating Procedures:**
Ms. Stehn indicated that there are no significant changes to the by-laws for 2020. The last change made to the by-laws was in 2019 when the position of Treasurer was added to the Executive Committee and there was a change to the members of the hospice committee.

Ms. Stehn directed the board to Section 3 – Terms and Vacancies letter A. This section defines the terms for members appointed to the Horizon CHB by the member County Board of Commissioners at one year with term limits established as eight (8) consecutive one-year terms. HPH does not currently have a board member that has met these terms limits. Under B. in Section 3 the terms for the at-large representatives appointed to the Horizon CHB shall be two (2) years with term limits established as four (4) two-year terms. The 2 at-large members shall serve alternative terms so that only one for the at-large members shall be appointed is year. The current at-large representatives do not currently meet these term limits.

Although the board is not allowed to change the by-laws today Ms. Stehn welcomes discussion on the term limits established in the current by-laws. Ms. Ennen indicated that she would like to remove the term limits due to the benefits of long-standing board members and their valuable experience and knowledge in Public Health. Due to elections and retirements there will be a natural progression of some of the board members changing.

The board was in consensus and gave Ms. Stehn direction to move forward with changing the Horizon CHB by-laws to remove the term limits for the board members and the community representatives at large. The board also recommended changing Article III, Section 2 C – that details the process in which at-large representatives shall be appointed by the Horizon CHB. The board recommended changing the December 15th date to an earlier date to allow for time for the County Boards to be able to review and recommend individuals to the Horizon CHB.
Ms. Stehn presented the changes to the Horizon CHB Operating Procedures. Under the membership section the wording was changed to reflect the current language in the by-laws indicating that the 2 at-large representatives may not serve more than 4 consecutive terms rather than 3 as previously indicated. The office of treasurer was added under officers section and the treasurer responsibilities included.

Motion by Jeanne Ennen, second by Dwight Walvatne to approve the 2020 Horizon CHB by-laws and updated operating procedures. Motion carried unanimously.

Appoint Personnel, Finance and Hospice Committees:
Ms. Stehn and the board reviewed the Committee membership from 2019. Board consensus was that the committee representatives should remain the same for 2020. The 2020 committee representatives are as follows:

Personnel Committee:
Bob Kopitzke, Stevens County
Charlie Meyer, Douglas County
Dave Salberg, Traverse County

Finance Committee:
Jeanne Ennen, Stevens County, Treasurer
Todd Johnson, Traverse County
Heather Larson, Douglas County

Hospice Committee:
Charlie Meyer, Douglas County
Jerry Rapp, Douglas County
Kelly Helmbrecht, Alomere

Performance Management Council:
Deb Hengel, Grant County Committee Member
Bob Kopitzke, Stevens County
Dave Salberg, Traverse County
Doyle Sperr, Grant County
Dennis Thompson, Douglas County Community Member

Ethics Committee:
Jeanne Ennen, Stevens County

Motion by Dave Salberg, second by Bob Kopitzke to approve the 2020 Committee Membership. Motion carried unanimously.

Appoint SCHSAC (State Community Health Services Advisory Committee) Delegate and Alternate:
Gordy Wagner, Pope County, was appointed as Delegate and Ann Stehn as Alternate to the State Community Health Services Advisory Committee.

Appoint Prime Health Trustee and Alternate:
Ann Stehn was appointed Prime Health Trustee and Larry Lindor as Alternate.

Adopt Resolution 20-01 Authorizing Agents of the CHB:
Ms. Stehn notified the board that letter G was added to the resolution to authorize primary signature authority for Horizon Public Health business purposes to Ann Stehn and incorporated letter I authorizing Public Health Administrator or Assistant Public Health Administrators as delegated agents of the board for timely processing of Commissioner’s Warrants.
RESOLUTION 20-01

Appointing Agents of the Horizon Community Health Board

A. To serve as the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
         Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
           (C) 320-212-7612
           (H) 320-834-4936
           (Fax) 320-763-4127
           anns@horizonph.org

B. To sign and submit to the Commissioner the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.10, Subdivision 5a:

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
         Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
           (C) 320-212-7612
           (H) 320-834-4936
           (Fax) 320-763-4127
           anns@horizonph.org

C. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
         Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
           (C) 320-212-7612
           (H) 320-834-4936
           (Fax) 320-763-4127
           anns@horizonph.org

D. To serve as the Board's agents according to Minnesota Statute 145A.04, Subdivisions 7 and 8, to enforce public health laws, ordinances, or rules within the 5-county service area.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
         Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
           (C) 320-212-7612
           (H) 320-834-4936
           (Fax) 320-763-4127
           anns@horizonph.org

Name: Greta Siegel, Assistant Administrator
Address: 809 Elm Street, Suite 1200
E. To sign and execute on behalf of the Board, delegation agreements with the Commissioner of Health in accordance with Minnesota Statute 145A.07.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-212-7612
(H) 320-834-4936
(Fax) 320-763-4127

F. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by, but not limited to, entities such as the Department of Human Services, Minnesota Department of Education, the Office of Public Safety and private foundations.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-212-7612
(H) 320-834-4936
(Fax) 320-763-4127

G. To act as the primary signature authority for Horizon Public Health business purposes, including Hospice of Douglas County, a division of Horizon Public Health.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-212-7612
(H) 320-834-4936
(Fax) 320-763-4127

In the absence of the Administrator, Assistant Administrators shall be authorized to sign documents on behalf of Horizon Public Health.

Name: Greta Siegel, Assistant Administrator
Address: 809 Elm Street, Suite 1200
H. In the event Ms. Stehn is unable to perform responsibilities indicated in sections A, B, C, E, F and G; and such inability would negatively impact the CHB’s ability to meet its obligations and/or secure additional funding, the agents of the board will be:

Name: Greta Siegel, Assistant Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3046
(C) 320-760-7140
(Fax) 320-763-4127
gretas@horizonph.org

Name: Betsy Hills, PHN, Assistant Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-2928
(C) 320-760-8989
(H) 320-762-8877
(Fax) 320-763-4127
betsyh@horizonph.org

I. A Resolution Authorizing Public Health Administrator, or Assistant Public Health Administrators, delegated agents of the board for timely processing of Commissioner’s Warrants:

WHEREAS, the Horizon Community Health Board, as the Governing Board for Horizon Public Health, has established a regular monthly meeting schedule, and

WHEREAS, Horizon Public Health is committed to assuring timely payment of warrants (Minnesota Statute 471.125, Subd. 2) for Public Health expenditures by issuing warrants more frequently than monthly, and

WHEREAS, the monthly meeting schedule of the Horizon Community Health Board (CHB) does not allow the CHB to review and approve Commissioner’s warrants with sufficient frequency to assure timely payment of warrants, and

WHEREAS, the Horizon Community Health Board will officially review and approve payment of the Commissioner’s warrants at its regular monthly meetings,

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2020, the Horizon Community Health Board does hereby authorize Ann E. Stehn, Horizon Public Health Administrator and, in her absence, Greta Siegel, Assistant Administrator or Betsy Hills, Assistant Administrator, to sign the Commissioner’s warrants as delegated agents of the CHB.
This resolution authorizes the above referenced appointees to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution.

Adopted this 13th day of January, 2020

Motion by Dennis Thompson second by Jeanne Ennen to approve Resolution 20-01 Appointing Agents of the Board January 2020. Motion carried unanimously.

Adopt Resolution 20-02 Delegating Authority to make Electronic Fund Transfers for 2020:

RESOLUTION 20-02

WHEREAS, Horizon Public Health utilizes electronic funds transfer (EFT) to make payments to vendors and for biweekly payroll; and to transfer funds between the checking account and money market account; and

WHEREAS, EFT payments reduce check printing and processing costs; and

WHEREAS, EFT payments reduce fraud risks because the EFT file is compared at the bank with a positive pay file; and

WHEREAS, Minnesota Statutes §471.38 requires that any delegation to make EFT payments shall be approved annually by the Horizon Community Health Board.

NOW THEREFORE, BE IT RESOLVED by the Horizon Community Health Board that the following individuals shall have the authority to make electronic funds transfer payments during 2020:
- Greta Siegel, Assistant Administrator of Finance and Grants
- Tina Matter, Account Technician
- Bonnie Dreger, Human Resources Technician, payroll purposes only
- Shannon Zarbok, Account Technician, backup for payroll purposes only

Dated this 13th day of January, 2020.

Motion by Dennis Thompson second by Dave Salberg to approve Resolution 20-02 Delegating Authority to make Electronic Fund Transfers for 2020. Motion carried unanimously.

Establish 2020 CHB member per diem:
Chair Larry Lindor indicated that the current Horizon CHB member per diem is $70.00 per meeting. Other board per diems range from $65-$100.

Motion by Jerry Rapp second by Charlie Meyer to establish the 2020 CHB member per diem at $70.00 per meeting.
Yeas: 6
Nays: 7
Those voting Nay: Larry Lindor, Dwight Walvatne, Doyle Sperr, Dave Salberg, Gordy Wagner, Deb Hengel and Bob Kopitzke.
Motion does not carry.

Motion by Gordy Wagner second by Dwight Walvatne to establish the 2020 CHB member per diem at $100.00 per meeting effective 1/1/2020.
Yeas: 10
Nays: 3
Those voting Nay: Jerry Rapp, Todd Johnson, and Heather Larson.
Motion carried.
Approve 2020 meal allowance schedule and mileage reimbursement rate:

Horizon Public Health
Meal Allowance Schedule

Effective 1/1/2020

<table>
<thead>
<tr>
<th>MEAL</th>
<th>MEAL COST MAX (includes tax)</th>
<th>GRATUITY MAX (20%)</th>
<th>MAXIMUM REIMBURSEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
<td>$2.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
<td>$3.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$25.00</td>
<td>$5.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Motion by Bob Kopitzke, second by Jeanne Ennen to approve the 2020 Horizon Public Health Meal Allowance Schedule which was unchanged from 2019. Motion carried unanimously.

The IRS issued the standard mileage rates for 2020 on December 31, 2019. Beginning on January 1, 2020, the standard mileage rates for the use of a personal vehicle will be 57.5 cents per mile driven for business use. This is down one half of a cent from the rate for 2019.

Motion by Dave Salberg, second by Gordy Wagner to approve the IRS standard mileage rate for use of personal vehicles for 2020. Motion carried unanimously.

Approve 2020 Horizon Public Health Charges for Services:

Horizon Public Health Charges for Services
Effective 1/1/2020

<table>
<thead>
<tr>
<th>Service</th>
<th>Price Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Nurse Home Visit</td>
<td>$251.00 per visit</td>
</tr>
<tr>
<td>Public Health Nurse Clinic Visit</td>
<td>$100.00 per visit</td>
</tr>
<tr>
<td>Hospice Nurse Visit</td>
<td>$322.00 per visit</td>
</tr>
<tr>
<td>Hospice Social Worker Visit</td>
<td>$233.00 per visit</td>
</tr>
<tr>
<td>Hospice Home Health Aide Visit</td>
<td>$50.00 per visit</td>
</tr>
<tr>
<td>Professional Consultation</td>
<td>$57.00 per hour</td>
</tr>
<tr>
<td>Vaccine Administration Fee</td>
<td>$21.22 per vaccination</td>
</tr>
<tr>
<td>Influenza Vaccination</td>
<td>$40.00 (includes admin fee)</td>
</tr>
<tr>
<td>Tuberculin Skin Test/Mantoux</td>
<td>$30.00 (includes admin fee)</td>
</tr>
<tr>
<td>Radon Kit – short term</td>
<td>$5.00 per kit</td>
</tr>
<tr>
<td>Radon Kit – long term</td>
<td>$15.00 per kit</td>
</tr>
</tbody>
</table>

The Horizon Public Health board adopts the above schedule of charges for services, unchanged from 2019, rendered by Horizon Public Health effective January 1, 2020.

Motion by Deb Hengel second by Dennis Thompson to approve the 2020 Horizon Public Health Charges for Services. Motion carried unanimously.
Appoint Catastrophic Medical Leave Policy Committee:
Ms. Stehn informed the board that Horizon Public Health’s catastrophic medical leave policy indicates that a committee is appointed by the board. Ms. Stehn recommended to the board that the catastrophic medical leave committee be the Administrator, Human Resources Coordinator and a second administrative role filled by Betsy Hills.

Motion by Jeanne Ennen second by Charlie Meyer to approve the Catastrophic Medical Leave Committee as Ann Stehn, Betsy Hills, and Stacey Lhotka. Motion carried unanimously.

Review 2020 Meeting dates and Board Communication and Education Plan:
Ms. Stehn presented the 2020 Horizon Community Health Board meeting dates to the board. Discussion about the 2020 dates for the Community Health Conference but determined that it should not affect the Horizon CHB board meeting date in October.

Motion by Bob Kopitzke second by Heather Larson to approve the 2020 Horizon CHB meeting dates. Motion carried unanimously.

Ms. Stehn provided an updated Board Education Plan for 2020 to the board. This documents outlines items of communication and education for the board in the upcoming year.

Horizon Public Health Organizational Chart Update, review and approval:
Ms. Stehn presented an updated Horizon Public Health Organizational Chart to the board which moves the department of Health Promotion, Public Health Emergency Preparedness and Environmental Health under the supervision of the Assistant Administrator of Finance and Grants. These program areas focus heavily on finances and grants and it seemed appropriate that the Assistant Administrator of Finance and Grants supervise the supervisor and program area.

Motion by Jeanne Ennen second by Gordy Wagner to approve the updated HPH Organizational Chart. Motion carried unanimously.

Review of Statutory Authority and Responsibility under MN 145A – Ann Stehn:
Ms. Stehn presented a review of Public Health and the statutory authority and responsibility under MN 145A.

A definition of Public Health from CEA Winslow (1877-1957) “Public health is the science and art of disease prevention, prolonging life, and promoting health and well-being through organized community effort.” The Institute of Medicine definition is “Public health is what we, as a society, do to collectively assure the conditions in which people can be healthy.”

Public Health is different than Health Care in that the primary focus is on population health with an emphasis on prevention and health promotion for the whole community. Public Health interventions are aimed at the community, environment, social conditions, health behaviors and medical care.

Public Health is involved in all levels of government including federal (CDC/DHHS.CMS)), state (MN Dept of Health) and Local (Horizon Public Health). The Community Health Act of 1976 created the Community Health Services System (CHS System) to promote community involvement, local control, an integrated statewide system, adequate population base/economies of scale, and funding with multi-county incentive.

The purpose of the CHS system is to (denote) activities designed to protect and promote the health of the general population within a community health service area by emphasizing the prevention of disease, injury, disability, and preventable death through the promotion of effective coordination and use of community resources, and be extending health services into the community. Minnesota Statute 145A.02, subd. 6 (Local Public Health Act).

Local Public Health Act of 1987 clarified roles and responsibilities of the state and local public health system, replaced the Community Health Services Act with the Local Public Health Act, also known as Minnesota Statute 145A and focused accountability for funding on a set of statewide outcomes. Another update in 2014 modified to clarify public health responsibilities and accountability, eliminate unnecessary and obsolete language, align statute with current public health practices and require community health board to engage in performance management.
There are many options for governance options of local public health. Horizon Public Health is a multi-county functioning as a single integrated department.

There are six (6) essential service defined in MN 145 A that directs the community health board to identify local public health priorities and implement activities to address the priorities and the areas of public health responsibility, which include:
1. Assure an adequate and local public health infrastructure
2. Promote healthy communities and healthy behavior
3. Prevent the spread of communicable disease
4. Protect against environmental health hazards
5. Prepare and respond to emergencies
6. Assure health services

Ms. Stehn shared a draft framework for Governmental Public Health in Minnesota. The foundational capabilities of every public health agency must include assessment and planning, communications, community partnerships, health equity, leadership, organizational management, policy development and preparedness and response. The foundational areas of local public health include infectious disease prevention and control, environmental health, prevention and population health improvement, and access to health services. Additional programs and activities can be added to meet identified community needs.

The State Community Health Services Advisory Committee (SCHSAC) is a very important committee to Horizon Public Health. This committee is used to advise the commissioner of health and has representatives from each community health board. The work is performed by workgroups and is the hallmark of the Local Public Health Act.

Elected Official’s Public Health responsibilities include policy development, resource stewardship, legal authorization, partner engagement, continuous improvement and oversight.

Horizon Public Health’s Mission Statement is “To work in partnership with individuals and communities in creating an environment that promotes the health and improves the well-being of all people in Douglas, Grant, Pope, Stevens, and Traverse Counties.”

Horizon Vision Statement is “Through a committed, progressive and diverse workforce, Horizon Public Health is known as a leader and convener, visible in the community, and respected as an engaged collaborator with a broad focus on the health and well-being of all the communities we serve.”

Horizon Values are commitment to excellence, high quality services and a professional and compassionate staff through collaboration, innovation, diversity and integrity.

Horizon’s Strategic Plan was adopted in May 2018 with two goals.
Goal 1: Horizon Public Health is recognized for its strong community presence, expertise in community engagement, and knowledge and dissemination of information on public health issues.
Goal 2: To achieve workplace excellence as demonstrated by competent, satisfied and sustainable workforce that is supported by stable financial and technological systems.

Ann Stehn, Public Health Administrator, Performance Review Summary:
A summary of Administrator, Ann Stehn’s, Performance Review was presented to the board.

Motion by Bob Kopitzke, second by Dwight Walvatne to accept the performance review summary of Public Health Administrator, Ann Stehn. Motion carried unanimously.

Horizon Governing Board Survey Results and Discussion:
Ms. Stehn presented the Horizon Public Health Governing Board survey. There were 12 surveys completed on December 16, 2019. All of the responses to the survey were very positive with most responses indicating agree and
strongly agree. In comparison to the 2018 survey there seems to be a move towards a better understanding of the role of the board members and the services that Horizon Public Health provides.

**2020 Local Public Health Legislative Priorities:**
Ms. Stehn shared the 2020 Legislative Action Priorities with the board. The first priority is that LPHA supports streamlining Minnesota’s food safety system. This focuses on the MN Department of Health and the MN Department of Ag to determine who has inspection control over the different food delivery systems. The hope is to move the regulatory control under the MN Department of Health to make it more streamlined for those delivering food to individuals. Questions about how this change would affect delegated agreements such as Horizon Public Health is unknown at this time. Ms. Stehn will send the detailed white paper out to the board on this priority.

The second priority states that LPHA supports limiting youth access to tobacco by increasing the tobacco age to 21 and restricting flavored tobacco. The federal law now indicates that effective December 21, 2019 the age to purchase tobacco has been increased to age 21. There are a lot of factors to figure out at the state and local level moving forward. One of the questions is who is able to enforce this new federal law. It is illegal to sell tobacco to individuals under the age of 21 but it is unknown who can enforce this new law. Horizon Public Health is working with state partners to determine how to move forward with this new legislation. Ms. Stehn will provide an update when it becomes available.

The third priority is that LPHA supports a significant, statewide increase in funding for local public health. Minnesota has a strong public health system but most of the funding comes from the local level. The MN state system is on the lower end of state funding for public health. This priority is addressing the need for additional state funding for local public health.

The fourth priority is that LPHA supports changes to Medical Assistance to allow for coverage of in-home visits for children with asthma, coverage of products that reduce asthma triggers, and referral to follow-up educational services.

**Consideration of Accreditation Site Visit Board Representatives:**
Ms. Stehn informed the board that HPH has been notified of our site visit team and are anticipating a site visit in the summer of 2020. A group of board members will need to be available to meet with the site visitors. Ms. Stehn is asking that six board members be identified to participate in the Accreditation Site Visit. A focus of the visit will be on performance management. Ms. Stehn asked the board if the members of the Performance Management Council would be interested in participating in the site visit. The board is recommending that the 5 members of the Performance Management Council and Chair Larry Lindor be included in the site visit. This will be formalized when the site visit date is set.

**Personnel Issues**
Resignation: Crystal Eilen, PHN Assessor, Alexandria Office and authorization to fill Full Time Certified Assessor position based in Alexandria
Ms. Stehn informed the board that Crystal Eilen, PHN Assessor in the Alexandria office, has provided her resignation notice.

Motion by Charlie Meyer second by Dennis Thompson to accept the resignation of Crystal Eilen and to authorize filling the full-time Certified Assessor position based on her resignation. Motion carried unanimously.

**Morris Case Management Position Update:**
Ms. Stehn and Ms. Hills shared that they are still working on determining the needs for the Morris office due to the retirement notice of Beth Savela in February 2020.
Ms. Stehn asked the board for approval for out of state travel for Crystal Hoepner to attend the 2020 Lifesavers Conference in Tampa, FL, March 15-17, 2020. Ms. Hoepner received a $1,800.00 personal grant from the Minnesota Department of Public Safety, Office of Traffic Safety to cover travel and conference expenses.

Motion by Dave Salberg, second by Doyle Sperr to authorize out of state travel to Crystal Hoepner to attend the 2020 Lifesavers Conference in Tampa FL, March 15-17, 2020. Motion carried unanimously.

Financial Issues

Approve payment of warrants for December 2019:
The December 2019 warrants in the amount of $342,456.96 were approved on a motion by Gordy Wagner, a second by Todd Johnson and all voting aye. Motion carried unanimously.

2019 YTD Asset Listing Summary Report: Treasurer Ennen
The December 2019 asset report was presented by Treasurer, Commissioner Jeanne Ennen. The year to date report shows that HPH expended $217,768.12 more than revenues received during the month of December. Year to date revenues exceed expenditures by $222,679.18. Total assets decreased by $221,695.41 from the previous month. Total HPH assets on 12/31/19 equals $6,329,045.43.

2019 Year-end Financial Report:
Ms. Siegel presented the 2019 year-end financial report to the board. She made specific mention that the total spent on severance payments in 2019 equaled $257,582.04. Horizon Public Health total revenues were 105% of the budgeted amount and expenditures were also 105% of the budget. Some of the cause for excess revenue and expenditures in 2019 is due to the new Healthy Families America Grant that was not included in the 2019 budget.

Ms. Stehn indicated that the total assets on 12/31/19 are over the maximum fund balanced established by the board at $6.25 million. Ms. Stehn will have the Finance Committee meet after the February board meeting to discuss the options of paying funds to the 5 member counties for the overage of the maximum fund balance.

Motion by Bob Kopitzke, second by Charlie Meyer to approve the December 2019 Asset Listing Summary Report and 2019 Year-end Financial report. Motion carried unanimously.

Resolution 20-03 accepting December 2019 Hospice donations:
Ms. Siegel presented Resolution 20-03 accepting December 2019 Hospice donations.

**RESOLUTION 20-03**

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the December 2019 donations to Hospice of Douglas County in the amount of $5,274.29.

Dated this 13th day of January, 2020.

Motion by Jeanne Ennen, second by Dennis Thompson to adopt Resolution 20-03 as presented. Motion carried unanimously.

Administrator Report: Ann Stehn
Jane Neubauer with the Early Childhood Dental Network has submitted a request to present to the Horizon Community Health Board during their February 2020 meeting. The board members invite Ms. Neubauer to attend their February meeting.

Adjourn: With no further business, the meeting was adjourned at 10:46 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, February 10th, 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

Linder absent

Chairman, Horizon Community Health Board

Date: 2/10/20

Attest: [Signature]