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

Monday, March 9th, 2020
9:00 a.m.
Minutes

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

Staff: Ann Stehn, Horizon Public Health Administrator
         Betsy Hills, Horizon Public Health Assistant Administrator
         Greta Siegel, Horizon Public Health Assistant Administrator
         Ashley Bohlsen, Chief Health Strategist/Accreditation Coordinator

Guests: None

Absent: Deb Hengel, Community Representative

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

Introductions were made.

Approve Agenda
Motion by Charlie Meyer to amend agenda to add discussion about new tobacco ordinance regulations. Tobacco ordinance regulation discussion will follow the PHAB site visit board team discussion. Motion by Bob Kopitzke, second by Jerry Rapp to approve the agenda as amended. Motion carried unanimously.

Approve minutes of February 10th, 2020 meeting
Motion by David Salberg, second by Charlie Meyer to approve the February 10th, 2020 minutes as presented. Motion carried unanimously.
Horizon Community Health Board By-Law Changes

Ms. Stehn reviewed the 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 in (b) 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.

Motion by Jeanne Ennen, second by Doyle Sperr to approve the changes to the Horizon Community Health Board By-Laws. Motion approved.

Glenwood Lutheran Church Clinic Space Lease

Ms. Stehn informed the board that the Pope County remodel to the Health and Human Services building is moving forward. The plan is to build out space in the courthouse to temporarily house Public Health and Human Services staff. During the remodel, there is not enough space in the Pope County Courthouse so the HPH WIC clinic will be held at Glenwood Lutheran Church. Glenwood Lutheran Church is located across the street from the current Health and Human Services building and the Pope County Courthouse. This will make it easy for staff and people served to access WIC services. Pope County will be paying $100.00 per day for the days WIC is scheduled in Glenwood. Motion by Gordy Wagner, second by Todd Johnson to approve the Glenwood Lutheran Church Clinic Space Lease. Motion approved.

HPH Mobile Work Policy and Guidelines

Ms. Stehn presented the HPH Mobile Work Policy and Guidelines. The intent of the policy is to cover staff who are working from an alternative location to their desk space. This is currently already being done at times; in a home, during meetings, in-between visits, etc. The purpose of the policy is to achieve maximum benefits for the organization. Determination of who works from home is based on (1) the needs of job, department and organization (2) the employee’s past and present level of performance.

VPN access will allow staff to work securely offsite and protect access to the HPH network and data. HPH has 250 Virtual Private Network (VPN) slots. HPH is currently using, and liking, Zoom to host meetings. HPH staff will continue to use and test Zoom’s capabilities (sharing of documents, ease of use, and connecting staff throughout the five counties). HPH also has conference call capabilities. It is possible to host five conference calls with 100 lines at a time if needed.

The purpose of the HPH Mobile Work Policy and Guideline: Horizon Public Health (HPH) supports mobile and/or remote work as a viable work option which, when properly administered, can have a significant positive organizational impact. These impacts could include the ability to maintain an adequate workforce and continue critical functions during a public health or community event, increases in productivity, protection of data, positive morale, and best use of staff travel and work time.

Heather Larson asked how this policy reflects time when school/daycare is closed. Ms. Stehn explained that this policy and procedure is not intended to be a substitute for lack of daycare or PTO usage however has left some discretion up to the HPH Supervisor.

Gordy Wagner discussed the policy and the issue with worker’s compensation insurance. Ms. Stehn reiterated that this is not a permanent work from home policy and that there is language about that in the policy and questions in the documents, which staff sign, asking HPH staff about their work environment. If movement towards a permanent work from home policy would ever happen then more information and details would need to be worked out to do that. Larry Lindor and Jeanne Ennen asked if we were on HPH WIFI. Ms. Stehn said in the home staff would be working on their
private internet or a personal hotspot. HPH staff that use non-Horizon internet access have to log into the VPN. Dennis Thompson asked about spending time with Supervisors to educate and train them on enforcing it. There is a HPH admin meeting on Wednesday this week to discuss the specifics of this policy. Charlie Meyer discussed that this has been done in Douglas County and given the need and our inability to shut down the Public Health department in a time of emergency this is a policy that is needed.

Motion by Jeanne Ennen, second by Gordy Wagner to approve the HPH Mobile Work Policy and Guidelines. Motion approved.

**COVID-19 Situation Update and potential expenses and funding**

Ann presented a slide deck from MDH regarding COVID-19. There are two cases in Minnesota at this time (one in Ramsey and one in Carver County). Public Health is working with these individuals as they are in isolation and quarantine for 14 days. Coronavirus started in China with an animal to human exposure, then moved to human to human exposure. Influenza and COVID are similar in how infectious they are however Influenza has a vaccine. COVID-19 is considered to infect 2-3 people per one person on average. Measles has a higher infection rate at 12-18 people. It is unknown how many actual cases of Coronavirus there are because individuals may not be displaying symptoms. The difference between influenza and coronavirus is that coronavirus is deeper in the respiratory system. Taking care of the severe symptoms is what is alarming to health communities. Those who are elderly and those with underlying health conditions are who seem to be impacted at this time. Current Influenza activity in MN is 72 deaths, 2 of them pediatric.

Ms. Stehn reviewed the purpose of pandemic intervention. The reason we do it is to prevent a whole population from getting sick at one time. We do not want to overwhelm the healthcare system and the ability to care for individuals who are severely sick. In Minnesota, we are in the containment phase (handful of cases). We are working to control it and maintain it. In the containment phase we focus on isolation, contact identification, and quarantine.

After the containment phase, we move to Community mitigation (multiple cases from different areas/exposures). During this time communities may consider temporary school closing, postponing large events, and promoting virtual faith services. Lastly, if widespread transmission occurs, we will use widespread management, like we do with influenza, to try and manage it. The US response is a dual approach: Containment and Community Mitigation. We want to slow transmission, minimize mortality, and minimize impact on health care system and infrastructure.

MN Responds – MN DH has stood up. Horizon Public Health is working closely with MDH. MDH has stood up a Joint Information Center (JIC). They are working closely with Minnesota Department of Education. MDH wants a coordinated response. MDH is now able to test. HPH staff are reviewing isolation and quarantine protocols. There is a PH emergency respond fund. There is concern about skilled nursing facilities since that is the population that is being infected. There is lots of partner work that is happening at this time. HPH is going to be having weekly partner calls in our communities. HPH is asking the public to do basic things to try and prevent community spread: wash hands, cover your cough, avoid touching your face (eyes, nose, and mouth).

HPH’s responsibility will be to provide essential services to those that are in isolation and quarantine. We are responsible to bring to the person what they need (medications, food supply, phone, establish housing). There is activity at the federal and state level for funding. MDH put in a 20 million request, with 8 million to go to local public health for staff people (1 FTE designated to Coronavirus). Horizon Public Health thru Nightingale Notes was able to determine that we spent a little under $7,000 dollars on Coronavirus thru the month of February.

**PHAB Site Visit Board Team**

Accreditation site visit will happen in May. Community Partners will be meeting with the site visitors on May 19th from 1:00 to 2:00 pm. Ms. Stehn asked Deb Hengel and Jeanne Ennen to be a part of those meetings given their ongoing work with HPH. The Governing Board (Larry Lindor, Bob Kopitzke, Dave Salberg, Dennis Thompson, Doyle Sperr, and Charlie Meyer) will be meeting with site visitors on Wednesday, May 20th from 10:30 to 11:30 a.m. Heather Larson is willing to be an alternate if needed. The meetings will take place at the Horizon Public Health – Alexandria office.

**Tobacco Ordinance Regulations**

Commissioner Meyer was wondering how many counties have passed the tobacco ordinance law. Discussion on the new tobacco ordinance law and the impact. In a future meeting, Ms. Stehn suggested that we go back and review federal
and state law to see the history. There is a lot of activity at the legislature right now regarding this and counties are required to have a tobacco ordinance. Jerry Rapp suggested to also review the military rules.

**Personnel Issues**
No vacancies or resignations to report.

**Financial Issues**

**Approve payment of warrants for February 2020:**
The February 2020 warrants in the amount of $109,725.33 were approved on a motion by Todd Johnson, a second by Dave Salberg and all voting aye. Motion carried unanimously.

**2020 YTD Asset Listing Summary Report: Treasurer Ennen**
The February 2020 asset report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH received $192,980.69 more revenues than expenditures in the month of February. Year to date revenues exceed expenditures by $152,689.18. Total assets increased by $190,632.66 from the previous month. Total HPH assets on 2/29/20 equals $6,468,563.91.

Motion by Dennis Thompson, second by Bob Kopitzke to approve the February 2020 Asset Listing Summary Report. Motion carried unanimously.

**Resolution 20-05 accepting February 2020 Hospice donations:**
Ms. Siegel presented Resolution 20-05 accepting February 2020 Hospice donations.

**RESOLUTION 20-05**

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the February 2020 donations to Hospice of Douglas County in the amount of $1,652.22.

Dated this 9th day of March, 2020.

Motion by Charlie Meyer, second by Jerry Rapp to adopt Resolution 20-05 as presented. Motion carried unanimously.

**Electronic Wire Funds Transfer February 7th, 2020 in amount of $500,000**
Motion by Bob Kopitzke, second by Dave Salberg to approve the electronic wire funds transfer in amount of $500,000 from the money market account to the checking account dated February 7th, 2020. Motion carried unanimously.

**February 2020 Finance Committee Recommendations**
Horizon Public Health established a maximum fund balance of $6.25 million at the May 8th, 2017 board meeting. At the end of 2019 HPH’s total assets equaled $6,329,045.43 resulting in a $79,045.43 pay back to the member counties.

The Finance Committee met in February to discuss options on how to allocate the payback funds to the member counties. It is the Finance Committee’s recommendation to use the percentage of total net paid to Horizon Public Health from 2014-2019. Ms. Stehn reviewed the history of the member county investments with the board. The investment history includes the initial fund balance payment, 2015-2019 levy amounts, and the amount of funds returned to each county for unspent severance payments to transitioned employees. Based on these calculations the 2019 fund balance payments area as follows:
- Douglas County: $40,724.21 (51.52%)
- Grant County: $7,256.37 (9.18%)
- Pope County: $15,232.05 (19.27%)
- Stevens County: $11,177.02 (14.14%)
- Traverse County: $4,655.78 (5.89)

Motion by Jeanne Ennen, second by Gordy Wagner to approve the finance committee’s recommendation for repayment to the 5-member counties. Motion carried unanimously.
Future Fund Balance Methodology
The finance committee also brought a recommendation to the board to establish a methodology to set a maximum fund balance amount each year. Establishing a methodology rather than a set amount will allow for flexibility due to changes in budgeted expenditures and changes in severance pay outs.

The finance committee’s recommendation is to set the maximum fund balance at 57% of the current year’s budgeted expenditures and reduce the $1.25 million established for severance payments by the amount of payments to date. This will be reviewed annually on a cash basis once a financial year is complete.

Based on this methodology the 2020 maximum fund balance will be 57% of 2020 budgeted expenditures ($5,239,604) and the $1.25 million severance amount minus the amount paid as of 12/31/19 ($490,919) $759,081.

Motion by Bob Kopitzke, second by Todd Johnson to approve the fund balance methodology to set maximum fund balance at 57% of budgeted expenditures and reduce $1.25 million by amount of severance payments to date. Motion approved unanimously.

Administrator Report: Ann Stehn
Safe Drinking Water Grant: Horizon Public Health is working with Soil and Water Conversation Districts. Horizon Public Health is looking at a grant opportunity. The grant is $100,000.00 total. The focus will be for testing and remediating water problem for targeted population of low-income families and children, veterans, and seniors. Jeanne Ennen reported in the 80’s that Traverse County had the highest number of arsenic naturally occurring in their water. Only 15 counties were eligible to apply, one grant will be awarded.

Drug Free Communities (DFC) Grants: HPH is working on 2 DFC grants. Healthy Voices Healthy Choices that Katie Strickler currently works on is intended to get communities ready for a Drug Free Communities Grant. This would be in Douglas County. HPH is working to try and find a fiscal host for the grant in Pope County as you can only host one grant. There is a match for Drug Free communities. It is a 1:1 match. No extra dollar match.

Motion by Charlie Meyer, second by Todd Johnson to approve moving forward with Safe Drinking Water Grant and Drug Free Communities Grants. Motion approved.

Grant Awards: HPH was awarded a $500.00 grant from the Early Childhood Dental Network. This grant will allow HPH to provide toothbrushes/toothpastes to children and families.

MDH Data Interoperability Grant (HFA): HPH received an MDH Data Interoperability Grant. The intent of this grant is to have Nightingale Notes work with Healthy Families America to ease the process of data collection and use for staff. This grant will help us to collect the data easier.

CTC Outreach dollars: Uncertainty what is happening with the outreach dollars. Trying to work thru what is happening with the CTC outreach dollars and how that will affect HPH.

2019 Annual Report: Part one
Ms. Stehn recommended to move the annual report discussion to the April CHB meeting.

Adjourn: With no further business, the meeting was adjourned at 10:38 a.m. by Commissioner Larry Lindor. The next meeting is scheduled for Monday, April 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.