



809 Elm Street Suite 1200
Alexandria, MN 56308
320.763.6018 | 800.450.4177
320.763.4127 fax
horizonpublichealth.org

HORIZON COMMUNITY HEALTH BOARD
Virtual Meeting
Meeting Based out of Douglas County Services Center – Horizon Public Health Offices

Monday, April 13th, 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: Jeanne Ennen
Traverse: Dave Salberg, Todd Johnson
Community representatives: Deb Hengel, Dennis Thompson

Staff: Ann Stehn, Horizon Public Health Administrator
Betsy Hills, Horizon Public Health Assistant Administrator
Greta Siegel, Horizon Public Health Assistant Administrator
Stacey Lhotka, Horizon Public Health Human Resources Coordinator

Guests:

Absent: Bob Kopitzke, Stevens County

The meeting was called to order at 9:03 a.m. by Commissioner Larry Lindor.

Software and Virtual Meeting Orientation

Ms. Stehn greeted the board and shared appreciation for meeting via the new technology Zoom. A tutorial of the Zoom software was provided to demonstrate how to mute and start and end video. Ms. Stehn will share her screen to show documents and information to the meeting attendees.

Approve Agenda

Motion by Dave Salberg, second by Charlie Meyer to approve the agenda. Motion carried unanimously via roll call vote.

Approve minutes of March 9th, 2020 Horizon Public Health board meeting

Motion by Jeanne Ennen, second by Jerry Rapp to approve the March 9th, 2020 minutes as presented. Motion carried unanimously via roll call vote.

Douglas County
809 Elm Street Suite 1200
Alexandria, MN 56308
320.763.6018
320.763.4127 fax

Grant County
15 Central Ave N, PO Box 191
Elbow Lake, MN 56531
218.685.8295
888.209.2887 fax

Pope County
211 E Minnesota Ave Suite 100
Glenwood, MN 56334
320.634.7822
320.634.0159 fax

Stevens County
10 E Hwy 28
Morris, MN 56267
320.208.6670
320.589.7433 fax

Traverse County
202 8th Street N, PO Box 23
Wheaton, MN 56296
320.208.6670
320.563.0104 fax

Approve minutes of March 26th, 2020 CHB Executive Committee meeting

Motion by Jeanne Ennen, second by Doyle Sperr to approve the March 26th, 2020 minutes as presented. Motion carried unanimously via roll call vote.

Telemedicine and Telephonic Telemedicine Policy:

Ms. Hills presented the Horizon Public Health Telemedicine and Telephonic Telemedicine Policy to the board. This policy is required in order to bill Family Home Visiting visits via telemedicine (video) and telephonic (phone). The policy defines the criteria for each visit, the provision and procedures for each visit, and documentation requirements for the visits made via telemedicine.

Motion by Dave Salberg, second by Deb Hengel to approve the Telemedicine and Telephonic Telemedicine Policy. Motion approved unanimously via a roll call vote.

COVID-19 Situation and Response

Ms. Stehn shared with the board an update on the COVID-19 situation and response. Data as of April 12, 2020: the United States reports 525,000 cases and over 20,486 deaths. MN has conducted 37,421 test with 1,621 positive cases. MN has 70 total deaths. MN numbers are updated at 11:00 each day on the MN Department of Health situation website and the MN Governor's website. Most recent MN data also shows that there are currently 157 people in the hospital and 74 in the ICU due to the COVID-19 virus.

The HPH Incident Command Center meets three times per week. Ms. Stehn is the Incident Commander and Public Information Officer for the response. There is a lot of information being put on the HPH website and Facebook page along with press releases for each first confirmed case in each county. Ms. Stehn has done several radio station interviews. A Joint Information Center has been established between HPH and communication staff from each of the medical providers in our five communities. This is led by HPH Community Health Strategist, Amy Reineke. This group meets weekly and collaborates on consistent messaging across our region.

Betsy Hills is the Safety Officer and is in charge of our continuation of internal operations during this response. Her priority is to focus on the safety of our staff, which includes Personal Protective Equipment (PPE). She is also working with Kay Lagred to coordinate support and response efforts with Long Term Care facilities in our five counties. Long Term Care facilities are a primary concern in this response as they serve high-risk individuals living in a congregate setting.

Greta Siegel is the Finance Chief and is monitoring the staff time and expenditures of the COVID-19 response. She is also responsible for working on maintaining internal revenue sources including grants management and third party billing for services provided.

Patty Hobbs is the Logistics Chief and is tracking inventory of PPE and supplies and gathering supplies needed for essential services.

Connie Bullock is the Operations Chief. This role has changed several times due to the status of positive cases in our five counties. With only three confirmed cases in our counties the need for essential services has not increased at this time. Also, the MN Department of Health continues to do all contact investigation for any confirmed COVID-19 cases for the entire state. There are no plans to shift the contact investigation to local public health at this time. Therefore, Horizon Public Health will not be performing contact investigation for this response. However, HPH will be contacted by the MN Department of Health for any confirmed individuals or their close contacts if there is a need for essential services during their quarantine time. Horizon Public Health has responded to one essential service request. HPH will not be notified of the identity of the confirmed individual unless essential services are required.

The focus of the response at this time in MN is doing both containment and mitigation. Because of the lack of widespread testing it is difficult to identify and contain all individuals that have contracted COVID-19. An antibody test is just becoming available and starting to roll out. There is a possibility down the road that HPH might be involved in antibody testing but it is difficult to determine at this time as this response is changing daily.

Question was received about how many tests have been completed. Ms. Stehn indicated she does not have exact numbers but some reports she has heard include that Douglas County has tested in the hundreds with a combined effort

between Alomere and Sanford at a drive up clinic. Stevens County has done very little testing due to the lack of testing supplies. The hospitals and clinics in our region are following the guidelines of MDH regarding who can be tested at this time. This has greatly reduced the amount of testing that has been done in our five counties. Testing priority is for those individuals working in healthcare and living in congregate settings.

Ms. Stehn shared a map regarding hospital patterns for the West Central regional and indicating plans to address a surge in COVID patients being hospitalized. In Alexandria, the plan is that all COVID-19 patients will go to the St. Cloud hospital. All of the non-COVID patients will go to the Alexandria hospital. Glenwood Hospital is planning to transfer all of their COVID patients to the St. Cloud hospital as well. Elbow Lake hospital will send COVID cases to the Fergus Falls hospital and non-COVID patients will be sent to Elbow Lake. The Fergus Falls hospital also has connections with Sanford in Fargo if necessary to send COVID patients there. Wheaton Hospital will send all of their COVID patients to Sanford Hospital in Fargo. The Morris hospital is working with the Elbow Lake and Fergus Falls hospital to send their COVID patients to the Fergus Falls location.

HPH is working on many plans for subsets of the population. Examples of this work include working on a plan for homeless persons affected by COVID, transportation of individuals with COVID for necessary medical services, childcare consultation and coordination to make certain that they are receiving the supplies they need.

Jessica Peterson is the Planning Chief for this response and is working on updating the incident action plan each week. The planning focus this week is on mental health, alternative face coverings, and making contacts with business communities and Emergency Managers. There is a lot of documentation around this response that is happening as well.

Two to three HPH staff have been identified as county liaisons in each of the five member counties. Douglas County: Jessica Peterson, Crystal Hoepner, Amy Streed. Grant County: Connie Bullock and Katie Hauglie. Pope County: Shelley Svec and Kay Lagred. Stevens County: Marcia Schroeder and Kelsey Peterson. Traverse County: Greta Siegel and Bobbi Janke.

Ms. Stehn is part of a group that is working on establishing regional alternative care sites for the West Central region. There has not been a confirmed regional alternative care site at this time. Work is still being done in this area.

Many aspects of the virus are still unknown and being studied. There is not a clear answer on why some individuals do not experience symptoms of the virus but are still spreading the virus. This is the reason for the alternative face coverings to keep the virus contained in that face covering. These alternative face coverings do not protect the person wearing the mask – but rather is preventing the spread of the virus from those individuals wearing the face covering.

Horizon Programs and Services Changes

Ms. Hills updated the board on program and service changes at HPH due to the COVID-19 response. Currently, approximately 20% of the HPH staff continue to work in the office. Most of the staff are working from home at this time. Each regulatory entity that guides program guidance has weighed in on the changes in requirements for service delivery. All regulatory entities have allowed visits via telephone or video at this time. The Case Management program continues to serve approximately 1300 clients. The number of Case Management referrals have remained steady and all face to face visits are being conducted via Zoom. CHAMP helped to coordinate the process to get all HPH staff that provide client visits with an individual Zoom license. HPH is still able to continue billing for those services in Case Management. The only change to Case Management services is that there are no face to face visits at this time.

Hospice has seen an increase in patient case load in the past few weeks. They have a census of 33-37 clients each day. Hospice continues to see clients and some are seen face to face with the staff wearing the correct personal protective equipment. Hospice staff are doing some visits via the telephone and over Zoom video visits. Long Term Care facilities are still allowing hospice nurse visits at this time.

The Family Home Visiting staff continue to see clients via Zoom or make visits via phone calls. HPH Administration has asked the Family Home visiting staff to increase their visits and contacts to this population due to this unprecedented situation. Many of these families might be feeling isolated at this time and might need additional support.

The Women, Infants and Children (WIC) program continues to provide services via phone only. The WIC show rate is 100% due to the fact that the visit is made via phone and most participants are at home and can make the visit. There

has been an increase in WIC participation and some of the previous WIC participants have returned to the program due to the current economic status.

The Healthy Families America program continues to provide services and is adding new clients. This new program currently has 15 clients enrolled. HFA staff are providing client visits via Zoom and phone calls.

Horizon Public Health Human Resources Update

Stacey Lhotka, Human Resources Coordinator, provided an update to the board regarding Human Resources changes due to COVID-19. Ms. Lhotka updated the board on three laws with Human Resource implications that have passed since COVID-19 began. Workers Compensation is now available in MN for certain medical professionals and first responders who contract COVID-19 during client/patient care. Horizon Public Health is exempt from the Families First Coronavirus Response Act which provides for extended FMLA benefits and 80 hours of employer paid sick time. Ms. Lhotka also shared what other counties have considered for HR policies due to COVID-19.

HPH staff will need to use their accrued PTO or deferred sick hours (if applicable) to cover time away from work due to COVID-19 quarantine. HPH staff with deferred sick balances will be able to use these if involved in a quarantine situation.

HPH is hosting an all staff meeting every other week to keep staff connected along with daily connections within their program areas and from the Supervisor. The HPH Safety and Wellness Committee has provided resources to help staff with mental health and physical health during this situation.

Ellison Center Health Families America Infant Mental Health and Reflective Consultation Contract

Ms. Hills shared a contract with the Ellison Center for Infant Mental Health and Reflective Consultation services that are required with the Healthy Families America program. The cost of this contract will be paid by grant funds for all services provided. This service is also provided to the Supporting Hands Nurse Family Partnership by the Ellison Center. This is a new service to HPH that is required due to the Healthy Families America program.

Motion by Deb Hengel, second by Todd Johnson to approve the contract with Ellison Center to provide Infant Mental Health and Reflective Consultation. Motion approved unanimously via a roll call vote.

Personnel Issues

No vacancies or resignations to report.

Financial Issues

Approve payment of warrants for March 2020:

The March 2020 warrants in the amount of \$230,897.18 were approved on a motion by Dwight Walvatne, a second by Dennis Thompson and all voting aye. Motion carried unanimously via roll call vote.

2020 YTD Asset Listing Summary Report: Treasurer Ennen

The March 2020 asset report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH expended \$117,090.37 more expenditures than revenues in the month of March. Year to date revenues exceed expenditures by \$35,598.81. Total assets decreased by \$112,765.21 from the previous month. Total HPH assets on 3/31/20 equals \$6,355,798.70.

Motion by Todd Johnson, second by Heather Larson to approve the March 2020 Asset Listing Summary Report. Motion carried unanimously via roll call vote.

2020 YTD Quarterly Financial Report:

Ms. Siegel presented the 2020 year to date financial report to the board. Through March 2020 with 25% of the budget year completed total revenues equal \$2,268,544.44 (24% of budget) and total expenditures equal \$2,232,945.63 (24% of budget). Total revenues exceed expenditures by \$35,598.81 at the end of March 2020.

Motion by Jeanne Ennen, second by Dave Salberg to approve the 2020 YTD Quarterly Financial Report. Motion carried unanimously via roll call vote.

Adjourn: With no further business, the meeting was adjourned at 10:51 a.m. by Commissioner Larry Lindor. The next meeting is scheduled for Monday, May 11th, 2020 at 9:00 a.m.

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 *Larson absent*

Larry Lindor
Chairman, Horizon Community Health Board

5-11-2020
Date

Attest: *Ann E. Steh*