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

Monday, May 11th, 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, Deb Hengel

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

Guests: Kristin Erickson, MDH Consultant

The meeting was called to order at 9:01 a.m. by Commissioner Larry Lindor.

Introductions were made.

Approve Agenda

Motion by Bob Kopitzke, second by Deb Hengel to approve the agenda. Motion carried unanimously via roll call vote.

Approve minutes of February 10th, 2020 meeting

Motion by Dave Salberg, second by Jeanne Ennen to approve the April 13th, 2020 minutes as presented. Motion carried unanimously via roll call vote.

COVID-19 Situation and Response Update, including Case Investigation and Contact Tracing

Ms. Siegel presented a situation update from the Minnesota Department of Health (MDH) website. Ms. Stehn discussed that due to increase testing and more confirmed cases that there are delays at the MDH lab, which affects how quickly and accurately the data is being reported. Ms. Stehn has been on a workgroup, with three other Local Public Health Directors. HPH is interested in doing case investigations/contact tracing locally where historically this has been done by MDH. MDH has taken the existing system that they use to track diseases and events and has tried to manage the Coronavirus pandemic with this system. Unfortunately, the system has expanded beyond their capacity so MDH is trying

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to fast track a new system that will better manage the pandemic for the foreseeable future and involve Local Public Health (LPH). MDH is working to find a software system as well as define the roles of MDH and LPH moving forward. Two HPH nurses were trained last week to do case investigations. There were 57 staff from around the state trained. The HPH nurses are shadowing MDH staff today. The plan is for HPH to take over these roles at the end of this week. In the new system MDH is looking at a regional model. HPH would have staff virtually deployed to work as part of a regional team. HPH staff will work not only in our five counties but will help the team regionally. The positive side to this is that we will know what is happening in our communities and be able to deploy staff, knowledge, and resources more quickly than MDH can. Larry Lindor asked about transmission and how/if people are linked together and if communities would know. Ms. Stehn talked about that is the purpose of contact tracing and although it's not a definitive determination of where/whom people contracted the disease from it may be a good assumption. Health data will continue to be protected through this process.

Ms. Larson stated that out of the 43,000 Prime West members, only 120 have been tested. Ms. Stehn discussed what is happening with testing and the lack of testing in our areas. Testing is starting to pick up in our communities. Our providers are reporting that they have not had supplies to do testing. The state command center is in charge of redirecting supplies to places that do not have enough supplies.

Ms. Stehn discussed COVID-19 and long term care (LTC) settings. MDH wants LPH to take a broader approach with LTC settings. HPH has a team of people that is participating in MDH meetings with LTC and our facilities are participating in local healthcare partner calls. HPH is waiting to hear from MDH on how this will look. MDH will provide technical assistance to us while LPH will be responsible for directly working with the LTC settings. HPH has been doing a lot of work locally however with the new approach from MDH over the next couple of weeks HPH will have a more defined role.

Horizon Human Resources Update:

Families First Coronavirus Response Act (FFCRA) and Critical Sector Worker Designation

Ms. Stehn discussed the Families First Coronavirus Response Act (FFCRA) and Critical Sector Worker designation which clearly indicates public health staff are considered a critical sector workforce. The Association of Minnesota Counties (AMC) recommended that the Horizon CHB have a resolution reinforcing this designation. Ann Goering, HPH Attorney, agreed with this recommendation and drew up this resolution. Ms. Stehn reports that she continues to meet quarterly with HPH Labor-Management committee.

Resolution 20-08 regarding FFCRA and Critical Sector Worker Designation:

Ms. Stehn presented Resolution 20-08 regarding the FFCRA and Critical Sector Worker Designation.

RESOLUTION 20-08

BE IT RESOLVED that the Horizon Community Health Board, as of March 25, 2020 the date of Governor Walz's Executive Order 20-20, deems all employees of Horizon Public Health as Critical Sector Workers. Effective April 1, 2020 all Horizon Public Health staff are deemed exempt from the Families First Coronavirus Response Act.

Dated this 11th day of May, 2020.

Motion by Bob Kopitzke, second by Gordy Wagner to adopt Resolution 20-08 as presented.

Yeas: 12

Nays: 1

Those voting nay: Heather Larson

Motion carried.

Personnel Issues:

Ms. Stehn presented an unpaid leave of absence request for Anita Hintzen.

Motion by Jeanne Ennen, second by Dwight Walvatne to approve Anita Hintzen's Leave of Absence Request. Motion carried unanimously via roll call vote.

Financial Issues

Approve payment of warrants for April 2020

The April 2020 warrants in the amount of \$168,359.01 were approved on a motion by Charlie Meyer, a second by Dave Salberg. Motion carried unanimously via roll call vote.

2020 YTD Asset Listing Summary Report: Treasurer Ennen

The April 2020 asset report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH received more revenues than expenditures in the month of April. Year to date revenues exceed expenditures by \$198,488.59. Total assets increased by \$201,301.96 from the previous month. Total HPH assets on 04/30/2020 equals \$6,557,100.66.

Motion by Todd Johnson, second by Dennis Thompson to approve the April 2020 Asset Listing Summary Report. Motion carried unanimously via roll call vote.

Ms. Siegel reports that HPH is in a good financial position at this time. At 33% of the year completed, total revenues equal 33% of the budget revenues and total expenditures equal 32% of the budgeted expenditures. Ms. Siegel reports that HPH has been able to use SHIP and Emergency Preparedness grant funds to cover some COVID-19 related expenses. HPH did receive \$161,188 from the state for COVID-19 related expenses. Total COVID-19 expenditures at the end of April 2020 are approximately \$180,000. Ms. Siegel will continue to track COVID-19 related expenses on an ongoing basis.

Resolution 20-09 accepting April 2020 Hospice donations:

Ms. Siegel presented Resolution 20-09 accepting April 2020 Hospice donations.

RESOLUTION 20-09

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the April 2020 donations to Hospice of Douglas County in the amount of \$2637.57.

Dated this 11th day of May, 2020.

Motion by Dennis Thompson, second by Gordy Wagner to adopt Resolution 20-09 as presented. Motion carried unanimously.

Administrator Report: Ann Stehn

Ms. Stehn reported that she was asked to be part of procurement workgroup between the Association of Minnesota Counties (AMC) and MN Department of Human Services. Ms. Stehn reports that there are a number of people that are affiliated with Prime West on this committee.

Ms. Stehn presented a portion of the HPH Annual Report and will follow up with the rest of the report at the next CHB meeting. Ms. Stehn reviewed the HPH vision, mission, and values. Ms. Stehn reports that the total population in our five counties is 67,500.00. Douglas and Stevens counties have had an increase in population; while Grant, Pope, and Traverse counties have had a decrease. Ms. Stehn reviewed data regarding population demographics, household income, income level, poverty, unemployment rates etc. in our communities. Ms. Stehn discussed current unemployment rates in our communities in light of COVID-19. This data is updated by the State of Minnesota Department of Employment and Economic Development (DEED) and can be found on the DEED website. The HPH annual report is further divided in to the 10 essential public health services. These services serve as a framework to guide our roles and practice. The 10 essential public health serves establish a foundation for public health improvement initiatives. Ms. Stehn reviewed the most current Minnesota student survey data from the report and immunization data. At the next CHB meeting, Ms. Stehn will review the second half of the annual report due to time limitations. The annual report will be available on the Horizon Public Health website <https://horizonpublichealth.org> once the report is finalized.

Roll Call Vote Summary:

Board Member	Agenda 5/11/20	Board Minutes 4/13/20	Resolution 20-08	Leave of Absence Approval	April 2020 Warrants	YTD Asset Summary	Resolution 20-09
Heather Larson	Absent	Absent	No	Yes	Yes	Yes	Yes
Charlie Meyer	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Jerry Rapp	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Doyle Sperr	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dwight Walvatne	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gordy Wagner	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Jeanne Ennen	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bob Kopitzke	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Todd Johnson	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dave Salberg	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dennis Thompson	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Deb Hengel	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Larry Lindor	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Vote Result	Unanimous	Unanimous	Yea - 12 Nay - 1	Unanimous	Unanimous	Unanimous	Unanimous

Adjourn: With no further business, the meeting was adjourned at 10:34 am by Commissioner Larry Lindor. The next meeting is scheduled for Monday, June 8th at 9:00 a.m. via videoconference.

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

Larry Lindor
Chairman, Horizon Community Health Board

6-8-2020
Date

Attest: Ann E. Steh