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

**Monday, July 13th, 2020**  
**9:00 a.m.**  
**Minutes**

**Present:** Douglas: Heather Larson, Charlie Meyer  
Grant: Dwight Walvatne, Doyle Sperr  
Pope: Gordy Wagner, Larry Lindor  
Stevens: Jeanne Ennen, Bob Kopitzke  
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

**Guests:** Kristin Erickson, Minnesota Department of Health, Nurse Consultant  
Crystal Hoepner, Horizon Public Health, Health Educator

**Absent:** Jerry Rapp

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

**Approve Agenda**

Motion by Bob Kopitzke, second by Dave Salberg to approve amended agenda to include permission to fill vacancy after resignation. Motion carried unanimously via roll call vote.

**Approve minutes of June 8th, 2020 Horizon Public Health board meeting**

Motion by Charlie Meyer, second by Gordy Wagner to approve the June 8th, 2020 minutes as presented. Motion carried unanimously via roll call vote.

**SHIP Community Survey: Crystal Hoepner**

Ms. Hoepner discussed the SHIP community survey that will go out to community members in the five county area. The SHIP Community Survey is a required grant activity. Originally, the plan was to send this survey out in May but was postponed due to the COVID-19 pandemic. Ms. Hoepner and the SHIP staff will work with Ann Kinney at MDH regarding

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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**  
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Wheaton, MN 56296  
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the survey and Survey Systems will assist with the administration of the survey. Ms. Hoepner reports that they would like to receive somewhere between 1800 to 2000 surveys back. The cost to administer the survey is \$36,000.00 and is built into the grant budget. The survey is for residents 18 years or older. Ms. Hoepner reports that the plan is to send out the survey in August and then HPH would receive results back by October. Deb Hengel believes the timing is good to see where residents in our communities are at during this time. Ms. Hoepner reports that other SHIP grantees have done the survey during the pandemic and have had good response rates. Kristin Erickson asked about options for non-English speaking families. Ms. Hoepner reports that on the cover letter that accompanies the survey there will be a number that survey respondents can call so the survey can be translated into any language. HPH will include in the cover letter a statement referencing this phone number in the most commonly spoken languages in our communities.

**Resolution 20-11 and 20-12: TZD Grants for Douglas and Grant Counties**

**RESOLUTION 20-11**

**AUTHORIZING EXECUTION OF AGREEMENT**

Be it resolved that Horizon Public Health enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Douglas County during the period from October 1, 2020 through September 30, 2021.

The Horizon Public Health Administrator is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Horizon Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Horizon Community Health Board on behalf of Horizon Public Health this 13th day of July 2020.

**RESOLUTION 20-12**

**AUTHORIZING EXECUTION OF AGREEMENT**

Be it resolved that Horizon Public Health enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Grant County during the period from October 1, 2020 through September 30, 2021.

The Horizon Public Health Administrator is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Horizon Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Horizon Community Health Board on behalf of Horizon Public Health this 13th day of July 2020.

Motion by Jeanne Ennen, second by Dwight Walvatne to adopt Resolution 20-11 as presented. Motion carried unanimously via roll call vote.

Motion by Deb Hengel, second by Dave Salberg to adopt Resolution 20-12 as presented. Motion carried unanimously via roll call vote.

## **COVID-19 Situation and Response**

Ms. Stehn presented the HPH COVID-19 dashboard. COVID-19 cases, starting around July 4, are rising in our Horizon counties. As of this morning, the total confirmed cases are as follows: Douglas - 74, Grant - 31, Pope - 13, Stevens - 11, Traverse - 7.

Ms. Stehn reports that a tab for active cases has been added to the dashboard. The numbers of current active cases are Douglas - 7, Grant - 16, Pope - 1, Stevens - 4, Traverse - 2. Last week, HPH received a lot of feedback/concerns coming from every Horizon county regarding large gatherings and environments that would be high risk for transmission. In the HPH dashboard, individuals can toggle throughout the database. Ms. Stehn reports that HPH was one of the early counties to start providing a local dashboard. This is provided with due caution to protect data privacy and some requests for additional data won't be provided for that reason, particularly when there are few cases. Jeanne Ennen asked about how active cases are determined. Ms. Stehn reported that active cases is determined by MDH and is based off a protocol and if a person is under isolation then the case is considered active. Ms. Stehn reviewed other areas of the dashboard.

Ms. Stehn reported that due to the increase in cases that HPH will be adding two more case investigators to the case investigation and contact tracing (CI/CT) team. Each case is quite involved and there is many variables to each case which make it time-consuming work.

Ms. Stehn also reviewed the MDH COVID-19 website. Ms. Stehn reports that the number of cases statewide is increasing. Ms. Stehn highlighted the statewide hospitalization information and reports that she will continue to monitor that as cases continue to increase.

Jeanne Ennen asked about who works with an employer when there is case. Ms. Stehn reports we are working in collaboration and providing technical assistance to employers. HPH employees have been reaching out to employers to help with questions and concerns and also have provided technical assistance as they have been putting together their plans.

Ms. Stehn reports one of the biggest challenges with case investigation and contact tracing (CI/CT) is our current phone system. HPH needs a robust phone system to ensure that we are reaching our cases. Our current phone system is not capable of doing what we need it do and is causing confusion. HPH wants to have the CI/CT staff linked together in a phone system so they can more easily manage their schedules and our service isn't interrupted when the primary staff person changes. We are working 7 days per week and we need a consistent number for people to call back to.

Ms. Siegel explained that HPH, from the beginning, has utilized three different phone systems. Douglas uses the Voyant system while Pope and Stevens, Traverse, and Grant use the State of Minnesota system. The new system will allow for one phone number that will ring to all of the CI/CT team. The Voyant system will give us the ability to add people quickly, change roles and functions as needed, and give us the opportunity to use soft phones. A soft phone means that the call will ring to an individual laptop. The employee will answer the call on their laptop and will have earbuds/headset for sound. Jeanne Ennen reports that another benefit is that we could eventually advertise that CI/CT number.

The plan is to demo the Voyant system and if it meets HPH's needs then potentially move all of HPH staff to this system. This system would allow us to control intake and link to other staff as needed to meet the call demand.

Ms. Siegel reports no contract at this time will be signed, as this is a trial period. Ms. Stehn will report back to the board at the August CHB meeting.

## **SCHSAC Committee Meeting on June 22, 2020 Report: Gordy Wagner/Ann Stehn**

Gordy Wagner reported that Jan Malcom, Commissioner of Health, was on the call and that coronavirus was probably here long before it was found, and that testing capability in the early stages lagged. Commissioner Malcom reported to the group that she sees no let up with COVID-19 cases. Ms. Stehn reports about the challenges that they have been facing during this pandemic and the collaborations that have happened due to the response.

### **Personnel Issues**

#### **New Staff:**

Paulette Kracht, Hospice HHA starting June 29, 2020:

Syri Williams, Casual Hospice HHA starting June 30, 2020:

#### **Resignation:**

Ms. Stehn informed the board that Richelle Hyatt has provided her resignation effective June 26, 2020.

Motion by Charlie Meyer, second by Todd Johnson to approve the resignation of Richelle Hyatt effective June 26, 2020 and to fill the position vacancy in the Traverse County office. Motion carried unanimously via roll call vote.

### **Financial Issues**

#### ***Approve payment of warrants June 2020:***

The June 2020 warrants in the amount of \$213,305.27 were approved on a motion by Bob Kopitzke, a second by Dave Salberg. Motion carried unanimously via roll call vote.

#### ***Review YTD Financial Report:***

The January 2020 - June 2020 financial report was presented by Ms. Siegel. The year to date report shows that HPH has received \$94,621.61 more revenues than expenditures at 50% of the year. Total revenues equals \$4,696,682.94 and total expenditures equal \$4,602,061.33. With 50% of the budget year completed total revenues are 49% of budget and expenditures are 50% of budget.

Ms. Siegel reports that most of our payers are paying us for telehealth visits. The problem that we are having is for telehealth visits for clients on commercial health insurance. This is not a lot of clients so the impact is small however billing staff will keep working on getting paid for those visits. Ms. Siegel states that she is involved with a regional accounting group who is working on the different payment issues that arise. Gordy Wagner asked Ms. Siegel who is on the regional accounting group. Ms. Siegel reports that the group includes accounting professionals from Public Health and Health and Human Services agencies. It originally started with agencies that use CHAMP software but over time other entities have joined.

Ms. Stehn added that during this pandemic response we are working to utilize staff that may not work in revenue producing programs (or generate less revenue) in an attempt to not disrupt our revenue stream to the extent possible.

Motion by Gordy Wagner, second by Bob Kopitzke to approve the January 2020 - June 2020 Financial report. Motion carried unanimously via roll call vote.

#### ***2020 YTD Asset Listing Summary Report: Treasurer Ennen***

The June 2020 asset report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH expended \$223,707.32 more than revenues in the month of May. Year to date revenues exceed expenditures by \$94,621.61. Total assets decreased by \$236,025.99 from the previous month. Total HPH assets on 6/30/20 equals \$6,422,638.70.

Total June 2020 revenues of \$499,221.47 is understated due to the fact that \$103,432.35 of CARES funding received in April 2020 was returned to Medicare HHS in June 2020. After review of the requirements for the use of the funds specifically for our hospice program it was determined that HPH would not have eligible expenses in this amount to expend these funds.

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

***Resolution 20-13 accepting June 2020 Hospice donations:***

Ms. Siegel presented Resolution 20-13 accepting June 2020 Hospice donations.

**RESOLUTION 20-13**

**BE IT RESOLVED** that the Horizon Community Health Board hereby accepts the May 2020 donations to Hospice of Douglas County in the amount of \$4,647.44.

Dated this 13<sup>th</sup> day of July, 2020.

Motion by Jeanne Ennen, second by Gordy Wagner to adopt Resolution 20-13 as presented. Motion carried unanimously via roll call vote.

**Consider Recommendations of Finance Committee Meeting 7/1/2020:**

**2019 Modified Accrual Report:**

Ms. Siegel states that the finance committee met on July 1<sup>st</sup>, 2020 to review the 2019 modified accrual financial report. Ms. Siegel reports that HPH is almost done with 2019 audit by CliftonLarsonAllen. This reports puts all of revenues and expenditures back into the 2019 year. The 2019 modified accrual financial reports lists total revenues at \$9,514,878.43 and total expenditures at \$9,294,310.16 with a positive net fund increase of \$220,568.27. Ms. Siegel indicated that these amounts were very similar to the 2019 financial report on cash basis. This indicates that HPH is very current on receiving billing revenue and paying expenditures.

Motion by Bob Kopitzke, second by Dennis Thompson to approve the 2019 Modified Accrual Financial Report. Motion carried unanimously via roll call vote.

**2019 Hospice Settlement and Methodology Change for 2020 Settlement Committee Recommendations:**

Ms. Siegel reviewed the Horizon/Douglas County Memorandum of Understanding (MOU). This MOU states that any hospice program revenues that exceeds expenditures on a modified accrual basis will be paid back to the respective agency and vice versa when expenditure exceed revenues. Ms. Siegel presents the 2019 Financial Settlement Payment for Hospice of Douglas County report. Ms. Siegel reports that all donations, memorials, and Longfellow fund donations are excluded from the total revenue when determining total hospice revenue collected for the previous fiscal year.

In 2019, revenues were greater than expenditures on a modified accrual basis. HPH will make a payment to Douglas County for \$134, 925.81. Ms. Siegel reports that 2018 was the first year that Douglas County had to pay back \$67,062.30 to HPH.

Ms. Siegel reports in previous years the payout (or revenue received) has been recorded in the Hospice financial program area. This causes the hospice expenditures or revenues to be increased by the previous year's amount. Ms. Siegel would like approval to record the 2019 payment in a general HPH account so that it is not reflected as an expense in the 2020 hospice financial report. Bob Kopitzke asked what the auditor's recommendation is. Ms. Siegel reports that she did ask and they reported it is an agency decision and that they look at things on an overall basis.

Motion by Heather Larson, second by Jeanne Ennen to approve the 2019 Hospice Settlement in the amount of \$134, 925.81 and methodology change as presented for future calculations of settlements. Motion carried unanimously via roll call vote.

**Investment Recommendation:**

Ms. Siegel reviewed the HPH Investment Summary document and asked the CHB board to approve the recommendation from the finance committee. Ms. Siegel reports that our CD expires on July 25<sup>th</sup> of each year. In 2018 and 2019 the interest rates were high so the interest on the \$3,000,000 was re-invested. In 2020, Glenwood State Bank is offering HPH 1% interest rate on the CD. Ms. Siegel reports the MAGIC rate is 0.60%. The recommendation from the finance committee is to reinvest \$3,000,000 in the CD at Glenwood State Bank at 1% and put the remaining balance including new interest earned into the Money Market Account to potentially secure a higher interest rate.

Motion by Todd Johnson, second by Charlie Meyer to approve \$3,000,000.00 to be re-invested in a Certificate of Deposit at Glenwood State Bank with a 1% interest rate. Motion carried unanimously via roll call vote.

2021 Levy Recommendation:

Ms. Siegel reviewed the initial draft of the 2021 budget. There are many variables that will impact the 2021 budget. Grant revenue is down however HPH is waiting to hear on the DFC federal grant of \$125,000.00 and the P&I grant ends in June 2021. Third party billing revenue is down due to CM reductions and overestimating the HFA revenue in the original grant proposal. Ms. Siegel reports that salary costs are our biggest expense and that salary costs will increase due to the 2.50% COLA increase in the union contract and potential increase in insurance expenses. Ms. Siegel states that due to these varying factors that the budget for 2021 is set to be negative \$52,097 and when including the HFA revenue that needs to be set aside to sustain the program in the future will be negative \$223,860.

The finance committee recommendation from the July 1, 2020 meeting was that the levy request from member counties for 2021 should not exceed the 2020 level. The recommendation is that the levy amount remain at the 2020 amounts.

Motion by Bob Kopitzke, second by Dwight Walvatne to approve a 0% levy increase for 2021, with a note to not exceed the 2020 levy amount. Motion carried unanimously via roll call vote.

CARES Funding Discussion:

Ms. Stehn reports that she has communicated with each of the County Coordinators and Emergency Managers to let them know what HPH expenditures have been for the COVID-19 response. HPH current COVID-19 expenditures through June 26, 2020 is \$297,010.12. Ms. Stehn reports that we have used the following funding for the response to date: Emergency Preparedness Grant (\$20,350.23), SHIP Grant (\$19,109.85), and COVID-19 funding (\$161,188.00) that was received initially. This funding reduces the net to \$96,362.04. Ms. Stehn reports we may receive funding for the CI/CT work that we are doing but this is unknown. HPH continues to track the time invested in this work. Ms. Stehn asks for direction on how to move forward with the additional CARES Act funding that is available. Ms. Stehn states that she will prepare information and estimates of expenditures to present to the individual county boards.

Bob Kopitzke reports that in the CARES Act funding guidelines that public health is mentioned several times in regards to how dollars should be allocated. Commissioner Kopitzke asks Ms. Stehn to look into what duties by staff have gone by the wayside in light of the pandemic and the impact of that to the agency. Commissioner Kopitzke and Ennen ask for more information from HPH to bring to their board for reimbursement discussion purposes. Charlie Meyer agrees that the agency should be made whole with the funding. Ms. Stehn reports that HPH will try to estimate the expenditures and break it out by the levy amount. Ms. Stehn reports that she can put together information for the boards to show the financial impact to the agency. Dave Salberg states that he read in the guidelines that the money cannot be used for the same duties and timeframe. Ms. Stehn reports that she is aware of this and this CARES Act funding would cover expenses that were not already covered by other funding mechanisms and for future expenses.

Motion by Bob Kopitzke, second by Charlie Meyer for Ms. Stehn to do research and determine estimates of expenditures, based on tax levy, for the response to COVID-19 pandemic. Motion carried unanimously via roll call vote.

Accounts Receivable Uncollectible for 2017-2018:

Ms. Siegel reports that we have tried to collect money for these services. Most of these costs are from unpaid waiver obligations of participants that we serve.

Motion by Jeanne Ennen, second by Dave Salberg to approve uncollectible amount for \$4,648.23. Motion carried unanimously via roll call vote.

**Administrator Report: Ann Stehn**

2019 Annual Report Part Two:

Ms. Stehn presented the second half of HPH 2019 Annual report. The final draft of the annual report will be posted on the Horizon Public Health website <https://horizonpublichealth.org>. The annual report is available to the public. Ms. Stehn highlighted the following areas: tobacco license/compliance, public health nuisances, environmental health licenses, types of licenses, number of inspections, violations, and activities (complaints investigated, plans reviewed,

establishments licensed) in each counties. Ms. Stehn reviewed the HPH program areas (family health, hospice, and case management) and participation numbers. Ms. Stehn reports that HPH Supervisors are looking at this data more closely and determining what is happening in their respective programs and how to move their programs forward. Ms. Stehn finished her report by highlighting performance management measures, staffing, and other agency related activities.

Administrative Updates:

**Program Updates**

WIC will not be doing in person visits until the end of September 30<sup>th</sup>, 2020.

Waiver programs potentially have a waiver until June 30<sup>th</sup>, 2021.

**Roll Call Vote Summary:**

Board Member	Agenda 7/13/20	Board Minutes 6/8/20	Resolutions 20-11 and 20-12	Richelle Hyatt Resignati on	Authorization to fill RN Case Mgr position Wheaton	Payment of June 2020 Warrants	Jan 20 – June 20 Financi al Report	2020 YTD Asset Listing Summary	Resol ution 20-13
<b>Heather Larson</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Charlie Meyer</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Jerry Rapp</b>	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
<b>Doyle Sperr</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Dwight Walvatne</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Gordy Wagner</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Jeanne Ennen</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Bob Kopitzke</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Todd Johnson</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Dave Salberg</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Dennis Thompson</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Deb Hengel</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Larry Lindor</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Vote Result</b>	Yay – 12 Nay - 0	Yay – 12 Nay - 0	Yay – 12 Nay - 0	Yay – 12 Nay - 0	Yay – 12 Nay - 0	Yay – 12 Nay – 0	Yay – 12 Nay – 0	Yay – 12 Nay – 0	Yay – 12 Nay - 0

Board Member	2019 Modified Accrual Financial Report	2019 Hospice Settlement & Methodology change	Investment Recommendation	2021 Levy Recommendation	CARES Funding	Accounts Receivable Uncollectible for 2017-2018
Heather Larson	Yes	Yes	Yes	Yes	Yes	Yes
Charlie Meyer	Yes	Yes	Yes	Yes	Yes	Yes
Jerry Rapp	Absent	Absent	Absent	Absent	Absent	Absent
Doyle Sperr	Yes	Yes	Yes	Yes	Yes	Yes
Dwight Walvatne	Yes	Yes	Yes	Yes	Yes	Yes
Gordy Wagner	Yes	Yes	Yes	Yes	Yes	Yes
Jeanne Ennen	Yes	Yes	Yes	Yes	Yes	Yes
Bob Kopitzke	Yes	Yes	Yes	Yes	Yes	Yes
Todd Johnson	Yes	Yes	Yes	Yes	Yes	Yes
Dave Salberg	Yes	Yes	Yes	Yes	Yes	Yes
Dennis Thompson	Yes	Yes	Yes	Yes	Yes	Yes
Deb Hengel	Yes	Yes	Yes	Yes	Yes	Yes
Larry Lindor	Yes	Yes	Yes	Yes	Yes	Yes
Vote Result	Yay - 12 Nay - 0	Yay - 12 Nay - 0	Yay - 12 Nay - 0	Yay - 12 Nay - 0	Yay - 12 Nay - 0	Yay - 12 Nay - 0

**Adjourn:** With no further business, the meeting was adjourned at 11:05 a.m. by Commissioner Larry Lindor. The next meeting is scheduled for Monday, August 10th, 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.

13 YEAS and 0 NAYS

Larry Lindor  
Chairman, Horizon Community Health Board

Aug 10, 2020  
Date

Attest: John Estep