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

Monday, August 10th, 2020
9:00 a.m.
Minutes

Present: Douglas: Heather Larson, Charlie Meyer, Jerry Rapp
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
Douglas Host, CliftonLarsonAllen LLP
Kristen Houle, CliftonLarsonAllen LLP

Absent: None

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

Approve Agenda

Motion by Bob Kopitzke, second by Dave Salberg to approve the agenda as printed. Motion carried unanimously via roll call vote.

Approve minutes of July 13th, 2020 Horizon Public Health board meeting

Motion by Todd Johnson, second by Gordy Wagner to approve the July 13th, 2020 minutes as presented. Motion carried unanimously via roll call vote.

Douglas County
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320.763.6018
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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

Results of 2019 Annual Audit: Douglas Host and Kristen Houle, CliftonLarsonAllen LLP

Douglas Host from CliftonLarsonAllen presented the results of the 2019 Horizon Public Health audit. The CLA Audit team consisted of 49 years of experience in governmental accounting and auditing. Required communications include a separate letter, as required by auditing standards, issued to all board members with required communications in detail. CLA is issuing an unmodified opinion on HPH financial statements. It was a unique circumstances with performing the audit via virtual means but encountered no problems with completion of the audit. HPH staff worked well with CLA to provide all of the documentation needed to complete the audit. Mr. Host indicated that the HPH audit was completed 3 weeks earlier than the previous year. He stated that the staff at HPH were a large part of getting the audit completed in a virtual mode and earlier than previous year.

Kristen Houle presented the Internal Control findings for the 2019 audit. Material weaknesses are deficiencies in internal control such that there is a reasonable possibility that a material misstatement would not be prevented or detected and corrected on a timely basis. Two material findings were documented. Financial Reporting Process and Audit Adjustments. The Financial Reporting Process finding is issued because Horizon Public Health has CliftonLarsonAllen prepare the financial statements and the notes to the financial statements. This was a repeat finding from the previous year. Horizon Public Health will work to remove this finding for the 2020 audit. The second material weakness finding of audit adjustments resulted due to the fact that CLA needed to do a material adjustment related to capital leases. Horizon Public Health is aware of the need for this adjustment and this will not be issued for the 2020 audit.

Significant Deficiencies are deficiencies in internal control that are less severe than material weaknesses, yet important enough to merit attention by those charged with governance. Segregation of Duties and Unauthorized Bank Signer were the two significant deficiencies issued in the 2019 audit. Segregation of Duties was issued do to the fact that Horizon Public Health has one person who is responsible for all components on reporting PERA information to the state in regards to GASB 68. Horizon Public Health has indicated that this finding has already been corrected. The second significant deficiency resulted when an authorized signer was not removed from the bank account at time of retirement in November 2019. This issue was resolved within one day of being identified and will not be a repeat finding.

Mr. Host shared that Minnesota Legal Compliance is a 25 page checklist for certain state statutes and no findings were found during the HPH 2019 audit. A federal single audit must also be performed on Medical Assistance and, again, there were no findings found during the federal single audit.

Mr. Host presented the Horizon Public Health financial reports for 2019. Many organizations recommend no less than 3-5 months of reserves. Horizon Public Health ended 2019 with 2.22 months of expenses in Unrestricted Net Position. This is on the low end of the recommendation of 3-5 months in reserves. Trends of revenues and expenditures were presented. In 2019 the revenues exceeded expenses by \$402,985 which caused an overall increase in Net Position for 2019. Three of the past five years revenues have exceeded expenses. The largest sources of revenue for HPH are intergovernmental and charges for services. Expenses decreased for the third year in a row. Expenses decreased by \$528,202 from 2018 to 2019. Compensated absences decreased by \$152,014 from 2018 to 2019 due to payout of retirees.

In summary, Intergovernmental revenues continue to be the primary revenue source for Horizon Public Health. A single audit of Medical Assistance was performed and no findings were issued. HPH met the federal single audit deadline for audit completion. The COVID-19 pandemic did play a role in the timing and what the work looked like for the audit. Unknown impacts due to the COVID-19 pandemic might continue to affect HPH due to uncertain future funding by state and federal resources.

Motion by Jeanne Ennen, second by Dwight Walvatne to accept the 2019 audit report as presented. Motion carried unanimously.

COVID-19 Situation and Response

Ms. Stehn provided an update on the COVID-19 situation and response. The HPH Incident Command Structure and General Staff Organizational chart was presented to the board. There are two HPH staff assigned as liaisons in each of the five member counties. Ms. Stehn serves as the Public Information Officer with a Public Information team that are communicating to the public through social media and the HPH website. The planning team develops the Incident Action

Plan for each operational period and includes a documentation team. Greta Siegel serves as the Finance Chief. The logistics team makes certain that PPE and any supplies needed for the response are available and tracked.

The Operations section of the ICS includes the Case Investigation and Contract Tracing team, Long Term Care team, Essential Services, Child Care and School Liaison Team. The Contact Investigation team has been able to process all positive cases in our region unless the case requires the needs of a specific MDH team for the contact investigation.

Ms. Stehn has been working with school leadership and recently created a school liaison team that assigns a nurse to each of the school districts in the HPH counties. These nurses will provide support to school staff to assist on any issues that arise with COVID-19 and students and staff in the buildings.

The COVID-19 Call Center continues to answer many calls and a functional needs/equity team was recently added to the structure to focus on those needs.

Ms. Stehn provided COVID-19 data to the board. The Weekly COVID-19 report is sent out each Friday by HPH through the JIC email. Data from the August 7th weekly COVID-19 report was reviewed by the board. The HPH dashboard was also reviewed. The HPH dashboard has been updated to continue to provide additional information to the communities HPH serves. Total COVID-19 cases can now be viewed by each county to see the trend and count of positive cases for each day. Current active cases by each Horizon county is also listed on the dashboard. Cases by age, gender, race and ethnicity data is also available. The dashboard is updated every Monday and Wednesday and if time allows including an update on Fridays as well. A school section on the dashboard provides a link directly to the data regarding schools and the data being used to determine the model of learning that is recommended in each county.

Current Active cases indicate who should be home on isolation during that time. Counties with smaller populations will be cause for more volatility in rates changing. With our counties with smaller populations it will not take many new cases to make a large change in the county data. Question asking about location of hot spots in each county. Ms. Stehn reported that there is new data indicating the total number of cases to date by zip code. The problem with this data is it will not highlight where the current active cases are located. Ms. Stehn indicated that she hopes that MDH will continue to provide new data that will help identify the zip codes of where current active cases are located.

Horizon Phone System: Greta Siegel – roll call vote (if indicated)

Ms. Siegel started discussion on the Voyant Phone System proposal by explaining the current phone system HPH is using. Ms. Siegel states that since 2015 the agreement has been that HPH will use each individual member counties phone system. Member counties currently bill HPH monthly for individual phone lines, long distance charges and taxes and fees. Ms. Siegel reports that because HPH has to use five different phone systems there are barriers with the current system:

1. It takes time to add, delete or change the phones lines
2. The current system is rigid and does not allow flexibility in how calls are handled (difficulty transferring and forwarding)
3. HPH has no control over the phone plan or the cost of the system
4. Due to staff working from home: staff are not transferring their work number to their personal cell phone because they don't want phone calls after work hours and staff are having to use the restrict phone number option when calling clients so the call is not answered causing a barrier in communication.

The current average monthly cost is \$1291.57 dollars.

Next, Ms. Siegel reviewed the proposal received on the Voyant Phone System.

Features of the Voyant System:

1. No long distance charges
2. A desk phone is not needed (unless staff prefer) as staff can answer on their computer
3. HPH can program the system to show a specific phone number so clients can easily return calls
4. HPH has control over the system (changes, deletions, additions, and flow of phone calls).

Ms. Siegel reports that we have been testing out this new phone system thru Morris Electronics. Currently, seven HPH staff are using this system and have had positive feedback.

Voyant is proposing a 3-year contract. There is a one-time cost depending on what staff request in regards to equipment. During this timeframe, HPH is able to add/remove lines and other features as needed to build our system. The estimated proposed monthly cost for the Voyant Phone System is \$2000.61 dollars with a net increase to HPH budget per month of \$709.04 (\$8508.00 per year).

Ms. Siegel reports she did receive a 2nd proposal from the State of MN Phone System however, cost was higher and not as much organizational control over the system and will still have to depend on the state for changes, additions, deletions.

Gordy Wagner asked for clarification on how many staff are trialing the system currently and estimated costs. Charlie Meyer asked if computers are up to date enough to move to this solution. Ms. Siegel reports that yes the computers can handle this new system and we have five staff using it currently. Commissioner Meyer asked for a timeframe, which Ms. Siegel reports for sure by the end of the year but would like to see it up and running in October.

Motion by Charlie Meyer, second by Bob Kopitzke to approve Voyant Phone System. Motion carried unanimously.

Dwight Walvatne states that he is in support of this for ease of clients trying to get a hold of HPH. Deb Hengel reports support due to the importance of having a common number for HPH and the ability for the public to associate that number with HPH.

Performance Management Council Update: Ann Stehn

Ms. Stehn provided an update from the Performance Management Council. Last meeting was on Wednesday, August 5, 2020. A new customer satisfaction survey will be developed around the current model of care that HPH is utilizing to receive feedback on how services are being provided during this pandemic. A Culture of Competency survey will be completed by Horizon Public Health staff. Case Investigation Performance Measures were presented. HPH has performed 210 case investigations to date. Of those cases, 77% are completed in 24 hours and an additional 11% are completed after 24 hours. Only 1 person has refused to be involved with the case investigation and 8 have been lost to follow up (incorrect information or never called back). Often times the CICT is leaving voicemails for individuals to call back. Most cases are calling back in a timely manner and allowing the CICT team to complete the investigation in 24 hours. There have been 8 cases requesting the need for essential services. If the individual is home on isolation, HPH will provide essential services to allow the individual to stay home on quarantine.

Personnel Issues

New Staff:

Angela Schultz – Case Manager Wheaton office: starting August 24, 2020

A new nurse is starting on August 24, 2020 in the Wheaton office as a Case Manager.

Certified Assessor Position, FT internal posting – roll call vote

Ms. Stehn indicated that there is a need to do some internal shifting of staff due to response efforts. The request is to post a FT position to internal (current HPH staff) only. There would not be any future request to fill any position vacated by filling of this position.

Motion by Dave Salberg, second by Dwight Walvatne to approve the Full Time Certified Assessor Position posting for internal applicants only. Motion carried unanimously via roll call vote.

Financial Issues

Approve payment of warrants July 2020:

The July 2020 warrants in the amount of \$339,554.64 were approved on a motion by Bob Kopitzke, a second by Jeanne Ennen and all voting aye. Motion carried unanimously via roll call vote.

2020 YTD Asset Listing Summary Report: Treasurer Ennen

The July 2020 asset report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH expended \$42,879.89 more than revenues in the month of July. Ms. Ennen indicated that the annual settlement payment to Douglas County for hospice was made in July for the amount of \$134,925.81. Year to date revenues exceed expenditures by \$51,741.72. Total assets decreased by \$43,300.72 from the previous month. Total HPH assets on 7/31/20 equals \$6,379,337.98.

Motion by Todd Johnson, second by Deb Hengel to approve the July 2020 Asset Listing Summary Report. Motion carried unanimously via roll call vote.

Resolution 20-14 accepting July 2020 Hospice donations:

Ms. Siegel presented Resolution 20-14 accepting July 2020 Hospice donations.

RESOLUTION 20-14

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the July 2020 donations to Hospice of Douglas County in the amount of \$2,676.85.

Dated this 10th day of August, 2020.

Motion by Gordy Wagner, second by Charlie Meyer to adopt Resolution 20-14 as presented. Motion carried unanimously via roll call vote.

CARES Funding discussion – roll call vote (if indicated):

Horizon Public Health has submitted a CARES Act funding request to each of the five county boards in July 2020. YTD COVID-19 expenditures not covered by funding equals \$98,424.81 and an estimated amount from 7/1/20-12/31/20 of \$151,800. Combining those two amounts the total request would be \$250,224.81 but HPH is only requesting \$250,000.00. The split of this request was presented as the same split as the annual levy allocation. This would result in the following requests per county:

Douglas: \$135,775

Grant: \$22,675

Pope: \$41,450

Stevens: \$36,675

Traverse: \$13,425

Ms. Stehn reminded the board that this request does not include expenses to perform Contact Investigation and Contract Tracing. Estimated expenditures for CICT for 2020 equals \$161,220. There might not be any funding for these expenses from MDH. This request also does not include any estimated expenses related to potential mass vaccination clinics or other efforts specific to vaccination. It is unknown at this time if vaccine will be available in 2020 or if it is, what supplies will come with the vaccine related to vaccine administration. Final note that this request does not include funds for any mass testing sites or specific testing at high risk sites such as long term care facilities, schools or other community locations as well.

Ms. Stehn shared there are separate processes in each of the five Horizon member counties. If there are inconsistencies in providing CARES act funding from all five member counties that it might be difficult to sort the funding out. The board suggested a finance committee meeting be called to review the funding requests and determine what steps will be taken going forward. Ms. Stehn will schedule that sometime in August or early September.

Administrator Report: Ann Stehn

Ms. Stehn thanked the board for allowing HPH to move forward with a new phone system. The increased features and functionality will be very helpful in the upcoming months.

Ms. Stehn also wanted to thank all of the HPH staff for their work. There is a lot of stress and weariness working in the situation we are in now and she appreciates everyone's efforts and commitment.

Ms. Stehn asked the board to continue to make her aware of any concerns or questions in their communities. She is available to all in the five Horizon counties. She indicated that cohesiveness of the Horizon Community Health board will be an important aspect moving forward.

Roll Call Vote Summary:

Board Member	Agenda 8/10/20	Board Minutes 7/13/20	Approve 2019 Audit	Horizon Phone System	FT Certified Assessor Position	July 2020 Warrants	July 2020 Asset Summary Listing	Resolution 20-14
Heather Larson	yes	yes	yes	yes	yes	yes	yes	yes
Charlie Meyer	yes	yes	yes	yes	yes	yes	yes	yes
Jerry Rapp	yes	yes	yes	yes	yes	yes	yes	yes
Doyle Sperr	yes	yes	yes	yes	yes	yes	yes	yes
Dwight Walvatne	yes	yes	yes	yes	yes	yes	yes	yes
Gordy Wagner	yes	yes	yes	yes	yes	yes	yes	yes
Jeanne Ennen	yes	yes	yes	yes	yes	yes	yes	yes
Bob Kopitzke	yes	yes	yes	yes	yes	yes	yes	yes
Todd Johnson	yes	yes	yes	yes	yes	yes	yes	yes
Dave Salberg	yes	yes	yes	yes	yes	yes	yes	yes
Dennis Thompson	yes	yes	yes	yes	yes	yes	yes	yes
Deb Hengel	yes	yes	yes	yes	yes	yes	yes	yes
Larry Lindor	yes	yes	yes	yes	yes	yes	yes	yes
Vote Result	13	13	13	13	13	13	13	13

Adjourn: With no further business, the meeting was adjourned at 10:45 a.m. by Commissioner Larry Lindor. The next meeting is scheduled for Monday, September 14th, 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

Larry Lindor
Chairman, Horizon Community Health Board

Sept. 14, 2020
Date

Attest: Ann E Steh