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

Monday, September 14th, 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

Absent: Jerry Rapp, Douglas County Commissioner

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 agenda as is. Motion carried unanimously via roll call vote.

Approve minutes of August 10th, 2020 Horizon Public Health board meeting

Motion by Dave Salberg, second by Dennis Thompson to approve the August 10th, 2020 minutes as presented. Motion carried unanimously via roll call vote.

Prime Health 2021 Horizon Contributions and Non-unionized staff 2021 COLA

Ms. Siegel presented the Prime Health insurance rates for 2021. Prime Health is the insurance carrier for the 10 non-represented HPH staff (5 staff on single plans and 5 on family plans). Historically, the Prime Health Sapphire plan (single coverage) rate is used as the benchmark to set the employer single contribution. The 2021 single health insurances rates (\$734.44) increased 7% from the 2020 rates (\$681.36). The 2021 HSA/VEBA contribution remains the same as 2020 at \$116.68 per month. The total increase for non-unionized staff single employer health insurance contribution in 2021 is \$2,884.80.

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The 2021 family health insurance rates are broken into two premium rates: a base premium and a child/spouse premium. For 2021 the base premium increased by 6.1% and the child/spouse premium increased by 8.46%. The 2021 HSA/VEBA contribution remains the same at \$233.34 per month. In 2020, the HPH employer contribution was \$1,002.17. The recommendation to the board is to increase the 2021 employer contribution by 7% to \$1,072.32. The total increase to the HPH budget for non-unionized staff family health insurance contribution in 2021 is \$4,209.00

Ms. Siegel reports that the proposed contribution recommendation is a 7% increase for both single and family plans for a total increase of \$7,093.80 to the 2021 HPH budget. Ms. Siegel reminded the board that the represented staff union contract provides for an increase up to 7% for employer health insurance contributions for 2021.

Motion to approve the 2021 employer health insurance contribution for non-represented Prime Health single plans at \$731.44 plus \$166.68 HSA/VEBA contribution for a total of \$898.12 per month and for family plans at \$838.98 plus \$233.34 HSA/VEBA contribution for a total of \$1,072.32 per month. Employees may waive Prime Health insurance coverage but will receive no compensation in lieu of.

Motion by Todd Johnson, second by Jeanne Ennen to approve the Prime Health 2021 Horizon Contributions as recommended. Motion carried unanimously via roll call vote.

Ms. Stehn asked the board for a 2.5% general wage adjustment for 2021 for the non-represented staff which is the same as the union staff will receive in 2021.

Motion by Bob Kopitzke, second by Gordy Wagner to make a 2.5% general wage adjustment for 2021 for non-represented staff. Motion carried unanimously via roll call vote.

Horizon Public Health 2018-2020 Strategic Plan Progress Report

Ms. Stehn presented the 2018-2020 Strategic Plan progress report for HPH. Ms. Stehn reviewed each priority and objective as follows:

Strategic Priority 1 - To increase public visibility and awareness

Objective 1: By March 31, 2020, HPH will create and implement a comprehensive community outreach and communication plan to inform community partners and the general public of public health roles, responsibilities and services. This goal has been met and currently staff are working on implementation of the different strategies. Ms. Stehn feels that the COVID-19 pandemic has actually helped increase awareness of HPH. HPH also launched a social media campaign (Facebook, Instagram) before the COVID-19 pandemic. Currently, on our social media pages general public health information is being weaved in between COVID-19 pandemic information

Objective 2: By December 31, 2020 HPH will strengthen current and develop future collaborative partnerships. Ms. Stehn reports that this objective is in progress and will need an improvement plan for existing and new partnerships. This objective has been significantly impacted by COVID as HPH's list of partners has greatly expanded due to the pandemic.

Strategic Priority 2 – Workplace Excellence

Objective 1: By June 30, 2020 HPH will develop and implement an internal communication protocol. The Internal Communication Guideline was introduced at the All Staff Meeting on July 1, 2020. This is being implemented.

Objective 2- By December 31, 2019 HPH will develop and implement an employee satisfaction survey and develop an improvement plan based on the survey results. Ms. Stehn reports that the survey was done in January 2019 (with another follow up survey that went out last week), actions/strategies have been completed and a short plan will be written to fully meet the objective.

Objective 3- By December 31, 2020 HPH will develop and implement an organizational leadership development and succession plan. This measure has been met and is in the implementation phase.

Objective 4 – By December 31, 2020 HPH will develop and implement a 5-year financial and IT/data management work plan. Ms. Stehn reports that this measure has not been started yet however there have been numerous IT/data projects that have been completed at HPH. Administration is working to identify a model for a simple plan and then will write a plan to complete the measure.

Ms. Stehn reports that the next step for the HPH Strategic Plan is to have administrators and the community health strategists meet with Kristin Erickson (MDH) on September 17, 2020. This meeting will assist HPH on how to proceed with all of the plans (CHIP, CHA, Workforce Development, Strategic Plan, and PMQI Plan) considering COVID and public

health accreditation. Administration will attempt to write short updates for their plans, given that capacity is limited due to COVID-19 and will work on a strategy to move forward with the next strategic plan for 2021-2023.

Commissioner Wagner reports that he would like to see continued collaboration between HPH and the individual counties. Commissioner Kopitzke states that they set up a leadership meeting in Stevens County on Wednesdays and they have great success with that meeting. Marcia Schroeder leads this meeting and has done a great job. Ms. Stehn states that she will continue to work on increasing individual county connections.

COVID-19 Situation and Response

Ms. Stehn reports that there has been an increased in activity in Stevens County. HPH is also seeing more cases in the rest of our counties particularly in the younger population. HPH staff are working with our schools and Superintendents to help with their planning and implementation and helping to support schools nurses and leadership.

HPH is working on data pieces to help eliminate confusion because the data is difficult to navigate and understand. Ms. Stehn reports that she sat on a workgroup with the CDC to look at vaccinations and its distribution. There was a lot of discussion around having a good process to establish that the vaccine is safe and effective. The vaccine will be voluntary. The vaccine will be going to target groups with no decision on who the first priority groups will be at this time. Ms. Stehn states that it will most likely go to the highest risk groups. Ms. Stehn reports that we are meeting this week with our Emergency Managers in each county to help with vaccine planning.

HPH continues to do community consultations, education and media. HPH has staff assigned to long-term care facilities to help navigate the challenges they are facing. The regional model for case investigation and contact tracing continues to move forward with anticipation that the model will launch sometime in September. HPH will assign staff to work in that model. Ms. Stehn reviewed the HPH dashboard highlighting the different tabs and information that is included in it. Staff are updating the dashboard on a daily basis, as they are able. Commissioner Ennen asked how the information regarding case contacts is reported. Ms. Stehn states that it is based on how the individual case reports and if they want to notify their contacts. HPH is seeing some clusters of cases sporting events, family events, etc.

Personnel Issues

Internal Certified Assessor Position: Ms. Stehn reported that Connie Bullock has accepted the Internal Certified Assessor position. The effective date of this transfer from Supervisor to Certified Assessor will be October 12th, 2020.

Ms. Stehn reports that at the October 2020 board meeting, she will bring an updated organizational chart due to this supervisor position vacancy. The position will remain vacant and will not be filled until administration can further determine what the impacts of COVID will be, accreditation recommendations and agency needs. The plan for staff supervision is WIC staff will report to Betsy Hills, Family Home Visiting staff will report to Kayla Nelson, and Emergency Preparedness staff will report to Jessica Petersen. HPH will continue to look at the organization's structure and its needs as we move forward. Commission Lindor recommends using the personnel committee once HPH is ready to discuss a specific plan.

Financial Issues

Approve payment of warrants August 2020:

The August 2020 warrants in the amount of \$109,328.90 were approved on a motion by Charlie Meyer, a second by Gordy Wagner. Motion carried unanimously via roll call vote.

2020 YTD Asset Listing Summary Report: Treasurer Ennen

The August 2020 asset report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH received \$478,755.36 more revenues than expenditures in the month of August. This increase is due to Hospice payments and the Local Collaborative Time Study (April 2020 to June 2020) dollars. Year to date revenues exceed expenditures by \$530,497.08. Total assets increased by \$493,847.75 from the previous month. Total HPH assets on 8/31/20 equals \$6,873,185.73.

Motion by Todd Johnson, second by Dwight Walvatne to approve the August 2020 Asset Listing Summary Report. Motion carried unanimously via roll call vote.

Jeanne Ennen	Yay							
Bob Kopitzke	Yay							
Todd Johnson	Yay							
Dave Salberg	Yay							
Dennis Thompson	Yay							
Deb Hengel	Yay							
Larry Lindor	Yay							
Vote Result	Yay – 11 Nay - 0	Yay – 11 Nay - 0	Yay – 12 Nay - 0					

Adjourn: With no further business, the meeting was adjourned at 9:46 a.m. by Commissioner Larry Lindor. The next meeting is scheduled for Monday, October 12th, 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 1 absent

Larry Lindor
Chairman, Horizon Community Health Board

Oct. 12, 2020
Date

Attest: Winn E. Smith