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

Monday, October 12th, 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, 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: None

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

Approve Agenda

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

Approve minutes of September 14th, 2020 Horizon Public Health board meeting

Motion by Jerry Rapp, second by Gordy Wagner to approve the September 14th, 2020 minutes as presented. Motion carried unanimously via roll call vote.

Prime Health 2021 Horizon Family Contributions and PEIP Contributions for AFSCME/MNA represented staff 2021:

Ms. Siegel presented updated figures to the board for the Prime Health Insurance Employer Contribution for 2021. At the September 2020 board meeting the amount for the family contribution was incorrect. Ms. Siegel explained that although the numbers that were approved at the last board meeting were incorrect the total dollar amount increase to

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the 2021 budget remained the same. Ms. Siegel asked the board to approve the 2021 employer contribution for the non-represented HPH staff on Prime Health insurance.

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 \$848.12 per month and for family plans at \$1,072.32 plus \$233.34 HSA/VEBA contribution for a total of \$1,305.66 per month.

Motion by Bob Kopitzke, second by Dave Salberg to approve the Prime Health 2021 Horizon Contributions as recommended. Motion carried unanimously via roll call vote.

Ms. Siegel presented the 2021 health insurance employer contributions for the MNA/AFSCME represented staff on PEIP insurance next. The union contract specifies that Horizon Public Health will increase the employer contribution for health insurance equal to the premium cost increase for PEIP health insurance with a 7% maximum increase. The 2021 PEIP rates increased by 9.8% for 2021. This is an unusually high increase to these rates as the past years have seen a 3.12% and 4.15% increase in premiums.

Due to the union contract language Horizon Public Health must increase the 2021 employer health insurance contribution by the maximum 7% to help offset the 9.8% PEIP premium increases.

Motion to approve the 2021 employer health insurance contribution for AFSCME/MNA represented staff on PEIP health insurance single plans at \$730.02 per month and family plans at \$1,071.88 per month.

Motion by Jeanne Ennen, second by Deb Hengel to approve the PEIP 2021 Horizon Contributions as recommended. Motion carried via roll call vote with Commissioner Rapp voting Nay.

2021 Community Health Board Meeting Dates:

Ms. Stehn presented the 2021 Community Health Board meeting dates which fall on the 2nd Monday of each month. Ms. Stehn indicated that the meeting room at Douglas County Public Works has been reserved but the board will continue to meet via Zoom at this time. The 2021 Horizon Community Health board meeting dates are:

January 11, 2021
February 8, 2021
March 8, 2021
April 12, 2021
May 10, 2021
June 14, 2021
July 12, 2021
August 9, 2021
September 13, 2021
October 11, 2021
November 8, 2021
December 13, 2021

Motion by Bob Kopitzke, second by Todd Johnson to approve the 2021 Community Health Board meeting dates as recommended. Motion carried unanimously via roll call vote.

Horizon Public Health Organizational Chart - update:

Ms. Stehn presented a revised interim Horizon Public Health Organizational Chart. Jessica Peterson is the Supervisor of the Health Education, Public Health Emergency Preparedness and Environmental Health programs. The Disease Prevention and Control program area is also listed under Jessica Peterson with assistance from Ann Stehn and Betsy Hills. The Child, Family, Community Health and Healthy Families America Supervisor is Kayla Nelson. This includes the Child & Teen Checkup, Early Childhood Screening and Family Home Visiting program areas. The Case Management and Hospice program areas remain unchanged. There is a Supervisory vacancy listed on this interim plan to reserve right to review and make changes in the future as needed. The WIC program is now under the supervision of Betsy Hills, Assistant Administrator of Programs and Services.

Ms. Stehn indicated that Administration is feeling the stress with the loss of the Supervisor vacancy. However, Administration wants to take the time to assess the need for the Supervisor position that is currently vacant. What HPH learns from the Accreditation process will help to identify what areas HPH is weak in and can change the organizational structure to focus staff time and supervision on areas in need of improvement.

Staff involved in the COVID-19 response are on this organizational chart. As much as possible staff that have revenue earning positions have continued to work in their program areas and staff that are more heavily involved in the response tend to be in non-revenue generating positions.

Motion by Dave Salberg, second by Deb Hengel to approve the Horizon Public Health Organizational Chart as presented. Motion carried unanimously via roll call vote.

Request for authorization to purchase accounts payable software – Greta Siegel:

Ms. Siegel presented a request to the board asking for authorization to purchase Accounts Payable software to integrate with the IFS system currently in use. Ms. Siegel explained that the current AP process has a very cumbersome approval process with several emails going back and forth to several staff that are involved in the process. The Account Technician then has to perform manual coding on each individual invoice and manual data entry into the IFS system for each invoice. Ms. Siegel and her AP staff did research by reaching out to other county organizations that use AP software and also consulted with Counties Providing Technology and TriMin regarding what AP software vendors have already successfully integrated with the IFS system.

Based on this information, HPH requested quotes and demos from 3 AP software vendors. These vendors include Information Systems Corporation (ISC) in Fargo, ND, Easy Access software from Granger, Indiana, and RTVision out of Little Falls, MN. After the initial demo and quotes were reviewed, RTVision was removed as an option due to the fact that they did not offer a document capture option. A document capture option is critical to streamline the AP process and make it more efficient.

In comparing ISC and Easy Access Software the ISC software quote was less of a financial investment and there were also more counties using ISC than Easy Access in MN. Based on these facts, Ms. Siegel asked for authorization to purchase AP software from ISC in October 2020. The cost of the software will be \$43,491 paid in 2020 and the annual support costs will be approximately \$6,291.

Motion by Jeanne Ennen, second by Dwight Walvatne to approve the purchase of ISC accounts payable software as presented. Motion carried unanimously via roll call vote.

FDA & Association of Food & Drug Officials Grant Application:

Ms. Stehn is asking for board approval to apply for a \$3,000 grant with the FDA and Association of Food and Drug Officials Grant. These funds would be used to increase the agency's conformance with the 9 Retail Food Program Standards. Horizon Environmental Health will apply for funding for Brandon Klein, RS, to complete the Standardization process in 2021. Funds will be used to cover approximately 75 hours of Brandon's time.

Motion by Bob Kopitzke, second by Gordy Wagner to approve applying for a \$3,000 grant from the FDA and Food & Drug Officials program. Motion carried unanimously via roll call vote.

COVID-19 Situation and Response

Ms. Stehn provided a COVID-19 update to the board. Cases and hospitalizations are increasing across the state. As of Friday there were 185 active cases in the Horizon counties. HPH is seeing a lot more community transmission and the median age of positive cases has increased to 41. The bulk of the cases are in the working age population of 19-61. Not many cases in elderly age bracket but does cause worry with the higher cases in the working age that it could infiltrate the residences of the elderly in our communities. There are some cases being reported in our schools but it has not been a significant source of spread at this time. The HPH Case Investigation team reports that there is a wide variety of work, community, social and activity situations causing spread of the virus. The team reports that there is no evidence of a specific outbreak event that is driving the numbers. There remain many unknown community exposures.

Ms. Hills provided an update regarding Case Investigation and Contact Tracing at HPH. The MDH Regional model for Case Investigation and Contact Tracing continues to evolve. The contract has been received and signed for the regional model and scheduling of staff has begun. The plan is for the regional model to be implemented by the end of October. HPH will be staffing positions in the regional model. HPH is able to identify which staff are working in the model and what dates and times they will be working. Staff can retrieve cases for our HPH counties first and then if time allows in the set schedule will do cases for those out of our counties.

Due to the increase in cases in our HPH counties, our CICT team has needed to rely on the MN Department of Health to do some of the contact investigation and tracing. HPH is able to set the amount of cases they are able to work each day. If more cases than what is set comes into the HPH que the staff at MN Department of Health will work those cases.

Ms. Hills provided definition and clarification to the CICT process. Case Investigation is the investigation that happens with the COVID-19 positive individual. Staff follow MDH protocols throughout the process. During the interview, the nurse will ask for the close contacts of the positive individual. COVID-19 positive individuals have the option to report their workplace and their close contacts. If the positive individual does not provide either the workplace or close contact information then the Case Investigator does not have the information needed to do a workplace or close contacts follow up. The positive individual is given the option to reach out to their own close contacts. Our CICT team then has to depend on those individuals to make that communication happen. An email is sent by the CICT team to the positive individual to provide information and additional resources. It is important to note that in addition to Horizon Public Health, the MN Department of Health will be providing case investigation to our residents that test positive. The regional model allows for Horizon Public Health to bill MDH \$50 per hour for staff time to conduct contact investigation and contact tracing. HPH is able to bill back to August 22, 2020 for this time.

There are special teams at MDH that also work with specific populations. Those teams include school, long term care, hospital, etc. Not every Public Health agency is involved in the case investigation process but HPH has found it to be of great importance for our communities and organization.

There is a Minnesota No-Barriers testing site in Alexandria October 13 – 15. The testing sites are open from 12:00 pm – 6:00 pm. Appointments can be made online but walk-ins will be taken as well. The testing site is at the old Kmart building in Alexandria. National Guard is providing the logistics and support for this event. Horizon Public Health, the City of Alexandria, and Douglas County are assisting by providing traffic control and greeters. This is an opportunity to provide testing to individuals with no-barriers.

Ms. Stehn shared information on the 2019-2020 influenza season. Horizon Public Health is currently encouraging the community to get their influenza vaccine this year. MDH hospitalized influenza surveillance data was presented to the board. Total hospitalizations for the 2019-2020 influenza season was 4,146, with the West Central region having 114. The COVID-19 hospitalizations in MN are currently around 8,000. There were 153 influenza associated deaths in MN during the 2019-2020 season. MN COVID-19 deaths are currently at 2,041.

Financial Issues

Approve payment of warrants September 2020:

The September 2020 warrants in the amount of \$240,562.69 were approved on a motion by Doyle Sperr, a second by Todd Johnson and all voting aye. Motion carried unanimously via roll call vote.

Review YTD Financial Report:

The January 2020 - September 2020 financial report was presented by Ms. Siegel. The year to date report shows that HPH has received \$322,265.84 more in revenues than expenditures at 75% of the year. Total revenues equal \$7,130,566.41 and total expenditures equal \$6,808,300.57. With 75% of the budget year completed total revenues are 75% of budget and expenditures are 74% of budget.

Motion by Dennis Thompson, second by Dwight Walvatne to approve the January 2020 - September 2020 Financial report. Motion carried unanimously via roll call vote.

2020 YTD Asset Listing Summary Report: Treasurer Ennen

The September 2020 asset summary report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH expended \$208,231.24 more than revenues in the month of September. Year to date revenues exceed expenditures by \$322,265.84. Total assets decreased by \$222,881.64 from the previous month. Total HPH assets on 9/30/20 equals \$6,650,304.09.

Motion by Charlie Meyer, second by Bob Kopitzke to approve the September 2020 Asset Listing Summary Report. Motion carried unanimously via roll call vote.

Resolution 20-16 accepting September 2020 Hospice donations:

Ms. Siegel presented Resolution 20-16 accepting September 2020 Hospice donations.

RESOLUTION 20-16

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the September 2020 donations to Hospice of Douglas County in the amount of \$2,554.77.

Dated this 12th day of October, 2020.

Motion by Charlie Meyer, second by Gordy Wagner to adopt Resolution 20-16 as presented. Motion carried unanimously via roll call vote.

Electronic Wire Funds Transfer September 18, 2020 in the amount of \$200,000:

Ms. Siegel presented an Electronic Wire Funds transfer that was completed on September 18, 2020 to move \$200,000 from the checking account to the HPH money market account.

Motion by Jeanne Ennen, second by Dave Salberg to accept the Electronic Wire Funds Transfer in the amount of \$200,000 made September 18, 2020. Motion carried unanimously via roll call vote.

SCHSAC Meeting Report (October 7, 2020): Commissioner Wagner and/or Ann Stehn:

Commissioner Wagner attended the October 7, 2020 SCHSAC meeting. A decision was made to move the SCHSAC meetings to every other month in 2021 with the executive council meeting on the off months.

2021 goals for SCHSAC include: community resilience, lessons learned from COVID, mental health and COVID, race being a public health issue and inequities in health systems for minorities. Commissioner Malcom joined the meeting and shared that MDH will be focusing on looking at what the health department should look like in the 21st Century. Commissioner Malcolm relayed that the health department values the relationship with the SCHSAC committee. CICT workforce at MDH went from 20 to 800 individuals. Community transmission of the virus makes it almost impossible to track at this time.

Administrator Report: Ann Stehn

Administrative Updates: PHAB Site Visit

Ms. Stehn informed the board that the PHAB site visit is scheduled for November 3, 4, and 6th. She is anticipating the board and community meetings will likely be held on Friday, November 6th. No final agenda is available yet but should be out soon. The Performance Management Council and Executive Committee will be involved with the PHAB site visit on Friday, November 6th. HPH will host orientation on October 26th for the Executive Committee and October 28th for the PMC.

New Voyant phone system will be launched this Wednesday, October 14th.

Horizon Community Health Board Community Representatives for 2021-2022 terms were discussed. Current Community Representatives are Deb Hengel and Dennis Thompson. Dennis Thompson has submitted a letter to Douglas County and has been approved to continue as a Community Representative on the board for 2021-2022. Ms. Hengel also plans to send a letter to the Grant County board to request to continue to be a Community Representative on the Horizon

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.

10 YEAS and 0 NAYS

Larry Lindor
Chairman, Horizon Community Health Board

11-9-2020
Date

Attest: Ann Esteb