



809 Elm Street Suite 1200
Alexandria, MN 56308
320.763.6018 | 800.450.4177
320.763.4127 fax
horizonpublichealth.org

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

Monday, November 9th, 2020
9:00 a.m.
Minutes

Present: Douglas: Heather Larson, Jerry Rapp, Charlie Meyer
Grant: Dwight Walvatne,
Pope: Larry Lindor
Stevens: Jeanne Ennen, Bob Kopitzke
Traverse: Dave Salberg,
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: Doyle Sperr, Grant County Commissioner
Gordy Wagner, Pope County Commissioner
Todd Johnson, Traverse County Commissioner

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

Approve Agenda

Motion by Bob Kopitzke, second by Jeanne Ennen to approve the amended agenda. Motion carried unanimously via roll call vote.

Approve minutes of October 12th, 2020 Horizon Public Health board meeting

Motion by Dave Salberg, second by Charlie Meyer to approve the October 12, 2020 minutes as presented. Motion carried unanimously via roll call vote.

Accreditation Site Visit Review:

Ms. Bohlsen began her presentation by thanking the Community Health Board members who participated in the site visit meetings. It went very well and showed how engaged the HPH board members are in public health's work. Ms.

Douglas County
809 Elm Street Suite 1200
Alexandria, MN 56308
320.763.6018
320.763.4127 fax

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

Bohlsen presented the Public Health Accreditation timeline. She reports that we have until Tuesday, November 10 to submit any additional documentation that was requested during the site visit (4 documents). After the document submission, the accreditation specialist will need about 6 weeks to finalize the report. HPH will not know our accreditation status until sometime in February 2021 after the PHAB board meets to review our report. Highlights of the site visit: technology worked well, staff articulated well to site visitors about what Horizon does, 17 community partners participated in the community meeting. The site visitors note our strengths: engaged with community, PM/QI process, staff development is a priority, and a relationship with community health board. The site visitors also noted areas of opportunity: improve emergency response throughout the five communities, integrate health equity throughout the work we do, and upkeep of population health indicator data and outcomes. Ms. Stehn reports that we submitted over 12,000 pages of documentation. Ms. Stehn clarifies that the context of the emergency response opportunity was not related to the COVID-19 response, but based on processes and procedures at a county level and being involved in the writing of the all hazard and emergency preparedness plans. Ms. Stehn reports that accreditation is about performance improvement. The vast majority of sites receive some sort of action planning in order to receive the full accreditation status. Next steps: Ms. Stehn reports that we will hopefully hear back by the end of December as to the individual measures that were met or not met. The report will then go to the accrediting board in February for final determination.

Performance Management/Quality Improvement:

Ms. Bohlsen reports that she is updating the PM/QI plan and working on the annual report. She is currently updating the goals and objectives in the PM/QI plan. HPH completed a culture of quality assessment and will complete the performance management assessment in December. Ms. Bohlsen reports that she is monitoring the current PM/QI measures and looking at retiring some of the measures and implementing new ones. HPH also has a survey work group that is working on developing a new customer satisfaction survey.

Community Health Assessment/Community Health Improvement Plan Update:

Ms. Reineke provided an update on the CHA/CHIP plans. She reports that HPH staff continue to work on the two priority areas within many of our program areas: ACES and substance use. Ms. Reineke reviewed CHIP work with Community Health Strategist and program staff such as health educators and child and family home visitors. Ms. Reineke reviewed the ACES projects phases:

ACES Collaborative Partnership Initiative – Project Phases

Phase 1: Ace Interface presentations

Phase 2: Regional ACE Interface Presenter Training

Phase 3: Community Wisdom- Community Resilience Conversations

Phase 4: Community Resilience Plans and Initiatives

Ms. Reineke reports that there is 5-county level work groups and provided updates for each county.

Ms. Reineke then provided an update on priority area #2: Substance Use. She reiterated the three strategies:

Strategy 1: Build and expand capacity with partners to address substance use and abuse

Strategy 2: Increase public awareness

Strategy 3: Implement policy, systems, and environmental changes

Ms. Reineke states that we need to continue to build and expand the capacity of Horizon Partners to address the needs of each community and develop/strengthen/replicate work groups to focus on identification and prevention of drug misuse and abuse. Ms. Reineke gives an individual community update of the work that is being done:

Douglas- Alomere Opioid Taskforce, Planning and Implementation Grant: Alexandria schools

Grant: Grant County Schools Collaboration: Tobacco E-cigs prevention project

Pope: Drug Free Communities/Coalition

Stevens: Drug Court Coordinator, U of MN/Center for Small Towns

Traverse: Traverse Taskforce

Commissioner Ennen asks about the Stevens County work in this area and Ms. Reineke reiterates that there is more work to be done there as well as in our other communities.

Ms. Reineke reports in 2021 that Horizon Public Health will be starting our next community health assessment process. NACCHO is working on redoing their MAPP process (Mobilize Action through Planning and Partnership). This is the process used to facilitate community health assessments. Ms. Reineke reports that she is part of the workgroup. Ms.

Reineke reports that the Community Health Survey has been out and collected. MDH is analyzing the data and HPH should receive results by the end of 2020.

Dr. George D. Kryder, Alexandria Clinic/Alomere Health, 2021 Medical Consultant Contract:

Ms. Stehn shared that the contract for the Medical Consultant is with Alomere Health. The contract auto-renews. Ms. Stehn feels that is important to have board action to approve the Medical Consultant each year. The current agreement and model with Dr. George Kryder has been working very well and Dr. Kryder would like to continue to work with HPH. Ms. Stehn and Horizon Public Health Administrative staff meet with Dr. Kryder on a quarterly basis and as needs arise.

Motion by Charlie Meyer, second by Dwight Walvatne to approve the Medical Consultant agreement with Dr. George D. Kryder, Alexandria Clinic/Alomere Health for the year 2021. Motion carried unanimously via roll call vote

2021 Legal Consultant Contract – Ratwik, Roszak and Maloney, P.A.:

Ms. Stehn provided full contract in board packet with highlights noted. Ms. Stehn informed the board that the rates have increased \$5.00 per hour. The 2021 rates are \$170.00 per hour for labor negotiation services and \$185.00 per hour for general legal services provided at the request of HPH. These are the same rates being paid by other counties/local governments for which the firm provides service.

Motion by Bob Kopitzke, second by Dave Salberg to approve the 2021 Retainer Agreement with Ratwik, Roszak and Maloney, P.A. Motion carried unanimously via roll call vote.

COVID-19 Situation Update and Response:

Ms. Stehn reports that COVID-19 transmission has really increased over the last few weeks with increased cases in long-term care settings and clusters in business/establishments. The median age continues to rise. Ms. Stehn reports that we are seeing working age individuals and long-term care residents test positive. Hospitalizations are also going up. Ms. Stehn reports that hospital capacity and staffing is strained. Ms. Stehn reports that there is a lot of emphasis on keeping elementary age kids in school when possible. Schools are looking at different models due to staffing issues. HPH continues to support the schools along with the Epidemiologists from MDH. HPH continues to have partnership meetings with our five communities. Ms. Stehn reports that we are working on different messaging and who should be involved in those messages. Ms. Stehn reports that there was good news this morning regarding vaccine however it is still unclear if there will be enough initially to cover the first phase of priority groups. Ms. Stehn reviewed the various testing options that are happening around the state.

Personnel Issues:

Ms. Stehn reports that Lynn Johnson after 42 years at Douglas County Public Health/HPH has submitted her letter of retirement. Ms. Stehn states that there is a need to update the position description, as some of the job duties were specific to Ms. Johnson. Ms. Stehn requests that we are able to re-work the position description and submit it for a compensation study if warranted. Commissioner Lindor requests that personnel committee be involved with this position re-classification.

Motion by Jeanne Ennen, second by Deb Hengel to accept Lynn Johnson's letter of retirement effective 01/30/2021 and to update the position description, submit for compensation classification (if appropriate), and fill full-time replacement position.

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

Ms. Stehn reports that we learned of some clarifying definitions of the FFCRA. In May 2020, we made our HPH staff exempt from the law. Ms. Stehn explains the broader picture of the resolutions hoping to bring more flexibility to staff in regards to the FFCRA. The first resolution reiterates that HPH has staff that would be exempt under the health care provider and the emergency responder status. Ms. Stehn reports that we will be able to determine which staff are determined to be exempt or not at the specific time. At any time, we have from 20-25 staff that are involved in the response, with the potential for more depending on the time and what are response role is. Ms. Stehn reports that the FFCRA currently ends December 31, 2020. The second resolution details the need for Horizon Public Health to meet the needs of the public but also recognizes that the pandemic impacts staff and that we need to have this act available to staff in exceptional circumstances. It is unpredictable of what type of response that we will have to deploy. We need flexibility with staff to provide leave benefits. Broadly speaking, staff are able to telework from home. There are very few staff/situations where staff cannot work from home. Ms. Stehn summarizes that the two resolutions together will

ensure that we have staff to stand up operations but also that we can work with our staff if they are impacted by COVID-19 pandemic.

Resolution 20-17 regarding FFCRA and Critical Sector Worker Designation:

Ms. Stehn presented Resolution 20-17 regarding the FFCRA and Critical Sector Worker Designation.

RESOLUTION 20-17

RESOLUTION REGARDING

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

WHEREAS, pursuant to Governor Walz’s Executive Orders 20-20 and 20-32 all Horizon Public Health employees fall under the definition of Critical Sector Workers; and

WHEREAS, the Horizon Public Health Board recognizes the need to maintain public health services during the current public health emergency; and

WHEREAS, the Families First Coronavirus Response Act (FFCRA) provides certain paid leave options under certain circumstances, and

WHEREAS, the FFCRA defines emergency responders to include public health personnel and those individuals who work for such public health facilities whose work is necessary to maintain its operations; and

WHEREAS, the FFCRA defines health care providers to include anyone who is capable of providing health care services, meaning those employed to provide diagnostic services, preventive services, treatment services, or other services that are integrated with and necessary to the provision of patient care and, if not provided, would adversely impact patient care; and

WHEREAS, the FFCRA allows employers of emergency responders and health care providers to exempt workers from the provisions of the FFCRA; and

WHEREAS, the Minnesota Legislature has adopted special legislation to provide workers compensation to emergency responders and health care workers in the event that they contract COVID-19; and

WHEREAS, the Horizon Public Health Board recognizes the needs of the public in the time of a declared public health emergency to have the full benefit of its public health staff to the greatest extent possible; and

WHEREAS, effective as of the date of Governor Walz’s Executive Order 20-20 on March 25, 2020, all employees of Horizon Public Health were deemed Critical Sector Workers;

WHEREAS, due to subsequent federal regulations, clarification of the Board’s Resolution 20-08 is determined to be appropriate and necessary;

NOW, THEREFORE, for the reasons stated, the Horizon Public Health Board hereby resolves as follows:

1. Those Horizon employees meeting the definition of All Health Care Providers and Emergency Responders are deemed exempt from the Families First Coronavirus Response Act.
2. The Public Health Administrator, or designee, is empowered to determine which employees fall into the category of Health Care Provider and/or Emergency Responder under the Families First Coronavirus Response Act.

Dated this 9th day of November, 2020.

Motion by Bob Kopitzke, second by Jerry Rapp to adopt Resolution 20-17 as presented. Motion carried unanimously.

Resolution 20-18 Exceptional Circumstances of Employees exempt FFCRA:

Ms. Stehn presented Resolution 20-18 regarding the Exceptional Circumstances of Employees exempt FFCRA. Ms. Stehn reports that even though the Horizon Community Health Board has exempted employees who are health care providers and emergency responders in order to meet the needs of the public in the time of a declared public health emergency,

there may be exceptional circumstances that may impact employees. This warrants special individual consideration for the safety and welfare of those individuals and their families.

RESOLUTION 20-18

RESOLUTION REGARDING EXCEPTIONAL CIRCUMSTANCES OF EMPLOYEES EXEMPT FFCRA

WHEREAS, the Horizon Public Health Board has exempted its employees who are Health Care Providers and Emergency Responders from the Families First Coronavirus Response Act (FFCRA) pursuant to the terms of that Act in order to meet the needs of the public in the time of a declared public health emergency to have the full benefit of its public health staff to the greatest extent possible; and

WHEREAS, the Horizon Public Health Board recognizes that there may be exceptional circumstances that impact certain Health Care Providers and Emergency Responders that warrant special individual consideration for the safety and welfare of those individuals and their families;

NOW, THEREFORE, for the reasons stated, the Horizon Public Health Board authorize the following during the period of emergency, until such time as rescinded by Board:

1. Exceptional circumstances which will be considered are when a Health Care Provider or Emergency Provider who has been exempted from the FFCRA is:
 - a. Subject to a federal, state, or local quarantine or isolation order related to COVID-19 and provides a copy of such order;
 - b. Has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 and provides documentation of such advice;
 - c. Is experiencing symptoms of COVID-19 and seeking a medical diagnosis and provides information regarding the symptoms and identification of the health care provider, followed by the advice received within five business days;
 - d. Is caring for a spouse, parent or minor child who is subject to an order described in a-b; or
 - e. Is caring for a son or daughter age thirteen or under who is unable to attend in-person school or daycare.
2. In the event that a FFCRA Exempt Employee requests leave due to one of the reasons set forth in paragraph 1, the Public Health Administrator, or designee, will determine:
 - a. If the employee can telework;
 - b. The impact of the employee's absence on the critical operations of the Department;
 - c. Alternatives available to the employee; and
 - d. The length of the absence that can be granted, taking into account all relevant factors.
Documentation of ongoing need for leave may be requested at any time.
3. In the event that the Public Health Administrator agrees to grant Exceptional Circumstances Leave to a FFCRA Exempt employee, such leave will be as follows for such period of time that it has been granted:
 - a. Up to a maximum of two week's pay (max. 80 hours, prorated for part-time) for the reasons set forth in paragraph 1, a-c.
 - b. Up to a maximum of two week's at 2/3 pay (max. 80 hours, prorated for part-time) for the reason set forth in paragraph 1 d.
 - c. Up to a maximum of eight weeks at 2/3 pay, prorated for part-time for the reason set forth in paragraph 1 e.
4. If the needs of HPH require the employee to return to work, authorization for Exceptional Circumstances leave may be rescinded at any time.
5. The provisions of this Resolution shall expire on December 31, 2020.

Dated this 9th day of November, 2020.

Motion by Dave Salberg, second by Dwight Walvatne to adopt Resolution 20-18 as presented. Motion carried unanimously.

Financial Issues

Approve payment of warrants October 2020:

The October 2020 warrants in the amount of \$388,085.15 were approved on a motion by Jeanne Ennen, a second by Dave Salberg. Motion carried unanimously via roll call vote.

2020 YTD Asset Listing Summary Report: Treasurer Ennen

The October 2020 asset summary report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH received \$109,612.37 more revenues than expenditures in the month of October. Year to date revenues exceed expenditures by \$431,878.21. Total assets increased by \$119,551.34 from the previous month. Total HPH assets on 9/30/2020 equals \$6,769,855.43.

Ms. Siegel reports that we have received 88% of budgeted revenues due to CARES/CICT/COVID-19 funds. Current revenue is \$8,361,471.00. Ms. Siegel reports HPH has spent 86% of budgeted expenditures (\$7,929,596.00). Revenues received in October 2020: 2 Medicare Payments, 4th quarter levy allocations, CARES Act funding, 2 months of SHIP grant payments and first payment from MDH for CICT services. Ms. Siegel noted that there were three payrolls in October.

Ms. Siegel reports many line items that have been under spent which she believes is due to staff working from home. Ms. Siegel highlighted areas that were underspent (i.e. cell phone, Morris Electronics, conference reservations and meal reimbursement, HPH car vehicle gas, fixed assets due to Pope County remodel).

Motion by Dwight Walvatne, second by Dennis Thompson to approve the October 2020 Asset Listing Summary Report. Motion carried unanimously via roll call vote.

Resolution 20-19 accepting October 2020 Hospice donations:

Ms. Siegel presented Resolution 20-19 accepting October 2020 Hospice donations.

RESOLUTION 20-19

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the October 2020 donations to Hospice of Douglas County in the amount of \$2,710.00.

Dated this 9th day of November, 2020.

Motion by Charlie Meyer, second by Dennis Thompson to adopt Resolution 20-19 as presented. Motion carried unanimously via roll call vote.

HR Consultation with Association of Minnesota Counties:

Ms. Stehn reports that we would like authorization for the AMC Human Resources Technical Assistant Program. Ms. Stehn reports that this is needed as we move thru the response, as there is very complex situations that are coming about due to the pandemic. HPH would like to participate in 2021 and will reevaluate in future years. Ms. Stehn reports that this resource has been valuable to us and is used frequently by HPH. Commissioner Kopitzke reports that the AMC hoped to not lose this program because it was used frequently, but did not have funding. Commissioner Kopitzke supports the use of the program.

Motion by Jeanne Ennen, second by Bob Kopitzke to accept the HR Consultation Agreement with Association of Minnesota Counties. Motion carried unanimously via roll call vote.

Traverse/Stevens desks and IT software/hardware recommendations:

Ms. Siegel reports that the FBI/CIA announced a few weeks ago that there is an increase to public health data security along with healthcare providers. Due to this, Shawn Larsen has recommended upgrades to HPH hardware and software. Ms. Siegel requests board approval for: (1) 2 Server Upgrades in the amount of \$27,359 to allow for more data backups and backup of email server. (2) Email Archiving Software and Appliance in the amount of \$13,884 to allow for more security and management of this data.

Board Member	Warrants October 2020	YTD Asset Summary Listing	Resolution 20-19 October 2020 Donations	HR Consultation with AMC	IT and Office Furniture Purchases	Clifton Larson Allen 2020 Audit Agreement
Heather Larson	YES	YES	YES	YES	YES	YES
Charlie Meyer	YES	YES	YES	YES	YES	YES
Jerry Rapp	YES	YES	YES	YES	YES	YES
Doyle Sperr	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT
Dwight Walvatne	YES	YES	YES	YES	YES	YES
Gordy Wagner	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT
Jeanne Ennen	YES	YES	YES	YES	YES	YES
Bob Kopitzke	YES	YES	YES	YES	YES	YES
Todd Johnson	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT
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 - 10 NAY - 0	YAY - 10 NAY - 0	YAY - 10 NAY - 0	YAY - 10 NAY - 0	YAY - 10 NAY - 0	YAY - 10 NAY - 0

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 *Meyer Absent*

Larry Lindor
Chairman, Horizon Community Health Board

Dec. 14 2020
Date

Attest: *Ann E Steh*