



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, April 12, 2021
9:00 a.m.
Minutes

Present: Douglas: Heather Larson, Jerry Rapp, Charlie Meyer
Grant: Dwight Walvatne, Doyle Sperr
Pope: Larry Lindor, Gordy Wagner
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

Guests: Kristin Erickson, Minnesota Department of Health, Nurse Consultant

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

Approve Agenda

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

Approve minutes of March 8, 2021 Horizon Public Health board meeting

Motion by Dave Salberg, second by Dennis Thompson to approve the March 8, 2021 minutes as presented. Motion carried unanimously via roll call vote.

COVID-19 Response and Vaccine Update:

Ms. Stehn provided a COVID-19 and vaccine response update. Horizon continues to focus on targeted groups along with vaccinating the public. Ms. Stehn reports that Horizon has given close to 7000 doses of vaccine and as the vaccine efforts continue Horizon will need to change how vaccine is delivered in our communities (smaller sites, “go to where the people are”). Ms. Stehn reviewed the Horizon territory data dashboards. She reports that the current data shows COVID-19 cases are increasing in our younger population and there is an increase in hospitalizations. It is unknown if the increase in cases is due to the variants. Ms. Stehn reports our lowest case amount in February.

Personnel Update:

Ms. Stehn announced that Kelsey Peterson was selected and has accepted the new Supervisor position based out of the Morris office. Ms. Peterson will start her role today and will focus initially in our Disease, Prevention and Control

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

program area, assuming the operational duties of the COVID-19 response. Horizon is working to fill her case management position based out of our Traverse County office. Ms. Stehn reports on the casual on-call Hospice position. Currently, the position is open but Ms. Stehn reports that Horizon recently did a mailing to nurses in the area to recruit for this position.

Personnel Policy Update and Attorney Review authorization

Ms. Stehn reports that she and the HR Coordinator are working on updating the personnel policies, which includes incorporating some of the stand-alone policies Horizon has into our personnel policies. Horizon's policies have not been reviewed since prior to our inception. Because there is legal implication in the policies, Ms. Stehn is requesting that an attorney, prior to board approval, review the policies. Ms. Stehn has reached out to our attorney who is on retainer and she is able to do this within the next couple of months.

Motion by Jeanne Ennen, second by Charlie Meyer to submit the personnel policies for attorney review. Motion carried unanimously via roll call vote.

NAACHO Annual Conference (Virtual) Registration Request

Ms. Stehn states that the NAACHO conference will be virtual this year. Ms. Stehn reports in reviewing annual staff training logs, it was noted that HPH leadership has had very little formal education in 2020. Because of this, Ms. Stehn would like to request eight slots for staff to attend the virtual conference. The budgeted amount is \$3400.00. Motion by Deb Hengel, second by Gordy Wagner to approve the request to register staff for the NAACHO Annual Conference. Motion carried unanimously via roll call vote.

Financial Issues

Approve payment of warrants March 2021:

The March 2021 warrants in the amount of \$124,592.21 were approved on a motion by Charlie Meyer, a second by Dave Salberg. Motion carried unanimously via roll call vote.

2021 YTD Asset Listing Summary Report: Treasurer Ennen

The March 2021 asset summary report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH received \$81,335.21 more revenues than expenditures in the month of March. Year to date revenues exceed expenditures by \$41,575.09. Total assets increased by \$76,897.43 from the previous month.

Motion by Bob Kopitzke, second by Dwight Walvatne to approve the March 2021 Asset Listing Summary Report. Motion carried unanimously via roll call vote.

2021 YTD Quarterly Financial Report:

Ms. Stehn presented the 2021 year to date financial report to the board. Through March 2021 with 25% of the budget year completed total revenues equal \$2,245,285.86 (24% of budget) and total expenditures equal \$2,203,710.77 (23% of budget). Total revenues exceed expenditures by \$41,575.09 at the end of March 2021 with total assets of \$6,800,578.65.

Ms. Stehn states in March, HPH received their first quarter 2021 levy allocations from member counties. Horizon also received the full COVID-19 vaccine grant in the amount of \$37,666.00, this has been fully expended. Ms. Stehn reports that on Friday we received word from MDH, that HPH will receive \$809,407.00 in federal dollars for the COVID vaccine response. Ms. Stehn states that we do not have the contract yet so are unsure of what the grant duties will be. In addition, billing revenue for January 2021 dates of service and cleanup of 2020 billing was received. Ms. Stehn reports that we received a large donation from the Norma Longfellow foundation. The amount was \$33,500.00 and will be used for the following: the We Honor Veterans program, the palliative care program, education/marketing/advertising of Hospice program and team building for our hospice staff.

Looking forward, Ms. Stehn reports in April we will have three payrolls so anticipate higher expenditures than a typical month. In April, HPH will invoice for quarterly grants and receive payments in May this includes the LTSS/LCTS funding.

Motion by Jeanne Ennen, second by Charlie Meyer to approve the 2021 YTD Quarterly Financial Report. Motion carried unanimously via roll call vote.

Heather Larson	YES						
Charlie Meyer	YES						
Jerry Rapp	YES						
Doyle Sperr	YES						
Dwight Walvatne	YES						
Gordy Wagner	YES						
Jeanne Ennen	YES						
Bob Kopitzke	YES						
Todd Johnson	YES						
Dave Salberg	YES						
Dennis Thompson	YES						
Deb Hengel	YES						
Larry Lindor	YES						
Vote Result	YAY - 13 ABSENT - 0 NAY - 0						

Adjourn: With no further business, the meeting was adjourned at 10:10 a.m. by Commissioner Larry Lindor. The next meeting is scheduled for Monday, May 10, 2021 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

May 10, 2021
Date

Attest: Ann Estep