



809 Elm Street Suite 1200  
Alexandria, MN 56308  
320.763.6018 | 800.450.4177  
320.763.4127 fax  
[horizonpublichealth.org](http://horizonpublichealth.org)

**HORIZON COMMUNITY HEALTH BOARD**  
**Douglas County Public Works**  
**Alexandria, MN 56308**

**Monday, July 12th, 2021**  
**9:00 a.m.**  
**Minutes**

**Present:** Douglas: Heather Larson, Jerry Rapp, Charlie Meyer  
Grant: Dwight Walvatne  
Pope: 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  
Greta Siegel, Horizon Public Health Assistant Administrator

**Guests:** Kristin Erickson, MN Department of Health, Nurse Consultant

**Absent:** Larry Lindor, Pope County Commissioner  
Doyle Sperr, Grant County Commissioner

The meeting was called to order at 9:00 a.m. by Vice Chair, Charlie Meyer.

**Approve Agenda**

Motion by Dave Salberg, second by Jerry Rapp to approve the agenda as printed. Motion carried unanimously.

**Approve minutes of June 14, 2021 Horizon Public Health board meeting**

Motion by Jeanne Ennen, second by Gordy Wagner to approve the June 14, 2021 minutes as presented. Motion carried unanimously.

**COVID-19 Update – Ann Stehn:**

Ms. Stehn provided a COVID-19 update to the board. The Horizon Public Health COVID-19 dashboard is updated on a weekly basis now. June had only 34 cases reported in the 5 counties. The case curve continues to stay down and only seeing a few cases here and there. Testing is substantially down in our area and across the state. COVID-19 monitoring will be very similar to flu monitoring in the future. The goal will be to prevent serious illness and hospitalizations due to COVID-19. Total to date there has been 111 deaths in our 5 county region.

**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

Vaccine data for 16+ was presented to the board. The state is at 67.4% receiving their first dose. The 5 member counties vaccine rate for first dose ranges from 56.1% to 64.7%. Data systems have proven to be an issue when reporting vaccine data, particularly for residents who were vaccinated in other states.

Horizon Public Health is offering vaccine clinics in communities with very little participation. Guidance for schools was recently issued by the CDC. COVID-19 vaccine is currently approved for ages 12 and up. The current recommendation is to maintain the 3 feet separation and those that are not vaccinated will wear masks. Vaccine for those under 12 has not been approved at this time. For those age 12-17 public health officials are encouraging them to go to their primary care provider to receive their COVID-19 vaccine. HPH will assess and work with the schools this fall to potentially offer clinics in the schools. The delta variant is appearing to be extremely contagious. The delta variant is prevalent in MN and is causing the case rates to increase statewide.

**Toward Zero Death Grant Applications for Grant and Douglas Counties:**

Resolutions approved by the board authorizing Horizon Public Health to apply for Toward Zero Deaths grant applications with the MN Department of public safety.

**RESOLUTION 21-10  
AUTHORIZING EXECUTION OF AGREEMENT**

Be it resolved that Horizon Public Health enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Douglas County during the period from October 1, 2021 through September 30, 2022.

The Horizon Public Health Administrator is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Horizon Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Horizon Community Health Board on behalf of Horizon Public Health this 12th day of July 2021.

Motion by Bob Kopitzke, second by Jeanne Ennen to approve Resolution 21-10 authorizing execution of agreement for Toward Zero Deaths Grant application for Douglas County. Motion carried unanimously.

**RESOLUTION 21-11  
AUTHORIZING EXECUTION OF AGREEMENT**

Be it resolved that Horizon Public Health enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Grant County during the period from October 1, 2021 through September 30, 2022.

The Horizon Public Health Administrator is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Horizon Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Horizon Community Health Board on behalf of Horizon Public Health this 12th day of July 2021.

Motion by Gordy Wagner, second by Dwight Walvatne to approve Resolution 21-11 authorizing execution of agreement for Toward Zero Deaths Grant application for Grant County. Motion carried unanimously.

### **2020 Annual Report Part 1 – Ann Stehn:**

Ms. Stehn presented part 1 of the Horizon Public Health 2020 annual report. HPH is utilizing new software to prepare the annual report. This is the same software used for the HPH COVID-19 dashboard. The 2020 annual report will be published soon and available to review on the HPH website.

The annual report is organized by the 10 essential public health services.

#1: Monitor health status and to identify and solve community health problems.

SHIP Survey was sent to community members in late 2020. 2,245 surveys were completed and returned. Questions were asked regarding health insurance status and overall health. Mental health questions were also included to determine depression status and Adverse Childhood Experiences (ACEs).

#2. Diagnose and investigate health problems and health hazards in the community.

Public Health Emergency Preparedness was an entire Horizon Public Health function in 2020 as the team worked tirelessly to respond to the COVID-19 pandemic. This section also includes data on lead referrals and tuberculosis clients.

#3 Inform, educate and empower people about health issues.

This section of the annual report focuses on the areas of Women Infant and Children, Car Seat education and Childbirth and breastfeeding group classes. Data is also presented on immunization information.

### **HPH Organizational Chart:**

Ms. Stehn presented an updated Horizon Public Health Organizational chart to the board. Changes include adding the Disease Prevention and Control Supervisor position and movement of programs under the Family and Child Health area.

Motion by Dave Salberg, second by Deb Hengel to approved the updated Horizon Public Health Organizational Chart as presented. Motion carried unanimously.

### **Personnel:**

#### ***Vacant Position Update:***

Hospice on call position continues to remain open. In the final stages of filling the MN Assessor Position and the Accreditation Coordinator/Community Health Strategist. Will be able to report more details at the next board meeting.

#### ***Ashley Bohlsen Public Health Supervisor, start date of July 12, 2021:***

Ashley Bohlsen has been promoted to Supervisor of the over 65 Case Management program area. She will be training with current supervisor, Kay Lagred, starting July 12, 2021.

#### ***Request to fill Accreditation Coordinator/Community Health Strategist Position:***

Due to the fact that the current Accreditation Coordinator/Community Health Strategist, Ashley Bohlsen, was promoted to Public Health Supervisor a request is being made to advertise and fill the open position.

Motion by Bob Kopitzke, second by Dwight Walvatne to approve the request to fill the Accreditation Coordinator/Community Health Strategist Position. Motion carried unanimously.

### **Financial Issues**

#### ***Approve payment of warrants June 2021:***

The June 2021 warrants in the amount of \$186,514.44 were approved on a motion by Dave Salberg, a second by Jerry Rapp and all voting aye. Motion carried unanimously.

#### ***2021 YTD Asset Listing Summary Report: Treasurer Ennen***

The June 2021 asset summary report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH expended \$8,090.61 more expenditures than revenues in the month of June. Year to date expenditures exceed revenues by \$102,846.92. Total assets decreased by \$9,777.90 from the previous month. Total HPH assets on 6/30/21 equals \$6,662,366.90.

Motion by Todd Johnson, second by Gordy Wagner to approve the June 2021 Asset Listing Summary Report. Motion carried unanimously.

**2021 YTD Financial Report: Greta Siegel**

Ms. Siegel presented the year to date financial report through June 30, 2021 to the board. With 50% of the year completed total revenues received equal \$4,446,805.18 (47% of budget amount) and expenditures equal \$4,549,652.10 (48% of budget amount). Ms. Siegel explained that a budget revision will be presented later in the meeting due to significant changes in revenue due to COVID-19.

Motion by Jerry Rapp, second by Dwight Walvatne to approve the YTD Financial Report through June 30, 2021. Motion carried unanimously.

**Resolution 21-12 accepting June 2021 Hospice donations:**

Ms. Stehn presented Resolution 21-12 accepting June 2021 Hospice donations.

**RESOLUTION 21-12**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the June 2021 donations to Hospice of Douglas County in the amount of \$2,352.26.

Dated this 12<sup>th</sup> day of June, 2021.

**HORIZON COMMUNITY HEALTH BOARD  
ALEXANDRIA, MN**

Motion by Jeanne Ennen, second by Gordy Wagner to approve Resolution 21-12 accepting \$2,352.26 for June 2021 donations to Hospice of Douglas County. Motion carried unanimously.

**Consider Recommendations of Finance Committee Meeting 6/28/2021:**

**2020 Modified Accrual Report:**

Ms. Siegel presented the 2020 financial report on a modified accrual basis to the board. This report combines all 2020 expenditures and revenues based on dates of service. On a modified accrual basis 2020 total revenues were \$9,731,055.34 and total expenditures of \$9,231,694.08 for a net fund increase of \$499,361.26. 2020 year end amounts on a cash basis are revenues totaling \$9,813,858.79 and expenditures totaling \$9,373,398.76 for a net fund increase of \$440,460.03.

Motion by Dennis Thompson, second by Deb Hengel to approve the 2020 modified accrual financial report. Motion carried unanimously.

**2020 Hospice Settlement:**

Ms. Stehn presented the 2020 Hospice Settlement information to the board. On a modified accrual basis the total revenues were \$2,474,434.41 and total expenditures of \$2,303,585.30 resulting in a net settlement payment to Douglas County in the amount of \$170,849.11.

Motion by Jeanne Ennen, second by Bob Kopitzke to approve the 2020 hospice settlement payment to Douglas County in the amount of \$170,849.11. Motion carried unanimously.

**Revised 2021 Budget:**

Ms. Siegel presented a revised 2021 budget to the board. Due to significant changes in revenue for the COVID-19 response HPH administration brought a revised budget to the Finance Committee. The finance committee reviewed the updated budget and recommended sending the revision to the board for approval. The 2021 revised budget reflects \$9,605,653 in total revenues (a \$140,684 increase) and \$9,421,029 in total expenditures (a \$90,480 decrease) for a net positive increase to fund balance of \$184,624. Ms. Stehn reminded the board that there will be significant expenses made yet in 2021 that are not in the budget. These expenditures are meant to be paid out HPH's fund balance with a

goal to reduce HPH's fund balance overall. These expenses include the 2020 hospice settlement payment, 2020 fund balance payout, and large office furniture purchase for both the Alexandria and Glenwood office locations.

Motion by Bob Kopitzke, second by Dave Salberg to approve the revised 2021 budget with total projected revenues at \$9,605,653 and projected expenditures at \$9,421,029 with a net fund increase of \$184,624. Motion carried unanimously.

***COVID-19 Grant Funding:***

Ms. Stehn informed the board of federal funding that HPH was just allocated. The total grant award is \$809,407 and HPH is allowed to spend this funding until 12/31/2023. HPH is also expecting additional federal funding for COVID-19 related activities.

Ms. Siegel shared that tracking of the COVID-19 expenditures is continuing to be done so that data can be presented on COVID-19 expenditures and revenue over the entire course of the public health emergency.

***Investment Recommendation:***

Horizon Public Health's Certificate of Deposit will renew on 7/26/2021. The finance committee recommendation is to renew the CD at \$3,000,000.00 and place any funds over that amount into the HPH Money Market account. The rate to renew the CD is 0.48%. Ms. Siegel shared that this rate offered by Glenwood State Bank is higher than the rate currently being offered by the MAGIC (city/county cooperative investment program) of 0.05%.

Motion by Gordy Wagner, second by Jerry Rapp to approve renewing the Horizon Public Health Certificate of Deposit at \$3,000,000 at a 0.48% interest rate and moving any additional funds at time of maturity into the money market account. Motion carried unanimously.

***2020 Fund Balance Payments to member counties:***

Ms. Stehn presented the 2020 maximum fund balance calculation to the board. The methodology to determine HPH's maximum fund balance is 57% of current year budgeted expenditures and then the value of severance funds at the end of the year. For 2020 the budgeted expenditures equaled \$9,192,288 (57% = \$5,239,604) plus severance funding available on 12/31/20 (\$1.25 million - \$506,384.36) \$743,616. Combining \$5,239,604 and \$743,616 the total 2020 maximum fund balance equals \$5,983,220. 2020 revenues that need to be removed from the calculation include food pools and lodging fund balance (\$94,243.58), Hospice donation fund balance (\$11,724.67) and Evidence Based Home Visiting revenue (\$169,297.92) for a total of \$275,266.17. This results in a 12/30/20 fund balance of \$6,498,322.41. With the maximum fund balance of \$5,983,220 Horizon Public Health will pay back \$515,102.41 to the 5 member counties. The distribution of the funds will be calculated on total net paid to HPH. Payouts are as follows: Douglas \$266,977.58, Grant \$47,183.38, Pope \$97,869.46, Stevens \$73,041.52, and Traverse \$30,030.47.

Motion by Jeanne Ennen, second by Dennis Thompson to approve the 2020 maximum fund balance payment to member counties in the amount of \$515,102.41. Motion carried unanimously.

***2022 Levy Recommendation:***

Ms. Stehn reported to the board that after a draft 2022 budget was compiled HPH admin feels that keeping the levy amount the same as it has been since 2019 would be sufficient. Ms. Siegel will contact the county Auditors to let them know to budget the same levy amount to HPH as last year if approved.

Motion by Dave Salberg, second by Gordy Wagner to approve the 2022 levy request to member counties remain the same amount of \$464,142 as requested for 2021. Motion carried unanimously.

**SCHSAC Report: Commissioner Wagner**

Commissioner Wagner reported there is no in person conference this year and there will be a ½ day virtual conference at the end of September. Commissioner Malcom reported a large increase in public health funding.

**Administrator Report: Ann Stehn**

***Legislative Update:***

Focus on Public Health in the legislature. Additional funds in the local public health grant for 2022. \$6 million in innovation grants. No information provided on details yet. A survey is being completed to determine the needs and interest for federal workforce funding. Small impact in the change to Child and Teen Checkup Outreach for Horizon.

***Supporting Hands Contribution:***

Sibley County was added into SHNFP. Due to the addition of an additional county HPH's SHNFP annual contribution was reduced slightly. The 2022 contribution to SHNFP will also be lower than current year's amount.

***MEDA Grant Update:***

SHIP grant submitted will focus on Grant County Safe Routes to School with West Central School district.

***Leadership Retreat:***

Supervisory team will be attending Supervisory 101 trainings as an initial phase and then will be together with a consultant to do leadership development and training this fall.

***Office remodel status/furniture update:***

Pope County office will begin the remodel soon.

Douglas County services center remodel is not finalized but significant planning is in process.

**Adjourn:** With no further business, the meeting was adjourned at 10:45 a.m. by Commissioner Charlie Meyer. The next meeting is scheduled for Monday, August 9th, 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 Lunder*  
Chairman, Horizon Community Health Board

Aug 9, 2021  
Date

Attest: *Ann E Steh*