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

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

**Present:** Douglas: Heather Larson, Jerry Rapp, Charlie Meyer  
Grant: Doyle Sperr, Dwight Walvatne  
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  
Kelsey Peterson, Horizon Public Health Supervisor

**Guests:** None

**Absent:** N/A

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 as printed. Motion carried unanimously.

**Approve minutes of July 12, 2021 Horizon Public Health board meeting**

Motion by Dave Salberg, second by Doyle Sperr to approve the July 12, 2021 minutes as presented. Motion carried unanimously.

**COVID-19 Update – Kelsey Peterson:**

Ms. Peterson provided a COVID-19 update to the board. She states that this July in comparison to last July Horizon had about half of the cases, however the cases are on the rise in each of our counties largely due to the Delta variant. Ms. Peterson explains what the positivity rate means and what it is in each county currently. She discusses daily cases for each county with a comparison between peak times (November 2020) to now. Ms. Peterson states there was one recent death in Pope County due to COVID. They are seeing an increased risk in the 18-49 year old population for those needing to be hospitalized. Ms. Peterson explained the different COVID-19 variants. She reports the Delta variant is the most

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predominant strain in the U.S. at this time. The delta variant spreads more quickly. Ms. Peterson reviews the new public indoor masking guidance. She states that in low or moderate community transition there is no public indoor mask recommendation. If a county is in the "substantial" or "high" for positivity rate of COVID tests, there is an indoor public mask recommendation. Ms. Peterson reviewed vaccination rates for our counties. She discussed breakthrough cases. Currently there are 4,477 breakthrough cases out of more than 2.9 million who have been vaccinated.

#### **2019 Reportable Disease – Kelsey Peterson**

Ms. Peterson reports on the 2019 reportable diseases for each county. Due to COVID-19, the MDH data was not as complete as in years past. She states the Top 3 Infectious diseases in 2019 for the HPH service area were: 1) Chlamydia 2) Hospitalized Influenza and 3) Gonorrhea.

#### **Data Practices Policy for Data Subject and Data Practices Policy for the Public – Betsy Hills**

Ms. Hills presents the updated Data Practices Policy for Data Subject and Data Practices Policy for the Public. She states that we have adopted the model policies from the Department of Administration. Ms. Hills reports that we will post these policies and data request forms on the website so it is easier for people to request data. Our typical data request is for chart records for people we serve but have had other requests lately. Ms. Hills asks the board to approve the updated policies.

Motion by Jeanne Ennen, second by Dennis Thompson to approve the Data Practices Policy for the Data Subject policy. Motion carried unanimously.

Motion by Bob Kopitzke, second by Gordy Wagner to approve the Data Practices Policy for the Public policy. Motion carried unanimously.

#### ***Resolution 21-13 accepting Employee Appreciation Resolution:***

Ms. Stehn presented Resolution 21-13 regarding an Employee Appreciation Resolution.

#### **RESOLUTION 21-13**

**WHEREAS:** Horizon Public Health employees serve a critical role in each of our communities, dedicating their time, skills, and expertise for the benefit of their neighbors; and

**WHEREAS:** The work of Horizon Public Health employees is essential. As a lead agency in the response to the pandemic, Horizon staff needed to devote significant time and energy to the response effort, along with continuing to carry out critical services and programs needed by the public during this time; and

**WHEREAS:** The COVID-19 pandemic required Horizon Public Health staff to quickly change course, develop new ways of performing core services, strengthen existing partnerships and create new ones, all during a time of uncertainty for employees and the public; and

**WHEREAS:** Horizon Public Health employees have continued to provide vital community services throughout the COVID-19 pandemic, demonstrating leadership, assuming new duties and responsibilities, and innovating new service delivery methods; and

**WHEREAS:** Through their dedication to the public's health and commitment to public service, Horizon Public Health employees provided critical services to prevent illness and disease, protect the public's health and to promote a healthy and safe environment.

**NOW BE IT RESOLVED,** that the Horizon Community Health Board hereby recognizes and expresses appreciation for the exemplary service provided by all Horizon Public Health employees throughout the COVID-19 pandemic.

Dated this 9<sup>th</sup> day of August, 2021.

Motion by Dennis Thompson, second by Deb Hengel to approve Resolution 21-13 that the Horizon Community Health Board recognizes and expresses appreciation for the exemplary service provided by all Horizon Public Health employees throughout the COVID-19 pandemic.

### **Employee Preventative Health and Recognition Policy:**

Ms. Stehn presented the Horizon Public Health Employee Preventative Health and Recognition Policy. Greta Siegel has reached out to other counties for sample policies and discussed this with the auditors. Under Minn. Stat. 15.36 counties have specific authority for a preventive health and employee recognition program. Horizon Public Health (HPH) as a Joint Powers Entity according to Minn. Stat. 471.59 can exercise the authority for member counties to provide these services as designated under Minn. Stat. 15.46. The Employee Preventative Health and Recognition policy provides a framework for HPH to support and promote healthy and supportive work environments; and to recognize HPH employees for their dedication to public service, contributions, and commitment.

Motion by Bob Kopitzke, second by Charlie Myer to approve the Employee Preventative Health and Recognition Policy as well as a budget line item of \$850.00 dollars to spend for 2021. Motion carried unanimously.

### **HPH Organizational Chart:**

Ms. Stehn presented an updated Horizon Public Health Organizational chart to the board. Changes include moving the Public Health Emergency Preparedness program from Jessica Peterson to Kelsey Peterson. Ms. Stehn will amend the chart as presented today to move the Long Term Care Certified Assessors from Ashley Bohlsen to Kelly Irish as an error was noted in the document.

Motion by Dennis Thompson, second by Jeanne Ennen to approve the updated and amended Horizon Public Health Organizational Chart as presented. Motion carried unanimously.

### **2020 Annual Report Part 2 – Ann Stehn:**

Ms. Stehn reviews the 2<sup>nd</sup> half of the 2020 HPH Annual Report.

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

#5: Develop polices and plans that support individual and community health efforts.

HPH Projects that supported this essential service: Transition Housing Garden Beds in partnership with WCMCA Alexandria, SotaGrown GroShed with REA and WCA Schools Barrett, Stevens County Food Shelf Transformation, Starbuck Complete streets project.

#6 Enforce Laws and Regulations that protect health and ensure safety.

This work is done through our food, pools, and lodging licensing. In 2020, the team of registered sanitarians was tasked with supporting licensed establishments as they navigated the COVID-19 pandemic and impacts on their business. Ms. Stehn reported on the total number of inspections, licenses by type for each county, total violation and priority violations, and public health nuisance complaints issued for 2020.

#7 Link people to needed personal health services and assure the provision of health care when otherwise unavailable.

Ms. Stehn reported that due to the pandemic these services (early childhood screenings) were limited because of the nature of telehealth visits and people not seeking care unless needed. HPH expected in 2020 that participation in screenings and vaccinations would decrease but will work hard in 2021 to have them rebound. Ms. Stehn also notes that the COVID-19 pandemic also challenged our case management staff. Case Managers shifted to telehealth visits to support and deliver services to the people we serve. There were numerous challenges but staff remained optimistic and continued to provide support to the people and facilities in which they work.

#8. Assure competent public and personal health care workforce.

#9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.

Ms. Stehn reports that one of the greatest successes of 2020 was that Horizon Public Health became and accredited health department. She states that although our formal performance management system work had to be put on hold the informal performance management tools helped us to improve our emergency response efforts and other public health functions quickly and effectively.

#10. Research for new insights and innovative solutions to health problems.

Ms. Stehn finished her report with the financial summary. She states that HPH is a unique entity due to the various funding streams. Ms. Stehn reports that we are able to do what we do with a local tax levy funding at 4.73%. This is significantly lower than the state average of 37.3%.

**Personnel:**

***Accreditation Coordinator/Community Health Strategist Position:***

Amanda Schueler was promoted to the AC/CHS position on July 19, 2021.

***Update on Case Manager/Assessor position:***

In May, Joann Barton resigned and her position was not filled as the work was reassigned. Nikki Nelson in Elbow Lake resigned in June and we were authorized to hire a FT replacement. This replacement was internal with Amy Streed, who previously worked in Family Health out of our Glenwood office. With Amanda Schueler's WIC position open, it was determined to combine the Family Health and WIC role into one position based out of our Glenwood office.

***Permission to fill Family Health Nurse Position in Glenwood:***

Motion by Jeanne Ennen, second by Dwight Walvatne to fill Family Health nurse position in Glenwood. Motion carried unanimously.

***Connie Amundson, Hospice Nurse, Retirement Effective November 3, 2021:***

Connie Amundson is a nurse in our Hospice program area. She has provided notice of her retirement effective November 3, 2021.

Motion by Bob Kopitzke, second by Charlie Meyer, to accept the resignation of Connie Amundson, effective November 3, 2021. Motion carried unanimously.

***Permission to fill Hospice Nurse Position:***

Ms. Stehn is requesting permission from the board to fill the Hospice nurse position.

Motion by Dennis Thompson, second by Dwight Walvatne to approve filling the Hospice nurse position. Motion carried unanimously.

Ms. Stehn reported that Kelly Hansen, RN will be joining our on-call hospice team starting August 9, 2021.

***Judy Juergensen, Case Manager, Retirement Effective September 30, 2021:***

Judy Juergensen is a nurse in our Case Manager Program area. She has provided notice of her retirement effective September 30, 2021.

Motion by Gordy Wagner, second by Deb Hengel to accept the resignation of Judy Juergensen effective September 30, 2021. Motion carried unanimously.

***Permission to fill Case Manager in the Glenwood office:***

Ms. Stehn is requesting permission from the board to fill a Case Manager position in the Glenwood office.

Motion by Jeanne Ennen, second by Todd Johnson to approve filling the Case Manager position in the Glenwood office. Motion carried unanimously.

**Financial Issues**

***Approve payment of warrants July 2021:***

The July 2021 warrants in the amount of \$885,576.89 were approved on a motion by Dave Salberg, a second by Bob Kopitzke and all voting aye. Motion carried unanimously.

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

The July 2021 asset summary report was presented by Treasurer, Jeanne Ennen. The year to date report shows that HPH expended \$808,816.48 more expenditures than revenues in the month of July. This is due to the fund balance payout to counties and the Hospice settlement paid to Douglas County. Year to date expenditures exceed revenues by \$911,663.40. Total assets decreased by \$814,503.27 from the previous month. Total HPH assets on 7/31/21 equals \$5,847,863.63.

Motion by Dwight Walvatne, second by Todd Johnson to approve the July 2021 Asset Listing Summary Report. Motion carried unanimously.

***Resolution 21-14 accepting July 2021 Hospice donations:***

Ms. Stehn presented Resolution 21-14 accepting July 2021 Hospice donations.

**RESOLUTION 21-14**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the July 2021 donations to Hospice of Douglas County in the amount of \$340.00.

Dated this 9<sup>th</sup> day of August, 2021.

**HORIZON COMMUNITY HEALTH BOARD  
ALEXANDRIA, MN**

Motion by Gordy Wagner, second by Charlie Meyer to approve Resolution 21-14 accepting \$340.00 for July 2021 donations to Hospice of Douglas County. Motion carried unanimously.

***Electronic Wire Funds Transfer July 15, 2021 in the amount of \$550,000:***

Ms. Siegel presented an Electronic Wire Funds transfer that was completed on July 15th, 2021 in the amount of \$550,000.00 from the HPH money market account to the HPH checking account.

Motion by Jeanne Ennen, second by Charlie Meyer to accept the Electronic Wire Funds Transfer in the amount of \$550,000.00 on July 15, 2021. Motion carried unanimously.

***Furniture Quotes for Alexandria and Glenwood offices:***

Ms. Stehn discusses the office plans for Alexandria and Glenwood offices. Ms. Stehn states there will be more movement of staff and changes (more secured building) in the Douglas County office, which has required us to pivot and make decisions in regards to our space and how we do the work that we do.

Ms. Stehn shows the diagram of the Glenwood office. The clinic will remain at our current space (WIC/Immunization and Early Childhood screenings). The newly remodeled building will have 2 offices, 11 cubicle workstations, a reception desk, meeting room, break room, mother's room and lobby chairs.

Ms. Stehn shares the plans for the Alexandria office. The current DMV space will be renovated for our Case Management department. The Hospice space will be renovated and Hospice will gain additional office space that connects to the current space. The public health clinic area will stay the same but due to the building becoming more secure, our clinic entrance (for WIC, ECS, immunizations) will need to move to the Elm Street door. The Alexandria office remodel will consist of 13 offices, 47 cubicles, and 7 landing spaces.

The total (for Glenwood and Alexandria) office furniture included in quotes:

15 offices

58 cubicle workstations

7 landing stations

Reception Desk (Glenwood)

Meeting Room (Glenwood)

Breakroom (Glenwood)

Mother's room (Glenwood)

Lobby chairs (Glenwood)

Ms. Stehn reviewed the three vendors HPH reached out too. Ms. Stehn states that Horizon has worked with Innovative in the past for small office furniture purchases. Intereum is the vendor that Pope County is using however HPH has not received any follow up from them or a quote. Henricksen is the vendor that Douglas County is using and is an approved vendor on the Sourcewell Cooperative Purchasing contract. With construction begun in Glenwood and timelines moving forward in Alexandria, action is needed to proceed with the furniture quotes. HPH Administration has done a vendor quote comparison and recommends Henricksen at this time due the ability to fit more cubicles in the design, docking stations (which HPH cannot get readily due to being on backorder) being built into the desk, and the capacity of Henricksen staff to move quickly on the project. Henricksen has quoted All Steel furniture in their bid.

Motion by Bob Kopitzke, second by Gordy Wagner to approve moving forward with Henricksen as the furniture vendor on our Alexandria and Glenwood office remodel project. Motion carried unanimously.

**Administrator Report: Ann Stehn**

- Ms. Stehn states that there is a CDC Workforce Development Grant due August 24, 2021.
- MN Infrastructure Funding Ad Hoc Workgroup – Ms. Stehn reports that she has been asked to be on this workgroup to assist with continuing the redesign of the LPH system to provide for better capacity across the state.
- Ms. Stehn proposes regularly scheduled Finance and Personnel Committee Workgroups for 2022. Ms. Stehn will be following up with these committee members.
- Ms. Stehn reports that the Performance Management Council met on 8-4-2021, and HPH staff are looking at ideas to re-energize this work after being put on hold due to the pandemic.

**Adjourn:** With no further business, the meeting was adjourned at 10:50 a.m. by Commissioner Larry Lindor. The next meeting is scheduled for Monday, September 13, 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.

11 YEAS and 0 NAYS (Absent Walvantine)  
& Larson  
Larry Lindor  
Chairman, Horizon Community Health Board

9-13-21  
Date

Attest: Ann E Steh