

HORIZON COMMUNITY HEALTH BOARD

Douglas County Public Works
Alexandria, MN 56308

Monday, February 13, 2017
9:00 a.m.

Minutes

Present: Douglas: Charlie Meyer, Jim Stratton
Grant: Peter Hoff, Doyle Sperr
Pope: Larry Lindor, Larry Kittelson
Stevens: Bob Kopitzke, Jeanne Ennen
Traverse: Dave Salberg, Todd Johnson
Community representatives: Deb Hengel, Dennis Thompson

Staff: Sandy Tubbs, Horizon Public Health Administrator
Kathy Werk, Horizon Public Health Assistant Administrator
Sharon Braaten, Horizon Public Health Assistant Administrator

Guests: Kelsey Peterson, PHN, Horizon Community Health Strategist/Accreditation Coordinator

Absent: Jerry Rapp, Douglas County Commissioner
Dr. Dave Watkin, Medical Consultant

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

Approve Agenda: Motion by Bob Kopitzke, second by Dave Salberg to approve the agenda as printed. Motion carried.

Approve minutes of January 9, 2017 meeting: Motion by Dennis Thompson, second by Charlie Meyer to approve the January 9, 2017 minutes as printed. Motion carried.

ASI Grant Report: Ms. Tubbs reviewed the ASI grant with the Board indicating it started in November 2016 and ends on June 2, 2017. Horizon has two deliverables, one related to the Community Health Assessment (CHA), and one related to establishing/updating the Performance Management System. Kelsey Peterson, who recently accepted the newly created Community Health Strategist/Accreditation Coordinator position, was introduced to the Board. Tubbs stated that Peterson is currently facilitating the completion of the Community Health Assessment (CHA) process as one deliverable with the NACCHO Accreditation Support Initiative (ASI). At the same time, her work with the CHA will fulfill her Capstone Project requirement as the final step in the completion of her Master's degree.

Overview of Community Health Assessment Process and Progress

Ms. Peterson provided an overview of the CHA process, indicating we are required to complete a CHA every five years, which feeds into our Community Health Improvement Plan (CHIP), also required every five years. Both documents are submitted to the Minnesota Department of Health. The purpose of the CHA is to collect, analyze, and use data to educate and mobilize communities to implement changes and programs that improve the health of the community. The CHA identifies and describes factors that affect the health of the population. These can include items like crime reports, insurance coverage, tobacco use, health related policies, physical activity status, dietary habits, etc. A variety of methods, including focus groups, survey data and 1 to 1 interviews, are utilized in gathering CHA data. By the end of May the CHA needs to be essentially complete.

Community Partnership Team meeting highlights

Ms. Peterson indicated one of the steps in the CHA process was to develop a Community Partnership Team to assure that the CHA and CHIP process engages a cross-section of community partners. An internal Horizon planning team was identified, which included program staff and supervisors. This team subsequently identified potential Community Partnership Team (CPT) members. The CPT includes about 30 different individuals, with representatives being elected officials, community at large, health care, small businesses, and large businesses. The CPT is seeking to engage additional members, particularly representative of students, low income, minorities, and the elderly. In order to provide greater convenience for those traveling from throughout the 5 counties, Peterson reported that she is conducting the CPT meetings in two locations, Herman and Alexandria. The initial meeting of the CPT was held at the end of January, at which time they reviewed the current Community Health Improvement Plan (CHIP), community survey and common health indicators. Ms. Peterson indicated there is much data to review and the CPT will need to focus on particular areas, for example, mental health may be an area the CPT determines needs focused attention. After compiling, reviewing and analyzing all of the quantitative and qualitative data, the CPT will engage in a prioritization process to determine which community health issues will be addressed in the CHIP. Commissioner Ennen suggested that Compass MN, by Wilder, has data for each county and may be a resource for additional county-specific data.

Demographic Profile of Horizon Public Health

Ms. Peterson then shared some of the demographic data the CPT has reviewed. Horizon is below the state average in density per square mile and members per household. Our population is primarily white, and not as diverse as the state overall. We see above average rates of graduation and persons with college degrees. We experience lower rates of uninsured, unemployment and single parent families in comparison to the state averages. Three of our five counties are above the state average for percentage of children eligible for free and reduced school lunches. Our communities experience access and availability challenges particularly in mental and dental health throughout our counties, and in primary care within Grant and Traverse counties.

Personnel Updates

As indicated earlier in the meeting, Kelsey Peterson accepted the Community Health Strategist/Accreditation Coordinator position. In addition, Ms. Tubbs informed the Board that Amanda Schueler was hired as a WIC dietician, having previously served as dietician at Elden's Food Market. Ms. Tubbs also reported that case manager, Eileen McKay, retired on February 3 and another Horizon case manager is on extended sick leave due to a family member illness. Ms. Tubbs indicated that at this time, current staff are providing caseload coverage for the case manager. However, Tubbs stated that it may be necessary to consider a short term, part-time contract with one of the recently retired staff in order to supplement coverage until the return of this case manager. The situation is being continually assessed, taking into account the feedback from those staff that are currently providing coverage.

Financial Issues

Approve payment of warrants for January 2017: After a few specific vendor questions, the January 2017 warrants were approved on a motion by Larry Kittelson, second by Jeanne Ennen. Motion carried.

Accept Hospice donations for January 2017: Hospice donations in the amount of \$3,464.05 were received in January 2017. Motion by Charlie Meyer, second by Jeanne Ennen to accept the donations. Motion carried.

Approve Year-to-Date Summary Financial Report: The monthly financial report was presented and reviewed. During the month of January 2017, Horizon Public Health recorded \$326,195.82 of

expenditures in excess of revenues. Ms. Tubbs indicated this reflects a number of annual payments which occur in January, such as CHAMP and MCIT. Horizon's total assets as of 1/31/17 are \$4,302,945.45. Motion by Jim Stratton, second by Bob Kopitzke to approve the financial report. Motion carried.

Administrator report:

Request authorization for out-of-state travel for Brandon Klein: Ms. Tubbs requested out of state travel for Brandon Klein to attend Managing Retail Food Safety, March 22-24, 2017 in Baton Rouge Louisiana. This training will be funded under our FDA grant and will assist Brandon in developing knowledge and skills useful for achieving his Registered Sanitarian certification. Motion by Dave Salberg, second by Larry Kittelson authorizing this out of state travel. Motion carried.

Request authorization for out-of-state travel for Sandy Tubbs and Kelsey Peterson: Ms. Tubbs requested out of state travel for herself and Kelsey Peterson to attend the National Network of Public Health Institutes (NNPHI) Quality Improvement and Accreditation Open Forum, April 19-21, 2017 in New Orleans, LA. Ms. Tubbs indicated the focus of this forum is accreditation and quality improvement. She indicated one of the pre-conference sessions looks perfect for Kelsey in her role as Accreditation Coordinator. The remainder of the conference is focused on quality improvement. This will be an excellent conference to provide information and training related to proceeding with accreditation. Motion by Bob Kopitzke, second by Deb Hengel authorizing this out of state travel. Motion carried.

Legislative Update: Ms. Tubbs indicated the Local Public Health Association (LPHA) priorities are as follows:

- **Increase LPH grant funding:** The Local Public Health grant funding is unique from other state and federal funding as it gives local governmental public health control to direct dollars these grant funds where they are needed most. The LPH grant has decreased as a percentage of total expenditures over time, with local tax levies increasingly carrying the burden.
- **Increase MA reimbursement for Family Home Visits** (MA pay around \$62 per visit whereas insurance pays in the range of \$110-\$140): Increasing the reimbursement will assist in providing needed resources to maintain and strengthen family home visiting programs that lessen the negative impacts of poverty and improve outcomes for children of our most at-risk families.
- **Maintain Statewide Health Improvement Partnership (SHIP) funding:** SHIP strives to reduce health care costs and chronic disease rates by creating more opportunities for Minnesotans of all ages to eat healthy, be active and live tobacco-free. SHIP funding is in the Governor's budget, but it will likely be a battle to maintain this funding as it moves through committees in both houses.

Set Performance management Council meeting date: Ms. Tubbs requested the Performance Management Council members meet briefly after the meeting to set a meeting date.

Adjourn: The meeting was adjourned. The next meeting will be Monday, March 13, 2017 at Douglas County Public Works.