

## HORIZON COMMUNITY HEALTH BOARD

Douglas County Public Works  
Alexandria, MN 56308

Monday, January 9, 2017  
9:00 a.m.

### Minutes

Present: Douglas: Charlie Meyer, Jim Stratton, Jerry Rapp  
Grant: Pete 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: Brenda Menier, Public Health Nurse Consultant, MDH  
Absent: Dr. Dave Watkin, Medical Consultant

The meeting was called to order at 9:00 a.m. by Horizon Public Health Administrator, Sandy Tubbs. Introductions were made and new Commissioners Pete Hoff (Grant), Doyle Sperr (Grant) and Jerry Rapp (Douglas) were welcomed.

**Election of officers:** Ms. Tubbs called for nominations for Chair. Larry Lindor was nominated by Dave Salberg, with the second by Bob Kopitzke. Charlie Meyer was then nominated by Jim Stratton with a second by Dennis Thompson. No further nominations were secured. Larry Lindor was elected Chair with a 9-4 vote.

Chair Lindor then called for nominations for Vice-Chair. Charlie Meyer was nominated by Jim Stratton, second by Todd Johnson. Larry Kittelson moved nominations cease and a unanimous ballot be cast for Commissioner Meyer. Second by Jerry Rapp. Motion carried.

**Reappoint CHB Community Representatives:** Ms. Tubbs indicated Community Representatives Hengel and Thompson are both eligible to serve a second 2 year term. Both have indicated willingness to continue as community representatives. Motion by Jeanne Ennen, second by Bob Kopitzke to reappoint Deb Hengel and Dennis Thompson as community representatives on the CHB. Motion carried.

**Approve Agenda:** Motion by Bob Kopitzke, second by Larry Kittelson to approve the agenda as printed. Motion carried.

**Approve minutes of December 12, 2016 meeting:** Motion by Dave Salberg, second by Jeanne Ennen to approve the December 12, 2016 minutes as printed. Motion carried.

**Conflict of Interest Statements:** Conflict of interest statements were distributed and reviewed. Board members will complete the statements, which will be collected by the Administrator at the end of the meeting and maintained on file for audit purposes.

**Annual review of Horizon CHB By-Laws and Operating Procedures:** Ms. Tubbs presented the By-Laws for review. Ms. Tubbs indicated the recommended change in the By-Laws is Article VI, Section 5, which adds the Hospice Committee as a standing committee of the Board. This is pursuant to Board action on November 14, 2016. The Hospice Committee will be comprised of two Douglas County Commissioners, and one community member. The Horizon Medical Consultant will also serve on the committee. The responsibilities of the committee are outlined in Article VI, Section 5 and pertain to assuring ongoing quality improvement and implementing and monitoring the Hospice wide Quality Assessment and Performance Improvement program (QAPI). Motion by Charlie Meyer, second by Deb Hengel to approve the By-Laws as presented. Motion carried.

Ms. Tubbs indicated there are no recommended changes in the Operating Procedures, which were sent out to Board members via e-mail.

#### **Appoint Personnel, Finance and Hospice Committees and Performance Management Council**

Chair Lindor appointed the following committee members:

*Personnel:* Charlie Meyer, Bob Kopitzke and Dave Salberg.

*Finance:* Jim Stratton, Jeanne Ennen, and Todd Johnson.

*Hospice:* Jerry Rapp, Charlie Meyer and Kelly Helmbrecht. Ms. Helmbrecht is a social worker at Douglas County Hospital and was recommended for appointment to the Committee by Sue Quist, Hospice Supervisor. Dr. Watkin will also serve on the Hospice Committee.

*Performance Management Council:* Doyle Sperr, Bob Kopitzke, Dennis Thompson, Deb Hengel, and Larry Kittelson.

**Reappoint Medical Consultant and Legal Consultant:** Ms. Tubbs indicated that, following a discussion with Dr. Watkin and Ann Goering, both are receptive to continuing in their Horizon consultant roles. Motion by Dennis Thompson, second by Charlie Meyer to appoint Dr. Watkin as Horizon Medical Consultant and Ann Goering, of Ratwik, Rozak and Maloney, as Legal Consultant. Motion carried.

**Adopt resolution authorizing agents of the CHB:** Ms. Tubbs presented Resolution 17-01, authorizing Ms. Tubbs and Ms. Werk as agents of the Board.

#### **RESOLUTION 17-01**

*The Horizon Community Health Board, hereinafter referred to as Board, by virtue of its authority under Minnesota Statutes, Chapter 145A, in accordance with the Board's Joint Powers Agreement and by this Resolution of the Board adopted at a scheduled meeting of the Horizon Community Health Board on January 9, 2017 hereby appoints and authorizes the following person(s) to act on the Board's behalf effective January 1, 2017 and bind the Board for the following purpose(s):*

- A. To serve as the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.**

*Name:* Sandra Tubbs, PHN, Administrator

*Address:* 809 Elm Street, Suite 1200  
Alexandria, MN 56308

*Phone/FAX:* (W) 320-762-3003

(C) 320-304-2930

(H) 320-808-7779

(Fax) 320-763-4127

[sandyt@horizonph.org](mailto:sandyt@horizonph.org)

- B. To sign and submit to the Commissioner the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.10, Subdivision 5a:**

Name: Sandra Tubbs, PHN, Administrator  
Address: 809 Elm Street, Suite 1200  
Alexandria, MN 56308  
Phone/FAX: (W) 320-762-3003  
(C) 320-304-2930  
(H) 320-808-7779  
(Fax) 320-763-4127  
[sandyt@horizonph.org](mailto:sandyt@horizonph.org)

- C. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health.**

Name: Sandra Tubbs, PHN, Administrator  
Address: 809 Elm Street, Suite 1200  
Alexandria, MN 56308  
Phone/FAX: (W) 320-762-3003  
(C) 320-304-2930  
(H) 320-808-7779  
(Fax) 320-763-4127  
[sandyt@horizonph.org](mailto:sandyt@horizonph.org)

- D. To serve as the Board's agents according to Minnesota Statute 145A.04, Subdivisions 7 and 8, to enforce public health laws, ordinances, or rules within the 5-county service area.**

Name: Sandra Tubbs, PHN, Administrator  
Address: 809 Elm Street, Suite 1200  
Alexandria, MN 56308  
Phone/FAX: (W) 320-762-3003  
(C) 320-304-2930  
(H) 320-808-7779  
(Fax) 320-763-4127  
[sandyt@horizonph.org](mailto:sandyt@horizonph.org)

Name: Kathy Werk, PHN, Assistant Administrator  
Address: 809 Elm Street, Suite 1200  
Alexandria, MN 56308  
Phone/FAX: (W) 320-762-2930  
(C) 320-808-1609  
(H) 320-763-7186  
(Fax) 320-763-4127  
[kathyw@horizonph.org](mailto:kathyw@horizonph.org)

- E. To sign and execute on behalf of the Board, delegation agreements with the Commissioner of Health in accordance with Minnesota Statute 145A.07.**

Name: Sandra Tubbs, PHN, Administrator  
Address: 809 Elm Street, Suite 1200  
Alexandria, MN 56308  
Phone/FAX: (W) 320-762-3003

(C) 320-304-2930  
(H) 320-808-7779  
(Fax) 320-763-4127  
[sandyt@horizonph.org](mailto:sandyt@horizonph.org)

- F. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by, but not limited to, entities such as the Department of Human Services, Minnesota Department of Education, the Office of Public Safety and private foundations.**

Name: Sandra Tubbs, PHN, Administrator  
Address: 809 Elm Street, Suite 1200  
Alexandria, MN 56308  
Phone/FAX: (W) 320-762-3003  
(C) 320-304-2930  
(H) 320-808-7779  
(Fax) 320-763-4127  
[sandyt@horizonph.org](mailto:sandyt@horizonph.org)

- G. In the event Ms. Tubbs is unable to perform responsibilities indicated in sections A, B, C, E, and F; and such inability would negatively impact the CHB's ability to meet its obligations and/or secure additional funding, the agent of the board will be:**

Name: Kathy Werk, PHN, Assistant Administrator  
Address: 809 Elm Street, Suite 1200  
Alexandria, MN 56308  
Phone/FAX: (W) 320-762-2930  
(C) 320-808-1609  
(H) 320-763-7186  
(Fax) 320-763-4127  
[kathyw@horizonph.org](mailto:kathyw@horizonph.org)

*This resolution authorizes the above referenced appointees to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution.*

This is a standard resolution and authorizes these persons to serve as signatories for agency MDH, DHS, and Public Safety grants and assure response to organizations on behalf of the Community Health Board. Motion by Jeanne Ennen, second by Bob Kopitzke adopting Resolution 17-01. Motion carried.

**Establish 2017 mileage reimbursement rate:** Ms. Tubbs indicated the 2017 IRS mileage reimbursement rate is \$0.535 per mile. Motion by Larry Kittelson, second by Dave Salberg to establish \$0.535 as the Horizon mileage reimbursement rate. Motion carried.

**Establish 2017 CHB member per diem and mileage reimbursement rates:** Motion by Larry Kittelson, second by Todd Johnson to establish the CHB member per diem rate as \$70 and the mileage rate as the IRS rate of \$0.535. Motion carried.

**Designate official newspaper:** Ms. Tubbs indicated agendas are sent to each county for posting on the official county board. Administration did not do a newspaper bid for 2017. Bids were done as Horizon Public Health was established with the Grant County Herald having the lowest bid. The official newspaper is used primarily for publication of the monthly meeting notices. Motion by Deb Hengel,

second by Jeanne Ennen to designate the Grant County Herald as the official newspaper. Motion carried.

### **Personnel Updates**

*Approve Community Health Strategist/Accreditation Coordinator position description:* As a follow-up to discussion from the December meeting, Ms. Tubbs presented for consideration a Community Health Strategist/Accreditation Coordinator position description. Tubbs noted this position combines 2 significant roles for Horizon Public Health. As Community Health Strategist, this position will serve as the “convener” and bring community partners together to address issues of mutual concern. The Accreditation Coordinator responsibilities are well-defined by the PHAB and will require the development of a comprehensive performance management system and detailed documentation of the quality improvement initiatives. Motion by Larry Kittelson, second by Dennis Thompson to approve the Community Health Strategist/Accreditation Coordinator position description as presented. Motion carried.

*Accept Springsted position classification recommendation:* Ms. Tubbs presented the Springsted classification recommendation for the Community Health Strategist/Accreditation Coordinator position. Springsted ranked this position at 425 points, which falls within the Grade 14 classification. It is non-supervisory, and will be a union position with a 37.5 hour work week. Ms. Tubbs indicated the recommendation is consistent with her expectations, being one step above the nursing positions and at the same grade as the Human Resources Coordinator. Board members inquired regarding the guidelines for union vs non-union positions. Ms. Tubbs indicated to be considered as a non-union position, a position needs to be supervisory in nature and/or have direct access and preparation involvement with information used in negotiations. Motion by Dave Salberg, second by Bob Kopitzke accepting the Springsted recommendation for the Community Health Strategist/Accreditation Coordinator position at Grade 14. Motion carried.

*Authorize filling FT Community Health Strategist/Accreditation Coordinator position:* Ms. Tubbs indicated we must notify the union of any new positions that are developed and indicated she has spoken with Jon Anderson regarding this position. Given that internal interest is anticipated, Ms. Tubbs requested authorization to post the full-time position internally and then, if not filled, to proceed with external posting. Motion by Jeanne Ennen authorizing filling the FT Community Health Strategist/Accreditation Coordinator position. Second by Deb Hengel. Motion carried.

*Other staff updates:* Ms. Tubbs indicated Wendy Schoon, Registered Dietician, has completed her employment with Horizon Public Health. Interviews have been completed to fill the dietician vacancy left by Ms. Schoon’s departure with 2 very good applicants now being considered for this WIC position. The interview team is currently contacting references.

Ms. Tubbs reported two case manager positions have been filled, related to internal moves and impending retirements. These positions will serve the under 65 population and will be located in the Glenwood office with one position serving Pope County and one serving both Pope and Stevens Counties.

**Consider, approve revised Horizon Public Health Organizational Chart effective January 2017:** Ms. Tubbs presented for consideration a revised organizational chart, which incorporates the newly approved Community Health Strategist/Accreditation Coordinator position. This position reports directly to the Public Health Administrator. She did note that as accreditation progresses, it is likely to require a full time Accreditation Coordinator. Roles of various positions on the organization chart were reviewed. Additionally, Board members inquired how Horizon does staff trainings. Ms. Tubbs indicated we are moving to putting some of the annual training on-line and currently maintain a moderate amount of

face to face training, which is done at our quarterly staff meetings. In addition to the January 9, 2017 Organization Chart, Ms. Tubbs indicated discussion is occurring regarding organizational structure at the time Ms. Braaten retires. A preliminary organization chart for May 2017 was presented strictly for informational purposes. Motion by Dennis Thompson to approve the revised Public Health Organizational Chart effective January 9, 2017. Second by Larry Kittelson. Motion carried.

**Review, approve Personnel Policy revisions:** Ms. Tubbs presented recommended revisions to the Personnel Policy. The primary change is addition of Section 3.D. Distracted Driving Policy as this provision was inadvertently omitted from the original policy. In section 4.I. Probationary Period, the probationary period for new employees is changed from six months to 12 months. Ms. Tubbs indicated this is a change many organizations are implementing as six months is relatively short for acclimating to a new position. Subsequently, Section 4.J. changes the evaluation of performance time frames during the probationary period. Section 6.L. Accrual Rates for PTO Leave: The accrued rates have not changed. Hours worked have been inserted in addition to years of service for clarification. Additionally, some staff work less than 37.5 hours per week, so using hours worked related to progression of PTO time is clearer. Ms. Tubbs indicated the Union contract supersedes the Personnel Policy for items that are addressed in the contract, so some Personnel policy items relate only to management and other non-union positions. If not addressed in the contract, the Personnel Policy is followed. Areas of difference between the personnel policy and union contract can potentially be addressed during future negotiations. Motion by Bob Kopitzke, second by Todd Johnson to adopt the Personnel Policy changes. Motion carried.

#### **Financial Issues**

*Approve payment of warrants for December 2016:* After a few specific vendor questions, the December 2016 warrants were approved on a motion by Larry Kittelson, second by Dave Salberg. Motion carried.

*Accept Hospice donations for December 2016:* Hospice donations in the amount of \$2,488.50 were received in December 2016. Motion by Jeanne Ennen, second by Jim Stratton to accept the donations. Motion carried.

*Year to date Financial Summary Report Cash:* Ms. Tubbs reviewed the year to date financial cash summary report through December 2016. During the month of December, Horizon Public Health recorded \$467,885.09 of revenues over expenditures, with a year to date gain in revenues over expenditures of \$1,687,190.02. Horizon's total assets as of 12/31/16 are \$4,625,773.73. Of that, \$2,119,877.57 is cash on hand and \$2,505,896.16 is invested. The cash on hand includes \$36,143.05 of Environmental Health funding. Ms. Tubbs indicated the change in MN Choices reimbursement contributed significantly to the fund balance. This change was only possible after we integrated the five county public health departments. Ms. Tubbs indicated severance payout is being tracked and that information is available to Board members on request and will be reviewed with the Finance Committee. Board members questioned what level of risk we can assume in investing. Ms. Tubbs indicated there are statutory guidelines for counties and believes the same guidelines would be applicable to Horizon Public Health but will follow up with the State Auditor. The Finance Committee did set guidelines for transferring dollars to the money market. Motion by Jim Stratton, second by Larry Kittelson to approve the financial report. Motion carried.

*Review IFS 2017 approved budget with comparison to year-end 2016:* Ms. Tubbs reviewed the approved 2017 budget in comparison to the year-end 2016 actuals by program with the Board. No action was needed.

#### **Administrator report:**

*Request authorization for out-of-state travel for Amy Reineke:* Ms. Tubbs requested out of state travel for Amy Reineke to attend the National Tobacco Conference March 22-24<sup>th</sup> in Austin Texas. Amy works

FT in tobacco, funded partially by SHIP, which has approved the conference attendance. Ms. Tubbs indicated staff attending conferences are requested to modify hours to maintain non-overtime status. Motion by Bob Kopitzke, second by Charlie Meyer authorizing this out of state travel. Motion carried.

*Lakes County Service Cooperative Wellness Institute Fitbit Challenge:* Ms. Tubbs informed the Board that LCSC is doing a 1-year wellness pilot that Horizon is participating in. As an employer, Horizon will develop a fitness challenge for those staff that have voluntarily registered. The participants receive a free Fitbit from LCSC, which is non-replaceable. Horizon will receive no data from the Fitbit data from employees. Prior to signing the agreement with LCSC, discussion was held with Union representatives to assure an understanding that this program is a pilot program being offered to LCSC members and that Horizon would not assume support in future years if LCSC ends the program. Ms. Tubbs also reminded the Board LCSC has discounts on fitness memberships for its enrollees. No action was required.

*West Central Initiative (WCI):* As a follow-up to discussion last month regarding why we don't use WCI for some grant related architectural items, Ms. Tubbs indicated the decision for vendors is generally made by the community group in the project. WCI is typically at the table for all the projects; however, often the scope of the vendor responsibility is outside the venue of services provided by WCI.

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