

**HORIZON COMMUNITY HEALTH BOARD**

**Douglas County Public Works  
Alexandria, MN 56308**

**Monday, July 10, 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  
Greta Siegel, Horizon Public Health Assistant Administrator  
Dr. Dave Watkin, Medical Consultant

Guests: Matt Magnuson, PrimeWest Health

Absent: None

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

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

**Approve minutes of June 12, 2017 meeting:** Motion by Dennis Thompson, second by Dave Salberg to approve the June 12, 2017 minutes as mailed. Motion carried.

**PrimeHealth Presentation by Matt Magnuson from PrimeWest Health:**

PrimeWest Health is owned by 13 counties, who asked PrimeWest Health to explore the development of an employee health insurance program for the employees of the 13 member counties and affiliated governmental entities within those 13 counties. PrimeWest has had a long-standing commitment from the 13 member counties to work together and PrimeWest Health believes that same commitment will extend to this new employee health insurance program.

The goal of the PrimeHealth employee health insurance coverage is to stabilize the annual cost increases for both the county boards and employees. PrimeHealth will take each participating county's current rates and utilization into consideration when establishing future rates, anticipating the eventual equalization of rates for the entire employee group.

Magnuson reported that a minimum of 8 of the 13 counties would have to commit to a 5-year participation agreement in order for PrimeHealth to be viable. The 5 year minimum was established to protect the members that become a part of this pool. Magnuson stated that the minimum participation level has now been reached and PrimeHealth will proceed with implementation effective January 1, 2018. Participation is limited to PrimeWest member counties and any affiliated or joint powers entities that include those counties.

PrimeWest Health has been working with many of the unions associated with the member counties and is committed to maintaining the same or similar benefits and provider selection. PrimeHealth will operate completely independent of the PrimeWest Health program with separate staff processing claims and answering questions. The network and services will be administered by Preferred One and employees covered by the PrimeHealth plan will have a Preferred One health insurance card.

With the 8-county minimum now committed to participation in PrimeHealth for a 5-year period, beginning in January 2018, Horizon Public Health is under no pressure to make an immediate decision. Magnuson suggested that Horizon Public Health first obtain its 2018 health insurance rates from its current health plan provider and then compare future rates. However, he also emphasized that the decision of whether or not to participate in PrimeHealth must be based on the long-term benefits rather than a single year's proposed rates. PrimeHealth is a long-term risk reduction plan to prevent the potential for significantly higher rates in upcoming years due to the impact of one or two significant health insurance claims against the insurance pool.

Ms. Tubbs stated that while employee involvement and support is critical to its success, she does not believe that a union vote would be required in order for Horizon Public Health to join PrimeHealth. Once the proposed 2018 health insurance rates with the current carrier are received, the next step will be to have PrimeWest conduct Horizon Public Health employee informational meetings to present the specifics of the plan to the individual employees. It will be valuable for the employees to hear the details of the PrimeHealth plan and to be able to make comparisons to current rates/benefits. Ultimately, the Horizon Community Health Board, with consideration of employee input, will make the final decision.

#### **Personnel Update:**

Ms. Tubbs provided an update regarding recent personnel changes. Kelsey Peterson's last day is Thursday, July 13<sup>th</sup>. The position of Community Health Strategist/Accreditation Coordinator has been filled internally by Kelly Irish, who will officially begin in her new position on July 17<sup>th</sup>, 2017.

Sharon Slack, RN Case Manager in the Alexandria office, is officially retiring on July 21, 2017. Both Kelly Irish and Sharon Slack's long term care positions will be open with these changes. The recommendation to the HPH board is that one full-time position will be filled to cover both Kelly Irish and Sharon Slack's job responsibilities with portions of their caseloads also being assigned to other case manager staff. This combined position in the Alexandria office was posted internally and will be filled by Horizon Public Health employee, Shari Wallace, who is currently working in the Glenwood office but resides in Alexandria. That leaves a full-time vacancy in the Glenwood office, which is expected to be filled by another existing employee that works in both the Glenwood and Morris offices, but desires to be based in the Glenwood office. Assuming that happens, the vacancy that will need to be filled will be the full-time case manager that works between the Glenwood and Morris offices.

#### **Financial Issues**

***Approve payment of warrants for June 2017:*** After a few specific vendor questions, the June 2017 warrants in the amount of \$235,349.68 were approved on a motion by Larry Kittelson, second by Doyle Sperr. Motion carried.

#### ***Authorization to write-off uncollectable accounts receivable as of January 2017:***

Request to write-off \$10,024.10 in uncollectible accounts receivables as of January 2017. Motion by Bob Kopitzke, second by Jeanne Ennen to write-off uncollectible accounts receivables in the amount of \$10,024.10. Motion carried.

**Resolution 17-09 accepting June 2017 Hospice donations:** Ms. Tubbs presented Resolution 17-09 accepting June 2017 Hospice donations in the amount of \$714.00 as follows:

**RESOLUTION 17-09**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the June 2017 donations to Hospice of Douglas County in the amount of \$714.00.

Dated this 10th day of July, 2017.

Motion by Jeanne Ennen, second by Deb Hengel to adopt Resolution 17-09. Motion carried.

**Approve Year-to-Date Financial Report:** The monthly financial report was presented and reviewed. During the month of June 2017, Horizon Public Health recorded \$235,362.00 of expenditures in excess of revenues, primarily due to the fact that June included 3 payrolls. Despite that, year to date revenue exceeds expenditures by \$460,610.13, with total assets of \$5,093,759.82 as of 6/30/17.

Request by Jim Stratton to have the severance pay out cumulative report presented on a quarterly basis to the Horizon Public Health CHB. Siegel indicated that she maintains this documentation and will include it for the Board's review at the August meeting.

Motion by Larry Kittelson, second by Dennis Thompson to approve the financial report as presented. Motion carried.

**Report and Recommendations from Finance Committee:**

Ms. Tubbs presented the recommendations from the Finance Committee meeting, which was held on Monday, July 10, 2017 at 8:15 a.m.

The Finance Committee reviewed the 2016 hospice financial report on a modified accrual basis and recommended a one-time settle up payment with Douglas County in the amount of \$81,312.23.

Motion by Todd Johnson, second by Jeanne Ennen to make a one-time settle up payment to Douglas County for hospice revenues over expenditures in 2016 in the amount of \$81,312.23. Motion carried.

Ms. Tubbs then presented information regarding the MAGIC fund and the recommendation of the Finance Committee to transfer funds from the current money market account held at Glenwood State Bank to the MAGIC fund. The Finance Committee specifically recommends that \$3 million dollars be moved from the Glenwood State Bank money market fund to the MAGIC Term 270 day investment and another \$500,000 be moved to the MAGIC portfolio. The Finance Committee further recommends that the balance of approximately \$14,500 be left in the money market funds at Glenwood State Bank to keep that account open.

Motion by Dave Salberg and seconded by Bob Kopitzke to move \$3.5 million from Glenwood State Bank money market account to the MAGIC fund per the recommendations of the Finance Committee, with \$3 million invested in the 270 day maturity investment and \$500,000 placed in the MAGIC portfolio. Motion carried.

**Administrator report:**

*TZD Grant Applications:*

Both the Douglas and Grant County TZD applications were approved with funding to begin in October 2017. Crystal Hoepner will staff both TZD Coalitions.

*Website Redesign Update:*

Website launch has been pushed out to the end of August 2017 to allow more time for updates and revisions to the current site. Program staff are currently reviewing proposed changes and offering suggested revisions.

*Measles Update:*

Ms. Tubbs reported that it is looking very promising that no further cases will be reported. The outbreak is officially declared over after a 42-day time period with no new cases diagnosed.

*Office of the State Auditor 2017 and 2018 audit:*

Ms. Tubbs indicated that the Office of the State Auditor, after receiving 3 inquiries, recently responded to Horizon Public Health's request to enter into a contract with a private audit firm. In a telephone call, followed by an email confirmation, the Office of the State Auditor is now indicating that Horizon Public Health will be released from the 2017 and 2018 audit by the OSA and is able to use a private audit firm to conduct those audits.

*Annual Community Health Conference:*

The Annual Community Health Conference is being held at Breezy Point September 28-29, 2017. A detailed schedule will be available in the near future but Ms. Tubbs asked Board members to email her if interested in attending the Community Health Conference at the end of September.

**Adjourn:** The meeting was adjourned at 10:15 a.m. The next meeting will be Monday, August 14, 2017 at 9:00 a.m. at Douglas County Public Works.