

## HORIZON COMMUNITY HEALTH BOARD

Douglas County Public Works  
Alexandria, MN 56308

Monday, June 12, 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: Brenda Menier, MDH, District Public Health Nurse Consultant

Absent: None

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 May 8, 2017 meeting:** Motion by Larry Kittelson, second by Todd Johnson to approve the May 8, 2017 minutes as mailed. Motion carried.

#### **Review and adopt Horizon Public Health Performance Management Plan:**

Ms. Tubbs reviewed the Horizon Public Health Performance Management Plan. The plan implements and maintains a Performance Management System that encompasses the establishment of performance standards; the development, application and use of performance measures; consistent and comprehensive monitoring and reporting of results; and the implementation of quality improvement processes to assure continual progress toward performance excellence and optimal population health outcomes. The plan was largely developed with input from the Performance Management Committee (PMC) which involves 13 Horizon Public Health staff from all major program areas and job classification levels. The Performance Management Council (a subcommittee of 5 CHB members) reviewed the plan at the end of May and is recommending that the Horizon CHB officially approve the plan.

The goals of Horizon Public Health's Performance Management System include:

1. Create a systematic approach, consistent with the organization's mission, vision and values, for incorporating performance management into the daily work of Horizon Public Health employees
2. Identify areas that will benefit from quality improvement, develop improvement strategies, evaluate impact of strategies, and make recommendations to HPH leadership to maximize resources and expertise

3. Strengthen and support workforce capacity by engaging staff at all levels in the performance management process and culture, and by encouraging sound judgment, meaningful improvement and collaboration among staff.
4. Assist programs in demonstrating program effectiveness and efficiencies and in meeting goals, objectives and regulatory or reporting requirements
5. Establish a systematic process for assessing customer satisfaction with public health services
6. Increase Horizon Public Health accountability to the customers, the governing body, and the general public through consistent performance reporting

The Performance Management Committee (PMC) has begun work on the first Performance Improvement Plan (PIP) to collect feedback from individuals served in all program areas of Horizon Public Health. The PIP has a goal of collecting feedback from 100% of the programs that serve individual clients by October 2017. A common set of questions will be asked and the responses collected to assess the satisfaction of those individual clients served by the Horizon Public Health staff. By June of 2018, the data collected will be reviewed, documented, and analyzed it to determine if a Performance Improvement Project is needed for any of the services provided.

Suggestion from Dave Salberg to change Attachment A to reflect positions of staff and not specific names of the staff on the Performance Management Committee. This would reduce the number of revisions to attachment A as staff changes. Ms. Tubbs indicated that it may be difficult to list positions as the committee will not always have the same staff positions represented. Deb Hengel suggested listing the start dates and end dates of each committee member.

Question from Jerry Raap regarding the authority of the different performance management boards and committees regarding the performance management plan. Ms. Tubbs explained how each of the committees and boards review and monitor the performance improvement that is taking place in Horizon Public Health but performance improvement is truly driven by the 13 HPH staff that make up the Performance Management Committee.

Motion by Jeanne Ennen, second by Deb Hengel to approve and adopt the Horizon Public Health Performance Management Plan. Motion carried.

**Consider, adopt resolutions in support of TZD applications:**

Ms. Tubbs presented two resolutions authorizing acceptance and implementation of 2 separate Toward Zero Death (TZD) applications submitted to the Minnesota Department of Public Safety - Office of Traffic Safety on behalf of Douglas and Grant County. These projects have a goal of reducing injury and death resulting from traffic related accidents. Ms. Tubbs explained that the project must work with coalitions and law enforcement in the local counties in order to apply. Local law enforcement (either city or county) must also submit an Enforcement Grant application in order for the county to be an eligible TZD recipient. In addition, there must be evidence of strong community support from a local coalition. With nearly 10 years of TZD work, Douglas County has a very strong and long-standing coalition. In addition, despite the lack of any grant funding for the past year, Grant County has demonstrated ongoing interest and commitment in continuing and supporting the TZD project goals.

The following 2 Resolutions were presented for the Board's consideration:

**Douglas County application –**

**RESOLUTION 17-06**

**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, 2017 through September 30, 2018.

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.

Motion by Jim Stratton, second by Jeanne Ennen to adopt Resolution 17-06 in support of the Douglas County TZD application. Motion carried.

**Grant County application –**

**RESOLUTION 17-07**

**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, 2017 through September 30, 2018.

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.

Motion by Jeanne Ennen, second by Bob Kopitzke to adopt Resolution 17-07 in support of the Grant County TZD application. Motion carried.

**Consider, approve contract agreement Clearway Minnesota:**

Ms. Tubbs went over the one year agreement with Clearway Minnesota regarding tobacco policy work. Horizon Public Health has been funded \$100,000 for July 1, 2017 – June 30, 2018. Ms. Tubbs explained that HPH was funded based on previous policy work done under the Tobacco Free Communities funding. Horizon Public Health will receive two additional years of funding, if able to demonstrate successful, bold tobacco policy work in the counties we serve.

Motion by Bob Kopitzke, second by Doyle Sperr to approve contract agreement with Clearway Minnesota. Motion carried.

**Personnel Update:**

*Accept resignation of Michelle Rausch, Nurse Case Manager Morris office*

*Accept resignation of Sharon Slack, Nurse Case Manager Alexandria office*

*Accept resignation of Kelsey Peterson, Community Health Strategist/Accreditation Coordinator and request authorization to fill position*

Motion by Deb Hengel, second by Dennis Thompson to accept resignation of Michelle Rausch, Nurse Case Manager Morris office. Motion carried.

Motion by Jim Stratton, second by Charlie Meyer to accept resignation of Sharon Slack, Nurse Case Manager Alexandria office. Motion carried.

Motion by Jim Stratton, second by Jerry Raap to accept resignation of Kelsey Peterson, Community Health Strategist/Accreditation Coordinator and approve authorization to fill Community Health Strategist/Accreditation Coordinator position. Motion carried.

Motion by Dave Salberg, second by Jeanne Ennen to approve authorization to fill the Nurse Case Manager vacated by Sharon Slack in the Alexandria office, as deemed necessary based on internal movement in other positions.

*Announce hiring of PT Human Resource Coordinator:*

Ms. Tubbs announced the hiring of Stacey Lhotka as the PT Human Resource Coordinator. Stacey will begin employment with HPH on July 17, 2017.

**Request for out-of-state travel:**

The following out-of-state travel requests were presented for consideration and approval:

- Sandy Tubbs, Kathy Werk, Greta Siegel and Board Chair Larry Lindor, request to attend the Center for Sharing Public Health Services Impact Measurement Grantee meeting in Kansas City, MO September 6-8, 2017. The Center for Sharing Public Health Services will cover the costs for three individuals to attend and Horizon grant funding will be used to cover the costs of the two additional individuals to attend the meeting, which will include Beth Gyllstrom from MDH.

Motion by Larry Kittelson, second by Doyle Sperr to approve the request for out-of-state travel. Motion carried.

**Financial Issues**

**Approve payment of warrants for May 2017:** After a few specific vendor questions, the May 2017 warrants in the amount of \$147,450.17 were approved on a motion by Larry Kittelson, second by Jim Stratton. Motion carried.

**Resolution 17-08 accepting May 2017 Hospice donations:** Ms. Tubbs presented Resolution 17-08 accepting May 2017 Hospice donations in the amount of \$2,212.00 as follows:

**RESOLUTION 17-08**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the May 2017 donations to Hospice of Douglas County in the amount of \$2,212.00.

Dated this 12th day of June, 2017.

Motion by Charlie Meyer, second by Jim Stratton to adopt Resolution 17-08. Motion carried.

**Approve Year-to-Date Financial Cash Summary Report:** The monthly financial summary report was presented and reviewed. During the month of May 2017, Horizon Public Health recorded \$509,227.76 revenues over expenditures. Year to date revenue exceeds expenditures by \$695,792.13, with total assets of \$5,323,800.63 as of 5-31-17.

Motion by Jeanne Ennen, second by Bob Kopitzke to approve the cash financial summary report through May 2017 as presented. Motion carried.

**Schedule Finance Committee meeting prior to July CHB meeting:**

Ms. Tubbs proposed that the finance committee meet before the July 10, 2017 CHB at 8:15 am to discuss the annual hospice settlement and other finance committee items.

**Administrator report:**

*Measles Update:*

There are currently 76 total cases. In order to declare the measles outbreak over, the state must go 42 days with no new cases. Allegedly, a non-compliance issue at a childcare facility has resulted in the most

recent new cases. Horizon Public Health staff have been in close communication with area clinics regarding the status of the outbreak and any uptake in MMR vaccine requests.

*Website Update:*

Tubbs stated that preliminary information has been submitted to Craig Risnes and Mark Proudfoot, who are hoping to launch the updated website in July. It was suggested, and agreed that the Horizon CHB members should have an opportunity to review the website prior to its final launch, as their perspective would more closely resemble the general public when looking for information on the website. Tubbs stated that she will forward the website link to the Horizon Board when available.

*Legislative update:*

An increase in the home visiting rate to \$140 per visit was passed for evidence-based public health home visiting programs, such as Nurse-Family Partnership. Although this rate increase does not apply to Horizon Public Health home visiting, it does lay the groundwork for future legislative requests that would apply to other home visiting programs. A cost shift of MN Choices LTSS/LCTS funding to counties was approved by the legislature and is estimated to result in a potential reduction in LTSS funding of 15% - 17%. Tubbs stated that it is unclear whether the reduction applies to the total payment or just the state share (50%).

**Adjourn:** With no further business, the meeting was adjourned at 10:25 a.m. The next meeting will be Monday, July 10 at 9:00 a.m. at Douglas County Public Works.