

HORIZON COMMUNITY HEALTH BOARD

Douglas County Public Works
Alexandria, MN 56308

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

Minutes

Present: Douglas: Charlie Meyer, Jim Stratton, Jerry Rapp
Grant: 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
Dr. Dave Watkin, Medical Consultant

Guests: Bobbi Janke, RN and Jennie Thorfinnson, RN Horizon Case Managers

Absent: Peter Hoff, Grant County Commissioner

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

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

Approve minutes of February 13, 2017 meeting: Motion by Bob Kopitzke, second by Dennis Thompson to approve the February 13, 2017 minutes as printed. Motion carried.

Person-Centered Thinking: The concept and the application

Horizon case managers Bobbi Janke and Jennie Thorfinnson provided a presentation of Person-Centered Thinking, which is an approach that is spreading across all program areas. Initially applied to interactions between WIC and hospice staff and the individuals they serve, it is now being implemented by DHS in Long Term Care programs. The Department of Human Services contracted with the University of Minnesota to provide person centered thinking training to DHS grant recipients, one of which was awarded to a collaboration between Public Health and the Social Service Departments in the 5 counties served by Horizon Public Health. The 3-year grant to the 5-counties is only the 2nd training grant awarded; Hennepin County was the first. DHS is now looking at expanding to cohort 3.

Person centered thinking focuses on the concept that all individuals have a right to make their own choices, even if they are bad choices. It empowers individuals to live the life they really want. Person centered thinking focuses on finding the balance between what is important TO the individual and what is important FOR the individual. Issues of importance TO them include things like relationships, rituals and routine, rhythm and pace of life, having things to do and places to go. Issues of importance FOR an individual includes prevention of illness, treatment, promoting wellness, safe environment and assisting the person to be of value to the community. Person centered thinking supports client decisions versus trying to fix the client. It must balance the client desires with client health and safety needs and available resources. It acknowledges that for persons to meet their goal, there has to be something in it

that's important to them. Ms. Janke and Ms. Thorfinnson shared the story of a person in adult foster care who hadn't attended his care conference meetings for more than 10 years as conversation had been focused on the "important for" items. Framing the conference around "What do you like and admire about this person" and listening to the client's "important to" items resulted in the client attending and becoming an active participant in his care plan.

Horizon's year one goal is to have all long term care staff complete the two day training and also to have Horizon supervisors implement person centered concepts when completing staff evaluations. Horizon currently has four coaches who mentor the other staff: Bobbi Janke, Jennie Thorfinnson, Kelsey Peterson and Jen Olson. Additionally, Bobbi Janke will be certified as a trainer and then can provide training within and outside the organization for community partners.

Approve Office of the State Auditor Engagement Letter for completion of 2016 audit

Ms. Tubbs indicated we are again required to have the 2016 audit completed by OSA, although notification of Horizon's intent to utilize a private audit firm for the 2017 audit has been provided to OSA. Motion by Dennis Thompson, second by Larry Kittelson authorizing the Board Chair and Horizon Administrator to sign the engagement letter for the 2016 audit. Motion carried.

Performance Management Council Report and Recommendations:

Ms. Tubbs reviewed the Horizon Public Health Assessment and Planning Process. The process includes internal components and external components. Internal components include an organizational self-assessment regarding our capacity to meet the 100 national standards, a Quality Improvement Plan and Workforce Development plan. Externally, we engage community partners in a community health assessment, defining the issues that are plaguing our community in our Community Health Improvement Plan (CHIP). We use all of these items to develop our strategic plan, identifying what we need to do to meet the needs of the community.

Workforce Development Plan: Consider and approve: Tubbs provided the Board with a summary of the Horizon Workforce Development Plan, which has been developed over the past six months. Technical assistance was provided by MDH in administering a core competency survey to all Horizon staff and in completing the prioritization process, both of which fed into the development of the plan. The plan identifies required trainings, future workforce needs, status of staff related to core competencies, and trainings needs. It includes tracking, training and documentation regarding our status. Based on the results of the core competency assessment as well as the prioritization process, it was determined that the first competency to be addressed would be cultural competence, encompassing a broad look at diversity including the culture of poverty. Following the January Diversity Awareness training for staff, the April all staff meeting will be a simulated poverty training facilitated by United Way, which will enable our staff to further understand poverty and how it affects many of the choices facing their clients daily. Having previously provided electronic copies of the Workforce Development Plan to the Board members, Tubbs informed the Board that the entire plan had been carefully reviewed by the Performance Management Council and is now being recommended for adoption. Motion by Larry Kittelson to approve the Workforce Development Plan. Second by Deb Hengel. Motion carried.

Performance Management System Development: Ms. Tubbs reviewed the Performance Management MN model which is a continuous cycle asking: Where do we want to be? How will we know? How well are we doing? How will we improve? She indicated that staff members are currently being polled to identify those with interest in a Performance Development Committee, which will likely morph into the Accreditation Team. She reviewed Horizon Performance Management System roles and responsibilities, outlining responsibilities of the Horizon Board, The Performance Management Council (comprised of Board members), the Performance Management Leadership Team (comprised of management staff), the Performance Management Development Committee (in progress) and Quality Improvement project

teams. All are components of a Performance Management System. She indicated in May the Board will be asked to approve a Performance Management System Policy for Horizon.

Consider and approve Horizon Organizational Chart Revision effective 5-1-17

Ms. Tubbs indicated with the impending retirement of Assistant Administrator Sharon Braaten, management staff has assessed the organizational structure and is recommending an organizational chart revision moving all programs under the Assistant Administrator of Programs and Services and moving all fiscal operations under the Assistant Administrator of Finance and Grant Administration, a position which will be posted internally with the retirement of Ms. Braaten. Motion by Jeanne Ennen, second by Todd Johnson to approve the Horizon Organizational Chart revision effective 5-1-17. Motion carried.

Financial Issues

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

Resolution accepting February 2017 Hospice donations. Ms. Tubbs indicated statutory changes now require Hospice donations be accepted by resolution. She presented Resolution 17-02 accepting February 2017 Hospice donations in the amount of \$3,807.03 as follows:

RESOLUTION 17-02

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the February donations to Hospice of Douglas County in the amount of \$ 3,807.03.

Dated this 13th day of March, 2017.

Motion by Charlie Meyer, second by Bob Kopitzke to adopt Resolution 17-02. Motion carried.

Approve Year-to-Date Summary Financial Report: The monthly financial summary report was presented and reviewed. During the month of February 2017, Horizon Public Health recorded \$466,980.27 of revenues over expenditures. Year to date we have \$140,784.45 of revenue over expenditures. Horizon's total assets as of 2/28/17 are \$4,773,309.97. Motion by Dave Salberg, second by Jeanne Ennen to approve the financial report as presented. Motion carried.

Consider website update proposal from Risnes Media: Ms. Tubbs indicated the Horizon website was developed under a contract for services with an individual from the metro area. In its current format, the website is not user-friendly and consequently, few changes have been made to the website. With the increased use of social media resulting in directing the public to the Horizon website for additional information, Tubbs stated that a website "refresh" is needed. The new website needs to be an active vibrant source of pushing out information in a succinct manner. In addition, the website should be more interactive, have mobile application capability, allow for online applications in the future, and be more user-friendly. Desiring to work with a local website developer, Tubbs recently met with Craig Risnes and Mark Proudfoot from Risnes Media and presented their proposal for the Board's consideration in the amount of \$7500 in addition to a \$200 annual Go Daddy hosting fee. Following some discussion primarily surrounding the proposal quote, Charlie Meyer suggested that a second quote be obtained and also assure that the quotes include any needed communication and training. Ms. Tubbs will obtain another quote and bring that information back to a future meeting.

Request authorization out-of-state travel:

Ms. Tubbs requested authorization for Katie Strickler and Becca Zwonitzer to attend the Montana Summer Institute in Big Sky, Montana from Tuesday, July 11- Friday, July 14, 2017. The Institute provides training on Positive Community Norms which are a large part of the P&I and DFC grants for which these staff are providing the leadership. The P&I and DFC grants will cover all associated expenses.

Ms. Tubbs also requested approval for Katie Strickler and Becca Zwonitzer to attend the CADCA Mid-Year Training Institute in Atlanta, GA from July 23-July 27, 2017. This training is a national training for staff who work with local coalitions in prevention programs. This training would also be funded by the P&I and DFC grants. Motion by Larry Kittelson, second by Charlie Meyer to approve the out of state travel to the Montana Institute and to approve the out of state travel to the CADCA Mid-Year Institute for both Ms. Strickler and Ms. Zwonitzer. Motion carried.

Administrator report:

Legislative Update: Ms. Tubbs indicated House Bill 1739 would negatively impact PrimeWest Health counties. This bill would require each county have 2 health plans to choose from, thus eliminating single plan health plans in all counties, including county based purchasing counties. It would also negatively affect county case management in the fee for service program. Representatives Mary Franson and Jeff Backer are on the HHS Finance Committee. The legislative hearing for this bill is on Wednesday of this week. Commissioners are encouraged to familiarize themselves with the legislation and contact representatives as they deem appropriate.

Ms. Tubbs reminded the Board that LPHA is supporting legislation to increase the Medicaid reimbursement for family home visiting for all home visits. MA currently pays \$62 per visit which is less than ½ of what health plans pay. Two bills have been presented to the legislature, one supports increase only for evidence-based family home visiting. The other, the Hamilton Bill, HF 1385 supports the increase for all family home visiting, which is the bill supported by the Local Public Health Association.

Ms. Tubbs informed the Board that if the federal ACA proposals are enacted it will have negative effects on Public Health. The Prevention and Public Health Fund, which would be eliminated, currently provides funding for many of the MDH programs and staff, along with significant funding for CDC.

Adjourn: The meeting was adjourned at 10:32 a.m. The next meeting will be Monday, April 10, 2017 at Douglas County Public Works.