

HORIZON COMMUNITY HEALTH BOARD

Douglas County Public Works
Alexandria, MN 56308

Monday, May 8, 2017
9:00 a.m.

Minutes

Present: Douglas: Charlie Meyer, Jim Stratton, Jerry Rapp
Grant: Pete Hoff
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: Sue Quist, PHN, Hospice of Douglas County Public Health Supervisor

Absent: Grant: Doyle Sperr
Brenda Menier, MDH, District Public Health Nurse 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 April 10, 2017 meeting: Motion by Larry Kittelson, second by Dennis Thompson to approve the April 10, 2017 minutes as mailed. Motion carried.

Chart of Accounts: Project Update and Visualizations

Ms. Tubbs provided information on the partnership between the University of WA Public Health Activities and Services Tracking (PHAST) and local health departments from 4 different states, to develop a Uniform Chart of Accounts to measure public health investment and spending. Having initially become involved as a partner in July 2016, this two-year project, funded by the Robert Wood Johnson Foundation, addresses the need for consistent and accurate reporting of PH finances to allow comparisons in space and time. State and local health departments were invited to create reports of their expenditures and revenues based on the Uniform Chart of Accounts. Preliminary comparisons among the participating local health departments reveals significant variation in which program areas local public health invests the majority of their resources. Many questions were raised with much discussion about how HPH is similar and different from the other 3 participating local health departments in the state of MN as well as across the nation. Ms. Tubbs described the core PH services that are typically common across all public health agencies and how Horizon's long term care and hospice programs, which are not considered to be core public health services, make HPH look significantly different than other public health agencies across the state and nationwide. A final report from the Chart of Accounts will be shared with the Board when complete.

Personnel Update:

Request to recruit and fill Part-Time Human Resources Coordinator position:

Ms. Tubbs shared with the Board the current status of the HR Coordinator position, which started out as a full-time position but, with the addition of a full-time HR Technician, is now projected to be approximately half-time or 20 hours a week. Betsy Hills, who was hired as the full-time HR Coordinator at the end of 2014, has continued to maintain the primary responsibilities of the position in addition to her full-time Public Health Supervisor position since her promotion to Supervisor in September 2015. With the increasing demands of the Public Health Supervisor position and the increasingly complex duties of the HR Coordinator, Betsy has requested to be relieved of her HR Coordinator responsibilities. Tubbs stated that she concurred with Betsy's decision and believes that a part-time HR Coordinator position is necessary. Tubbs requested authorization to post, advertise and fill a part-time (20 hours per week) HR Coordinator position. This change does not affect the Horizon Public Health Organizational Chart that was approved by the CHB effective May 1, 2017. Motion by Bob Kopitzke, second by Larry Kittelson to approve the request to recruit and fill a part-time Human Resources Coordinator. Motion carried.

Hospice of Douglas County: A 2017 Hospice Honors Recipient

Sue Quist, PHN, Hospice of Douglas County Public Health Supervisor, was present to inform the Board that Hospice of Douglas County was selected as one of the 2017 Hospice Honors award recipients. As a Medicare requirement, Hospice of Douglas County is required to send out a family satisfaction survey to the surviving family member of each client that received services from Hospice of Douglas County. Ms. Quist explained that the survey is a national survey that is distributed to all families served by a Medicare-certified hospice program. This prestigious annual award acknowledges high performing agencies that exceed the national average in 20 of 24 quality measures based on the family responses.

Quist stated that an award such as this will become particularly significant when the Hospice Compare website is launched. Similar to existing hospital and skilled nursing facility comparisons, this site will allow potential clients to compare these quality measures when searching for a hospice provider for themselves or their loved ones. These survey results will be one of many data elements posted on this Hospice Compare website to assist family members in selecting a hospice program. Quist stated that the trend to make information about the quality of various services and institutions more available to the public is one that is likely to continue as consumers demand this level of informed decision-making.

Request for out-of-state travel:

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

- Sue Quist, Hospice Coordinator, request to attend the NHPKO Management and Leadership Conference in Washington, D.C. Quist's travel expenses would be split with the Longfellow Foundation funds.
- Kelsey Peterson, Community Health Strategist/Accreditation Coordinator, request to attend the Public Health Improvement Training (PHIT) in Albuquerque, New Mexico on June 13-14, 2017. Peterson's travel expenses, up to \$1400, will be covered by the NACCHO Accreditation Support Initiative.

Motion by Dave Salberg, second by Deb Hengel to approve both requests for out-of-state travel. Motion carried.

Financial Issues

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

Resolution 17-05 accepting April 2017 Hospice donations: Ms. Tubbs presented Resolution 17-05 accepting April 2017 Hospice donations in the amount of \$4,632.69 as follows:

RESOLUTION 17-05

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the April 2017 donations to Hospice of Douglas County in the amount of \$4,632.69.

Dated this 8th day of May, 2017.

Motion by Charlie Meyer, second by Jeanne Ennen to adopt Resolution 17-05. Motion carried.

Approve Year-to-Date Financial Cash Summary Report: The monthly financial summary report was presented and reviewed. During the month of April 2017, Horizon Public Health recorded \$116,666.39 of revenues over expenditures. Year to date revenue exceeds expenditures by \$186,744.37, with total assets now at \$4,823,910.94 as of 4-30-17. Motion by Jim Stratton, second by Dennis Thompson to approve the financial report as presented. Motion carried.

Consider and approve recommendations from Horizon Finance Committee

Ms. Tubbs presented the discussion and action of the Horizon CHB Finance Committee from the April 17, 2017 meeting. The Committee reviewed and discussed the total severance paid to date for those employees that transferred to HPH from previous county agencies, bringing unused sick leave to a deferred sick leave bank. As of April 2017 a total of \$137,890.96 has been paid out in severance compensation with a breakdown of that payout as follows:

Paid to employee: \$12,823.10

Paid to employee's HCSP: \$74,992.92

Paid to employee's base county: \$50,074.94

Establish maximum cash fund balance:

Ms. Tubbs then reviewed the discussion of the Finance Committee regarding the transfer of some HPH funds to a higher interest bearing investment option. The Finance Committee's discussion also expanded to the issue of establishing a maximum cash fund balance. Following much additional consideration and discussion, the Finance Committee is now recommending that \$1.25 million be designated for future severance compensation payments and that the maximum cash fund balance be established at \$5 million, not inclusive of the \$1.25 designated for future severance compensation, resulting in a total maximum cash balance of \$6.25 million.

Transfer of funds from NOW checking to money market account:

The Horizon Public Health Finance Committee is further recommending that \$1 million be transferred from the HPH NOW checking account to the existing money market account. The NOW checking account yields a 0.15% return on funds and the money market accounts yields 0.70%. Further research will be conducted about joining the Minnesota Association of Governments Investing for Counties (MAGIC) joint powers entity to invest in that shared pool of investment funds in order to seek the highest possible investment yield while still maintaining liquidity and preserving capital.

Establish tax levy allocation formula effective calendar year 2018:

The final recommendation being forwarded by the Horizon Public Health Finance Committee is that the Horizon Community Health Board establish a formula for future distribution of the annual county tax levy to the 5 partner counties beginning with calendar year 2018 and that the formula to be used for the distribution of the total county tax levy among the 5 counties be a total population-based formula.

Motion by Jeanne Ennen, second by Todd Johnson to approve all three recommendations being forwarded by the Horizon Public Health Finance Committee. Motion carried.

Administrator report:*Report from NNPHI Open Forum April 19-21:*

Ms. Tubbs reported on the NNPHI Open Forum that both Ms. Tubbs and Kelsey Peterson attended in April. The pre-conference session focused on health equity and how to structure services to serve the unique needs of the different populations that we serve. Among other issues discussed, Tubbs shared with the Board the difference between health disparities and health inequities, noting that health inequities are typically systemic, patterned, unfair, unjust, and actionable practices and policies that put certain populations at a disadvantage in their quest for health. Ms. Peterson attended a pre-conference session that focused on public health accreditation and made many contacts and received several resources to support her work in achieving national accreditation status. Tubbs stated that, as expected, this was overall an excellent conference with valuable presentations and many connections.

Report from All-Staff Poverty Simulation Event:

Ms. Tubbs reported that at the April 2017 HPH all-staff meeting, the entire staff participated in a Poverty Simulation facilitated by United Way of Douglas and Pope Counties. HPH staff were randomly assigned to various families and specific roles within the family. There were also many resources available to be used during the poverty simulation including Social Services, a pawn shop, Quick Pay cash loan services, and various other community resources and support. Each 18 minutes during the simulation represented one week of time. Each family had a role to perform within that 18 minutes and goals to complete each work. Ms. Tubbs explained her role in the poverty simulation and the experiences she had during the simulation. Based on comments received from staff, it was deemed to be well-received with many staff expressing a much greater understanding of the unique and compounding challenges faced by those living in poverty.

Measles update:

Ms. Tubbs provided an update on the measles outbreak in MN. HPH is monitoring the situation and also providing public education through various media resources encouraging unvaccinated children to be vaccinated with the MMR vaccine. According to current immunization registry records, there are 267 individuals in HPH communities that are not vaccinated. Public Health staff are reaching out to local clinics hoping to identify those individuals and encourage them to obtain the MMR vaccination as soon as possible. Discussion followed about the reasons why some families are deciding to not immunize their children. In the meantime, the MDH is recommending an expedited vaccination schedule during this outbreak. Finally, Tubbs informed the Board that if an individual within our 5 counties were to be diagnosed with measles, Horizon Public Health would likely be asked to assist with surveillance and identification of persons potentially exposed from the diagnosed case.

Legislative update:

Ms. Tubbs shared that much is unknown at this time, but there is optimism that SHIP funding will be maintained at some level, since it is included in the House, the Senate and the Governor's budget.

Audit update:

Ms. Tubbs reached out to the Office of the State Auditor via email to ask if HPH has been released to a private audit firm for 2017 and 2018 audit years. No response has been received.

Adjourn: The meeting was adjourned at 10:45 a.m. The next meeting will be Monday, June 12 at 9:00 a.m. at Douglas County Public Works.