

HORIZON COMMUNITY HEALTH BOARD

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

**Monday, October 9, 2017
9:00 a.m.**

Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp
Grant: Pete Hoff
Pope: Larry Lindor, Larry Kittelson
Stevens: Bob Kopitzke
Traverse: Dave Salberg, Todd Johnson
Community representatives: Dennis Thompson, Deb Hengel

Staff: Sandy Tubbs, Horizon Public Health Administrator
Kathy Werk, Horizon Public Health Assistant Administrator
Greta Siegel, Horizon Public Health Assistant Administrator

Guests: Brenda Menier, Public Health Nurse Consultant, MDH

Absent: Jeanne Ennen, Stevens County Commissioner
Doyle Sperr, Grant County Commissioner
Jim Stratton, Douglas County Commissioner
Dr. Susan Paulson, Medical Consultant

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

Approve Agenda: Motion by Charlie Meyer, second by Bob Kopitzke to approve the agenda as printed. Motion carried.

Approve minutes of September 11, 2017 meeting: Motion by Dennis Thompson, second by Dave Salberg to approve the September 11, 2017 minutes as mailed. Motion carried.

Appoint Dr. Susan Paulson to replace Dr. Dave Watkin on Hospice Advisory Committee: Motion by Dennis Thompson, second by Larry Kittelson to approve the appointment of Dr. Susan Paulson to replace Dr. Dave Watkin on Hospice Advisory Committee. Motion carried.

Review and approve Catastrophic Medical Leave Policy:

Ms. Tubbs provided a history on the need for the revised Catastrophic Medical Leave Policy. Although the current Horizon Personnel Policy includes a section on "Transfer of PTO leave for catastrophic illness", the language in that policy was reviewed by Attorney Ann Goering and determined to be out of compliance with current IRS regulations. Most significantly, Ms. Goering advised that HPH should create an anonymous pool/bank of donated hours from which an applicant could then request leave in accordance with a clear process and eligibility criteria. The donation of leave and the use of the leave from the catastrophic medical leave bank should be anonymous and used in a pool format to prevent discrimination or unfairness to employees.

The main components of the policy and procedure were presented by Ms. Tubbs. To donate or participate in the CML sharing bank is completely voluntary, which is indicated numerous times

throughout the policy. A Catastrophic Medical Emergency is defined as a major life threatening disease or illness, a non-work related major injury, or bereavement leave following the death of a spouse or child, which involves a prolonged absence from work. The applicant must have exhausted all of the employee's own accrued PTO leave, deferred sick leave, compensatory time and vacation/sick leave if applicable, in order to receive any Catastrophic Medical Leave.

All time donated to the CML Bank shall be converted to a dollar amount based upon the donor's hourly rate of pay. All CML shall be used at the recipient's rate of pay. Leave donated to the CML Bank shall remain in the bank from year to year and shall be available to eligible employees. Donation of leave to the CML Bank is irrevocable.

A Catastrophic Medical Leave Committee will be established by the board. This three (3) member committee will review all donations and requests to use CML to determine if eligible based on the approved policy.

Motion by Larry Kittelson, second by Deb Hengel to approve the Catastrophic Medical Leave policy as presented. Motion carried.

Appoint Catastrophic Medical Leave Committee:

Motion by Bob Kopitzke, second by Charlie Meyer to appoint the Horizon Public Health Administrator, a second Administrative/Supervisory employee and the Horizon Public Health Human Resources Coordinator to the Catastrophic Medical Leave Committee. Motion carried.

Approve revision of Personnel Policy to delete 6P – Transfer of PTO Leave for a Catastrophic Illness:

Due to the Horizon Community Health Board approval of an updated Catastrophic Medical Leave policy, the current policy language found in the Personnel Policy 6P should be removed.

Motion by Dennis Thompson, second by Dave Salberg to approve the deletion of 6P Transfer of PTO Leave for a Catastrophic Illness from the Personnel Policy. Motion carried.

Appoint Sandy Tubbs as Trustee and Larry Lindor, Alternate Trustee to Prime Health Board:

With the Horizon Community Health Board's decision to join Prime Health's employee health insurance pool starting in 2018, Horizon Public Health has the opportunity to appoint a trustee and an alternate trustee to the Prime Health Board.

Motion by Dave Salberg, second by Charlie Meyer to appoint Sandy Tubbs as Trustee and Larry Lindor as Alternate Trustee to Prime Health Board. Motion carried.

Prime Health Board Member Report:

Ms. Tubbs presented information from the inaugural Prime Health quarterly Board of Trustees meeting on September 28, 2017. A review of the membership agreement and by-laws of Prime Health was the first order of business. During the course of the review, Board members and Prime Health staff discussed the final date by which new county/county-affiliated members would continue to be accepted, and ultimately determined that October 17, 2017 would be the cutoff date for inaugural membership with Prime Health. With comments just recently received from the Department of Commerce, Prime Health staff indicated that adoption of the membership agreement and by-laws would be delayed until the suggested revisions could be incorporated.

The Prime Health Organizational chart was reviewed at the meeting. PrimeWest Health is going to serve as the Financial Administrator for PrimeHealth and will provide a start-up loan to the organization at a low interest rate. Additional organizations and vendors that fill significant roles in the Prime Health

administrative functions include PreferredOne Service Company, Select Account, AJ Gallagher & Co, ClearScript Pharmacy Benefit, Cirdan Health Financial & Actuarial, and Nilan Johnson Lewis law firm.

Ms. Tubbs explained that Prime Health has entered into a contract with AJ Gallagher & Co. as a Broker Consultant on behalf of Prime Health members. Once the final details of that contract are available, Horizon Public Health will need to determine whether there is additional need to maintain a separate contractual agreement Horizon Public Health and AJ Gallagher & Co.

Bremer Bank was established as the financial institution for Prime Health. Meeting dates were set for October 26 and November 30, 2017 with the future meeting schedule transitioning to quarterly meetings sometime in 2018.

Financial Issues

Approve payment of warrants for September 2017: The September 2017 warrants in the amount of \$74,617.01 were approved on a motion by Larry Kittelson, and a second by Todd Johnson. Motion carried.

Resolution 17-12 accepting September 2017 Hospice donations: Ms. Tubbs presented Resolution 17-12 accepting September 2017 Hospice donations in the amount of \$1,761.83 as follows:

RESOLUTION 17-12

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the September 2017 donations to Hospice of Douglas County in the amount of \$1,761.83.

Dated this 9th day of October, 2017.

Motion by Charlie Meyer, second by Larry Kittelson to adopt Resolution 17-12. Motion carried.

Approve Year-to-Date Financial Report: The monthly financial report was presented and reviewed. During the month of September 2017, Horizon Public Health recorded \$61,454.32 of expenditures in excess of revenues. However, year to date revenue exceeds expenditures by \$803,158.33, with total assets of \$5,361,404.87 as of 9/30/17.

Motion by Todd Johnson, second by Charlie Meyer to approve the financial report as presented. Motion carried.

Consider and approve IT Technician, Oversight and Equipment Proposals from Morris Electronics:

Ms. Tubbs presented several contract proposals from Shawn Larsen with Morris Electronics. Tubbs stated that the complexity of the IT needs of the organization demands knowledge and experience in both the technician level of responsibilities as well as the larger network administration. Horizon Public Health Administration simply does not possess the skills and knowledge to provide adequate direction to an IT Coordinator. Because of this, Ms. Tubbs asked Shawn Larsen to provide HPH with a contract proposal for the provision of both Technician Support and oversight of all HPH IT network and functioning. In addition, Morris Electronics has provided quotes for necessary IT equipment needs.

The first proposal was for the purchase of an ASA firewall in the Alexandria (Douglas County) location to separate HPH from the Douglas County firewall at an estimated cost of \$3,700.00. Shawn Larsen will install this firewall for a flat \$1,000.00 fee regardless of time and mileage. Motion by Bob Kopitzke, second by Deb Hengel to approve the purchase of the ASA firewall and \$1,000.00 fee for installation by Morris Electronics. Motion carried.

The second contract proposal was for the extension of the current virtual server rental, high speed circuit, and monthly server maintenance and management contract with Morris Electronics for calendar year 2018 at an annual cost of \$11,040.55. This is a one year agreement to allow time for the Morris Electronics staff to plan for the move of data from Morris Electronics to the Horizon Public Health Alexandria location. Motion by Larry Kittelson, second by Dave Salberg to approve the contract with Morris Electronics for virtual server rental, high speed circuit, and monthly server maintenance and management for the 2018 calendar year. Motion carried.

The third contract proposal from Morris Electronics was for IT Technician daily support, service updates and backup management, and supervision and IT management oversight of the IT needs for Horizon Public Health. Three different proposals were presented with 3 days per week of IT Technician, 4 days per week of IT Technician, and 5 days per week of IT Technician on-site time. Board and staff discussion of the 3 options followed. At the recommendation of the Horizon Administrative staff, the Horizon Board agreed to start with the 3 days per week of IT Technician Support for November and December 2017, which will allow time to determine if that frequency of IT Support is sufficient to meet Horizon's needs. Motion by Charlie Meyer, second by Todd Johnson to approve the contract for 3 days per week of IT Technician Support, including oversight, with Morris Electronics. Motion carried.

Report from Annual Community Health Conference - All attendees:

Commissioner Lindor reported on the thought provoking General Sessions held at the CHS conference at Breezy Point. Mr. Lindor reported that he attended the break-out session regarding the measles epidemic in MN and reported that MN had a very successful response to the epidemic in 2017. Commissioner Kittelson reported on a session he attended regarding the immigrants coming to Minnesota to support the workforce. Much of the presentation focused on the Somali culture and their adaptability to western style medicine and immunizations in particular. Commissioner Kopitzke reported on a session that he attended regarding human trafficking. Commissioner Salberg and Deb Hengel reported on mental health initiatives in Duluth, MN. Ms. Hengel reported that our region does not have the funding to support the mental health coordination that they are doing in Duluth. Ms. Hengel also reported on a session to discuss the Mental Health sitter program to sit with an individual while waiting in the Emergency Department for mental health issues. Ms. Werk reported on a T21 (Tobacco 21) session she attended, which highlighted the City of Edina and how they adopted the T21 Proposal requiring individuals to be 21 years of age to purchase tobacco.

Administrator report:

Presentation to Meeker McLeod Sibley Community Health Board on September 25, 2017:

Ms. Tubbs, Commissioner Meyer and Kopitzke attended the CHB meeting of Meeker McLeod Sibley to share their perspectives on integration of the three public health agencies. It was obvious from the meeting that Meeker, McLeod and Sibley do not appear to be at a point of approving full integration, but are considering partial integration of some program areas. Meeker McLeod Sibley CHB members were appreciative of the HPH staff and elected officials that attended their meeting.

Office of the Legislative Auditor Visit on September 26, 2017:

Two individuals from the Office of the Legislative Auditor's office came to Horizon Public Health and spent a morning with Ms. Tubbs and other HPH staff. They also visited with District 206 Early Childhood Education staff, Head Start staff and Brandon-Evansville staff and parents during their visit. Their goal was to learn more about how the region is coordinating early childhood services, given that the funding for early childhood programming is distributed to multiple organizations in the region.

Health Care Forum St. Cloud – September 27, 2017:

Ms. Tubbs was invited by Senator Tony Lourey to participate in a Health Care Forum in St. Cloud, which was intended to gather information from a variety of local health care providers about how care is

integrated at the local level. Ms. Tubbs cited PrimeWest Health as an example of how integrated care can be successful. Other health care provider representatives joined Tubbs in support of the concept and implementation of county-based purchasing, such as PrimeWest Health, and urged Lourey to consider similar locally-led initiatives as a means of addressing local health care needs.

Personnel Committee report and recommendations:

Closed Session: The meeting was closed as permitted by Minnesota Statute Section 13D.03m subdivision 1(b) to discuss Horizon Public Health's labor negotiation strategy related to the negotiations with AFSCME/MNA, conducted pursuant to sections 179A.01 to 179A.25.

Motion by Todd Johnson, second by Charlie Meyer to go into closed session at 10:29 a.m. on October 9, 2017 to discuss negotiation strategies for the 2018 contract.

Closed session ended at 11:08 a.m. on October 9, 2017.

Motion by Bob Kopitzke, second by Larry Kittelson to go into open session at 11:08 a.m. on October 9, 2017. Motion carried.

Motion by Larry Kittelson, second by Todd Johnson to authorize the Personnel Committee to negotiate a settlement of the salary and benefit compensation package on behalf of the Horizon Community Health Board. Motion carried.

Adjourn: The meeting was adjourned at 11:10 a.m. by Commissioner Meyer in the absence of Chair Larry Lindor, who had to leave the meeting early. The next meeting is scheduled for Monday, November 13, 2017 at 9:00 a.m. at Douglas County Public Works in Alexandria.