

HORIZON COMMUNITY HEALTH BOARD

Douglas County Public Works
Alexandria, MN 56308

Monday, December 11, 2017
9:00 a.m.

Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Jim Stratton
Grant: Doyle Sperr
Pope: Larry Lindor, Larry Kittelson
Stevens: Bob Kopitzke, Jeanne Ennen
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
Dr. Susan Paulson, Medical Director

Absent: Pete Hoff, Grant County Commissioner

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

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

Approve minutes of November 13, 2017 meeting: Motion by Charlie Meyer, second by Dennis Thompson to approve the November 13, 2017 minutes as mailed. Motion carried.

Personnel/Staffing Update:

Ms. Tubbs reported that Dr. Steve Ferguson, Hospice Medical Director, is retiring at the end of 2017. Dr. Scott Sundby has agreed to become the hospice medical director starting in 2018. Dr. Sundby is employed by Sanford-Broadway and contract negotiations are in process.

Amy Briggs has been hired to fill the 30 hour per week Hospice Aide position. Ms. Briggs was a part-time Hospice Aide for Horizon Public Health a few years ago but resigned to accept a different position with health insurance benefits. With health insurance now offered with this 30-hr per week hospice aide position, Ms. Briggs reapplied, and was hired. Ms. Briggs began employment on December 11, 2017.

The contracted hospice music therapist, Karen Graf, has retired and that position has been replaced by another contracted individual, Trisha Garvin.

Consider/Approve 3-year Payroll Software Support Contract extension Computer Professionals Unlimited, Inc. (CPUI):

Ms. Tubbs presented the three year contract extension with Computer Professionals Unlimited, Inc. for 2018-2020. Minor increases in the contract costs were included as well as a modest 4% annual increase for 2019 and 2020.

Motion by Bob Kopitzke, second by Larry Kittelson to approve the payroll software support contract extension with Computer Professionals Unlimited, Inc. for 2018-2020. Motion carried.

Financial Issues

Resolution 17-14 Approving Accounting Procedures:

Ms. Tubbs presented Resolution 17-14 affirming that the Horizon Community Health board approved the Accounting Procedures for Horizon Public Health.

RESOLUTION 17-14

BE IT RESOLVED, that the Horizon Community Health Board has reviewed the Horizon Public Health Accounting Procedures inclusive of the following Sections:

- Section 1 – Payroll
- Section 2 – Accounts Payable
- Section 3 – Accounts Receivable
- Section 4 – Early Childhood Screenings
- Section 5 – Child & Teen Checkups
- Section 6 – Grant Invoicing
- Section 7 – Hospice Billing
- Section 8 – Nightingale Billing
- Section 9 – Cash and Investments

BE IT FURTHER RESOLVED that the Horizon Community Health Board affirms that the Accounting Procedures are in compliance with accepted accounting standards and practices and does hereby approve the Accounting Procedures as presented.

Dated this 11th day of December, 2017.

Motion by Dave Salberg, second by Deb Hengel to adopt Resolution 17-14. Motion carried.

Approve payment of warrants for November 2017: The November 2017 warrants in the amount of \$183,088.28 were approved on a motion by Doyle Sperr, and a second by Todd Johnson. Motion carried.

Resolution 17-15 accepting November 2017 Hospice donations: Ms. Tubbs presented Resolution 17-15 accepting November 2017 Hospice donations in the amount of \$2,856.29 as follows:

RESOLUTION 17-15

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the November 2017 donations to Hospice of Douglas County in the amount of \$2,856.29.

Dated this 11th day of December, 2017.

Motion by Charlie Meyer, second by Dennis Thompson to adopt Resolution 17-15. Motion carried.

Approve Year-to-Date Financial Report: The monthly financial report was presented and reviewed. During the month of November 2017, Horizon Public Health recorded \$224,193.52 of revenues in excess of expenditures. Year to date revenue exceeds expenditures by \$1,157,325.06, with total assets of \$5,706,461.35 as of 11/30/17.

Motion by Larry Kittelson, second by Jeanne Ennen to approve the financial report as presented. Motion carried.

Recommendations from Finance Committee:

Adopt 2018 Total Tax Levy:

Ms. Tubbs presented the recommendations from the Finance Committee which met on Thursday, December 7th. The Finance Committee reviewed many different options for the 2018 tax levy allocation. The 2017 tax levy amount is \$794,922. This levy amount reflects the final year of the three year freeze from 2015-2017 with a reduction of \$200,000 for 2017 only. The finance committee has recommended that, beginning in 2018 and beyond, the tax levy should be distributed on a population percentage basis.

Having considered the 2018 proposed budget, the Finance Committee is recommending that the 2018 tax levy be set at \$9.00 per capita for all member counties. This will reduce the total levy amount by \$198,168 from 2017 to 2018 for Horizon Public Health for a total 2018 tax levy amount of \$596,754.

Motion by Jeanne Ennen, second by Bob Kopitzke to approve the 2018 total tax levy of \$596,754 allocated at \$9.00 per capita. Motion carried.

Consider/Approve 2018 Horizon Public Health Budget:

Ms. Tubbs presented the detailed 2018 budget summary to the board. The biggest unknown in the 2018 budget is the salary and insurance contribution expenses for 2018 due to contract negotiations not being settled. The 2018 budget includes only an estimated COLA and health insurance contribution, so there will be some adjustments once settlement is reached on the contract negotiations.

Motion by Bob Kopitzke, second by Larry Kittelson to approve the 2018 Horizon Public Health Budget of total revenues \$8,829,642.00 and total expenditures of \$8,713,787.00 with a net revenue/fund increase of \$115,855.00. Motion carried.

Administrator report: No report.

Closed Session: The meeting was closed as permitted by Minnesota Statutes Section 13D.03, 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 Jeanne Ennen, second by Deb Hengel to go into closed session at 9:46 a.m. on December 11, 2017 to discuss negotiation strategies for the 2018 contract.

Closed session ended at 10:15 a.m. on December 11, 2017.

Motion by Jerry Rapp, second by Todd Johnson to go into open session at 10:15 a.m. on December 11, 2017. Motion carried.

Consider/Approve 2018 Employer Health Insurance Contribution:

Ms. Tubbs introduced a proposal to set the health insurance contributions for the non-union employees of Horizon Public Health enrolling in Prime Health at \$685 single health insurance and \$1,100 for family health insurance along with other provisions regarding prefunding 50% of the employer paid HSA and the option to opt out of employee health coverage.

Motion by Jim Stratton, second by Dave Salberg to offer the following for non-union employees enrolling in Prime Health insurance:

1. To establish the 2018 single employer health insurance contribution of \$685 and family health insurance contribution of \$1,100
2. To pre-fund 50% of the employer-paid HSA contribution by January 15, 2018 with the balance of the employer-paid HSA to be paid by June 30, 2018

3. To allow an employee to opt out of Prime Health employee health coverage with the employer-paid HSA contribution to the individual employee to be made in lieu of health insurance.

Motion carried.

Motion by Bob Kopitzke, second by Jeanne Ennen to establish the 2018 cost of living (COLA) increase for non-union employees to be at least what the cost of living (COLA) increase is negotiated for union members when the contract is settled. Motion carried.

Adjourn: The meeting was adjourned at 10:20 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, January 8, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria.