

## HORIZON COMMUNITY HEALTH BOARD

Douglas County Public Works  
Alexandria, MN 56308

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

### Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp  
Grant:  
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

Guests: Brenda Menier, Public Health Nurse Consultant, MDH  
Jessica Peterson, Horizon Public Health, Health Educator

Absent: Jim Stratton, Douglas County Commissioner  
Pete Hoff, Grant County Commissioner  
Doyle Sperr, Grant County Commissioner

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

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

**Approve minutes of October 9, 2017 meeting:** Motion by Dennis Thompson, second by Larry Kittelson to approve the October 9, 2017 minutes as mailed. Motion carried.

#### **Active Living Douglas County report by Jessica Peterson, Health Educator, Horizon Public Health:**

Jessica Peterson, Health Educator, Horizon Public Health presented Active Living Douglas County – a look back at a 9-year project that was funded by Blue Cross & Blue Shield of Minnesota's Center for Prevention.

In 2007-2008, Douglas County Public Health participated in a highly competitive grant process to apply for BCBS MN funding to support this project. The first award was for August 1, 2008 – December 31, 2009 for \$75,000 for planning and engaging of community partners. From January 1, 2010 – July 31, 2014 Active Living Douglas County received approximately \$125,000 per year for implementation. BCBS of MN's total investment over that six year time period was \$522,875.

The Active Living Douglas County team consisted of community partners from several sectors including city and county government, higher education, health organizations, businesses, non-profit organizations and interested citizens. This team focused on four domains of active living: Recreational Opportunities, Healthy Workplaces, Healthy Schools, and Active Transportation. Within those four

domains the team focused on policy, systems and environmental change to support physical activity within the community. Their vision was to create an active community that makes physical activity a part of daily life through policy and community design.

Several projects were the result of the BCBS of MN funding of Active Living Douglas County. Recreational opportunities included the creation and dissemination of walking and cycling maps for several communities within the county, recreational programming in parks and before and after school programs, and master-park planning.

Projects to promote a healthy work place included walk and cycle to work programs in which Active Living of Douglas County cost-shared with the workplace to purchase bicycles and bicycle racks to be used by employees.

Active Living Douglas County worked on promoting Healthy Schools by establishing safe routes to school travel plans for local schools and also participated in the development of safe routes to school infrastructure projects by creating sidewalks and making plans to make the routes to and from school safer for walking and cycling.

The Active Transportation domain included several different projects such as the 3<sup>rd</sup> Avenue bicycle and pedestrian improvement project, comprehensive plan updates for the City of Alexandria and Douglas County, a bicycle share program, bicycle rack match program, Street Smart Campaign and the Alexandria N/S trail plan.

Ms. Peterson then discussed the largest project for the Active Living Douglas County program as the 2014 Broadway Complete Street Project. This project made Broadway Street in Alexandria, MN a safer area for pedestrians and bicycles by widening sidewalks and adding bump outs at corners. BCBS of MN found this to be such a successful project that they provided additional funding of \$160,000 for August 2013 – December 2017 to make certain that the project was completed and that the story of the project was told and shared with other communities in MN.

Ms. Peterson and Active Living Douglas County received gratitude and recognition from the Board for their work and leadership over the past nine years of this project. Ms. Peterson expressed hope that there will be future funding opportunities to keep doing this work in Douglas County and hopefully the opportunity to reach other Horizon Public Health counties.

#### **Final Report and Findings from RWJF grant on Impact Measurement:**

Sandy Tubbs and Greta Siegel presented a final report to the Board on the RWJF funded project “Measuring Impact: The Journey and the Destination”. Horizon Public Health was awarded funding from the National Network of Public Health Institutes to work with the Center for Sharing Public Health Services to demonstrate the impact of a fully integrated public health department in two areas of Administration and Management: Cost (Efficiency) and Quality Enhancement (Effectiveness).

Horizon Public Health was able to demonstrate both cost efficiency and quality effectiveness as a result of cross-jurisdictional sharing (full integration) through three different data measurements.

The first data measure presented to the board was comparing Administrative Staff FTE’s as a percentage of total staff FTE’s pre- and post- integration. The data that was collected pre-integration showed that the percentage of administrative FTE’s to total staff FTE’s was higher in the three individual agencies: Douglas: 15.07%      Pope: 25.71%      STG: 20.00%

An analysis of the administrative staff FTE's as a percentage of total staff FTE's post-integration showed that as a fully integrated agency, Horizon Public Health employed fewer FTE's as a percent of total FTE's that were classified as administrative in nature to support the organization's administrative functions: January 2015: 15.69% January 2017: 15.79% May 2017: 14.98%

The second data measure presented to the Board looked at the indirect costs allocated to the public health agencies pre-integration compared to those allocated to Horizon Public Health post-integration. The costs post-integration also include the expenses that Horizon Public Health has incurred since becoming an integrated agency and for which county support no longer exists.

This data shows that the 2014 total cost allocated to the public health agencies prior to integration was \$1,065,708. The total costs allocated (and incurred by HPH) post-integration were:  
2015: \$806,970                      2016: \$814,825

The third and final data measure focused on quality enhancement (effectiveness) to a specific program area, breastfeeding women participating in the Women Infants & Children (WIC) program. Prior to integration, staff capacity within the individual agencies was extremely limited. Increased post-integration staff capacity for analyzing data and implementing quality improvement initiatives in the WIC program supported the identification of specific individual health status (WIC) indicators in need of improvement.

Comparison of individual WIC client breastfeeding indicators before and after integration showed that there was increased breastfeeding initiation post-integration – specifically after HPH was able to support specialized training for a staff person to focus on breastfeeding promotion across the five-county, integrated department. The data was obtained from WIC's HUBERT system and was analyzed by MN Department of Health staff. Logistic regression models were developed to explore whether Horizon initiation rates increased as compared to other local health jurisdictions, while controlling for variables that we know are associated with breastfeeding initiation rates (e.g. maternal education, maternal foreign born status, race/ethnicity, marital status, etc.). The results of this analysis suggest that Horizon the increase in breastfeeding initiation rates for Horizon Public Health WIC participants were statistically significant when compared to other local jurisdictions pre- and post-integration (OR=1.75, 95% CI: 1.2-2.7).

The Board was pleased with the results of the data measurement project and expressed confirmation that this data will be extremely helpful to other governing boards when facing the decision to use cross-jurisdictional sharing agreements.

#### **Performance Management Council Report:**

Ms. Tubbs presented the meeting summary from the October 23, 2017 Performance Management Council. The Performance Management Council serves as a subcommittee of the Horizon Community Health Board to oversee the organization's Performance Management System and to direct the process of national accreditation for Horizon Public Health. Ms. Tubbs shared that a lot of work has been done since the October 23, 2017 meeting and looks forward to sharing that updated information at the December Performance Management Council meeting.

#### **Prime Health Member Report of October 26, 2017 Meeting:**

Ms. Tubbs reported that the Prime Health Board had set an initial deadline date of October 17, 2017 for an eligible organization to become a Prime Health member but has now extended it to November 2017 to allow for the addition of a member that has been providing the necessary statistical data but was unable to meet the Oct 17, 2017 deadline.

In addition, Prime Health staff and legal counsel continue to work with the MN Department of Commerce on a number of minor revisions to the by-laws and operational guidelines. Magnuson has indicated that the Department of Commerce has been very responsive and timely with their communication and he does not anticipate a problem getting the revisions submitted and approved.

#### **Personnel Update:**

##### ***Authorize filling benefit-eligible PT Hospice Aide position:***

Due to the retirement of Hospice Aide, Barb Wilson, and the high number of hospice clients being served, the hospice administration is requesting that the Board authorize a 30 hour per week Hospice Aide position, making the position eligible for health insurance and prorated benefits. Tubbs stated that with the current workforce competition, the provision of health insurance is anticipated to attract a broader pool of qualified candidates for this position.

Motion by Jeanne Ennen, second by Deb Hengel to authorize filling the 30-hour per week Hospice Aide position. Motion carried.

##### ***Request HR Coordinator position change from 20 to 30 hrs/week effective 1-1-18:***

HR Coordinator position, Stacey Lhotka, was started at 20 hours per week and has been doing a great job. Ms. Tubbs has realized that the HR position should be increased to 30 hours per week and be a benefit-eligible position for all of the human resource work that needs to be completed.

Motion by Bob Kopitzke, second by Larry Kittelson to authorize increasing the HR Coordinator position to 30 hour per week effective 1/1/18. Motion carried.

##### ***Update to Horizon Public Health Organizational Chart November 2017:***

Two relatively small changes in the Organizational Chart are being proposed. The first proposed revision is to move the Human Resources Coordinator and Human Resources Technician positions under the supervision of the Public Health Administrator. Ms. Tubbs explained that most of the work that is done by these positions requires the approval of the Administrator, making it logical for the Administrator to have direct supervision of these positions. The only other proposed change to the organizational chart is the removal of the IT Coordinator position as that position is now a contracted service from Morris Electronics.

Motion by Dave Salberg, second by Charlie Meyer to approve the changes to the Horizon Public Health Organizational Chart effective November 2017. Motion carried.

#### **Financial Issues**

***Approve payment of warrants for October 2017:*** The October 2017 warrants in the amount of \$231,610.75 were approved on a motion by Larry Kittelson, and a second by Todd Johnson. Motion carried.

***Resolution 17-13 accepting October 2017 Hospice donations:*** Ms. Tubbs presented Resolution 17-13 accepting October 2017 Hospice donations in the amount of \$2,930.12 as follows:

#### **RESOLUTION 17-13**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the October 2017 donations to Hospice of Douglas County in the amount of \$2,930.12.

Dated this 13th day of November, 2017.

Motion by Charlie Meyer, second by Jeanne Ennen to adopt Resolution 17-13. Motion carried.

**Approve Year-to-Date Financial Report:** The monthly financial report was presented and reviewed. During the month of October 2017, Horizon Public Health recorded \$129,973.21 of revenues in excess of expenditures. Year to date revenue exceeds expenditures by \$933,131.54, with total assets of \$5,492,290.29 as of 10/31/17.

Motion by Bob Kopitzke, second by Larry Kittelson to approve the financial report as presented. Motion carried.

**Authorize 2018 Horizon Public Health Charges for Services:**

The 2018 charges for services were presented to the Board. The only change from the 2017 charges for services was an increase in the Professional Consultation rate from \$55.00 per hour to \$57.00 per hour.

Motion by Dave Salberg, second by Deb Hengel to approve the 2018 Horizon Public Health Charges for Services as presented. Motion carried.

**Administrator report:**

**A New and Improved Horizon Public Health website:**

Ms. Tubbs presented the new Horizon Public Health website to the Board. In the About Us section on the website, there is a Horizon Community Health Board link that lists the board members and their contact information. Photographs were taken before the meeting and those will be added to the contact page in the future.

**Union negotiations rescheduled:**

After two previous union negotiation dates were cancelled by the union representation new dates have been established. The first union negotiation is scheduled for Friday 11/17/17, the second is scheduled for 12/1/17 and third is 12/15/17.

**Adjourn:** The meeting was adjourned at 10:29 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, December 11, 2017 at 9:00 a.m. at Douglas County Public Works in Alexandria.