

**HORIZON COMMUNITY HEALTH BOARD**

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

**Monday, February 12, 2018  
9:00 a.m.**

**Minutes**

Present: Douglas: Charlie Meyer, Jerry Rapp, Jim Stratton  
Grant:  
Pope: Larry Lindor, Larry Kittelson  
Stevens: Jeanne Ennen, Bob Kopitzke  
Traverse: Dave Salberg, Todd Johnson  
Community representatives: Dennis Thompson

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: Linda Bauck-Todd, Public Health Nurse Consultant, Minnesota Department of Health

Absent: Doyle Sperr, Grant County Commissioner  
Pete Hoff, Grant County Commissioner  
Deb Hengel, Community Representative

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

**Approve Agenda:** Motion by Dennis Thompson, second by Bob Kopitzke to approve the agenda as printed. Motion carried.

**Approve minutes of January 8, 2018 meeting:** Motion by Dave Salberg, second by Larry Kittelson to approve the January 8, 2018 minutes as presented. Motion carried.

**Consider and approve Springsted, Inc. recommendation for classification of Intake Nurse Position:**

Ms. Tubbs presented the recommendation from Springsted, Inc. to change the Grade level classification of the Intake Nurse position description from a Grade level 8 to a Grade level 9.

Motion by Jeanne Ennen, second by Todd Johnson to approve the reclassification of Intake Nurse position to Grade level 9. Motion carried.

Ms. Tubbs asked for action to authorize placement of the staff that occupy the current Intake Nurse position on the new Grade level 9. Two options were presented to the board. One option was to place the individuals on the same step on Grade level 9 as they are currently placed on Grade level 8. The second option would be to take their current hourly rate and place them on the next highest step on Grade level 9 without a reduction in their current hourly rate. Ms. Tubbs stated that it would be her recommendation to move the staff to the same step on Grade 9 as they currently are currently placed on Grade level 8. Discussion followed regarding the impact of both options on the current situation as well as future situations in which a position might be reclassified.

Motion by Bob Kopitzke, second by Larry Kittelson to move the staff to the same step on Grade 9 as they are currently placed on Grade level 8 with an effective date of February 18, 2018. Motion carried.

**Consider and approve 2018 Broker Consultation Agreement with Gallagher Benefit Services, Inc.:**

Ms. Tubbs presented a one year agreement with Gallagher Benefit Services, Inc. for broker consultation services. Gallagher will serve as a professional consultant to provide consulting services to Horizon Public Health for 2018 on legislative and corporate compliance support, benefit administrative assistance, benefit plan design, and additional services as defined in the contract. The total cost of the agreement for 2018 is \$6,000 to be billed quarterly at \$1500 per quarter. The agreement covers up to 20 hours of consultation for the year with the option of purchasing additional consultation services at a rate of \$250/hour.

Motion by Dave Salberg, second by Bob Kopitzke to approve the 2018 Broker Consultation Agreement with Gallagher Benefit Services, Inc. Motion carried.

**Review and approve 2018 Pay Equity Report:**

Every three years Horizon Public Health is required to file a Pay Equity Report. Having now completed its first 3 years of operation, this was the 1<sup>st</sup> Pay Equity Report filed by Horizon Public Health. The report, which was due January 31, 2018, was reviewed and approved by Chair Larry Lindor on behalf of the Horizon Community Health Board in order to meet the submission deadline. However, the Pay Equity Report is now being presented to the Board to endorse the Chair's review and approval. A few questions and clarification regarding the Pay Equity Report were presented.

Motion by Jeanne Ennen, second by Larry Kittelson to approve the 2018 Pay Equity Report as submitted. Motion carried.

**Report from January 17, 2018 Performance Management Council meeting:**

Ms. Tubbs presented a summary of the January 17, 2018 Performance Management Council meeting. The Horizon Community Health Board Performance Management Council is comprised of Board members Larry Kittelson, Bob Kopitzke, Doyle Sperr, Deb Hengel, and Dennis Thompson. The Horizon Public Health staff represented on this committee include Sandy Tubbs (Administrator), Kathy Werk (Assistant Administrator), and Kelly Irish (Community Health Strategist/Accreditation Coordinator).

This committee is responsible for reviewing the Performance Management System of Horizon Public Health. Ms. Tubbs reported that there has been a significant progress in the development of Horizon Public Health's performance management system. An important first step is the identification of various program and administrative performance measures. Tubbs and Irish reviewed the current performance measures with the Council, noting that data will be collected, recorded and monitored on a regular basis for each of the measures. The results of this data collection and analysis will guide the organization's future decisions regarding whether program improvements are necessary. Performance management is about using data to guide decision making regarding the need for program and administrative improvements.

Ms Tubbs and Ms Irish also presented a review of Horizon Public Health's 3 Quality Improvement (QI) Projects, which have been developed as a result of reviewing the Performance Measures in 2 program and 1 administrative area. Having reviewed current data and determining that this is not "where we want to be", QI Project Teams have been formed for each of the QI Projects. These QI Project Teams will now identify and implement various strategies intended to improve the performance measures.

The Performance Management Council also provides oversight and guidance on the National Public Health Accreditation process for the organization. Horizon Public Health has established Domain leads

and teams for each of the 12 domains for accreditation. The 12 domain teams are meeting regularly to review standards and measures for their respective domains and identify the strengths, weaknesses, and gaps for each of the standards and measures. All members of the Performance Management Committee and Domain Leads have completed the orientation to the Accreditation Process, which is the 1<sup>st</sup> of a series of 4 online trainings offered by the Public Health Accreditation Board.

Finally, Ms. Tubbs provided an update on the final development of the Community Health Assessment and the initial steps to bring the Community Partnership Team back together to begin work on the Community Health Improvement Plan (CHIP). Two community issues, Adverse Childhood Experiences or ACEs and Drug Use, were identified for the five counties that Horizon Public Health serves through this process. The Community Partnership Team will continue to meet to determine how to develop goals, objectives and strategies for addressing both of these community health problems.

Questions arose from the Board regarding the opioid epidemic and the plans to address this state-wide issue. Ms. Tubbs replied that she has had preliminary discussion with a local physician regarding the seriousness of this problem in our local communities. An Opioid Abuse Prevention Grant may be considered as a means of initiating a community-wide effort to address the problem. Further discussion followed about the local efforts to reduce over-prescribing, distribution and use of opioids. This is a problem that has gathered a great deal of attention across the state and the nation.

**NACCHO Strengthening Rural Local Health Department (LHD) Capacity to Address Social Determinants of Health (SDOH) Grant Application and request authorization for out-of-state travel:**

Ms. Tubbs applied for this grant on behalf of Horizon Public Health which focuses on strengthening rural local health departments' capacity to address the social determinants of health. Ms. Tubbs was recently notified that Horizon Public Health was awarded the \$15,000 grant funds for this work, which is perfect timing considering the fact that Horizon Public Health is just beginning the Community Health Improvement Planning process. One of the grant requirements is for three individuals to attend a conference in Washington, DC in March 2018. The three individuals should be representatives from different areas within a community that focus on the social determinants of health. Kelly Irish will be representing Horizon Public Health, Deb Hengel will represent Early Childhood, and Nicole Names (Pope County) will represent Human Services.

Motion by Jim Stratton, second by Dennis Thomson to approve authorization for out-of-state travel for Kelly Irish to attend the NACCHO Strengthening Rural LHD's Capacity to Address SDOH learning session in Washington D.C. in March 2018. Motion carried.

**Financial Issues**

***Approve payment of warrants for January 2018:*** The January 2018 warrants in the amount of \$327,142.90 were approved on a motion by Dave Salberg, and a second by Jeanne Ennen. Motion carried.

***Resolution 18-03 accepting January 2018 Hospice donations:*** Ms. Tubbs presented Resolution 18-03 accepting January 2018 Hospice donations in the amount of \$4,416.90 as follows:

**RESOLUTION 18-03**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the January 2018 donations to Hospice of Douglas County in the amount of \$4,416.90.

Dated this 12<sup>th</sup> day of February, 2018.

Motion by Jim Stratton, second by Todd Johnson to adopt Resolution 18-03. Motion carried.

**YTD Cash Summary Financial Report:** The year-to-date cash summary financial report was presented and reviewed. During the month of January 2018, Horizon Public Health recorded \$18,647.58 of expenditures in excess of revenues. Given the large one time payments to Marco for copier/printer contracts, MCIT for insurance and CHAMP for annual client software maintenance, Tubbs stated that the fact that revenues offset all but \$18,647.58 of these large payments was pretty impressive. Total assets as of January 31, 2018 now total \$5,587,352.75.

Motion by Jeanne Ennen second by Jim Stratton to approve the YTD Cash Summary Financial report. Motion carried.

**Administrator Report:**

Ms. Tubbs shared that Horizon Public Health is officially registered with PHAB – the Public Health Accreditation Board. A letter of intent was submitted notifying PHAB of Horizon Public Health’s intent to apply for accreditation. Horizon Public Health now has 180 days to submit the full application for accreditation. At that time, the Accreditation Fee will also need to be submitted, which covers all costs associated with Accreditation including training for Kelly Irish, Accreditation Coordinator, ongoing consultation and all costs associated with the site visit. Tubbs stated that the goal is to submit the application prior to March 31, 2018 in order that Kelly Irish be accepted into the May 2018 PHAB training class.

Tubbs informed the Board that mediation with the MNA/AFSCME union will take place this Wednesday, February 14, 2018. Ms. Tubbs believes that the only issues on the mediation agenda will be the employer health insurance contribution and cost of living adjustment. A 2-year agreement is being requested.

Ms. Tubbs also informed the Board of a recent personnel issue related to a contracted IT technician. Tubbs has been in close communication with the IT vendor and has recently been informed that the IT technician has now resigned his position with the vendor. Tubbs stated that she has also been consulting Horizon’s attorney regarding appropriate communication of the situation to the staff. The Board recommended that a policy be created that requires that proof of a background check be required for all contracted staff.

**Update on Branding Implementation:**

Ms. Tubbs discussed the ongoing work to implement the new Horizon Public Health branding recommendations. One of the recommendations is to assure consistent signage at all office locations. Ms. Werk has been working with Vern Brown from Morris to design building signage and provide cost estimates. Ms. Werk presented options for each of the office locations and asked each of the Board members to talk to their respective County Boards in order to determine their preferred signage for their buildings and to obtain official approval to install the signs as presented. The commissioners agreed to do this at their next Board meetings and to inform Kathy Werk of their Board’s decision.

**Adjourn:** With no further business, the meeting was adjourned at 10:27 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, March 12, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria.