

HORIZON COMMUNITY HEALTH BOARD

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

**Monday, January 8, 2018
9:00 a.m.**

Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Jim Stratton
Grant: Doyle Sperr, Pete Hoff
Pope: Larry Lindor, Larry Kittelson
Stevens: Jeanne Ennen
Traverse: Dave Salberg, Todd Johnson
Community representatives: Dennis Thompson, Deb Hengel

Staff: Sandy Tubbs, Horizon Public Health Administrator
Greta Siegel, Horizon Public Health Assistant Administrator
Dr. Susan Paulson, Medical Director

Absent: Bob Kopitzke, Stevens County Commissioner
Kathy Werk, Horizon Public Health Assistant Administrator

The meeting was called to order at 9:04 a.m. by Administrator, Sandy Tubbs.

Election of Officers:

Horizon Community Health Board Chair 2018:

Tubbs called for nominations for Chair. Motion by Dave Salberg, second by Pete Hoff to nominate Larry Lindor as the 2018 Chair of the Horizon Community Health Board. Motion by Charlie Meyer, second by Larry Kittelson that nominations cease and a unanimous ballot be cast for Larry Lindor as Board Chair for 2018. Motion carried.

Horizon Community Health Board Vice-Chair 2018:

Lindor assumed the Chair's position and called for nominations for Vice-Chair. Motion by Larry Kittelson, second by Pete Hoff to nominate Charlie Meyer as the 2018 Vice-Chair of the Horizon Community Health Board. Motion by Larry Kittelson, second by Jerry Rapp to cease nominations and case a unanimous ballot for Charlie Meyer as Vice-Chair for 2018. Motion carried.

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

Approve minutes of December 11, 2017 meeting: Ms. Tubbs presented an update to the December 11, 2017 meeting minutes to provide further clarification on the Board's motion to grant the non-union staff the opt-out option for health insurance and to pre-fund the first six months of the HSA/VEBA account in 2018 only. Motion by Dennis Thompson, second by Jeanne Ennen to approve the December 11, 2017 minutes as presented. Motion carried.

Conflict of Interest Statements:

Horizon Community Health Board members were presented with, reviewed, and signed a conflict of interest disclosure statement for 2018. The signed statements were returned to Administrator, Sandy Tubbs and will be filed with other Horizon Board documents.

Annual review of Horizon CHB By-Laws and Operating Procedures:

The Horizon CHB by-laws were reviewed with no recommended changes. Motion by Dennis Thompson, second by Larry Kittelson to approve the Horizon CHB by-laws as presented with no changes. Motion carried.

The Horizon CHB Operating Procedures were also reviewed. The previous Operating Procedures referenced the Horizon Public Health Board as the governing entity. The correct name for the governing board is the Horizon Community Health Board. The Operating Procedures have been updated to reflect the language change from the Horizon Public Health Board to the Horizon Community Health Board. No other changes were recommended. Motion by Jeanne Ennen, second by Deb Hengel to approve the changes to the Horizon Community Health Board Operating Procedures. Motion carried.

Appoint Personnel, Finance and Hospice Committees:

Personnel Committee: Current members of the Personnel Committee include Charlie Meyer (Douglas), Dave Salberg (Traverse), and Bob Kopitzke (Stevens). With their consent to continue serving, Meyer, Salberg and Kopitzke were reappointed to the Personnel Committee for 2018.

Finance Committee: Current members of the Finance Committee are Jim Stratton (Douglas), Jeanne Ennen (Stevens), and Todd Johnson (Traverse). There was some discussion about adding a 4th member to the Finance Committee, but Tubbs reminded the Board members that the by-laws state that Committees shall be comprised of 3 members. With that, and with the consent of the current Finance Committee members to continue serving, Stratton, Ennen and Johnson were reappointed to the Finance Committee for 2018.

Hospice Committee: Current members of the Hospice Advisory Committee are Charlie Meyer (Douglas), Jerry Rapp (Douglas), and Kelly Helmbrecht (Douglas County Hospital). Dr. Paulson (Medical Consultant) serves as the ex-officio member of the Hospice Committee. All have agreed to continue serving and were therefore re-appointed to the Hospice Advisory Committee for 2018.

Reappoint Medical Consultant and Legal Consultant:

Medical Consultant: The current medical consultant is Dr. Susan Paulson, who has agreed to continue in this role. Dr. Susan Paulson was reappointed as the Horizon Public Health Medical Consultant.

Legal Consultant: Ratwik, Roszak & Maloney, P.A. is the current legal consultant for Horizon Public Health with attorney Ann Goering as the main contact. No changes to the contract have been proposed for 2018.

Adopt Resolution 18-01 Authorizing Agents of the CHB:

Motion by Larry Kittelson, second by Dennis Thompson to adopt resolution 18-01 authorizing agents of the Horizon Community Health Board:

RESOLUTION 18-01

- A. To serve as the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including**

receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.

Name: Sandra Tubbs, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-304-2930
(H) 320-808-7779
(Fax) 320-763-4127
sandyt@horizonph.org

B. To sign and submit to the Commissioner the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.10, Subdivision 5a:

Name: Sandra Tubbs, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
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(H) 320-808-7779
(Fax) 320-763-4127
sandyt@horizonph.org

C. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health.

Name: Sandra Tubbs, PHN, Administrator
Address: 809 Elm Street, Suite 1200
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D. To serve as the Board's agents according to Minnesota Statute 145A.04, Subdivisions 7 and 8, to enforce public health laws, ordinances, or rules within the 5-county service area.

Name: Sandra Tubbs, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-304-2930
(H) 320-808-7779
(Fax) 320-763-4127
sandyt@horizonph.org

Name: Kathy Werk, PHN, Assistant Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-2930
(C) 320-808-1609
(H) 320-763-7186
(Fax) 320-763-4127
kathyw@horizonph.org

E. To sign and execute on behalf of the Board, delegation agreements with the Commissioner of Health in accordance with Minnesota Statute 145A.07.

Name: Sandra Tubbs, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-304-2930
(H) 320-808-7779
(Fax) 320-763-4127
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F. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by, but not limited to, entities such as the Department of Human Services, Minnesota Department of Education, the Office of Public Safety and private foundations.

Name: Sandra Tubbs, PHN, Administrator
Address: 809 Elm Street, Suite 1200
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G. In the event Ms. Tubbs is unable to perform responsibilities indicated in sections A, B, C, E, and F; and such inability would negatively impact the CHB's ability to meet its obligations and/or secure additional funding, the agent of the board will be:

Name: Kathy Werk, PHN, Assistant Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-2930
(C) 320-808-1609
(H) 320-763-7186
(Fax) 320-763-4127
kathyw@horizonph.org

This resolution authorizes the above referenced appointees to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution.

Adopted this 8th day of January, 2018

Motion carried.

Confirm 2018 Mileage Reimbursement Rate:

Motion by Larry Kittelson, second by Doyle Sperr to establish the 2018 mileage reimbursement rate as the current IRS-approved mileage rate. Motion carried.

Establish 2018 CHB member per diem:

Motion by Jerry Rapp, second by Larry Kittelson to keep the 2018 CHB member per diem at \$70.00 per meeting, which is unchanged from 2017. Motion carried.

Designate official newspaper:

Motion by Deb Hengel, second by Jeanne Ennen to designate the Grant County Herald as the official newspaper for the Horizon CHB. Motion carried.

Computer Professionals Unlimited Inc. (CPUI) Contract Update:

Chad Swanson from CPUI, Inc. has asked for the Board's reconsideration of the previously approved contract due to the fact that the original contract approved in December 2017 contained incorrect fees for 2018-2020. The updated contract with CPUI reflects a 4% increase for each year of the contract (2018-2020). Ms. Tubbs indicated that the increase is not financially significant and is reasonable for an annual increase. Motion by Larry Kittelson, second by Dave Salberg to accept the revised contract from Computer Professionals Unlimited, Inc. for 2018-2020. Motion carried.

AJ Gallagher Broker Consultation Contract for 2018:

Ms. Tubbs presented a proposal to the Board regarding a contract with AJ Gallagher for consultation services for 2018. With Horizon Public Health entering a 5-year agreement with Prime Health for health insurance for 10 of its employees and a 2-year agreement with PEIP for the remaining employees, there will be no need to seek health insurance quotes at the end of 2018. However, the consultation services provided by AJ Gallagher for the past 3 years have been invaluable, particularly to Human Resources. Although Prime Health has entered into a contract with AJ Gallagher on behalf of its members, those services will not be directly available to Horizon Public Health. Previously the cost of these consultation services was embedded in the Horizon Public Health health insurance premiums. That is no longer the situation so if Horizon Public Health determines that consultation services are necessary, there would need to be a separate contract agreement between Horizon Public Health and AJ Gallagher. Tubbs presented a proposal from AJ Gallagher for these services in the amount of \$6000 for 2018. The \$6000 annual contract with AJ Gallagher would include a general retainer to provide support to our HR Coordinator for consulting regarding compliance (general and ACA), defined contribution, wellness, loss of aggregate value, COBRA/MN state continuation, and cash-in-lieu, among other issues. Should the Horizon Board approve this proposal, a final agreement will be brought to the Board in February for approval. Motion by Dave Salberg, second by Jeanne Ennen to approve Tubbs' request to enter into a consultation services contract with AJ Gallagher. Motion carried.

Consider and Approve Letter of Support for Evidence-Based Home Visiting Grant in partnership with 11 additional counties:

Ms. Tubbs informed the Board that new evidence-based home visiting grant funds have become available from MDH. A collaboration of 16 counties that are also currently part of the Supporting Hands Nurse Family Partnership joint powers agreement have decided to collaborate in submitting a grant proposal for these funds. The 16 counties are proposing to implement Family Connects, an evidence based universal home visiting program. In this program, the home visitor will ideally make her first contact with the mother in the hospital soon after the baby's birth and then make an additional 1-2

home visits to conduct an extensive family assessment and make referrals to community resources as indicated. This program would fill another stage in the continuum of home visiting services available to young families with children. Renville County Public Health has agreed to serve as the fiscal host. A letter of support was presented for the Board's consideration. Motion by Jeanne Ennen, second by Deb Hengel to approve the submission of a letter of support for this partnership. Motion carried.

Consider request for position description revision and authorize submission to Springsted, Inc. to establish position classification:

Ms. Tubbs was approached by two individuals currently working as Intake Nurses with Horizon Public Health. The intake nurses are LPN's with one working primarily in the hospice program and the other performing general intake for the remaining Horizon Public Health programs. The two staff suggested that the current job description is outdated and not reflective of their current job duties. The staff worked with Ms. Tubbs and Ms. Werk to update the Intake Nurse job description, which was presented for the Board's approval. The changes were primarily in the areas of general definition of work and essential functions, with no changes to education and/or experience requirements. Motion by Jim Stratton, second by Jerry Rapp to approve the revised Intake Nurse position description and authorize submission to Springsted, Inc. to assign points to the position to determine if a change in position classification is warranted. Motion carried.

Consider and approve Horizon Organizational Branding Strategy:

As part of the Accreditation process, Horizon Public Health must develop and approve an Organizational Branding Strategy, which provides consistency for all communications coming out of the health department. Motion by Doyle Sperr, second by Dennis Thompson to approve the Horizon Public Health Organizational Branding Strategy as presented. Motion carried.

2018 Legislative Priorities:

Ms. Tubbs presented the 2018 Local Public Health legislative priorities developed and approved by the Local Public Health Association of Minnesota. Five priorities were established for 2018.

The first priority is to continue efforts to increase the funding of the Local Public Health Grant in the FY19 budget year to restore local capacity to maintain core, state-mandated services, address emerging public health issues, and relieve local tax levies.

The second priority supports revisions to the MN Telemedicine Act that allow local public health providers to bill MA more than three times per week per enrollee for telemedicine services conducted for the purposes of infectious disease investigation, prevention and treatment.

The third priority is that LPHA supports reinstating the provider tax in the absence of an alternative funding source for the Health Care Access fund.

The fourth priority supports the development of policies and new funding that address opioid and substance abuse through public health prevention.

The fifth, and final priority for 2018 states that LPHA supports maintaining state funding for programs that promote healthy communities and healthy behaviors, including family home visiting and the Statewide Health Improvement Partnership.

Some discussion on these legislative initiatives followed, but no action was required.

Financial Issues

Approve payment of warrants for December 2017: The December 2017 warrants in the amount of \$161,472.45 were approved on a motion by Larry Kittelson, and a second by Dave Salberg. Motion carried.

Resolution 18-02 accepting December 2017 Hospice donations: Ms. Tubbs presented Resolution 18-02 accepting December 2017 Hospice donations in the amount of \$4,446.14 as follows:

RESOLUTION 18-02

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the December 2017 donations to Hospice of Douglas County in the amount of \$4,446.14.

Dated this 8th day of January, 2018.

Motion by Jeanne Ennen, second by Jerry Rapp to adopt Resolution 18-02. Motion carried.

Approve 2017 Year-End Financial Report: The 2017 year-end financial report was presented and reviewed. During the month of December 2017, Horizon Public Health recorded \$125,379.08 of expenditures in excess of revenues. However, at year end, total revenue exceeded expenditures by \$1,031,945.98, with total assets now at \$5,644,661.69 as of December 31, 2017.

Motion by Charlie Meyer second by Todd Johnson to approve the 2017 year-end financial report. Motion carried.

Review IFS 2018 approved budget with comparison to 2015, 2016 and 2017:

Ms. Tubbs presented a financial report that details the actual dollar amount for each financial account for 2015, 2016, and 2017 compared to the 2018 budgeted amounts. Discussion followed on a few of the accounts and revenue sources for 2018 as compared to previous years. Ms. Tubbs indicated that only grant funding that has been confirmed is included in the 2018 revenue budget. While there is a great likelihood of being awarded funds in these specific program areas for the entire calendar year, only those grant funds that have been approved are included in the 2018 budget projections.

Administrator Report:

The first mediation session between Horizon Public Health and the union representation from MNA/AFSCME is scheduled for February 14, 2018.

Ms. Tubbs informed the Board that she will not be available for the March 12, 2018 meeting. A decision regarding whether to cancel that meeting or proceed with the Assistant Administrator staff will be made at the February meeting, depending on potential agenda items requiring the Board's consideration.

Adjourn: The meeting was adjourned at 10:20 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, February 12, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria.