

**HORIZON COMMUNITY HEALTH BOARD**

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

**Monday, March 12, 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, Bob Kopitzke  
Traverse: Dave Salberg, Todd Johnson  
Community representatives: Dennis Thompson, Deb Hengel

Staff: Kathy Werk, Horizon Public Health Assistant Administrator  
Greta Siegel, Horizon Public Health Assistant Administrator  
Jane Michaels, Horizon Public Health Environmental Health Supervisor  
Dr. Susan Paulson, Medical Director

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

Absent: Sandy Tubbs, Horizon Public Health Administrator

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

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

**Approve minutes of February 12, 2018 meeting:** Motion by Dave Salberg, second by Dennis Thompson to approve the February 12, 2018 minutes as presented. Motion carried.

**Consider and approve Policy and Procedure for Criminal Background Checks on Contracted Workers:**

Ms. Werk presented a policy to the Board stating that Horizon Public Health shall require documentation of a completed criminal background check from all individual contracted staff or the employer of all contracted staff. The policy further clarifies that all staff under individual contract or contracted from another entity by Horizon Public Health are required to allow their contracted entity or agree as an individual to a request for criminal records review from all states in which the individual has lived or worked for three years prior to their request to provide contracted services or their application for employment with the contracted entity. The contracted individual must disclose any criminal history and/or if he/she is listed on the employee disqualification list.

The purpose of this proposed policy is to protect the welfare and safety of all Horizon Public Health staff and clients and to maintain compliance with Federal and State laws and regulations. Horizon Public Health will require written documentation of a completed and acceptable criminal background check for all contracted staff.

Motion by Jeanne Ennen, second by Deb Hengel to approve the policy and procedure for criminal background checks on contracted workers. Motion carried.

**Review and accept Amendments to Douglas County Lodging Ordinance:**

Ms. Werk informed the Board that, at the request of Dave Rush, Land and Resources Director, an amendment to the Douglas County Lodging Ordinance was approved by the Douglas County Board to expand the definition of lodging facilities to include vacation home rentals. Ms. Michaels, Supervisor of the Food, Beverage and Lodging licensing department from Horizon Public Health, answered questions regarding the amendment to the lodging ordinance. Horizon Public Health staff will be responsible for the licensing and inspection of the vacation home rentals since they currently license and inspect other entities that fall under the lodging ordinance.

Addressing questions from Board members, Commissioner Meyer explained that Douglas County established a task force comprised of individuals from many sectors affected by vacation home rentals in order to address the many conflicting viewpoints surrounding this issue. A fee schedule has been established for the vacation home rental licensing and inspections; the fee will be collected and retained by Horizon Public Health due to the fact that HPH staff are conducting the licensing and inspection duties. Licensing of vacation home rentals has been implemented in other areas of Minnesota for a few years and with increasing public complaints, Douglas County felt the need to amend the lodging ordinance to license and inspect vacation home rentals.

Motion by Charlie Meyer, second by Bob Kopitzke to accept the amendments to the Douglas County Lodging Ordinance. Motion carried.

**Report from March 7, 2018 Performance Management Council meeting:**

Ms. Werk provided a summary from the Performance Management Council meeting on March 7, 2018. The Performance Management Council first reviewed the annual report on the present (2015-2019) Community Health Improvement Plan. Progress continues to be made on the four priorities of this plan, 1. Poor mental health status exacerbated by associated stigma and lack of adequate mental health services, 2. Unhealthy eating/poor nutrition, 3. Lack of adequate physical activity, 4. Tobacco use and exposure to second hand smoke.

In 2017, a Community Health Assessment was completed led by Horizon Public Health. Two goals were established during this assessment. Those goals are Adverse Childhood Experiences (ACEs) and Drug Use. Development of the Community Health Improvement Plan (CHIP) has begun to address the priority issues that were identified through the Community Health Assessment. The January meeting of the Community Partnership Team (CPT) almost exclusively focused on discussion of the ACEs priority. A 3-pronged approach was proposed to the CPT which could be applicable to either the ACEs or the Drug Use priority. This 3-pronged approach includes addressing 1. Public Awareness 2. Increasing individual resilience and 3. Increasing community resilience (a broader prevention perspective that addresses the Social Determinants of Health). Community Representative, Deb Hengel, shared with the Board that the opportunity to attend the NACCHO national meeting in March that focuses on strengthening rural local health department's capacity to address the social determinants of health will be of great assistance in developing the CHIP for these two priorities.

A final draft of the combined Performance Management/Quality Improvement Plan was reviewed by the Performance Management Council. Ms. Tubbs has also submitted this draft plan to NACCHO with a request for review and comment. With the recommendation of the Performance Management Council and pending further review by the Performance Management/Quality Improvement Committee, this revised PM/QI Plan will be presented to the Horizon Community Health Board for consideration and approval at the April 2018 meeting.

The Performance Management Council also viewed the second of a four part series related to the 7 Step PHAB accreditation process.

**Authorize Horizon Public Health National Public Health Accreditation application to the Public Health Accreditation Board (PHAB) and authorize submission of Accreditation Fee:**

Ms. Werk presented the proposed time line for Horizon Public Health's application for National Public Health Accreditation. A pre-application was submitted by HPH on Feb 9<sup>th</sup> and subsequently accepted by the PHAB. HPH now has 90 days to submit an official application. Pending the approval of the Horizon Community Health Board, the application will be submitted by the end of March 2018. Pending PHAB approval, HPH will be invoiced for the initial application fee of \$14,000, which includes costs for the week long training for the Accreditation Coordinator, Kelly Irish as well as all expenses associated with the Site Visit process. It is anticipated that the Accreditation Coordinator will attend the out-of-state training in May. Once training is completed, a code will be provided to the Coordinator and that is when HPH can begin uploading the required documentation. The plan is to have all required documentation selected and uploaded within 10 months, giving HPH 60 days for final reviews and revisions before the final submission deadline. Once all documentation has been submitted, PHAB will conduct a completeness review to assure HPH has submitted all of the required documentation prior to the site visit, which will likely not occur until the end of 2019 or early in 2020.

Motion by Bob Kopitzke, second by Larry Kittelson to authorize Horizon Public Health's National Public Health Accreditation application to PHAB and the submission of the accreditation fee. Motion carried.

**Approve Letter of Board Support for Horizon Public Health Public Health Accreditation Application:**

A letter of support was presented to the Board affirming that the Horizon Community Health Board, as the Governing Board for Horizon Public Health, offers their support for the National Public Health Accreditation application to be submitted by Horizon Public Health.

Motion by Jeanne Ennen, second by Deb Hengel to approve the letter of Board support for Horizon Public Health's National Public Health Accreditation application to PHAB. Motion carried.

**Consider, approve Tentative Agreement AFSCME/MNA 2018-2019 union contract:**

Ms. Siegel presented the tentative agreement that was reached on February 14, 2018 after a morning mediation session between Horizon Public Health and union representatives from AFSCME/MNA. Upon a request from Horizon Public Health to change the years of service to compensated hours for the purpose of calculating PTO/vacation after 1/1/15, it was determined that the years of service had been interpreted incorrectly by Horizon Public Health. Due to this fact, the contract has been changed to compensated hours rather than years of service but was clarified that staff should have an accrual change after the completion of 7,800 hours (4 years), 17,500 hours (9 years), 27,300 hours (14 years), and 37,050 hours (19 years). In the past the accrual change has not been implemented until the completion of 5 years, 10 years, 15 years and 20 years. This change will help to clarify this area of the contract and PTO/vacation hours will be added to staff's available balance if they reached that number of hours worked between 1-1-15 and the present.

The tentative agreement also included Horizon Public Health's employer contribution for employee health insurance. The employer contribution agreed to in the tentative agreement is \$635.23 for employees with single health insurance and \$932.93 for employees that choose family health insurance. For 2019, the agreement states that in the event that PEIP premiums increase above 2018 rates, the employer (HPH) will increase its insurance contribution in proportion to the premium increase, up to 6%.

The tentative agreement also includes a general wage adjustment of 2.5% for 2018 and 2.5% for 2019.

Motion by Dave Salberg, second by Dennis Thompson to authorize the Board Chair to sign a labor agreement with AFSCME/MNA for 2018-2019 once it is received, reviewed and approved by Horizon Public Health's labor attorney. Motion carried.

**Consider, approve request for summer 2018 out-of-state travel:**

Request for out-of-state travel for two Horizon Public Health employees was presented by Ms. Siegel. Ms. Siegel informed the board that the out-of-state travel is a grant requirement for the Planning & Implementation and Drug Free Communities Grants that Katie Strickler and Becca Zwonitzer coordinate. The travel expenses will be fully covered by grant funding. The request is for summer 2018 travel for: Katie Strickler – CADCA Training Institute in Orlando, FL and Montana Summer Institute in Big Sky, MT Becca Zwonitzer – CADCA Training Institute in Orlando, FL

Motion by Jim Stratton, second by Deb Hengel to approve out-of-state travel requests for Katie Strickler and Becca Zwonitzer. Motion carried.

**Financial Issues**

**Approve payment of warrants for February 2018:** The February 2018 warrants in the amount of \$144,978.36 were approved on a motion by Bob Kopitzke, and a second by Larry Kittelson. Motion carried.

**Resolution 18-04 accepting February 2018 Hospice donations:** Ms. Siegel presented Resolution 18-04 accepting February 2018 Hospice donations in the amount of \$3,287.99 as follows:

**RESOLUTION 18-04**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the February 2018 donations to Hospice of Douglas County in the amount of \$3,287.99.

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

Motion by Jeanne Ennen, second by Charlie Meyer to adopt Resolution 18-04. Motion carried.

**YTD Cash Summary Financial Report:** The year-to-date cash summary financial report was presented and reviewed. During the month of February 2018, Horizon Public Health recorded \$183,236.13 of revenues in excess of expenditures. Total assets as of February 28, 2018 now total \$5,770,296.28.

Motion by Jim Stratton second by Charlie Meyer to approve the YTD Cash Summary Financial report. Motion carried.

**Approve 2018-2019 COLA increase for non-represented staff retroactive to 1/1/18:**

Ms. Werk asked the Board to consider a wage adjustment for the non-represented staff retroactive to 1/1/18. After some discussion, the Board determined that granting a wage adjustment for non-represented staff comparable to the wage adjustment agreed to as part of the tentative agreement for represented staff would be the most fair, which is 2.5% for 2018 and 2.5% for 2019.

Motion by Jim Stratton, second by Bob Kopitzke to approve a 2.5% wage adjustment for 2018 and a 2.5% wage adjustment for 2019 for non-represented staff retroactive to 1/1/18. Motion carried.

**Administrator Report:**

Ms. Werk informed that Board that two staff members, Kelly Irish and Greta Siegel, are listed as alternate attendees to attend the Blandin Leadership program in April of 2018. If an attendee is not

able to attend the week long leadership retreat there is a possibility that Ms. Irish or Ms. Siegel may be selected to attend. The Blandin Leadership program trains community leaders to be more effective at framing community issues, building and sustaining social capital and mobilizing for community action.

Ms. Werk also reminded the Board that Horizon Public Health staff Kelly Irish, Board member Deb Hengel, and Pope County Human Services Director, Nicole Names, will be traveling to Washington D.C. next week to attend a national meeting/training offered by NACCHO that focuses on strengthening a rural local health department's capacity to address the social determinants of health in their Community Health Improvement Plan (CHIP). The three individuals will spend two days working on developing a framework for the CHIP that includes addressing social determinants of health.

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