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**HORIZON COMMUNITY HEALTH BOARD  
Douglas County Public Works  
Alexandria, MN 56308**

**Monday, April 9, 2018  
9:00 a.m.  
Minutes**

**Present:** Douglas: Charlie Meyer, Jerry Rapp, Jim Stratton  
Grant: Doyle Sperr  
Pope: Larry Lindor, Larry Kittelson  
Stevens: Bob Kopitzke  
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:** Jeanne Ennen, Stevens County Commissioner  
Pete Hoff, Grant County Commissioner

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 March 12, 2018 meeting:** Motion by Dave Salberg, second by Charlie Meyer to approve the March 12, 2018 minutes as presented. Motion carried.

**Personnel/Staffing Update:**

***Accept Letter of Retirement from Jodie Trill and request authorization to fill part-time Family Health Nurse position:***

Ms. Tubbs informed the Board that HPH has received a letter of retirement effective Nov, 2018 from Jodie Trill who works in the Family Health program and is based out of the Glenwood office. Jodie's job responsibilities include a variety of services including post-partum visits, childbirth education classes, WIC, ECS and C&TC clinics.

Motion by Larry Kittelson, second by Todd Johnson to accept the letter of retirement from Jodie Trill. Motion carried.

Ms. Tubbs continued to inform the Board that, with the ability to distribute some of Jodie's multiple responsibilities to other family health staff, she is recommending that the full-time Family Health position vacated by Jodie Trill be filled as a part-time nursing position at this time.

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Motion by Jim Stratton, second by Jerry Rapp to authorize filling a part-time Family Health Nurse position. Motion carried.

Ms. Tubbs informed the Board that another letter of retirement was very recently received from Doreen Hanson with an anticipated retirement date of December 2018. Doreen Hanson primarily works in the Disease Prevention & Control program area in addition to a variety of other areas including immunization program coordination and C&TC and ECS clinics.

Motion by Bob Kopitzke, second by Deb Hengel to accept the letter of retirement from Doreen Hanson. Motion carried.

Ms. Tubbs informed the Board that, since the retirement is not effective until Dec 7, 2018, she would like time to work with the Administrative team to consider options before requesting to fill this nursing position.

***Request authorization to hire additional Community Health Strategist position:***

Ms. Tubbs reported that at the last Performance Management Council meeting, there was discussion about the ever-increasing demand for Public Health representation and/or leadership on various multi-organizational community groups, which is consistent with the future role of Public Health. However, with the co-existing demands of accreditation, the work load exceeds the capacity of any single person. Ms. Tubbs further reminded the Board that when the Community Health Strategist/Accreditation Coordinator position was originally created in the spring of 2017, she knew it was only a matter of time until the responsibilities would need to be split into 2 positions and that time has now come. Due to the increased demand for the leadership and coordination of the Community Health Strategist, Ms. Tubbs requested Board authorization to add an additional full-time Accreditation Coordinator/Community Health Strategist position.

Motion by Deb Hengel, second by Larry Kittelson to authorize the hire of an additional full-time Accreditation Coordinator/Community Health Strategist position. Motion carried.

**Consider and approve Personnel Policy Revisions:**

Ms. Tubbs presented and reviewed the changes to the Horizon Public Health Personnel Policy with the Board. A summary of the revisions to the Horizon Public Health Personnel Policy include:

1. Modified the format of the policy to be consistent with the newly created Horizon Public Health policy and procedure template
2. Change in PTO accrual rates to be consistent with the proposed union contract
3. Addition of a statement in the Worker's Compensation section stating that during the first 3 days of lost work time, prior to being eligible for work comp benefits, the employee must use any available leave time
4. Addition of language regarding dress code, and travel and meal reimbursement that was previously included in the Horizon Public Health "internal policies"
5. Incorporated previously approved policies (payroll and catastrophic medical leave) into the Personnel Policy.

Ms. Tubbs reviewed the Dress & Appearance policy statements that were added to the Personnel Policy. The goal of this section is to provide clear guidelines for what constitutes appropriate dress and appearance at Horizon Public Health to assure a professional workplace standard.

The accrual rates for PTO leave were also updated to be consistent with the proposed union contract. The years completed has been changed to hours worked to make it clear and consistent and to clarify its applicability to those that do not work full-time hours or have any unpaid leave time.

Ms. Tubbs also went over the update to the travel and meal allowance section. There is no change in current practice. Rather, this language has been added to the policy for clarification and to formalize the travel and meal reimbursement guidelines.

Motion by Dennis Thompson, second by Bob Kopitzke to approve revisions to the Personnel Policy and rescind the previously approved standalone Payroll and Catastrophic Medical Leave Policies, which have now been embedded in the Personnel Policy. Motion carried.

**Approve Performance Management/Quality Improvement Plan:**

Ms. Tubbs presented the updated Performance Management/Quality Improvement Plan to the Board. The initial plan was created and approved as a Performance Management (PM) Plan only. After receiving technical comments from NACCHO suggesting that the proposed PM Plan included elements of a Quality Improvement (QI) Plan, it was determined that merging the Performance Management and Quality Improvement Plans into a single document would make the document more user-friendly, understandable and easier to implement.

Having recently resubmitted the combined PM/QI Plan to NACCHO for another review and comment, a number of fairly minor modifications/revisions have been made including clarification of the current and future desired state of quality, the addition of a table of contents, clarification regarding prioritization of QI Projects and a protocol for analysis of the performance measurement data. In addition, 2 of the PM goals were modified to more closely align with the organization's Strategic Plan.

Following further review of the PM/QI Plan, there was a motion by Jim Stratton, second by Charlie Meyer to approve the Performance Management/Quality Improvement Plan. Motion carried.

**Approve Revised Workforce Development Plan:**

Included in the Workforce Development Plan is language that requires an annual review, which was recently conducted by the Administrative/Supervisory Team in February 2018. Revisions to the plan include updating the priority areas to align with the revised Strategic Plan and the Performance Management/Quality Improvement Plan. The workforce demographics were updated as well as the goals and objectives of the plan. The attachment detailing the anticipated trainings for 2018 was reviewed and updated and is included in the revised workforce development plan.

Motion by Dave Salberg, second by Dennis Thompson to approve the revised Workforce Development Plan. Motion carried.

**Financial Issues:**

**Approve payment of warrants for March 2018:** The March 2018 warrants in the amount of \$109,577.31 were approved on a motion by Larry Kittelson, and a second by Dave Salberg. Motion carried.

**Resolution 18-05 accepting March 2018 Hospice donations:** Ms. Tubbs presented Resolution 18-05 accepting March 2018 Hospice donations in the amount of \$876.80 as follows:

**RESOLUTION 18-05**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the March 2018 donations to Hospice of Douglas County in the amount of \$876.80.

Dated this 9<sup>th</sup> day of April, 2018.

Motion by Jim Stratton, second by Charlie Meyer to adopt Resolution 18-05. Motion carried.

**YTD Cash Summary Financial Report:** The year-to-date cash summary financial report was presented and reviewed. During the month of March 2018, Horizon Public Health recorded \$33,923.49 of revenues in excess of expenditures. Total assets as of March 31, 2018 now total \$5,793,710.56.

Motion by Bob Kopitzke, second by Todd Johnson to approve the YTD Cash Summary Financial report. Motion carried.

**Consider and approve 2018 Meal Reimbursement Guidelines:**

Ms. Tubbs presented the meal allowance schedule effective 1/1/18 for Board approval as follows:

<b>MEAL</b>	<b>MEAL COST MAX (includes tax)</b>	<b>GRATUITY MAX (20%)</b>	<b>MAXIMUM REIMBURSEMENT</b>
Breakfast	\$10.00	\$2.00	\$12.00
Lunch	\$15.00	\$3.00	\$18.00
Dinner	\$25.00	\$5.00	\$30.00

Motion by Larry Kittelson, second by Doyle Sperr to approve the 2018 Meal Reimbursement Guidelines. Motion carried.

**Approve agreement with Morris Electronics effective March 2018:**

Ms. Tubbs reminded the Board of the original contract signed with Morris Electronics in October 2017 allowing for 3 days per week of direct IT support services for a total contract amount of \$5,888.33 per month. However, the hours recorded by Morris Electronics IT support staff significantly exceeded the approved contract, in part due to turnover in Morris Electronic’s IT support staff and the training and learning needed for the new staff. This resulted in a February 2018 invoice that far exceeded the contract.

After discussing the situation with Shawn Larsen from Morris Electronics, a new agreement has been reached whereby the monthly cost of routine IT support services provided by Morris Electronics staff will not exceed \$7,500.00 per month regardless of the time and mileage recorded. This amount includes on-site support 5 days per week along with all mileage, all updates and support for the network, and routine management and oversight services provided by Shawn Larsen.

Motion by Bob Kopitzke, second by Larry Kittelson to approve the agreement with Morris Electronics as presented for the months of April, May and June 2018 at a cost not to exceed \$7500 per month. Motion carried.

**Administrator Report:**

***Status of MNA/AFSCME 2018-2019 contract:***

Ms. Tubbs reported that a revised agreement, which will require a legal review and Board signature, has not yet been received from MNA/AFSCME for the 2018-2019 contract. Other than the email message during the March 12<sup>th</sup> Board meeting, there has been no communication from AFSCME or MNA. Attorney Ann Goering inquired about the progress of the revised agreement and was assured their staff would “get right on it” but to date, nothing has been received. When the revised document is received, it will be forwarded to Attorney Ann Goering for review prior to obtaining the Board Chair signature.

***National Public Health Accreditation application:***

Horizon Public Health’s registration for national accreditation was accepted on February 14<sup>th</sup>, 2018 and the application was submitted at the end of March. The application was accepted by PHAB the first week of April 2018, an invoice for the accreditation fees was received the following day and HPH issued a check that same day. HPH is now waiting to hear from PHAB regarding when the Accreditation Coordinator can register and attend the initial Accreditation Coordinator training.

***Evidence-based family home visiting grant application:***

Horizon Public Health was a partner in a 16-county grant application to the Minnesota Department of Health to implement an evidence-based home visiting program - Family Connects. However, the grant application was not approved in this round of applications due to limited funding and strong competition from other agencies. It is hopeful that there will be additional funding in the future and the application can be submitted again at that time.

***Personnel Issue:***

Ms. Tubbs apprised the Board of a current personnel issue.

**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, May 14, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria.