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

Monday, May 14, 2018
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp
Grant: Pete Hoff
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

Absent: Jim Stratton, Douglas County Commissioner
Doyle Sperr, 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 Dennis Thompson to approve the agenda as printed. Motion carried.

Approve minutes of April 9, 2018 meeting: Motion by Dave Salberg, second by Larry Kittelson to approve the April 9, 2018 minutes as presented. Motion carried.

Review and adopt 2018-2020 Strategic Plan:

Ms. Tubbs presented the 2018-2020 Strategic Plan to the Board. The Strategic Plan will serve as a guide for how the organization can improve its functions to better serve the population through two identified priority areas. The Strategic Planning process began in December 2017 with a one-day session facilitated by Brenda Menier and Linda Bauck-Todd, Public Health Nurse Consultants from the Minnesota Department of Health. The one-day session involved approximately 35 participants from the Horizon Public Health Board, Administration and staff. The Strategic Planning participants engaged in a brainstorming process during which six strategic issues for organizational improvement were identified. The six strategies were narrowed down to two priority issues to be included in the 2018-2020 HPH Strategic Plan: 1) Increase Public Visibility and Awareness and 2) Workplace Excellence. A Strategic Planning Committee was then established to further develop the goals and objectives related to each of the priorities. A summary of the goals and objectives for each priority area addressed in the plan follows:

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Strategic Priority 1 – Increase Public Visibility and Awareness

Goal: Horizon Public Health is recognized for its strong community presence, expertise in community engagement, and knowledge and dissemination of information on public health issues.

Objective 1: By March 31, 2020, HPH will create and implement a comprehensive community outreach and communication plan to inform community partners and the general public of public health roles, responsibilities and services.

Objective 2: By December 31, 2020, HPH will strengthen current and develop future collaborative partnerships.

Strategic Priority 2 – Workplace Excellence

Goal: To achieve workplace excellence as demonstrated by a competent, satisfied and sustainable workforce that is supported by stable financial and technological systems.

Objective 1: By June 30, 2020, HPH will develop and implement an internal communication protocol.

Objective 2: By December 31, 2019, HPH will develop and implement an employee satisfaction survey and develop an improvement plan based on the survey results.

Objective 3: By December 31, 2020, HPH will develop and implement an organizational leadership development and succession plan.

Objective 4: By December 31, 2020, HPH will develop and implement a 5-year financial and IT/data management work plan.

Motion by Jeanne Ennen, second by Deb Hengel to adopt the Horizon Public Health 2018-2020 Strategic Plan. Motion carried.

Review and approve Policies and Procedures:

Client Documentation Policy:

The Horizon Public Health Client Documentation Policy ensures that each direct contact with a client is documented in the electronic health record (EHR) and that this documentation is completed in a timely manner by the employee and monitored by the employee's supervisor. This policy was created to ensure that there is an accurate record of services provided, client response, and ongoing need for care or services. It will also ensure that documentation is completed timely and consistently as appropriate for each program area. This policy will provide guidance for Administration, Supervisors and staff on the procedures and timelines for client documentation requirements.

Motion by Larry Kittelson, second by Dennis Thompson to approve the Client Documentation Policy. Motion carried.

Public Health Student Rotation Policy:

Horizon Public Health partners with accredited educational institutions to provide Public Health rotations, observations and experiences for qualified students. The Public Health Student Rotation policy was created to provide a framework for acceptance of educational institution agreements and guidance for determination of the organization's capacity to accept the specific student requests.

Motion by Jeanne Ennen, second by Jerry Rapp to approve the Public Health Student Rotation Policy. Motion carried.

Personnel/Staffing Update:

Update Community Health Strategist position:

The position of Community Health Strategist was posted internally with four internal applicants, all of whom were interviewed. The Community Health Strategist position was offered and accepted by Amy Reineke, Health Educator, at Horizon Public Health. The transition of Amy Reineke from Health Educator to Community Health Strategist will be a positive change for HPH but will leave a large gap in the tobacco policy work that Ms. Reineke has performed in the past years. Ms. Tubbs has indicated to the Board that she feels that Ms. Reineke will be able to perform both roles for a short time to continue the tobacco policy work that is being done through the Clearway Grant. Horizon Public Health is awaiting official word from Clearway MN regarding the grant award decisions for the next funding cycle which begins on July 1, 2018 and continues through June 30, 2020.

Request authorization to fill full-time Health Educator position for the Clearway Grant:

With Ms. Reineke's promotion, Ms. Tubbs requested authorization to fill the full-time Health Educator vacancy, pending official notification regarding Clearway MN grant funding for FY 2019 and FY2020. Motion by Bob Kopitzke, second by Deb Hengel granting authorization to fill the full-time Health Educator position to continue the tobacco prevention initiatives. Motion carried.

Request authorization to fill full-time family health nurse position instead of part-time position:

At the last Board meeting, Ms. Tubbs had notified the Board that notices of retirement had been submitted by two different family health nurses, both effective near the end of 2018. Authorization had been granted at that time to fill a part-time position, primarily to fill some of the responsibilities of one of those retiring nurses. But, after more consideration and discussion with staff working in the Family Health program areas, it has been determined that the retirement of both of these full-time staff will require a minimum of one full-time Family Health nurse position rather than a part-time position.

Ms. Tubbs requested and received preliminary approval to post a full-time family health nurse position from the Personnel Committee, rather than the part-time position. With only one internal candidate, it was decided to seek external applicants, which is currently in process. The position closes at the end of the day May 21, 2018.

Motion by Dave Salberg, second by Dennis Thompson granting authorization to fill a full-time Family Health nurse position, rather than the previously authorized part-time position. Motion carried.

Financial Issues:

Approve payment of warrants for April 2018: The April 2018 warrants in the amount of \$216,013.64 were approved on a motion by Larry Kittelson, and a second by Todd Johnson. Motion carried.

Resolution 18-06 accepting April 2018 Hospice donations: Ms. Tubbs presented Resolution 18-06 accepting April 2018 Hospice donations.

RESOLUTION 18-06

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the April 2018 donations to Hospice of Douglas County in the amount of \$3,065.12.

Dated this 14th day of May, 2018.

Motion by Charlie Meyer, second by Jeanne Ennen to adopt Resolution 18-06. Motion carried.

YTD Cash Summary Financial Report: The year-to-date cash summary financial report was presented and reviewed. During the month of April 2018, Horizon Public Health recorded \$125,978.33 of expenditures in excess of revenues. Year to date the total revenues exceed expenditures by \$72,533.71. Total assets as of April 30, 2018 total \$5,660,894.57

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

Ms. Siegel informed the board that she has contacted Glenwood State Bank regarding the rates currently being offered for the Money Market account and the 12 month CD. Horizon Public Health has the ability to join the MAGIC fund (Minnesota Association of Governments Investing for Counties) and has expressed an interest in doing so in previous years. Ms. Siegel has been monitoring the MAGIC rates and has noticed they have been consistently higher than what HPH is currently receiving from GSB. Ms. Siegel contact GSB and they agreed to increase the Money Market rate from 1.00% to 1.67% to match the MAGIC fund rate. The 12 month CD rate will be renegotiated when the CD terms on 7/25/18. No action was required.

Administrator Report:

Status of MNA/AFSCME 2018-2019 contract:

The final contract has been signed by all parties and the retro pay for the cost of living adjustment (COLA), health insurance contribution and PTO accrual was paid on the 5/4/18 pay date. Ms. Tubbs indicated that with future negotiations, Horizon Public Health will offer to make the word processing changes to avoid the delay in receiving the final contract language, such as what occurred this year.

Upcoming Public Health Preparedness exercise – June 6, 2018:

Ms. Tubbs informed the board of a full scale Public Health exercise that will be conducted on June 6, 2018. The exercise will be held from 12:30 – 3:30 p.m. at Lake Community Church in Alexandria to exercise a mass distribution of “antibiotics”. A series of three trainings has been completed by the entire staff in preparation for this exercise. During the exercise all staff will be assigned roles in the Incident Command structure to gain a better understanding of this

structure and the various roles that need to be filled during an emergency situation. Emergency Managers from all of the Horizon Counties have been invited to attend and participate in this exercise.

Opioid Abuse Prevention Task Force update:

Ms. Tubbs provided information to the Board about the Douglas County Opioid Abuse Prevention Task Force. The first meeting was held in April with a large attendance and representation from many different organizations that have been affected by the opioid epidemic. Alexandria Clinic (Alomere Health) had applied for, and was awarded a grant to establish this task force and initiate some community-wide efforts to reduce opioid use and abuse. Since the initial meeting, representatives of the Task Force have been interviewed on Open Line and also met with Governor Candidate Tim Walz. Representatives of the task force will soon meet with physicians from the Little Falls area that have implemented a successful opioid abuse prevention program in their area. Ms. Tubbs indicated that the task force is off to a great start and hopes that what is learned in Douglas County can be replicated in other counties soon.

2018 Legislative Update:

The current legislative session is scheduled to close one week from today on May 21, 2018. Surprisingly, there has been little activity at the Capitol in the past week. A bill being called the “garbage bill” now includes a multitude of issues from transportation to human services to health. The public health issues being monitored are related to the continuation of funding for the statewide Quit Line for tobacco cessation and legislation addressing the opioid epidemic.

Adjourn: With no further business, the meeting was adjourned at 10:16 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, June 11, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria.