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

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

**Present:** Douglas: Charlie Meyer, Jim Stratton  
Grant: Pete Hoff, Doyle Sperr  
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  
Dr. Susan Paulson, Medical Director

**Guests:** Kristin Erickson, Minnesota Department of Health, Public Health Nurse Consultant

**Absent:** Jerry Rapp, Douglas County  
Greta Siegel, Horizon Public Health Assistant Administrator

The meeting was called to order at 9:02 a.m. by Board Chair, Larry Lindor.

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

**Approve minutes of June 11, 2018 meeting:** Motion by Dave Salberg, second by Jeanne Ennen to approve the June 11, 2018 minutes as presented. Motion carried.

**Personnel/Staffing Update:**

***Update on health educator position to coordinate Clearway Grant:***

With Amy Reineke's promotion to the Community Health Strategist position, a health educator vacancy resulted. After an internal and external search, Tracie Crouse (present Intake Nurse) has been promoted to the Health Educator position to coordinate the Clearway MN Grant. Tracie has an educational background in Health Education and has worked for Public Health for 10 years. Amy will also continue working with the Clearway MN Grant 1 day a week.

***Request authorization to fill full-time Intake Nurse position:***

**Douglas County**  
809 Elm Street Suite 1200  
Alexandria, MN 56308  
320.763.6018  
320.763.4127 fax

**Grant County**  
10 1st Street NW  
Elbow Lake, MN 56531  
218.685.8295  
218.685.6714 fax

**Pope County**  
211 E Minnesota Avenue Suite 100  
Glenwood, MN 56334  
320.634.7822  
320.634.0159 fax

**Stevens County**  
10 E Hwy 28  
Morris, MN 56267  
320.208.6670  
320.589.7433 fax

**Traverse County**  
202 8th Street N, PO Box 23  
Wheaton, MN 56296  
320.208.6670  
320.563.0104 fax

Tubbs then requested authorization to fill the full-time Intake Nurse position now vacant due to the promotion of Tracie Crouse to Health Educator. Motion by Jim Stratton, second by Charlie Meyers granting authorization to fill full-time Intake Nurse position. Motion carried.

***Request authorization to fill at part time Hospice Social Worker position:***

Tubbs informed the Board members that following a recent unannounced Medicare survey, the surveyors cited several potential areas of deficiency. It is expected that 3 of them will be related to failure to provide Social Worker and/or Bereavement visits in a timely manner. With the continued high census in hospice, the Social Worker demands exceed the capacity of a single full-time position. Tubbs asked that the Board consider hiring a part-time flexible hour Social Worker position in order to bring the hospice program into compliance. Motion by Bob Kopitzke, second by Deb Hengel granting authorization to fill a part-time (less than 20 hours a week) Hospice Social Worker position. Motion carried.

***Request authorization for out-of-state travel:***

Amy Reineke has been asked to be part of a panel presentation at the National Summit on Smokeless Tobacco Prevention in Sacramento, CA, October 16-18, 2018. Time, travel and other expenses would be fully covered by Clearway MN Grant funding. Motion by Jeanne Ennen, second by Deb Hengel granting authorization for out-of-state travel to Amy Reineke to attend the National Summit on Smokeless Tobacco Prevention in Sacramento, CA, October 16-18, 2018. Motion carried. Jim Stratton also inquired as to whether this Conference might also be beneficial for Tracie Crouse in her new Clearway MN Grant Coordinator position. Tubbs stated that she would offer that suggestion and bring information back to the Board in August.

***Connie Amundson to attend the NHPCO Interdisciplinary Conference in New Orleans November 5-7, 2018 (funding through Longfellow Fund)***

Motion by Dave Salberg, second by Doyle Sperr granting authorization for out-of-state travel to Connie Amundson to attend the NHPCO Interdisciplinary Conference in New Orleans November 5-7, 2018. Motion carried.

***Mandy Steidl and Shannon Zarbock to attend Hospice Medicare Summit in Las Vegas, Nevada September 19- 20, 2018***

Tubbs explained to the Board that this national training, sponsored by CMS (Medicare) is the only opportunity for billing and other ancillary hospice staff to attend a training designed for their specialized roles. With Steidl providing hospice intake and many other supportive services for the hospice nurses, and Zarbock solely responsible for hospice billing, Sue Quist, Hospice Supervisor, is recommending their attendance at this conference. Motion by Charlie Meyers, second by Jim Stratton granting authorization for out-of-state travel to Mandy Steidl and Shannon Zarbock to attend the Hospice Medicare Summit in Las Vegas, Nevada on September 19<sup>th</sup> and 20<sup>th</sup>, 2018. Motion carried.

***Consider recommendations of Personnel Committee – Administrator position***

Sandy Tubbs distributed a letter of intent to retire effective January 31<sup>st</sup>, 2019. Motion by Bob Kopitzke, second by Dave Salsberg to accept Tubbs' letter of retirement effective January 31, 2019. Motion carried.

Tubbs then informed the Board that she previously met with the Personnel Committee on June 22<sup>nd</sup> to discuss the process and timelines for recruiting the next Public Health Administrator. A meeting summary from that meeting was included with the Board packets. The following recommendations were developed:

- A statewide, but no national search is being recommended
- The position should be posted internally for the required 7 days with 3 weeks of external advertising utilizing print media, online advertising and posting in the MDH CHS Mailbag, which is distributed to all Public Health Directors and Administrators
- Advertising would continue for the weeks of July 16<sup>th</sup>, July 23<sup>rd</sup> and July 30<sup>th</sup>
- Applications due by close of business August 10<sup>th</sup>
- Applications will be reviewed, screened and scored by Stacey Lhotka (HR), Kathy Werk and Kristen Erickson (MDH Nurse Consultant)
- First round interviews conducted the week of August 20<sup>th</sup>
- Second round interviews conducted the week of August 27 – with a “Meet and Greet” for Supervisory staff and other Board members prior to the finalists' second interview
- The Interview team shall consist of one Commissioner from each of the 5 counties (Bob Kopitzke, Charlie Meyer, Dave Salberg, Pete Hoff and Larry Lindor) plus Kathy Werk and one other Horizon PH supervisor or Assistant Administrator
- The Interview team will recommend an individual by September 7<sup>th</sup>

- Horizon Joint Powers Board to officially approve hire at September 10<sup>th</sup> Board meeting with a start date no later than January 1<sup>st</sup> 2019 dependent upon previous experience

Motion by Doyle Sperr, second by Larry Kittelson approving the Administrator position recruitment plan. Motion carried.

#### **Financial Issues:**

##### ***Approve payment of warrants for June 2018:***

The June 2018 warrants in the amount of \$195,866.74 were approved on a motion by Larry Kittelson, a second by Dave Salberg, and all voting aye. Motion carried.

##### ***Resolution 18-10 accepting June 2018 Hospice donations:***

Ms. Tubbs presented Resolution 18-10 accepting June 2018 Hospice donations.

#### **RESOLUTION 18-10**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the June 2018 donations to Hospice of Douglas County in the amount of \$8,775.20

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

Motion by Bob Kopitzke, second by Todd Johnson to adopt Resolution 18-10 as presented. Motion carried.

***YTD Cash Summary Financial Report:*** The year-to-date cash summary and detailed financial reports were presented and reviewed. During the month of June 2018, Horizon Public Health recorded \$315,378.60 of expenditures in excess of revenues. This was at least partially due to the fact that June was a 3-payroll month, reflecting higher than usual salary/fringe expenses. Still, the year-to-date the total revenues exceed expenditures by \$120,105.73. Horizon Public Health's total assets as of June 30, 2018 total \$5,707,981.98.

Motion by Dennis Thompson, second by Jim Stratton to approve the YTD Cash Summary and Detailed Financial report. Motion carried.

##### ***Consider request to lease two vehicles for hospice use:***

Sandy Tubbs reviewed the proposed lease agreement from Enterprise for 2 additional vehicles which would be dedicated for hospice use. Tubbs stated that by doing so, all hospice staff, including the hospice aides would have the ability to access these vehicles. In addition, it would make the other Horizon Public Health vehicles located at the Alexandria office more available for non-hospice public health staff. Motion by Jim Stratton, second by Bob Kopitzke to approve the request to lease two 2018 Chevy Malibu vehicles for hospice use at a monthly lease cost of \$413.76 per vehicle. Motion carried.

##### ***Consider recommendations of Finance Committee:***

Sandy Tubbs briefly summarized the 2017 year end modified accrual financial report that was reviewed in detail by the Finance Committee, noting that at year end, the hospice revenues exceeded expenditures by \$294,064.60. The Finance Committee also discussed concerns expressed by the Hospice Supervisor regarding the inclusion of the hospice donations, memorials and Longfellow funds as part of the settle-up. While Longfellow Funds are currently designated to support specific services, donations and memorials have not necessarily been assigned to specific support services. The concern is that donors expect their donations will be dedicated to support hospice services and therefore, these donated funds and memorials should be withheld from the hospice settle-up payment. For 2017, the donations, memorials and Longfellow funds totaled \$57,534.17. The Finance Committee concurred with that suggestion and asked that the \$57,534.17 from 2017 be dedicated to pre-identified hospice services in 2018 and that expenses be tracked accordingly in order to verify that those funds are being solely used for hospice services. With that, the Finance Committee recommendation is that Hospice of Douglas County issue a settle-up payment to Douglas County in the amount of \$236,530.43 with \$57,534.17 in donations, memorials, and Longfellow Funds retained by Hospice of Douglas County to support specific hospice services as recommended by the Hospice Supervisor. Motion by Jeanne Ennen, second by Todd Johnson to approve payment of \$236,530.43 to Douglas County for the final 2017 hospice settle-up. Motion carried.

Sandy Tubbs informed the Board members that the Finance Committee had reviewed a very preliminary 2019 budget proposal and based on that proposal, the Finance Committee recommends that notification be provided to the 5 individual County Auditors informing them that the amount budgeted for their respective portion of the Horizon Public Health tax levy be equivalent to the current 2018 county tax levy allocation to Horizon Public Health. Motion by Larry

Kittelton, second by Jeanne Ennen to notify the 5 County Auditors that 2019 county tax levies dedicated to Horizon Public Health shall be unchanged from the 2018 tax levy. Motion carried. Tubbs informed the Board that the Finance Committee will meet again in November or December to recommend a final 2019 tax levy.

In a final recommendation, the Finance Committee is recommending that Greta Siegel contact Glenwood State Bank regarding both the 1-yr CD which comes due at the end of July 2018 and the existing Money Market Fund. Both investments are now accumulating interest at rates significantly less than the MAGIC Fund rates currently being offered. The present rate being paid by Glenwood State Bank for the CD is 1.35 %, compared with 2.49% being offered by the MAGIC Fund. Likewise, the current rate being paid on the Money Market account is 1.67 %, compared with 2.05% being offered by the MAGIC Fund. Motion by Jim Stratton, second by Doyle Sperr to contact Glenwood State Bank and provide them an opportunity to match the MAGIC fund rates on the CD and the Money Market accounts. If Glenwood State Bank is unable to match these rates, the funds will be transferred from Glenwood State Bank to the MAGIC Fund. Motion carried. Following additional discussion, the Board also asked that Greta Siegel determine the necessary account balance for the Checking Account and then transfer any funds in excess of that amount to the Money Market account in order to capture the higher interest rates. A report of all transfers shall be provided at the next Horizon Board meeting.

**Administrator Report:**

Sandy Tubbs reported that the TZD grants for Douglas and Grant Counties have been approved. The Douglas County TZD Grant was approved in the amount of \$25,065 and the Grant County application was approved for \$12,512 for FY 2019, which begins Oct 1, 2018 and continues through Sept 30, 2019.

Sandy Tubbs also provided a brief report on the recent Hospice Medicare survey, conducted at the end of June. While the official report has not yet been issued by the MN Department of Health, Tubbs informed the Board that it is likely that 3-4 deficiencies will be cited, mostly related to the lack of timely social worker and bereavement visits. Tubbs stated that this is solely a lack of adequate Social Worker availability and that with the addition of a part-time Social Worker, these deficiencies should be quickly remedied. A full report will be provided at the August meeting.

Tubbs then asked the Board members to consider an alternative meeting day in November due to the fact that the regular meeting date falls on November 12<sup>th</sup>, which is Veteran's Day. After some discussion, the November meeting was rescheduled to November 19<sup>th</sup> at 9:00 a.m. at the same location.

**Adjourn:** With no further business, the meeting was adjourned at 10:17 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, August 13<sup>th</sup>, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria.