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

**Monday, September 10, 2018
9:00 a.m.
Minutes**

Present: Douglas: Charlie Meyer, Jerry Rapp
Grant: Doyle Sperr, 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
Amy Reineke, Horizon Public Health Community Health Strategist

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

Absent: Jim Stratton, Douglas County Commissioner

The meeting was called to order at 9:05 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 August 13, 2018 meeting: Motion by Dave Salberg, second by Dennis Thompson to approve the August 13, 2018 minutes as presented. Motion carried.

Adoption of 2017-2021 Horizon Community Health Assessment – Amy Reineke:

Ms. Reineke presented the 2017-2021 Horizon Community Health Assessment (CHA) to the Board. As a best practice, as well as to meet National Public Health Accreditation measures, Horizon Public Health must document that the preliminary findings of the community health assessment were distributed to the population at large and that their input was sought. Following the Horizon Board's preliminary acceptance of the CHA at its August meeting, the document was widely distributed to local hospitals and clinics in the 5-county area, the 5-county Community Partnership Team, the Horizon Public Health staff and the document was posted on the Horizon Public Health website with a call for public input. In addition, the document was reviewed and discussed in detail at the August 15th Horizon Performance Management Council meeting. In response, feedback was received from various sources and Ms. Reineke shared some

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of that feedback with the Board members. The feedback included typographical corrections, suggestions about the availability of updated data and statistics, and recommendations for relocation of some of the data and information into a different section of the CHA for greater clarity. All of the recommendations/input were extremely helpful and strengthened the quality of the CHA. The final draft, which now includes the public feedback, is being presented to the Horizon Community Health Board for adoption. Upon adoption, the CHA will be made available to the public through various media outlets, including through the Horizon Public Health website, distribution to partner agencies, public notification of its availability at community coalition gatherings, and radio/newsprint notification of its availability to the community. The next step is the development and implementation of the Community Health Improvement Plan (CHIP), which is built upon the priority areas identified from the CHA. The Horizon Community Partnership Team has again been convened and has already begun working on the development of the CHIP.

Motion by Jeanne Ennen, second by Jerry Rapp to adopt the 2017-2021 Horizon Community Health Assessment. Motion carried. On an ongoing basis, Horizon Public Health will continue to monitor, refresh and add relevant data and data analysis to the CHA and every 5 years, will facilitate a complete revision of the CHA.

Report of Performance Management Council meeting August 15, 2018:

Ms. Tubbs reported on the most recent Performance Management Council meeting from August 15, 2018, at which time a detailed review of the final draft of the 2017-2021 Community Health Assessment was completed. In addition, the Council reviewed the organizational Cultural of Quality assessment that was recently completed by the Performance Management/Quality Improvement (PM/QI) Committee. Achieving a Culture of Quality within and throughout Horizon Public Health is a primary goal identified in both the Workforce Development Plan and the Strategic plan. Additionally, it is an essential part of the Accreditation process. The assessment that was used was the Roadmap to a Culture of Quality Improvement developed by the National Association of City and County Health Officials (NACCHO), which highlights the 5 foundational elements necessary to achieve a Culture of Quality. Those elements are Leadership Commitment, Employee Empowerment and Commitment, Customer Focus, Teamwork and Collaboration, and Continuous Quality Improvement. For each foundational element, the assessment asked the members of the organization to self-assess their respective phase of development varying from phase 1 (no knowledge of Quality Improvement) to phase 6 (formal agency-wide Quality Improvement). For most of the elements, the PM/QI Committee determined that HPH is most closely aligned with Phase 3 or 4, which is a huge improvement from previous years when a culture of quality was essentially an "unknown". The PM/QI Committee further discussed that while the members of the committee feel they are well-versed in Quality Improvement, it is unlikely that all staff would share the same perspective as many staff have not had the opportunity to gain the same knowledge and experience with PM/QI initiatives. The PM/QI Committee determined that an effort to increase quality improvement knowledge and experience must be initiated for all staff in order to advance an agency-wide focus on Quality Improvement.

Performance Measurement Dashboard: 2018 Year-to-date program measures:

Ms. Tubbs then reviewed the Performance Measures dashboard with the Board. Many of the program areas within Horizon Public Health have established ongoing performance measures related to some aspect of their respective program. On a quarterly basis, that performance measure is being monitored and recorded, which is reflected on the Dashboard. The goal of establishing these performance measures is to monitor and analyze the data in order to determine if established targets are being met and to use the data to make decisions about program processes and program implementation. Administrative performance measures, such as timely completion of annual performance appraisals, as well as program performance measures, such as the percent of early childhood screenings completed at child age of three and the percent of annual food, pool and lodging inspections completed in a timely manner, are currently being monitored by the various program teams, as well as the PM/QI Committee. Tubbs stated that some of the program teams have found the quarterly data to be somewhat surprising, as they had previously assumed they were routinely meeting the targets, when in fact, that was not the case when the data was collected and analyzed. The Performance Management Council will continue to review and analyze this data on a quarterly basis with a biannual presentation to the Community Health Board.

2017 Local Public Health Act Performance Measures:

Ms. Tubbs presented an overview of the 2017 Local Public Health Act Performance Measures. For national public health accreditation, Horizon Public Health will need to meet all 107 national performance standards and measures. In Minnesota, all Community Health Boards report annually on a sub-set of 37 performance measures that Minnesota has determined to be those most essential for all Community Health Boards in the state to meet and that most closely align with the six areas of public health responsibility described in state statute. Data is reported in March of each year for

the programs and services provided in the previous calendar year. In addition to reporting data specific to each Community Health Board, the report also facilitates comparisons with other Community Health Boards and with each Community Health Board's own historical data.

Horizon Public Health made significant progress from 2016 to 2017, now reporting the ability to fully meet 29 measures, partially meet 7 measures with 1 measure that still cannot be met. Ms. Tubbs then compared Horizon Public Health's current capacity to meet the 37 measures compared with previous years, noting that Horizon Public Health can now fully meet 29 of the measures compared with only 19 measures in 2015 while the number of measures that cannot be met has decreased to only one in 2017. From 2016 to 2017, seven measures moved from partially met to fully met. Three of those seven measures were in Domain 9: Evaluate and Continuously Improve Processes, Programs, and Interventions (Performance Management and Quality Improvement). This shows how much work has been done in this area in the past year.

Ms. Tubbs went on to highlight the Horizon Community Health Board strengths. Among the strengths identified, 5 of the 37 measures relate to Domain 3: Inform and Educate about Public Health Issues and Functions, and Horizon Public Health is able to fully meet all five measures in this domain which includes documentation of health promotion strategies to mitigate preventable health conditions, organizational branding strategy, public communication and education. Seven of the 37 measures relate to Domain 9: Evaluate and Continuously Improve Processes, Programs, and Intervention. Likewise, HPH is able to fully meet all seven measures related to Performance Management/Quality Improvement.

Ms. Tubbs discussed the one measure that was not met in 2017, which relates to Domain 11: Maintain Administrative and Management Capacity. Considerable policy development will be needed to meet the measures in this domain, including the development of department policies that describe the health department's direct organizational operations, development of ethical policies and processes to identify and resolve ethical issues that arise, documentation of how IT supports public health functions, and written policies on healthy equity, confidentiality, human resources, and effective financial management system. The staff on Domain 11 team are currently working on all of these measures in order to meet national accreditation requirements.

The next steps towards national public health accreditation include the current and ongoing work of the domain teams to address all of the standards/measures required for national public health accreditation. By the end of 2019 (reporting in March 2020), Horizon Public Health must fully meet not only the 37 measures identified by MDH but all 107 required for accreditation. Accreditation Coordinator training was completed on August 28 and 29th by Kelly Irish and Ashley Bohlsen. They returned with a wealth of information and technical assistance to prepare them to lead Horizon Public Health through the process. Kelly Irish will obtain a "key" to the PHAB e-documentation system soon, at which time the one-year countdown begins. State-level activities to strengthen public health in Minnesota are being implemented and Ms. Tubbs currently serves on the SCHSAC Strengthening Public Health Workgroup, which has identified three areas of priority: clarify basic public health responsibilities and identify new ways to carry them out; align public health funding and resources with local needs; and take a comprehensive, multi-sectoral approach to workforce development.

Administrator Interview Committee Report:

Ms. Werk provided an update on the interviewing and hiring process for the next HPH Administrator. Following a statewide recruitment process, ten applications were received for the position. A Committee of 3 individuals scored the 10 applications and identified 5 applicants to be interviewed. A 7-member interview team comprised of a commissioner representative from each county and the two Assistant Administrators conducted 1st round interviews, one of which was done via Skype. After the initial interviews, one applicant was unanimously identified as the top candidate and has been scheduled for a second interview on Monday, September 17th at 10:00 am. Following that interview, there will be a meet and greet session at 11:30 a.m. that same day for Horizon Community Health Board members not involved with the interview process as well as the Horizon Public Health Supervisory Team.

Discussion about negotiation of salary and benefits for the Administrator position ensued. The Board concluded that the Personnel Committee (Commissioner Meyer, Salberg, and Kopitzke) should be designated to negotiate the salary and benefit package and other potential incentives with the applicant.

Motion by Larry Kittelson and second by Jeanne Ennen authorizing the Personnel Committee to negotiate the salary, benefits and other potential incentives for the Administrator position. Motion carried.

Financial Issues:

Approve payment of warrants for August 2018:

The August 2018 warrants in the amount of \$139,174.43 were approved on a motion by Larry Kittelson, a second by Todd Johnson, and all voting aye. Motion carried.

Resolution 18-12 accepting August 2018 Hospice donations:

Ms. Tubbs presented Resolution 18-12 accepting August 2018 Hospice donations.

RESOLUTION 18-12

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the August 2018 donations to Hospice of Douglas County in the amount of \$3,670.52.

Dated this 10th day of September, 2018.

Motion by Charlie Meyer, second by Jeanne Ennen to adopt Resolution 18-12 as presented. Motion carried.

YTD Cash Summary Financial Report: The year-to-date cash summary report was presented and reviewed. During the month of August 2018, Horizon Public Health recorded \$504,270.26 of revenues in excess of expenditures. The year-to-date total revenues exceed expenditures by \$420,853.77. Horizon Public Health's total assets as of August 31, 2018 total \$6,007,713.01.

Motion by Doyle Sperr, second by Bob Kopitzke to approve the YTD Cash Summary report. Motion carried.

Consider establishing 2019 employer contribution for Prime Health enrollees:

Ms. Tubbs reviewed the 2019 rates for Prime Health insurance coverage. The ten administrative staff of Horizon Public Health are currently enrolled with Prime Health. Ms. Tubbs presented the 2019 rate proposal from Prime Health and requested that the Board establish the employer contribution for 2019 for the 10 non-represented, Prime Health enrollees.

The current employer contribution is \$685.00 for single coverage and \$1,100.00 for family coverage. Options were considered and discussed. The rate increases for 2019 include a 7% increase for the 3 single plans in which staff are currently enrolled and a 6% increase for the family plan.

Motion by Charlie Meyer, second by Bob Kopitzke to increase the 2019 employer contribution by the amount of the Prime Health rate increase. For single health insurance coverage, the 2019 employer contribution will be \$733.02, reflecting a 7% increase. For family health insurance coverage, the 2019 employer contribution shall be \$1166.00, equivalent to a 6% increase. Motion carried.

Administrator Report:

Health Equity Learning Community Grant:

Ms. Tubbs shared that Horizon Public Health was awarded a Health Equity Learning Community grant. Those involved in the learning community from HPH shall include Amy Reineke (Community Health Strategist), Greta Siegel (Assistant Administrator), and Amanda Schueler (WIC Dietician). The focus of this grant is to work with MDH and others across the state to learn about health equity and how we can implement a focus of health equity throughout our organization. Two areas of focus for this project include: working more intimately with the Hispanic community which we serve and implementing healthy equity into policies and decisions made within the organization.

Update on Horizon Public Health office relocation Alexandria office:

Ms. Tubbs shared that negotiations are continuing on relocating the Horizon Public Health Alexandria location but an immediate relocation is unlikely. Updates will be provided to the Board as available.

Adjourn: With no further business, the meeting was adjourned at 10:42 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, October 8th, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria.