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

**Monday, October 8th, 2018
9:00 a.m.
Minutes**

- Present:** Douglas: Charlie Meyer, Jerry Rapp, Jim Stratton
Grant: Pete Hoff
Pope: Larry Lindor, Gordy Wagner
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
- Guests:** Kristin Erickson, Minnesota Department of Health, Public Health Nurse Consultant
- Absent:** Doyle Sperr (Grant County), Dr. Susan Paulson (Medical Director) and Greta Siegel (Assistant Administrator)

The meeting was called to order at 9:00 a.m. by Board Chair, Larry Lindor and introductions were made. There was a moment of silence for Larry Kittelson, Horizon Board member from Pope County, who recently passed.

Approve Agenda: Motion by Dave Salberg, second by Jerry Rapp to approve the agenda as printed. Motion carried.

Approve minutes of September 10, 2018 meeting: Motion by Jeanne Ennen, second by Dennis Thompson to approve the September 10, 2018 minutes as presented. Motion carried.

Appoint SCHSAC Representative to fill the remaining term of Commissioner Kittelson:

Motion by Jeanne Ennen, second by Todd Johnson to appoint Sandy Tubbs, Public Health Administrator, as the SCHSAC Representative to fill the position held by Commissioner Kittelson until the end of his term in December 2018. Motion carried.

Personnel Issues:

Authorize hiring Public Health Administrator effective December 31st, 2018 -

Motion by Bob Kopitzke, second by Dave Salberg to hire Ann Stehn, PHN, as the Horizon Public Health Administrator effective December 31st, 2018 at Grade 21, Step 10 on the Administrator scale, with 30 days of PTO per year and a \$400 a month travel stipend. Motion carried.

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Accept resignation of Tracie Crouse, Health Educator effective 10-24-18 -

Motion by Dennis Thompson, second by Charlie Meyers to accept the resignation of Tracie Crouse, Health Educator, effective 10-24-18. Motion carried.

Some discussion followed regarding the current contract language that permits a trial period employee to revert to a position in his/her former classification and to his/her rate of pay immediately previous to promotion. The current trial period is 6 months. Board members requested that future contract negotiations consider reducing the timeframe during which an employee can revert to his/her previous position.

Authorize filling vacant full-time Health Educator (Clearway MN Grant Coordinator) position -

Motion by Jim Stratton, second by Deb Hengel to authorize filling the vacant full-time Health Educator (Clearway MN Grant Coordinator) position. Motion carried.

Request authorization for out-of-state travel: Shelley Svec to Health Care Coalition Response Leadership Course January 7 – 11, 2019 in Anniston Alabama -

Motion by Jim Stratton, second by Jeanne Ennen to authorize out-of-state travel for Shelley Svec to attend the Health Care Coalition Response Leadership Course January 7-11, 2019 in Anniston, Alabama. All expenses, with the exception of salary, will be funded by the Health Care Coalition. Motion carried.

Request for 12 week unpaid leave of absence for Ashley Swenson -

Motion by Bob Kopitzke, second by Gordy Wager to authorize an unpaid 12-week leave of absence for Ashley Swenson for her upcoming parental leave. Motion carried.

Review of Domain 12 of Public Health Accreditation Standards and Measures – Maintain Capacity to Engage the Public Health Governing Entity:

Sandy Tubbs reviewed the Domain 12 standards with all Board members present and distributed a handout related to the same. These standards include:

12.1 Maintain current operational definitions and statements of public health roles, responsibilities and authorizations.

12.2 Provide information to the governing entity regarding Public Health and the official responsibilities of the Health Department and governing entity.

12.3 Encourage the governing entity's engagement in the Public Health department's overall obligations and responsibilities.

After discussion of these domains, the following suggestions were made to support the organization's ability to meet Domain 12 Standards and Measures:

1. Provide education regarding the essential public health services, or the six areas of public health responsibility, to the Horizon Community Health Board by including one of the 6 areas of Public Health responsibility on the CHB agenda each month
2. Provide an annual report to the CHB following the end of each calendar year
3. Develop an orientation plan for all new CHB members

LPHA Legislative Priorities:

Sandy Tubbs presented information on the LPHA Legislative priorities for 2019 and provided handouts for members to review. The LPHA legislative priorities include:

1. Increase funding for the Local Public Health Grant
2. Maintain SHIP funding
3. Support reinstatement of the 2% provider tax in the absence of an alternative funding source for the Health Care Access Fund
4. Support policies and new funding to address opioid and substance abuse through public health prevention
5. Maintain state funding for programs that promote healthy communities and healthy behaviors, including family home visiting

In addition, LPHA has taken a position in support of the proposed County Based Purchasing legislative strategies and Tubbs encouraged Board members to speak with their state legislators about this.

AMC H&HS Policy Committee:

Sandy Tubbs presented information on the AMC H&HS Policy Committee legislative priorities for 2019 and provided handouts for members to review. These priorities include:

1. Maintain the State's 2% Provider Tax
2. Support the state's responsibility to fund mental health services, including the state operated services, and eliminate cost shifts to counties for hospitalization and children's residential treatment services.
3. Invest in strategies that strengthen support services and early intervention activities to promote child well-being

Sandy provided Board members with a summary of the many state programs and services, in addition to the Statewide Health Improvement Partnership) that are financially supported by the Health Care Access Fund, whose primary source of funding is the 2% provider tax. After some discussion, Board members requested that Sandy develop "talking points" for the CHB members to use when discussing the above priorities with other county commissioners and/or legislators.

Financial Issues:

Approve payment of warrants for September 2018:

The September 2018 warrants in the amount of \$142,022.16 were approved on a motion by Charlie Meyer, a second by Bob Kopitzke, and all voting aye. Motion carried.

Resolution 18-13 accepting September 2018 Hospice donations:

Ms. Tubbs presented Resolution 18-13 accepting September 2018 Hospice donations.

RESOLUTION 18-13

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the September 2018 donations to Hospice of Douglas County in the amount of \$8,163.92.

Dated this 8th day of October, 2018.

Motion by Charlie Meyer, second by Jeanne Ennen to adopt Resolution 18-13 as presented. Motion carried.

YTD Cash Summary Financial Report: The year-to-date cash summary report was presented and reviewed. During the month of September 2018, Horizon Public Health recorded \$30,069.71 of expenditures in excess of revenues. However, the year-to-date total revenues exceed expenditures by \$390,784.06. Horizon Public Health's total assets as of September 30, 2018 total \$5,983,984.52.

Motion by Jeanne Ennen, second by Jim Stratton to approve the YTD Cash Summary report. Motion carried.

PEIP 2019 Health Insurance Proposal and Employer Contribution:

Motion by Dave Salberg, second by Deb Hengel to increase the 2019 employer contribution by the amount of the PEIP rate increase. For single health insurance coverage, the 2019 employer contribution will be \$655.02, reflecting a 3.117% increase. For family health insurance coverage, the 2019 employer contribution shall be \$961.80, equivalent to a 3.095% increase. Motion carried.

Consideration of Opt-Out option for employees covered by PEIP Insurance:

Motion by Bob Kopitzke, seconded by Gordy Wagner to grant Ashley Swenson, as a new employee, an exception to the current PEIP plan language that does not allow for "opt-outs" and instead grant her the one-time choice to opt-out of health insurance contingent upon the consent of AJ Gallagher consultants and a written assurance of health insurance coverage under a spouse's or other health insurance plan. Motion carried.

Discussion continued regarding the rationale for not allowing employees to opt-out of health insurance under the PEIP plan. Tubbs reminded the Board members that when that decision was initially made, Horizon Public Health employees

were covered a Blue Cross Blue Shield Plan and that each group was separately assessed in order to establish rates for the following year. Thus, for greater rate stability, it was necessary to retain all of the insurance-eligible employees under the employer-sponsored health insurance. However, under the PEIP insurance plan, insurance rates are established based on the experience of the entire PEIP enrollment, thereby negating the need to disallow “opt-outs”. Motion by Charlie Meyer, second by Jim Stratton to explore a change to the PEIP insurance plan coverage document for 2019, and if possible, allow employees to opt-out of health insurance with proof of required insurance coverage.

Prime Health employer HSA contribution in lieu of health insurance:

Sandy Tubbs reviewed with the Board members the December 2017 Board action, which was as follows:

To allow an employee to opt out of Prime Health employee health coverage with the employer-paid HSA contribution to the individual employee to be made in lieu of health insurance.

However, with the impending and future retirements of employees covered by the Prime Health insurance plans, requiring the employer contribution in lieu of health insurance to be paid into an HSA will prevent that retired employee from accessing their Health Care Savings Plan during the entire calendar year in which the HSA contribution was made. Tubbs requested the Board’s consideration of a revision to the opt-out provision that would allow the employee that opts out of health insurance to receive the employer contribution in lieu of health insurance as taxable income.

Motion by Charlie Meyer, second by Bob Kopitzke to allow Horizon Public Health employees enrolled with Prime Health insurance coverage who elect to opt-out of health insurance coverage to designate the employer HSA contribution as either taxable income or an HSA contribution. Motion carried.

Administrator Report:

- Update on Horizon Public Health office relocation Alexandria office -

Sandy Tubbs and Charlie Meyer reported on the latest lease proposal received from the Orb Commercial Real Estate Group in relation to the office space in the Tastefully Simple building. The most recent proposal is for \$18.45 a square foot (over \$185,000 a year), which the Douglas County Board members indicated was financially unaffordable. In the meantime, Jerry Rapp and Charlie Meyer continue to negotiate with Prime West regarding options for the office space previously occupied by, and still owned by Prime West Health.

Adjourn: With no further business, the meeting was adjourned at 10:33 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, November 19th, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria. **Note this date is one week later than usual meeting date due to the Veteran’s Day Holiday on November 12, 2018.**

Respectfully Submitted,

Kathy Werk, Assistant Administrator