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

**Monday, April 10, 2023  
9:00 a.m.  
Minutes**

**Present:** Douglas: Charlie Meyer, Jerry Rapp, Shane Schmidt  
Grant: Dwight Walvatne, Doyle Sperr  
Pope: Larry Lindor, Gordy Wagner  
Stevens: Bob Kopitzke, Jeanne Ennen  
Traverse: Dwight Nelson, Kayla Schmidt  
Community representatives: Deb Hengel, Dennis Thompson

**Staff:** Ann Stehn, Horizon Public Health, Administrator  
Greta Siegel, Horizon Public Health, Assistant Administrator  
Betsy Hills, Horizon Public Health, Assistant Administrator  
Kelsey Peterson, Horizon Public Health, Supervisor  
Kayla Nelson, Horizon Public Health, Supervisor  
Brittany Meissner, Horizon Public Health, Nurse

**Guests:** None

**Absent:** NA

The meeting was called to order at 9:00 a.m. by Chair, Larry Lindor.

**Approve Agenda**

Motion Bob Kopitzke, second by Jerry Rapp to approve the agenda. Motion carried unanimously.

**Approve minutes of March 13, 2023 Horizon CHB meeting:**

Motion by Charlie Meyer, second by Dennis Thompson to approve the March 13, 2023 minutes as presented. Motion carried unanimously.

**Diseases Prevention and Control/Emergency Preparedness Annual Report – Kelsey Peterson, Supervisor:**

Kelsey Peterson, Supervisor, presented an annual report to the board. Horizon Public Health's Disease Prevention and Control (DP&C) team consists of two Registered Nurses. Roles of the DP&C team include disease surveillance, prevention and control activities such as work on COVID-19, monkeypox, flu, RSV, measles, and STDs. Other roles include tuberculosis control, immunizations, refugee health, lead case management, and vaccine clinic site visits.

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Horizon Public Health is the lead agency on an investigation when a case of active tuberculosis (TB) is identified in the community. Horizon had one active TB case in 2022. An active case of TB indicates that the person has active disease and there is potential for spread from person to person. Individuals are infectious until treatment is started and there are three negative sputum samples. The DP&C team also completes close contact investigations to determine if there has been spread. Testing of close contacts is based on those with the most overlapping days of "shared air" space. There were no additional positive cases identified in 2022. Treatment for an active TB case varies but it is usually a six-to-nine-month treatment regimen. Active TB cases are challenging, but Horizon staff were able to collaborate with MDH, clinics, and occupational health to successfully complete our work.

MN's Refugee and International Health Program partners with local health departments, health care providers and community organizations to offer each new refugee arrival a comprehensive screening exam with the goal of controlling communicable disease through health assessment, treatment and referrals. HPH received nine referrals from MDH in 2022. HPH's role is to connect individuals with local healthcare providers, verify completion of their health assessment, and notify MDH of the screening results.

Horizon Public Health receives referrals from the Minnesota Department of Health for children with high lead levels in their service area. In 2022, HPH received six high lead referrals from MDH which was the lowest it has been since 2018. HPH DP&C staff connect with the family of the child with the high lead test and work on strategies to reduce the lead exposure to that child. Children with high lead levels may not have any symptoms or they may not present until school age with learning difficulties, behavioral problems, and lower IQ's.

One final role of the HPH DP&C team is partnering with the MN Department of Health to provide site visits to local clinics and hospitals to conduct compliance testing to ensure that each facility that receives vaccine from MDH is properly storing and handling vaccine that is in their facility.

Ms. Peterson is also the Supervisor of Horizon Public Health's Public Health Emergency Preparedness (PHEP) program. The HPH PHEP team consists of co-coordinators, Shelley Svec and Marcia Schroeder. This work is funded by a federal grant. The grant duties are defined by the MN Department of Health and supports collaboration with the County Emergency Management departments.

Ms. Peterson shared with the board that the COVID-19 response is the primary role of the PHEP team with additional support from other programs when needed. In 2022, there were 1,214 COVID-19 vaccinations provided across the HPH service area, including long term care facilities, community clinics and for homebound individuals. There was 3,556 hours of staff time and 5,460 miles traveled to support the response. The COVID-19 response has strengthened partner collaboration as the team consulted with community members, schools, childcare centers, jails, business and other community partners. The response also brought awareness to Horizon Public Health through vaccination clinics, distributing COVID-19 test kits to the public, and the data dashboard that was viewed 37,910 times.

The PHEP team is also responsible for assisting with Public Health Hazards. In 2022, Public Health hazards included the COVID-19 pandemic, manganese water in Browns Valley (Traverse County), tornados and storms in several of our communities, and a boil water advisory in Donnelly (Stevens County).

#### **Family and Community Health Annual Report – Kayla Nelson, Supervisor:**

Kayla Nelson, Supervisor, presented the annual report to the board. The Family Health staff is made up of 11 staff in six different counties. The amount of Family Health staff per county is as follows: Douglas (6), Grant (1), Pope (1), Stevens (1), Traverse (1), and Yellow Medicine (1) due to the EBHV grant. The evidence-based home visiting (EBHV) RNs also cover 5 Countryside Public Health (CPH) counties using the EBHV grant funds for a total of 10 county service area.

Programs in Family and Community Health include Women, Infants, and Children (WIC), Family Home Visiting, Child & Teen Checkups (C&TC), C&TC Outreach, Follow Along Program (FAP), Breastfeeding Education and Support, and Child Passenger Safety Education and Safety Checks (car seats).

The Family and Community Health program is part of several partnerships to provide additional services within the HPH service area. They work with the MN Dept of Health in the birth defects information system and early hearing detection intervention programs. Family and Community Health also partners with Head Start to conduct C&TC screenings for their students and to provide nutrition consultations by our HPH Dietitian. HPH also provides Early Childhood Screening

services to Brandon-Evansville and Osakis school districts as well as daycare health consultation to several childcare sites. Family and Community Health works with Life Connections on crib referrals, Mahube Otwa on Family Planning Outreach, and PrimeWest Health on high-risk prenatal assessments and car seat education and distribution.

Women, Infants & Children (WIC) is a federally funded program that provides individualized nutrition education and counseling to eligible families as well as vouchers to purchase nutritious foods from local grocery stores. HPH Dietitians and RNs will also refer WIC clients to health care and other services as needed. These vouchers are redeemed at local grocery stores bringing funds into our local communities. During the 2021-2022 WIC fiscal year there was a total of \$985,769 in WIC vouchers redeemed in our Horizon communities which was an increase from previous years. Some of the increase may be due to the temporary program increase in the fruit and vegetable allotment. WIC participation rates increased in the 2021-2022 year with a monthly average of 1,288.

Child & Teen Checkups (C&TC) is a head-to-toe assessment of a child by a trained Registered Nurse. This is only done in specific circumstances when a child is not able to be seen by their primary care provider or with our contract with the Head Start program. The Child & Teen Checkup Outreach program is grant funded with the purpose of reaching out to all eligible children to make certain that these children are getting scheduled for their well-child checkups and are getting their checkups completed.

The Follow Along Program is a voluntary program in which developmental questionnaires are sent to parents to assist in tracking their child's growth and development. If issues are identified when reviewing the responses of the questionnaire a Horizon nurse will reach out to the parents and offer assistance and or referral to the appropriate resources. Breastfeeding education is supported with a quarterly class offered to the public as well as support and education during WIC and family home visits.

The program goals of the Family Home Visiting program are to improve children's health outcomes, improve maternal health outcomes and to provide support and resources. Family Home Visiting includes traditional home visiting, evidence-based home visiting, and prenatal and postpartum home visiting. There is an estimated \$6.40 return/gain on public investments for each dollar spent on evidence-based home visiting through the reduction in need for public services. The Family Home Visiting program also screens clients for mental health needs several times during the course of service. In 2022, of the 136 Evidence-Based Home Visiting clients served the nurses made 66 new mental health referrals and 92 clients received mental health services. Of the 91 Family Home Visiting clients served the nurses made 8 new mental health referrals and 11 clients received mental health services.

Brittany Meissner, HPH Registered Nurse, provided a home visitor story to the board. Ms. Meissner is an evidence-based home visiting nurse who serves Douglas and Pope counties. The evidence-based home visiting program uses the maternal early childhood sustained home-visiting (MECSH) program. Nurse Meissner is able to assist a new mother by providing weight checks on her infant, coordinating with the healthcare provider on the infant's progress, and providing mental health support and referring the client to other resources. Ms. Meissner is able to provide reassurance and guidance to the families she works with and makes certain that the child's environment is a healthy and safe space where they can learn and grow. Ms. Meissner shared a letter from a family that expressed gratitude for what their HPH nurse was able to provide to them.

#### **Website Contract (MDH Infrastructure Grant) – Ann Stehn:**

Ms. Stehn presented a contract with CyberSprout to the board. The contract is for website design and development with a \$14,630 set up fee and an additional \$54 per month hosting fee and \$95.00 per hour for technical service. This contract will be paid for with MDH Infrastructure grant funds. HPH's current website vendor is moving in a different direction, and there was a mutual decision made to find a new website vendor. Two quotes from local vendors were obtained and Ms. Stehn is recommending moving forward with the CyberSprout quote.

Motion by Jeanne Ennen, second by Kayla Schmidt to approve the contract with CyberSprout. Motion carried unanimously.

**MDH Grant Opportunity 2<sup>nd</sup> round Health Equity – Ann Stehn:**

Ms. Stehn informed the board that the Minnesota Department of Health (MDH) has remaining grant dollars to fund additional work to be done around Health Equity. HPH was awarded a \$92,481 grant for a short time period to work on staff training, Results Based Accountability training, consultation, and community listening sessions.

HPH is eligible to apply for more funds to continue to work on this work. HPH plans to apply for \$57,519 (for a total of \$150,000 with the round 1 amount) to continue the results-based accountability work, building the Community Health Improvement Plan (CHIP) on Clear Impact to provide a visible dashboard for the public, staff training, and community feedback.

Motion by Gordy Wagner, second by Dwight Walvatne to authorize application to the Minnesota Department of Health. Motion carried unanimously.

**Health Insurance 2024 Consideration of Broker – Ann Stehn:**

HPH's 2023 health insurance saw unusual increases, particularly in PEIP (represented staff only) was 18% (from average increase of 3.6%) and Prime Health (non-represented staff) ranged between 4.3% to 11%. HPH plans to request for bids in 2023 to explore other potential health insurance options. HPH currently has represented staff on PEIP and non-represented staff on Prime Health.

Motion by Bob Kopitzke, second by Deb Hengel to request proposals for a health insurance broker for 2024 health insurance bids. Motion carried unanimously.

**HPH Data Classification – Betsy Hills:**

Ms. Hills presented an updated Horizon Public Health MN Government Data Practices Act Inventory of not public data on individuals report. An error was found and updated on page 11 in the EH Manager system for what is private data. The only private data that is in HPH's EH Manager system resulting from the license application is the social security number of the licensee.

Motion by Charlie Meyer, second by Doyle Sperr to approve the updated Horizon Public Health Data Classification document. Motion carried unanimously.

**Personnel:**

***Rachel Earley, Case Manager, resignation effective May 11, 2023:***

Motion by Dennis Thompson, second by Gordy Wagner to approve the resignation of Rachel Earley, Case Manager, effective May 11, 2023. Motion carried unanimously.

***Staff replacement position:***

At this time there is no request to hire additional staff to replace this position.

***Out of state travel request, Sophia Watt, Champions for Youth Summit, Falls Church, Virginia, April 24-26, 2023, MDH Youth E-cigarette Prevention and Cessation grant funded:***

Motion by Deb Hengel, second by Kayla Schmidt to approve the out of state travel request for Sophia Watt to attend the Champions for Youth Summit, Falls Church, Virginia, April 24-26, 2023 funded by the MDH Youth E-cigarette Prevention and Cessation grant. Motion carried unanimously.

**Financial Issues**

***Approve payment of warrants March 2023:***

The March 2023 warrants in the amount of \$161,672.31 were approved on a motion by Shane Schmidt, second by Jeanne Ennen. Motion carried unanimously.

**2023 YTD Asset Listing Summary Report – Treasurer Ennen:**

The March 2023 asset summary report was presented by Treasurer Ennen. The year-to-date report shows that HPH expended \$317,993.56 more than revenues received in March 2023. Total assets decreased by \$305,716.60 from the previous month. Total HPH assets on 3/31/23 equals \$6,739,658.45.

Motion by Jerry Rapp, second by Dwight Walvatne to approve the March 2023 Asset Listing Summary Report. Motion carried unanimously.

**Review Quarterly Financial Report – Greta Siegel:**

Ms. Siegel presented the January 2023 through March 2023 financial report to the board. HPH was fortunate to end 2022 on a positive note with \$702,876 more in revenues than expenditures mostly due to the fact that 13 months of billing revenue was collected in 2022. The first quarter 2023 financial report shows that Horizon Public Health has spent \$251,974.20 more than revenues received. Total revenues equal \$2,415,833.22 while total expenditures equal \$2,667,807.42. Ms. Siegel reminded the board that there were three payrolls in March which typically results in a month with more expenditures than revenues received. With 25% of 2023 completed, HPH has received 24% of budgeted revenues and 26% of budgeted expenditures have been paid. There will be a revised 2023 budget brought to the board in July 2023 as there were changes after the budget was approved on 12/12/22. The current approved budget does not include the final union settlement of 2023 salary and fringe amounts which Ms. Siegel estimates to be an additional \$42,475 in budgeted expenditures for 2023.

Ms. Siegel reported on several revenue and expenditure trends since the 2023 budget was approved in December 2022. The 2022 average monthly revenues were \$861,211.64 and average monthly expenditures were \$802,638.62. For the 1<sup>st</sup> quarter 2023, the average monthly revenues are \$805,277.74 (\$55,933.90 less) and average monthly expenditures are \$889,269.14 (\$86,630.52 more) than previous year – although there were three payrolls in March 2023.

There are several factors affecting HPH revenue in 2023. Effective 1/1/23, PrimeWest is no longer the sole PMAP in Horizon Counties. Blue Plus is now the second PMAP in the Horizon service area. Blue Plus does not reimburse HPH as well as PrimeWest does. Another factor is that PrimeWest notified HPH in mid-December that they were moving away from a capitated payment for the over 65 Case Management population and would begin to pay HPH on a fee for service basis starting in 2023. HPH did have the option to still receive a capitated payment to assist with cash flow for the first quarter of 2023, but decided against it as the reconciliation of the funds would have been very difficult. Because of this change there will only be 11 months of revenue received for the over 65 Case Management program area in both PrimeWest and Blue Plus as both are fee for service and HPH must bill the claim before being reimbursed for the services provided.

Ms. Siegel also reported that the quarterly payment for October 2022 through December 2022 MnChoices/Long Term Support Services was the lowest payment for these services since 2016. Ms. Siegel did consult with other local agencies and several reported receiving low payments as well. The payments for these services have many factors that affect them and it is very difficult to determine what could have specifically affected the 4<sup>th</sup> quarter 2022 payment. Ms. Siegel informed the board that she is monitoring this closely and will report on the 1<sup>st</sup> quarter 2023 payment at the June board meeting.

Another program area that is being closely monitored is Hospice. With additional hospice providers in the Hospice of Douglas County service area we are seeing more volatility in our revenue stream. The primary payer for Hospice is Medicare and HPH is paid a daily per diem amount for each day a client is under hospice care.

Motion by Bob Kopitzke, second by Charlie Meyer to approve the January 2023 through March 2023 quarterly financial report. Motion carried unanimously.

**Resolution 23-07 accepting March 2023 Hospice donations:**

Ms. Siegel presented Resolution 23-07 accepting March 2023 Hospice donations.

## RESOLUTION 23-07

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the March 2023 donations to Hospice of Douglas County in the amount of \$7,223.56.

Dated this 10<sup>th</sup> day of April 2023.

Motion by Dennis Thompson, second by Kayla Schmidt to approve Resolution 23-07 accepting \$7,223.56 for March 2023 donations to Hospice of Douglas County. Motion carried unanimously.

### **Administrator Report - Ann Stehn:**

Ms. Stehn reported that the first HPH strategic planning session was held in March with a consultant, HPH staff, and two board members. The focus of the first session was on HPH's mission, vision, values, review of staff survey, and a strengths, weaknesses, opportunities, threats (SWOT) exercise. The second session was rescheduled to April 14<sup>th</sup> due to weather and the final session will be held virtually with a presentation to the board most likely to be in June.

**MnCHOICES Launch Update:** Ms. Hills provided an update on the new MnCHOICES program. The updated program was to be rolled out on April 1, 2023 but that has not happened yet. This program will begin eventually but there are several changes that need to be made before county workers can use it efficiently and effectively.

**Levy History Overview:** Ms. Stehn provided a brief history of the levy allocation paid by the five member counties to the board. The initial levy investment in 2015 was based on the allocation that was budgeted to public health in the 2014 county budgets. The joint powers agreement also detailed that the member levy allocation would remain the same in 2016 and 2017, however, the levy amount was reduced by \$200,000 in 2017 and this reduction was allocated to the member counties by the percentage of total allocation for the prior years. In 2018, HPH moved to a per capita basis and each county paid \$9.00 per capita based on the 2010 population. From 2019 to 2022 the member contribution remained the same at \$7.00 per capita based on the 2010 population data. With the updated 2020 population data the funding formula was changed in 2023. The funding remained at \$7.00 per capita but this was based on the updated 2020 population figures. Since the 2020 population figures showed an increase in the HPH population total, this resulted in a small increase in HPH levy allocation from \$464,142 to \$485,933 for 2023. In 2023, HPH also incorporated a \$5,000 base payment into the levy allocation formula. From 2015 to 2023 the total levy allocation to Horizon Public Health decreased by \$508,989.

**Youth E-Cigarette Prevention/Cessation Grant:** Ms. Stehn informed the board that this grant was extended for an additional year of funding with no application required. Year one of this grant was for the time frame of March 2022 to February 2023 for a total of \$150,000, year two is March 2023 to February 2024 for a total of \$120,000, and year three is March 2024 to February 2025 for a total of \$120,000 which was awarded as an extension.

**Legislative Update:** Ms. Stehn reported that HPH is watching for additional Preparedness and Infrastructure funding. There is new CDC Infrastructure grant funding that has been allocated to local public health and HPH's work plan is due by the end of April 2023 to MDH. This can be updated and changed if needed as other funding sources become available when the MN legislature budget is finalized.

There is an HPH Ethics Committee meeting following the board meeting today. Commissioner Ennen is the board representative on this committee.

Personnel policy update is still with the HPH attorney and the HPH Personnel Committee is meeting on April 28, 2023.

### **County Reports/Updates:**

Douglas: Two to three round-abouts will be coming (located by Pilot and YMCA)

Grant: April 20<sup>th</sup> is final date for bids for new law enforcement center

Pope: no update

Stevens: Sixth applicant for daycare pods. If application is approved all daycare pods will be filled.

Traverse: no update

**Adjourn:** With no further business, the meeting was adjourned at 10:56 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, May 8, 2023.

The foregoing record is a true and accurate recording of the official actions and recommendations of the Horizon Community Health Board and as such constitutes the official minutes thereof.

12 YEAS and 0 NAYS

Larry Lindor  
Chair, Horizon Community Health Board

May 8, 2023  
Date

Attest: Ann E. Stet