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

Monday, May 8, 2023
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Shane Schmidt
Grant: Dwight Walvatne
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

Guests: None

Absent: Doyle Sperr, Grant County Commissioner

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

Approve Agenda

Motion Bob Kopitzke, second by Shane Schmidt to approve the agenda. Motion carried unanimously.

Approve minutes of April 10, 2023 Horizon CHB meeting

Motion by Jeanne Ennen, second by Jerry Rapp to approve the April 10, 2023 minutes as presented. Motion carried unanimously.

Financial Annual Report – Greta Siegel

Ms. Siegel presented the HPH 2022 Financial Summary. Ms. Siegel shared a comparison grid between the 2021 MN LPH system funding and HPH funding. She reports that 4.9% of our total funding comes from tax levy dollars. Ms. Siegel states the 2022 levy amount was \$464,142.00 and the tax levy per capita was \$7.00 per person. Ms. Siegel shows a comparison grid of MN Community Health Boards per capita tax levy amounts.

Ms. Siegel reports the 2022 Horizon Public Health Revenue Sources (from largest to smallest): 1. Hospice 3rd party revenue reimbursement; 2. Primewest Case Management; 3. Non-competitive (TANF, WIC, Maternal-child health)

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grants; 4. MnChoices Revenue; 5. Competitive Grants; 6. Medicaid Case Management; 7. Local Tax Levy; 8. License Fees/Charges for services; 9. 3rd party reimbursement-public health services; and 10. Interest/dividends/donations.

Ms. Siegel shared an overview of the HPH Revenue and Expenditure Annual Totals.

Douglas County Children's Mental Health Collaborative Agreement

Ms. Stehn presented the Douglas County Children's Mental Health Collaborative Agreement. This is a group that she serves as the HPH representative. She states the collaborative has added the Brandon-Evansville and Osakis School District to the group and will be including them in the local collaborative time study. These two schools had not previously been involved. Ms. Stehn presents the updated agreement adding the two schools.

Motion by Dennis Thompson, second by Jeanne Ennen to approve the Douglas County Children's Mental Health Collaborative Agreement. Motion carried unanimously.

Performance Management Council Update – Ann Stehn:

Ms. Stehn presents the PMQI updates from the PMQI council meeting. Ms. Stehn reports that HPH has a Health Equity Action Team (HEAT). Currently, staff are hosting community listening sessions in each of our five counties. The HEAT team has hosted two internal workshops. The HEAT team goal is to strengthen external partnerships and establish a shared language of equity terms. Ms. Stehn reports that HPH has applied for a second round of funding to help build out our CHIP work in the Clear Impact software HPH uses. This grant will also support continued work and learning in the Results Based Accountability (RBA) framework. The RBA framework focuses on looking at data to focus the work that HPH does to the population or community who needs it most. The goal of the RBA framework is to turn the curve to improve health.

Other agency internal PM/QI projects that are being worked on:

Individual Feedback Survey Program Plan: working with each department to survey people served in order to drive meaningful performance management (including making program specific change and improvement).

External Meeting Feedback plan: evaluate meetings staff are hosting for effectiveness and relevance.

Ms. Stehn reported that HPH received positive feedback on our PHAB Annual Report.

Health Insurance 2024 Consideration of Broker – Ann Stehn:

Ms. Stehn states HPH's 2023 health insurance saw unusual increases, particularly in PEIP (represented staff only). The rates increased 18% (from average increase of 3.6%) and Prime Health (non-represented staff) ranged between 4.3% to 11%. It is also challenging to have staff on two separate plans, but depending on the results this may continue.

HPH plans to request bids in 2023 to explore other potential health insurance options. At the last board meeting, there was authorization from the board to seek insurance broker quotes. HPH received two quotes, one from Gallagher and one from NIS. Ms. Stehn reports that she interviewed both of these entities. She recommends that HPH moves forward with the Gallagher contract for the Health Insurance marketing project.

Motion by Shane Schmidt, second by Dwight Nelson to contract with Gallagher for the health insurance marketing project. Motion carried unanimously.

HPH Student Rotation Policy – Betsy Hills:

Ms. Hills presented the updated HPH Student Rotation policy. Ms. Hills states that a clause on professional liability insurance (number 3b.) was added along with number 6 requiring students to sign the Horizon Public Health Statement of Understanding and follow all state and federal data privacy laws.

Motion by Bob Kopitzke, second by Jeanne Ennen to approve the updated HPH Student Rotation policy document. Motion carried unanimously.

Legislative Update

Ms. Stehn provided an update on the 2023 Legislative Session. She reports that there is work in strengthening the foundational responsibilities of the public health system. There is proposed additional funding for public health emergency preparedness, family home visiting, and youth prevention funding related to Cannabis legalization.

Personnel:

Marcia Schroeder, RN, resignation effective July 14, 2023

Personnel Committee Report- 4/28/2023:

Ms. Stehn reports on the April 28, 2023 on the personnel committee meeting. She states the personnel policies are still awaiting final attorney review. Ms. Stehn reports that we have not back filled three positions as we are closely monitoring our finances and shifting work to right size our department. HPH is waiting to hear about final funding after the legislative session. Ms. Stehn reports that job descriptions are final and been given to staff. She updated on the challenges and successes of the wellness pilot update and issues/discussion on office hours.

Authorization for interim classification determinations:

Ms. Stehn asks for approval for the Administrator to work with BakerTilly during the interim time (between studies) to evaluate new position descriptions or positions that have changed enough to warrant reconsideration.

Motion by Jeanne Ennen, second by Dennis Thompson to approve the Administrator to work with BakerTilly during the interim time to evaluate new position descriptions or positions that have changed enough to warrant reconsideration.

Public Service Hours: Ms. Stehn asks to update our public service hours to 8:00 a.m. to 4:00 p.m. and by appointment (year around). HPH has been trialing this since fall and has very little traffic after 4 p.m. The request is to try this for one year to see how this goes before making the decision long term. The vast majority of HPH services are currently by appointment and with our new website and other technology improvements we hope to offer more options for the public so they don't have a need to travel to one of our offices to seek our assistance. Many HPH staff are out working in the community earlier and later in the day. HPH administration will monitor for any concerns from the public and will bring this to the board or an appropriate committee for discussion. HPH will update marketing materials and our website to communicate this change to the public. Administrative staff will continue to evaluate and monitor our public service hours.

Motion by Bob Kopitzke, second by Dwight Walvatne, to approve the change in public service hours. Motion carried unanimously.

Financial Issues

Approve payment of warrants April 2023:

The April 2023 warrants in the amount of \$233,044.25 were approved on a motion by Charlie Meyer, second by Gordy Wagner. Motion carried unanimously.

2023 YTD Asset Listing Summary Report – Treasurer Ennen:

The April 2023 asset summary report was presented by Treasurer Ennen. The year-to-date report shows that HPH expended \$48,103.14 more than revenues received in April 2023. Total assets decreased by \$32,442.07 from the previous month. Total HPH assets on 4/30/23 equals \$6,707,216.38.

Motion by Dwight Nelson, second by Dennis Thompson to approve the April 2023 Asset Listing Summary Report. Motion carried unanimously.

Resolution 23-08 accepting April 2023 Hospice donations:

Ms. Siegel presented Resolution 23-08 accepting April 2023 Hospice donations.

RESOLUTION 23-08

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the April 2023 donations to Hospice of Douglas County in the amount of \$630.00.

Dated this 8th day of May 2023.

Motion by Jerry Rapp, second by Kayla Schmidt to approve Resolution 23-08 accepting \$630.00 for April 2023 donations to Hospice of Douglas County. Motion carried unanimously.

Electronic Fund Transfer - \$300,000 April 13, 2023 – Greta Siegel:

Ms. Siegel requested approval for an electronic funds transfer of \$300,000.00 from the Horizon Public Health money market account to the Horizon Public Health checking account effective 04/13/2023.

Motion by Shane Schmidt, second by Dwight Walvatne to approve the electronic fund transfer of \$300,000.00 made on April 13, 2023 from HPH money market account to HPH checking account. Motion carried unanimously.

Resolution 23-09 authorizing the movement of small funds, under \$500.00, from the Magic Fund to the HPH checking account:

Ms. Siegel presented Resolution 23-09.

RESOLUTION 23-09

BE IT RESOLVED, that the Horizon Community Health Board authorizes the Assistant Administrator of Finance and Grants to move small amounts of funds, under \$500.00, from the Magic Fund to the Horizon Public Health checking account to facilitate account maintenance.

Dated this 8th day of May 2023.

Motion by Dennis Thompson, second by Deb Hengel to approve Resolution 23-09 authorizing the movement of small funds, under \$500.00, from the Magic Fund to the HPH checking account. Motion carried unanimously.

Administrator Report - Ann Stehn:

Ms. Stehn states that MDH reached out to HPH and wants to join our HPH Community Leadership Team meeting to discuss the Statewide Health Assessment. This will happen on Tuesday, May 9th. Ms. Stehn reports that work will begin soon on our website. She states that HPH is working on writing the Strategic Plan with two priorities similar to our prior ones of workplace excellence and connections/community partnership. Ms. Stehn shares that the 40th Annual Hospice reception will be held on June 21, 2023 at the Alexandria Golf Club. She invites board members to attend if able.

County Reports/Updates:

Douglas: no report

Grant: Commissioner Walvante reports that the Grant County Board will be acting on the potential for a new Law Enforcement Center soon.

Pope: no report

Stevens: Commissioner Ennen reports that there are eight daycare providers interested in their daycare pod site.

Traverse: no report

Adjourn: With no further business, the meeting was adjourned at 10:45 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, June 12, 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

June 12, 2023
Date

Attest: Ann E Stehn