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HORIZON COMMUNITY HEALTH BOARD
Pope County Courthouse
130 Minnesota Ave. E., Glenwood, MN 56334

Monday, October 9, 2023
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Shane Schmidt
Pope: Larry Lindor, Gordy Wagner
Stevens: Jeanne Ennen, Bob Kopitzke
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
Amanda Schueler, Horizon Public Health, Community Health Strategist
Angie Hasbrouck, Horizon Public Health, Health Educator
Sophia Grabow, Horizon Public Health, Health Educator

Guests: None

Absent: Jerry Rapp, Douglas County Commissioner
Doyle Sperr, Grant County Commissioner
Dwight Walvatne, Grant County Commissioner
Dwight Nelson, Traverse County Commissioner
Kayla Schmidt, Traverse County Commissioner

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

Approve Agenda

Motion by Bob Kopitzke, second by Charlie Meyer to approve the agenda. Motion carried unanimously.

Approve minutes of September 11, 2023 Horizon CHB meeting

Motion by Jeanne Ennen, second by Shane Schmidt to approve the September 11, 2023 minutes as presented. Motion carried unanimously.

Regional Health Equity Network Grant Update – Amanda Schueler and Angie Hasbrouck:

Ms. Schueler and Ms. Hasbrouck presented an update on the Regional Health Equity Network Grant. Ms. Hasbrouck began by reviewing first round accomplishments. She states internally we achieved the Inclusive Workforce Employer (I-

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WE) designation, updated our policy, mission, vision, values, strategic plan, health equity terms, and completed an organizational equity assessment. Externally, Ms. Hasbrouck shared that organizational partnerships were strengthened and community listening sessions were conducted in all five counties.

Ms. Schueler provided an overview of the community listening sessions that were held in the spring of 2023. She states there were two target populations and focus areas for the sessions. The first target population was middle school students in Traverse and Grant Counties focusing on the perception of caring adults in their communities. The second target population was adults in Douglas, Pope, and Stevens Counties focusing on mental well-being.

Ms. Hasbrouck shared the factors that were most impactful to mental well-being as stated in the adult listening sessions by participants. Some factors mentioned: accessibility to public spaces, transportation issues, employment opportunities, lack of awareness for supports and services, increased concerns with substance abuse and increased isolation. Some of the proposed community solutions from this listening session were: addressing the information gap, creating a resource list or better way to know what resources are available, creating a community calendar of events, increase public transportation to social groups, and increase recreation activities, sports for people in recovery.

Ms. Schueler presented the feedback from the youth community listening sessions that were held in Grant and Traverse counties. The factors most impactful to “adults caring about them” as stated by the youth were: adults listening and showing interest in their thoughts and opinions, adults that show effort and are supportive, talking to them and telling them they are cared for, youth felt that adults cared more about the younger kids than the middle schoolers and seeking more outside of the classroom time with adults who cared about them. Some of the proposed solutions from the youth were: better food options, having better community spaces, longer sports sessions or more opportunities to play sports, more activities and field trips, more choice and input in school work and projects and more community service opportunities.

Ms. Hasbrouck summarizes that these sessions and focusing on health equity in our region helps HPH to improve access and opportunities to promote health and well-being, strengthen the resilience of our communities, set a foundation for healthier future generations, and acknowledge our differences contribute to our collective strength.

Ms. Schueler reports that HPH received second round grant funding and with those dollars will host additional community sessions with the youth and adults to identify priorities and implement initiatives along with focusing on data disaggregation utilizing results based accountability and creating ClearImpact Scorecards for our CHIP.

Youth E-Cigarette Prevention and Cessation Initiative– Sophia Grabow:

Ms. Grabow presents on the Youth E-cigarette Prevention and Cessation Initiative. She reports that this grant will go thru 2025. Ms. Grabow shares nationally that 14.1% of high school students and 3.3% of middle school students reported current e-cigarette use. She states that nicotine is highly addictive and can harm adolescent brain development particularly parts of the brain that control attention, learning, mood, and impulse control.

Ms. Grabow reviews the goals and objectives of the grant: conduct outreach and education to schools, engage youth in e-cigarette prevention work, and conduct meetings with school officials to provide education on the important of e-cigarette alternative to suspension programs. Ms. Grabow highlights the partnerships and collaborations she has made in the different counties and the different activities she is working on with the youth and schools in our counties.

Ms. Grabow notes some of the challenges she has faced are difficulties in developing a five-county regional youth group due to logistics and transportation, challenges connecting with schools, and capacity of youth time due to other commitments. Some of the future outcomes Ms. Grabow will be working on is hosting a youth retreat, expanding current youth groups, working with more schools, and strengthening tobacco ordinances within our service area.

Electronic Funds Transfer Policy Update – Greta Siegel:

Ms. Siegel presented the electronic funds transfer policy update. She states that we no longer need to bring the approvals to the board unless we are moving funds between different financial institutions (not the same financial institution). Ms. Siegel has updated the electronic funds transfer policy to reflect these changes.

Motion by Jeanne Ennen, second by Bob Kopitzke to approve the Electronic Fund Transfer Policy Update. Motion carried unanimously.

SCHSAC Retreat Report – Gordy Wagner:

Commissioner Wagner presented the SCHSAC retreat report. He discussed the 21st local public health system transformation and where Minnesota/HPH fits into the movement and changes of public health. Commissioner Wagner reviewed the proposed emergency preparedness funding formula components. The final formula amounts have not been released yet. He states that there will be new foundational funding but no formula has been recommended yet (but in the near future).

Ms. Stehn presented the two loops of system change theory. She states that public health is going thru many changes and we will have to work with the change, identify where we are at and be deliberate and effective to lead us through the changing landscape of public health.

2024 HPH CHB Meeting Dates – Greta Siegel:

Ms. Siegel presented the 2024 HPH CHB meeting dates. She states that these meetings will be held at the Public Works building in Alexandria. One change is that the 2024 November meeting will be on November 18th due to the holiday on November 11, 2024.

Motion by Dennis Thompson, second by Shane Schmidt to approve the HPH CHB Meeting dates. Motion carried unanimously.

County Source Water Reports – Ann Stehn:

Ms. Stehn shared with the board the county source water reports that HPH received. She states that we have not received these reports in the past. Ms. Stehn shares that water concerns are an area that public health agencies have been advocating for more awareness and partnership with the state on. County level reports were distributed to the respective board members of each county.

Personnel:

Kelly Hanson, Full time Registered Nurse, Hospice starting Oct. 16th 2023:

Ms. Hills informed the board that Kelly Hanson will start as a full time RN in our Hospice program on Oct. 16th 2023.

Jill Halstead, Hospice RN, resignation effective Oct. 16th 2023 and permission to fill the position:

Ms. Hills informed the board that Jill Halstead has submitted her resignation effective Oct. 16th 2023 and requests permission to fill this vacancy.

Motion by Dennis Thompson, second by Charlie Meyer, to accept Jill Halstead's resignation effective Oct. 16th 2023 and permission to fill the full-time hospice nurse vacancy created by this resignation.

Health Insurance report and recommendations from joint Personnel/Finance Committee meeting on Oct. 4th, 2023

Ms. Stehn presented the health insurance report submitted by our broker, Gallagher, who HPH hired to complete the RFP process. This report was presented to the finance and personnel committee at their meeting on October 4th, 2023. Ms. Stehn states that two statewide pools declined to respond to the RFP along with several health plans.

Ms. Stehn provides a high level summary of results. She states Medica and BCBS proposals both had higher premiums and higher out of pocket liability for staff, so these plans were not considered. PEIP had 0.41% increase. With this small increase, it is anticipated that represented staff will choose to continue with PEIP but they get to decide that. There is concern from everyone about future increases with PEIP.

Ms. Stehn states overall there was a 2.93% increase for Prime Health. If HPH chooses to exit Prime Health there would be a penalty of around \$79,000. Feedback has been sought from staff that are on this plan with mixed results. The recommendation from the finance/personnel committees and administration is to continue to offer health plans unchanged from prior years.

Motion by Bob Kopitzke, second by Gordy Wagner to approve the recommendations from the joint Personnel/Finance committee and HPH administration to continue to offer health plans unchanged. Motion approved unanimously.

Financial Issues

Approve payment of warrants and payroll September 2023:

The September 2023 warrants and payroll in the amount of \$1,058,907.77 were approved on a motion by Jeanne Ennen, second by Bob Kopitzke. Motion carried unanimously.

2023 YTD Asset Listing Summary Report – Treasurer Ennen:

The September 2023 asset summary report was presented by Treasurer Ennen. The year-to-date report shows that HPH had \$375,291.15 more in expenditures than revenues in September 2023. This is in large part due to the third payroll in September. Total assets decreased by \$380,932.79 from the previous month. Total HPH assets on 09/30/23 equals \$7,277,611.18.

Motion by Dennis Thompson, second by Gordy Wagner to approve the September 2023 Asset Listing Summary Report. Motion carried unanimously.

Quarterly Financial Report - Greta Siegel:

Ms. Siegel provided the HPH quarterly financial report through September. She reports that we have completed 75% of the year. HPH revenues (\$7,978,211.35) are 79% of what was budgeted and expenditures (\$7,646,929.31) are 75% of what was budgeted. Ms. Siegel reports that changes in revenue streams (new grant awards not initially budgeted for) and decreased expenses has her projecting a positive budget at the end of the year 2023.

Motion by Shane Schmidt, second by Deb Hengel to approve the HPH Quarterly Financial Report. Motion carried unanimously.

Resolution 23-16 authorizing the transfer of funds from the Magic Fund to the HPH checking account:

Ms. Siegel presented Resolution 23-16 authorizing her to move funds from the Magic Fund to the HPH checking account.

RESOLUTION 23-16

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

Dated this 9th day of October 2023.

Motion by Jeanne Ennen, second by Gordy Wagner to approve Resolution 23-16 authorizing the transfer of interest earnings from the Magic Fund to the Horizon Public Health checking account to facilitate account maintenance. Motion carried unanimously.

Resolution 23-17 accepting September 2023 Hospice donations:

Ms. Siegel presented Resolution 23-17 accepting September 2023 Hospice donations.

RESOLUTION 23-17

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the September 2023 donations to Hospice of Douglas County in the amount of \$11,275.00.

Dated this 9th day of October 2023.

Motion by Charlie Meyer, second by Bob Kopitzke to approve Resolution 23-17 accepting \$11,275.00 for September 2023 donations to Hospice of Douglas County. Motion carried unanimously.

Electronic Funds Transfer 9-1-23 \$300,000:

Ms. Siegel presented an Electronic Funds Transfer of \$300,000 from the HPH checking account to the HPH money market account on 9/1/23. She states that this will be the last electronic funds transfer request due to the change in policy approved above. This electronic funds transfer was done prior to the change of the policy so Ms. Siegel is requesting approval.

Motion by Shane Schmidt, second by Deb Hengel to approve the Electronic Funds Transfer on 09/01/2023 for \$300,000.
Motion carried unanimously.

Administrator Report - Ann Stehn:

Ms. Stehn reports that the policy dashboard is working. This dashboard allows us to review and update policies timely. The policies that have updates or changes will be brought to the board for approval.

Ms. Stehn shares the Community Health Services Annual Conference has not happened since COVID and she is unsure if it will come back. Ms. Stehn appreciates the feedback from board members and will continue to advocate for the return of this conference.

Discussion was held regarding moving to electronic board packets for 2024. HPH administration will work to reduce the amount of documents printed for the board packets received at the meeting, but HPH CHB meeting will not go fully electronic after receiving feedback from the board.

County Reports/Updates:

Douglas:

Grant:

Pope:

Stevens: Ms. Ennen reports that Senator Amy Klobuchar came to visit the daycare pods in Morris last Friday.

Traverse:

Adjourn: With no further business, the meeting was adjourned at 10:55 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, November 13, 2023 and will be held at the Douglas County Public Works Building.

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.

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Larry Lindor
Chair, Horizon Community Health Board

Nov. 13, 2023
Date

Attest: Ann Stehn

