



809 Elm Street Suite 1200
Alexandria, MN 56308
800.450.4177 | 320.763.6018
320.763.4127 fax
horizonpublichealth.org

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

**Monday, November 13, 2023
9:00 a.m.
Minutes**

Present: Douglas: Charlie Meyer, Jerry Rapp
Grant: Doyle Sperr, Dwight Walvatne
Pope: Larry Lindor, Gordy Wagner
Stevens: Jeanne Ennen, Bob Kopitzke
Traverse: 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
Patty Marriott, Horizon Public Health, Hospice Supervisor
Joyce Iverson, Horizon Public Health, Hospice Nurse
Amanda Schueler, Horizon Public Health Community Health Strategist/Accreditation Coordinator

Guests: Kristin Erickson, MN Department of Health Nurse Consultant

Absent: Shane Schmidt, Douglas County Commissioner
Dwight Nelson, Traverse County Commissioner

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

Approve Agenda

Motion by Gordy Wagner, second by Jeanne Ennen to approve the agenda. Motion carried unanimously.

Approve minutes of October 9, 2023 Horizon CHB meeting

Motion by Bob Kopitzke, second by Jeanne Ennen to approve the October 9, 2023 minutes as presented. Motion carried unanimously.

Hospice of Douglas County Report – Patty Marriott:

Hospice Supervisor, Patty Marriott, presented to the board. Ms. Marriott shared that she is retiring and that November 30th is her last day at Horizon Public Health. Joyce Iverson has been promoted to fill the Hospice Supervisor position. Two full-time nurses have been hired to replace Joyce Iverson's position and also to replace the position vacated by a staff nurse in October. With all of these changes, Hospice of Douglas County has decided to take a pause on referrals for

Douglas County
809 Elm Street Suite 1200
Alexandria, MN 56308
320.763.4127 fax

Grant County
15 Central Ave N, PO Box 191
Elbow Lake, MN 56531
888.209.2887 fax

Pope County
10 1st Street NE
Glenwood, MN 56334
320.634.0159 fax

Stevens County
10 E Hwy 28
Morris, MN 56267
320.589.7433 fax

Traverse County
202 8th Street N, PO Box 23
Wheaton, MN 56296
320.563.0104 fax

the palliative care program. The hospice staff nurse that resigned in October was the primary nurse responsible for palliative care work and with all of the other program changes it was determined this needed to be done for the time being. Palliative care is not a reimbursable service for us and is currently funded by Norma Longfellow donations. There are other resources in the community to direct patients to in the interim.

November is Hospice and Palliative Care month. This is an opportunity for Hospice of Douglas County to provide outreach and education to the public. The theme this year is to have “courageous conversations”. Hospice staff provide education about having those difficult conversations about end of life wishes before an individual becomes ill. The goal of the hospice program is to work with each individual patient and to provide symptom management and many other services to make their last days of life as comfortable and as positive as possible. Ms. Marriott encourages all individuals to have these courageous conversations before the difficult decisions need to be made.

Retirement Recognition – Ann Stehn:

Ms. Stehn recognized Patty Marriott for her committed service to the Hospice of Douglas County program. The Horizon Community Health Board and Horizon Public Health Administration thank her for her leadership through some very difficult times. Chair, Larry Lindor, presented a certificate to Ms. Marriott for her service.

Ms. Stehn introduced Joyce Iverson as Hospice of Douglas County’s new hospice supervisor. Ms. Iverson has a long history with Public Health and Hospice of Douglas County.

Performance Management/Quality Improvement Plan – Amanda Schueler:

Amanda Schueler, Community Health Strategist/Accreditation Coordinator, presented the Performance Management Quality Improvement Plan to the board. This plan is required through MN Statute 145A.04. All Horizon Public Health plans are linked together with common strategies and themes. This plan leads HPH through the journey to shape the Culture of Quality at Horizon Public Health. There are six phases to the Culture of Quality and HPH scored a 4.2 in the Fall of 2022 which will provide a baseline measurement as HPH works towards phase 5.0. Horizon’s PMQI Infrastructure includes seven groups, each assigned a specific responsibility.

Several assessments and committee discussions were held to define the focus areas of the PMQI plan. The main focus areas include being more visible in the community, building back trust, effective communication, reaching hard-to-reach populations, and being intentional about measuring our work.

The 2023-2027 PMQI priorities include driving performance (enhancing community health and accountability), engagement and connectedness (fostering engagement from within), and PMQI infrastructure (empowering excellence together).

Priority 1: Driving Performance. Horizon Public Health will use results-based accountability to enhance performance, drive positive change, and achieve optimal health outcomes for our communities. By December 2024, 10 key population health indicators will be established to enhance the performance management system and prioritize community health outcomes internally and externally.

Priority 2: Engagement and Connectedness. Horizon Public Health employees are satisfied and engaged and by December 2026, HPH will improve one key employee satisfaction/engagement indicator by 15%.

Priority 3: Quality Improvement Infrastructure. HPH will utilize the culture of quality framework to establish a robust quality improvement infrastructure. By December 2026, HPH will improve the measure “staff collaborate on projects” or “ideas to improve quality and performance” through formal QI projects or other improvement methods by 15%.

Motion by Dennis Thompson, second by Deb Hengel to approve the 2023-2027 Performance Management/Quality Improvement Plan. Motion carried unanimously.

Ms. Stehn shared with the board that Amanda Schueler will be leaving Horizon Public Health to take a leadership role in Washington County.

PrimeWest Reinvestment Grant Contract – Ann Stehn:

Horizon Public Health was awarded a PrimeWest Reinvestment grant for \$330,000 for a total of 3 years starting December 1, 2023. It was a very competitive process and due to limited funding to allocate, HPH was awarded less than what was originally requested (\$552,269). The budget was revised to meet the award amount of \$330,000. Most of the funding is for partners and food with approximately \$32,000 for HPH staff. Staff funding at HPH will be supported via other grant dollars and potentially general HPH funds to allow this project to move forward. This is the first project that Horizon Public Health has convened that includes all 5 counties and all of the 5 major healthcare systems in those counties.

Motion by Jeanne Ennen, second by Bob Kopitzke to approve the PrimeWest Reinvestment Grant Contract for \$330,000 for December 1, 2023 – November 30, 2026. Motion carried unanimously.

2024 Medical and Legal Consultant – Ann Stehn:

Ms. Stehn is requesting that the board approve to continue with Dr. Juba as the 2024 Medical Consultant for Horizon Public Health. Dr. Juba is very involved with opioid work and other community health work. She is a positive resource for HPH and HPH staff. Her contract auto-renews but Ms. Stehn is asking for a board motion to approve the auto-renewal of this contract.

Motion by Charlie Meyer, second by Jerry Rapp to approve Dr. Juba as the 2024 Medical Consultant for Horizon Public Health. Motion carried unanimously.

2024 Legal Consultant – Ann Stehn:

Ms. Stehn presented the updated 2024 retainer agreement from the law firm of Ratwik, Roszak and Maloney, P.A. to the board. Ann Goering is HPH's attorney through this agreement. Retainer fees increased to \$210 per hour for partners and \$200 per hour for associate attorney legal services. Other fees are billed as incurred such as mileage, lodging, document, filing fees, and depositions. The 2023 fees are \$195/hour for partners and \$185/hour for associate attorneys.

Motion by Gordy Wagner, second by Dwight Walvatne to approve Ratwik, Roszak and Maloney, P.A. for 2024 attorney retainment. Motion carried unanimously.

HPH Policy Updates – Greta Siegel, Ann Stehn, Betsy Hills:

Ms. Stehn shared with the board that several policies have been updated and revised and are being presented to them at this meeting. She will be asking for a motion for all of the policy updates after each policy is reviewed with the board.

GASB 34 policy: retire policy

Ms. Siegel informed the board that all items in the GASB 34 policy are now reflected in other individual policies so is requesting that this policy be retired by board action.

GASB 54 Fund Balance policy:

Ms. Siegel presented an updated GASB 54 fund balance policy to the board. Revisions include adding the maximum fund balance methodology to the policy and providing clarification and additional information throughout the policy.

Capital Asset Policy:

Ms. Siegel presented an updated Capital Asset policy to the board. Additional information and definitions were added to the policy as well as reducing the threshold on Infrastructure and Intangible Assets to \$5,000. Other revisions included updating the useful life of asset categories after discussion with auditors.

Investment Policy:

Ms. Siegel presented an updated Investment policy to the board. The changes to this policy include additional information and definitions throughout as well as changing the title from Budget & Finance Supervisor to Assistant Administrator of Finance and Grants.

Procurement Policy:

Ms. Siegel presented an updated procurement policy to the board. There were no changes in methods of procurement or threshold amounts for procurement. Additional information and definition were added to the policy for clarification.

Revenue Control and Management Policy:

Ms. Siegel presented an updated and renamed Revenue Control and Management policy to the board. This policy was originally called the Revenue Recognition Policy. Language was added for revenue goals, new revenues and changes to revenue, estimates of revenue, grant revenue and charges for services and fees. Revenue recognition remained at 90 days.

Conflict of Interest Policy:

Ms. Stehn provided updates to the Conflict-of-Interest Policy. The title was updated to include Financial: Officers, Employees and Agents for further clarification. The policy statement became the purpose statement and added a new policy statement. Added language that referenced conflict of interest and outside employment policies.

Abbreviation Policy:

Ms. Hills presented an updated abbreviation policy to the board. This policy is used by our hospice staff to define specific approved abbreviations. The only policy updates were changes to the format, policy statement, and update to the most recent abbreviation book version from 15 to 16.

Motion by Bob Kopitzke, second by Doyle Sperr to retire GASB 34 policy and approve all revisions and updates made to the above listing of policies. Motion carried unanimously.

CliftonLarsonAllen 2023 Audit Statement of Work – Greta Siegel:

Ms. Siegel requested that the board approve CliftonLarsonAllen's 2023 Audit Statement of Work. Ms. Siegel reminded the board that she had gone out for request for proposals for other auditing firms to conduct the HPH 2023 audit. CliftonLarsonAllen was the only auditing firm that provided an estimate and was willing to perform the 2023 audit.

Motion by Dennis Thompson, second by Kayla Schmidt to approve the CliftonLarsonAllen 2023 audit statement of work. Motion carried unanimously.

Personnel:***Kelly Hanson, Full Time Registered Nurse, Hospice, Starting October 16, 2023:***

Ms. Stehn informed the board that Kelly Hanson has accepted the full-time registered nurse hospice position and began work on October 16, 2023. She was previously employed as a casual hospice on-call position so she is familiar with the work and Hospice of Douglas County.

Lindsey Bjork, Hospice Registered Nurse, Casual, October 10, 2023 and Full Time, November 21, 2023:

Ms. Stehn reported that Lindsey Bjork had accepted the casual hospice on-call position on October 10, 2023 but since then was offered to move to full time status on November 21, 2023 to fulfill a vacant hospice nurse position.

Amanda Schueler, Community Health Strategist/Accreditation Coordinator resignation effective December 7, 2023:

Ms. Stehn reported that Amanda Schueler has provided her resignation effective December 7, 2023. Ms. Stehn is asking the board for authorization to replace the full-time Community Health Strategist position.

Motion by Bob Kopitzke, second by Deb Hengel to accept the resignation of Amanda Schueler, Community Health Strategist/Accreditation Coordinator effective December 7, 2023 and authorize hiring a full-time replacement. Motion carried unanimously.

Financial Issues***Approve payment of warrants and payroll October 2023:***

The October 2023 warrants and payroll in the amount of \$858,465.23 were approved on a motion by Charlie Meyer, second by Jeanne Ennen. Motion carried unanimously.

2023 YTD Asset Listing Summary Report – Treasurer Ennen:

The October 2023 asset summary report was presented by Treasurer Ennen. The year-to-date report shows that HPH received \$203,168.50 more revenues than expenditures in October 2023. Total assets increased by \$233,574.14 from the previous month. Total HPH assets on 10/31/23 equals \$7,511,185.32.

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

Resolution 23-18 accepting October 2023 Hospice donations:

Ms. Siegel presented Resolution 23-18 accepting October 2023 Hospice donations.

RESOLUTION 23-18

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the October 2023 donations to Hospice of Douglas County in the amount of \$3,553.00.

Dated this 13th day of November 2023.

Motion by Doyle Sperr, second by Kayla Schmidt to approve Resolution 23-18 accepting \$3,553.00 for October 2023 donations to Hospice of Douglas County. Motion carried unanimously.

Wheaton Office Updates – Greta Siegel:

Ms. Siegel presented a proposal to the board for cabinets for the Wheaton office. Traverse County is currently updating the space that HPH staff are located and the addition of these storage cabinets with countertop will provide a work area for HPH staff. The quote provided by SOS Office Furniture is \$2,550.90. In addition, HPH will plan to purchase a framed bulletin board for standard employee notices once the cabinets are installed.

Motion by Gordy Wagner, second by Deb Hengel to approve the purchase of office furniture and bulletin board for the Wheaton office. Motion carried unanimously.

Information Technology Purchases – Greta Siegel:

Ms. Siegel presented four estimates to the board that are recommended by IT Contractor, Shawn Larsen, with Morris Electronics to enhance IT security for HPH. EventSentry (\$4,718), Veeam Backup and Replication (\$2,632.94), CrowdStrike (\$1,800) and LTO tape storage (\$7,737.50) will all provide added measure and security in regards to HPH data. Total estimated cost for all items is \$16,888.44.

Motion by Jeanne Ennen, second by Jerry Rapp to approve the above Information Technology purchases. Motion carried unanimously.

Enterprise Lease Purchase Option – Greta Siegel:

Ms. Siegel informed the board that two HPH cars that were leased through Enterprise recently ended on 10/31/23. The cars are 2018 Chevy Malibus with approximately 36,500 and 31,000 miles. Total payoff to Enterprise for these two cars is \$4,815.12. After payoff HPH will receive the title and will own the cars. By removing these cars from the lease, the monthly lease expense paid to Enterprise will reduce by \$673.78.

Motion by Dwight Walvatne, second by Jerry Rapp to approve the purchase of two 2018 Chevy Malibu cars from Enterprise. Motion carried unanimously.

Administrator Report - Ann Stehn:

Administrator Self Evaluation/Performance Evaluation for 2023:

Ms. Stehn provided a 2023 performance evaluation form for herself to all board members. She is asking them to complete this evaluation and return to Horizon Public Health. The responses will be compiled and reported to the personnel committee.

U of M Cost and Capacity Report:

This report is completed and available and is being used to provide data for funding formulas. The report breaks the data into two categories above and below 100,000 population to show the level of implementation of foundational public health responsibilities by department.

Funding Formula Updates:

The following funds were approved by the MN State legislature to be awarded to Public Health. All funding formulas are set to be multi-year awards and will be ongoing as long as MN legislature allocates the funding.

Foundational Public Health funding:

Ms. Stehn reported that the foundational local public health state funds total \$9.844 million. HPH has not received our award amount yet but there is a recommendation going to the SCHSAC meeting in December 2023. The recommendation includes a \$115,000 base award with the remainder of the allocated funds to be allocated as 40% on capacity and 60% on social vulnerability index. CHB's serving less than 100,000 will receive capacity funding but CHB's serving over 100,000 will not be receiving capacity funding as based on the U of M Cost and Capacity report it was evident that those larger CHB's are better set up in their infrastructure. Horizon Public Health's anticipated award will be between \$172,392 and \$217,000. This funding is based on building capacity so that is why those CHB's with lower infrastructure capability will receive the funding in addition to those CHB's service populations with a higher social vulnerability index score.

Public Health Emergency Preparedness State funding:

The total PHEP funding allocated by the MN State legislature is 8.4 million per year. Ms. Stehn shared that the PHEP state funding has been awarded and Horizon Public Health will be receiving \$159,434.90 for July 1, 2023 to June 30, 2024. HPH expects to receive a contract in early December and most of the training on these new grant funds will be in January 2024.

Cannabis Prevention State funding:

The total Cannabis Prevention State funding is 10 million per year. There has been no action yet and the funding will begin July 1, 2024.

2024 SHNFP Contributions:

Horizon Public Health's annual contribution to Supporting Hands Nursing Family Partnership will be decreasing from \$67,538.96 in 2023 to \$46,601.31 in 2024.

Ms. Stehn informed the board of HPH's commitment of moving forward to reduce and eliminate paper records and have all records stored electronically.

County Reports/Updates:

Douglas:

Grant:

Pope:

Stevens: Public Hearing on a methane project. Public opinion was heard and a strong opposition to this project. The planning and zoning commission will recommend the board deny this project request.

Traverse:

Adjourn: With no further business, the meeting was adjourned at 10:40 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, December 11th, 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

12-11-23
Date

Attest: Ann E Steh