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

Monday, January 8, 2024
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Shane Schmidt
Grant: Dwight Walvatne
Pope: Larry Lindor, Gordy Wagner
Stevens: Jeanne Ennen, Bob Kopitzke
Traverse: Dwight Nelson
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:

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

The meeting was called to order at 9:00 a.m. by Administrator, Ann Stehn.

Election of Officers:

Ms. Stehn called for nominations for the election of Chair of the Horizon Community Health Board for 2024.

Gordy Wagner nominated Bob Kopitzke as Chair of the Horizon CHB for 2024. Larry Lindor seconded the motion. A call for additional nominations was made three times by Ms. Stehn. No other nominations were brought forth. Jeanne Ennen motioned for nominations to cease and to cast a unanimous ballot. Second made by Deb Hengel. Motion carried unanimously.

Chair, Bob Kopitzke, called for nominations for Vice-Chair of the Horizon Community Health Board for 2024. Larry Lindor nominated Charlie Meyer as Vice-Chair with a second by Jeanne Ennen. Chair Kopitzke asked for additional nominations three times. No other nominations were brought forth. Motion carried unanimously.

Chair, Bob Kopitzke, called for nominations for Treasurer of the Horizon Community Health Board for 2024. Gordy Wagner made a motion to nominate Jeanne Ennen as Treasurer of Horizon CHB with a second by Deb Hengel. Chair

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Grant County
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Pope County
211 E Minnesota Ave Suite 100
Glenwood, MN 56334
320.634.7822
320.634.0159 fax

Stevens County
10 E Hwy 28
Morris, MN 56267
320.208.6670
320.589.7433 fax

Traverse County
202 8th Street N, PO Box 23
Wheaton, MN 56296
320.208.6670
320.563.0104 fax

Kopitzke asked for additional nominations three times. No other nominations were brought forth. Motion carried unanimously.

Chair Kopitzke thanked Larry Lindor for his years of dedicated service as the Chair for the Horizon Community Health Board.

Approve Agenda:

Ms. Stehn added the agenda item to approve December 2023 payroll disbursements in addition to the December 2023 warrants to the agenda.

Motion by Dennis Thompson, second by Shane Schmidt to approve the amended agenda. Motion carried unanimously.

Approve minutes of December 11, 2023 Horizon Public Health board meeting:

Motion by Jeanne Ennen, second by Larry Lindor to approve the December 11, 2023 minutes as presented. Motion carried unanimously.

Review County Board Appointments:

Ms. Stehn asked the board if there were any changes to the County Board appointments to the Horizon Community Health board for 2024. The County Board Appointments to the Horizon Community Health board for 2024 remain the same as 2023:

Douglas: Jerry Rapp, Charlie Meyer, Shane Schmidt
Grant: Dwight Walvatne, Doyle Sperr
Pope: Gordy Wagner, Larry Lindor
Stevens: Jeanne Ennen, Bob Kopitzke
Traverse: Dwight Nelson, Kayla Schmidt

Review Community Member Appointments – Deb Hengel and Dennis Thompson:

Deb Hengel (Grant County) and Dennis Thompson (Douglas County) were appointed as the Horizon CHB at-large representatives in November 2022 for a 2-year term ending December of 2024.

Conflict of Interest Statements:

Ms. Stehn asked the board members to complete the Conflict-of-Interest Statements that are included in the meeting packet and return to her at the end of the meeting. The statements have been updated for 2024 to include additional information that Horizon Public Health's audit firm is requesting.

Horizon CHB By-Laws and Operating Procedure Review:

Ms. Stehn informed the board that the By-Laws and Operating Procedures do not have any changes from 2023 to 2024.

Motion by Charlie Meyer, second by Dwight Walvatne to approve the Horizon CHB By-Laws and Operating Procedures. Motion carried unanimously.

Appoint Executive, Personnel, Finance, Hospice, Performance Management Council and Ethics Committee:

Chair Kopitzke reviewed the Committee membership from 2023 and made appointments for the 2024 committee representatives as follows:

Executive Committee:

Defined as Chair, Vice-Chair and Treasurer
Bob Kopitzke, Stevens County
Charlie Meyer, Douglas County
Jeanne Ennen, Stevens County

Personnel Committee:

Bob Kopitzke, Stevens County
Charlie Meyer, Douglas County

Larry Lindor, Pope County

Finance Committee:

Jeanne Ennen, Stevens County, Treasurer
Dwight Walvatne, Grant County
Gordy Wagner, Pope County

Hospice Committee:

Jerry Rapp and Shane Schmidt, Douglas County

Performance Management Council:

Deb Hengel, Grant County Community Member
Bob Kopitzke, Stevens County
Doyle Sperr, Grant County
Dennis Thompson, Douglas County Community Member
Dwight Nelson, Traverse County

Ethics Committee:

Jeanne Ennen, Stevens County

Review Environmental Health Advisory Committee appointments by Douglas & Pope County Boards:

The 2024 Environmental Health Advisory Committee appointments by Douglas and Pope County boards remains the same as 2023 with Jerry Rapp and Keith Englund serving from Douglas and Larry Lindor and Gordy Wagner serving from Pope.

Appoint SCHSAC (State Community Health Services Advisory Committee) Delegate and Alternate:

The 2024 Horizon CHB SCHSAC delegate will remain as Gordy Wagner with alternate as Ann Stehn.

Motion by Dennis Thompson, second by Dwight Walvatne to approve Commissioner Gordy Wagner as SCHSAC delegate and Ann Stehn as alternate. Motion carried unanimously.

Appoint Prime Health Trustee and Alternate:

Larry Lindor will remain as the 2024 Prime Health Trustee on behalf of Horizon CHB and Bob Kopitzke as the alternate.

Motion by Jeanne Ennen, second by Dwight Nelson to approve Larry Lindor as Prime Health Trustee and Bob Kopitzke as Prime Health Alternate for 2024. Motion carried unanimously.

Appoint Grant County Child and Youth Council Governing Board Member and Alternate:

Dwight Walvatne will remain as the 2024 Grant County Child and Youth Council delegate and Bob Kopitzke will serve as the alternate.

Motion by Larry Lindor, second by Dwight Nelson to approve Dwight Walvatne as the Governing Board Member for the Grant County Child and Youth Council and Bob Kopitzke as alternate for 2024. Motion carried unanimously.

Appoint Pope County Family Collaborative Governing Board Member and Alternate:

Ms. Stehn informed the board that the Pope County Family Collaborative does not require a board member to be appointed. Horizon Public Health Supervisor, Kayla Nelson, will remain the delegate of the Pope County Family Collaborative and Betsy Hills as alternate.

Motion by Larry Lindor, second by Gordy Wagner to approve Kayla Nelson as the delegate to the Pope County Family Collaborative and Betsy Hills as alternate for 2024. Motion carried unanimously.

Resolution 24-01 Authorizing Agents of the CHB:

RESOLUTION 24-01

Appointing Agents of the Horizon Community Health Board

- A. To serve as the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.**

Name: Ann Stehn, PHN, Administrator
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anns@horizonph.org

- B. To sign and submit to the Commissioner the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.10, Subdivision 5a:**

Name: Ann Stehn, PHN, Administrator
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- C. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health.**

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- D. To serve as the Board's agents according to Minnesota Statute 145A.04, Subdivisions 7 and 8, to enforce public health laws, ordinances, or rules within the 5-county service area.**

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Name: Greta Siegel, Assistant Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3046
(C) 320-760-7140
(Fax) 320-763-4127
gretas@horizonph.org

Name: Betsy Hills, PHN, Assistant Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-2928
(C) 320-760-8989

(Fax) 320-763-4127
betsyh@horizonph.org

E. To sign and execute on behalf of the Board, delegation agreements with the Commissioner of Health in accordance with Minnesota Statute 145A.07.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
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F. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by, but not limited to, entities such as the Department of Human Services, Minnesota Department of Education, the Office of Public Safety, health plans and/or health insurance plans and private foundations.

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G. To act as the primary signature authority for Horizon Public Health business purposes. To act as the responsible authority for Hospice of Douglas County, a division of Horizon Public Health, including all administrative duties, compliance and day to day operations.

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In the absence of the Administrator, Assistant Administrators shall be authorized to sign documents on behalf of Horizon Public Health.

Name: Greta Siegel, Assistant Administrator
Address: 809 Elm Street, Suite 1200
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Name: Betsy Hills, PHN, Assistant Administrator
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H. To accept emergency funding for immediate use, establish an emergency fund, expedite financial approvals, procurement or contractual goods and services, or to secure human resources such as personnel or volunteers necessary to address a public health emergency or unplanned event, the agents of the board will be:

Name: Ann Stehn, PHN, Administrator
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In the absence of the Administrator, Assistant Administrators shall be authorized to act on behalf of Horizon Public Health.

Name: Greta Siegel, Assistant Administrator
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Name: Betsy Hills, PHN, Assistant Administrator
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As soon as is practical, the agent of the board shall notify the Horizon Community Health Board Chair and hold an Executive Committee meeting, if applicable. The agent and the Executive Committee shall identify communities or populations most impacted or at risk and utilize this information to guide response and resource allocation. The Executive Committee shall have all the powers and authority of the Horizon CHB in the intervals between meetings of the Horizon CHB and is subject to the direction and control of the full Horizon CHB. The agent shall also be responsible for continuity of operations and essential services during times of emergency, unplanned events, unexpected opportunities or economic uncertainty.

- I. In the event Ms. Stehn is unable to perform responsibilities indicated in sections A, B, C, E, F, G and H; and such inability would negatively impact the CHB's ability to meet its obligations and/or secure additional funding, the agents of the board will be:

Name: Greta Siegel, Assistant Administrator
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Name: Betsy Hills, PHN, Assistant Administrator
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- J. A Resolution Authorizing Public Health Administrator, or Assistant Public Health Administrators, delegated agents of the board for timely processing of Commissioner's Warrants:

WHEREAS, the Horizon Community Health Board, as the Governing Board for Horizon Public Health, has established a regular monthly meeting schedule, and
WHEREAS, Horizon Public Health is committed to assuring timely payment of warrants (Minnesota Statute 471.125, Subd. 2) for Public Health expenditures by issuing warrants more frequently than monthly, and
WHEREAS, the monthly meeting schedule of the Horizon Community Health Board (CHB) does not allow the CHB to review and approve Commissioner's warrants with sufficient frequency to assure timely payment of warrants, and
WHEREAS, the Horizon Community Health Board will officially review and approve payment of the Commissioner's warrants at its regular monthly meetings,

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2024, the Horizon Community Health Board does hereby authorize Ann E. Stehn, Horizon Public Health Administrator and, in her absence, Greta Siegel, Assistant Administrator or Betsy Hills, Assistant Administrator, to sign the Commissioner's warrants as delegated agents of the CHB.

This resolution authorizes the above referenced appointees to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution.

Adopted this 8th day of January, 2024

Motion by Charlie Meyer, second by Dwight Nelson to adopt Resolution 24-01 authorizing agents of the CHB for 2024. Motion carried unanimously.

Changes to the agents of the board resolution included added language to Part H to include that the agent and the Executive Committee "shall identify communities or populations most impacted or at risk and utilize this information to guide response and resource allocation". This has been added due to accreditation standards and allows the CHB agent and Executive Committee to move quickly to provide support and assistance to communities and populations served in the event of an emergency.

Adopt Resolution 24-02 Delegating Authority to make Electronic Fund Transfers for 2024:

RESOLUTION 24-02

WHEREAS, Horizon Public Health utilizes electronic funds transfer (EFT) to make payments to vendors and for biweekly payroll; and to transfer funds between the checking account and money market account; and

WHEREAS, EFT payments reduce check printing and processing costs; and

WHEREAS, EFT payments reduce fraud risks because the EFT file is compared at the bank with a positive pay file; and

WHEREAS, Minnesota Statutes §471.38 requires that any delegation to make EFT payments shall be approved annually by the Horizon Community Health Board.

NOW THEREFORE, BE IT RESOLVED by the Horizon Community Health Board that the following individuals shall have the authority to make electronic funds transfer payments during 2024:

- Greta Siegel, Assistant Administrator of Finance and Grants
- Tina Matter, Account Technician
- Kim Roering, Account Technician
- Beth Rajdl, Account Technician
- Bonnie Dreger, Human Resources Technician, payroll purposes only

Dated this 8th day of January, 2024.

Motion by Jeanne Ennen, second by Deb Hengel to adopt Resolution 24-02 delegating authority to make Electronic Fund Transfers for 2024. Motion carried unanimously.

Adopt Resolution 24-03 Designation of Depositories for 2024:

RESOLUTION 24-03

WHEREAS, Minnesota Statute §118A.02 subdivision 1 states that the governing body of each government entity shall designate, as a depository of its funds, one or more financial institution and make investments of funds under sections 118A.01 to 118A.06 or other applicable law;

WHEREAS, the Horizon Community Health Board is the governing body of Horizon Public Health;

WHEREAS, in accordance with Minnesota Statute §118A.02 subdivision 1 the Horizon Community Health Board designates the following financial institutions as depositories and/or investment brokers of funds for Horizon Public Health during 2024, provided they furnish proper and sufficient collateral or surety bond, as needed for such deposits, and comply with Minnesota Statute §118A for all aspects of depositories and investing.

NOW THEREFORE, **BE IT RESOLVED** by the Horizon Community Health Board the 2024 depositories and/or investment brokers of funds for Horizon Public Health public funds:

- Glenwood State Bank, Alexandria, MN
- Minnesota Association of Governments Investing for Counties (MAGIC), Minneapolis, MN

Dated this 8th day of January, 2024.

Motion by Larry Lindor, second by Dwight Walvatne to adopt Resolution 24-03 designating the above referenced depositories for 2024. Motion carried unanimously.

Establish 2024 CHB member per diem:

Ms. Stehn reminded the board that the 2023 CHB member per diem was established at \$100.00 per meeting.

Motion by Gordy Wagner, second by Shane Schmidt to approve leaving the 2024 CHB member per diem at \$100.00 per meeting. Motion carried unanimously.

Approve 2024 mileage reimbursement rate:

The IRS standard mileage rate is increasing from \$0.655 to \$0.67 per mile for 2024. Ms. Stehn asked the board to endorse the adoption of the prevailing IRS mileage rate for the business use of an automobile as the standard for personal mileage reimbursement. This authorizes Horizon Public Health to follow the IRS standard mileage rate without requesting board approval for each change in this rate.

Motion by Jeanne Ennen, second by Gordy Wagner to approve the adoption of the standard IRS mileage rate for the business use of an automobile for personal mileage reimbursement. Motion carried unanimously.

Discussion regarding using Zoom technology for Community Health Board meetings moving forward. Ms. Stehn indicated that Horizon Public Health committees could make a determination to meet via Zoom instead of in person. She will do research on the MN Statute that regulates open meeting law about the legalities of CHB members attending and being able to cast a vote via Zoom and bring that information back to the board at the February meeting.

Appoint Catastrophic Medical Leave Policy Committee:

Ms. Stehn reported that the 2023 committee included Ann Stehn, Administrator, Betsy Hills, Assistant Administrator, and Stacey Lhotka, Human Resources Coordinator. Ms. Stehn recommends that the committee continue to be the same Horizon Public Health staff in 2024.

Motion by Dennis Thompson, second by Charlie Meyer to approve the 2024 Catastrophic Medical Leave Policy Committee as Ann Stehn, Administrator, Betsy Hills, Assistant Administrator, and Stacey Lhotka, Human Resources Coordinator. Motion carried unanimously.

Review 2024 Meeting dates:

Ms. Stehn shared that the 2024 meeting dates were established and approved in a prior meeting. Each meeting will be held at 9:00am on the second Monday of the month in 2024 as was done in 2023. However, there was a change to the December 2024 meeting date from the previous board approval. The December 2024 meeting date will be moved to the 3rd Monday due to an AMC conflict.

Motion by Larry Lindor, second by Gordy Wagner to approve the updated 2024 Horizon CHB meeting dates. Motion carried unanimously.

Ms. Stehn discussed communication to the board members in regards to inclement weather. She will work with the board Chair to make a decision to cancel a CHB meeting due to weather and will communicate that to all board members. Board members are encouraged to contact Ms. Stehn if they feel that weather would prevent them from attending a CHB meeting.

2024 Board Communication and Education Plan:

Ms. Stehn presented the Horizon Public Health Governing Board Annual Communication and Education Plan for 2024.

HPH HIPAA Privacy Policy and Breach Notification Policy Updates – Betsy Hills:

Ms. Hills presented an updated HIPAA Privacy Policy and Breach Notification Policy to the board. There are no changes to policy language or content. Ms. Hills updated both policies to the new HPH policy template, removed forms that were embedded in the HIPAA policy and created a separate document for ease of staff use, and removed the Data Request form for Data Subjects and the Data Request form for Members of the Public from the HIPAA policy as those forms are on the HPH website for individuals to use.

Motion by Charlie Meyer, second by Jeanne Ennen to approve the updated Horizon Public Health HIPAA Privacy Policy and Breach Notification Policy. Motion carried unanimously.

Stevens County Developmental Achievement Center Contract – Betsy Hills:

Ms. Hills informed the board that Horizon Public Health provides consultative and training services to the Stevens County DAC for medication administration education/training to non-licensed personnel, reviews safety concerns and provides recommendations for improvement in practice, reviews health related policies and procedures, and provides blood borne pathogen training.

The 2024 contract between Horizon Public Health and the Stevens County DAC was updated to provide services on a quarterly basis rather than monthly, increased the hourly rate from \$60.00 to \$62.00 to match the increase in the HPH Professional Consultation rate for 2024, and added an automatic renewal clause with termination language and language that clarifies that the charge will match the Horizon Public Health's Professional Consultation rate from HPH's established charges for services.

Motion by Jeanne Ennen, second by Larry Lindor to approve the Stevens County Developmental Achievement Center Contract. Motion carried unanimously.

Hospice Pharmacy Solutions – Enclara Contract Buy Out – Betsy Hills:

Ms. Hills shared that Enclara (formerly Hospice Pharmacy Solutions) is a pharmacy benefit manager that assists with prescription processing for hospice clients. Hospice of Douglas County has experienced several issues when working with Enclara. Our primary local pharmacy reached out to Horizon Public Health and indicated that they would not be able to provide prescriptions under Enclara moving forward as it was a financial burden to them. Meetings were held with the local pharmacy and they provided education to HPH staff about the loss of the revenue they were experiencing by filling prescriptions through the Pharmacy Benefit Manager – Enclara.

A decision was made that Horizon Public Health would like to terminate their Enclara contract. When a letter of termination was issued to Enclara, their attorney responded indicating that the contract indicated that HPH must provide a 90-day termination notice before the annual renewal date and that was missed for the upcoming contract year. Enclara did provide HPH with a buy out option to terminate the contract sooner. The contract buy out amount is \$9,089.00. Ms. Hills indicated that moving away from a pharmacy benefit manager and contracting directly with two local pharmacies will result in financial benefits to both Hospice of Douglas County and the pharmacies.

Questions were raised about possibly contracting with the pharmacy at Alomere. Ms. Hills will look into this option and report back to the board with her findings.

Motion by Dwight Nelson, second by Larry Lindor to approve paying Enclara the \$9,089.00 buy out fee to terminate the pharmacy benefit manager contract. Motion carried unanimously.

Opioid Prevention Applications – Ann Stehn:

Ms. Stehn shared that Horizon Public Health has had a role in facilitating each of the member county committees that are meeting regarding use of the opioid settlement funding. At this time, Horizon Public Health wishes to request board approval to work on an application for these opioid funds as a part of a 5-county process. The application concept is for a 0.50 FTE Health Educator to work on youth and community prevention/education, assess curriculum in schools and desire for curriculum, funds for communications/education campaign, and HOPE resiliency work (follow up from ACEs training). HPH wants to assure that there is room for others to apply for these funds but youth prevention is to be a focus with these opioid settlement funds and HPH desires to assure there is work in this strategy area.

Motion by Jeanne Ennen, second by Deb Hengel to authorize HPH to submit an application for county opioid prevention funding. Motion carried unanimously.

Review of Statutory Authority and Responsibility under MN 145A:

Ms. Stehn presented a review of Public Health and the statutory authority and responsibility under MN 145A. The three levels of government in the public health arena include federal (CDC/DHHS/CMS), State (MN Department of Health), and local (Horizon Public Health).

The Community Health Act of 1976 created the Community Health Services System (CHS). This system focuses on community involvement, local control, an integrated statewide system, adequate population base (economies of scale) and funding with multi-county incentive. The purpose of community health services' (denotes) activities designed to protect and promote the health of the general population within a community health service area by emphasizing the prevention of disease, injury, disability, and preventable death through the promotion of effective coordination and use of community resources, and by extending health services into the community." (Minn. Stat. § 145A.02, subd. 6 – Local Public Health Act).

The Local Public Health act of 1987 replaced the Community Health Services Act with the Local Public Health Act, also known as Minnesota Statute § 145A. The MN legislature further clarified roles and responsibilities of the state and local public health system and focused accountability for funding on a set of statewide outcomes.

The Local Public Health Act of 2014 again clarified public health responsibilities and accountability, eliminated unnecessary and obsolete language, aligned statute with current public health practices, and required community health boards to engage in performance management.

Governance options for public health include single county, multi-county with separate departments, multi-county functioning as a single integrated department (Horizon Public Health), health and human services, and city, multi-city/county combinations.

The Local Public Health Act established 6 essential services that community health boards shall identify local public health priorities and implement activities to address the priorities and the areas of public health responsibility. The 6 essential services are to assure an adequate local public health infrastructure, promote healthy communities and healthy behavior, prevent the spread of communicable diseases, protect against environmental health hazards, prepare and respond to emergencies, and assure health services.

Elected official's public health responsibilities include policy development, resource stewardship, legal authorization, partner engagement, continuous improvement, and oversight of the community health board.

There is a new framework for governmental public health in Minnesota that defines foundational areas and foundational capabilities. The newest funding is meant to support the foundational capabilities. The new funding to address foundational capabilities includes the Response Sustainability Funding, Public Health Infrastructure Funding, and the recent CDC Infrastructure Funding.

Ms. Stehn reviewed the Horizon Mission Statement, Vision Statement, guiding principles, and strategic priorities with the governing board.

The State Community Health Services Advisory Committee (SCHSAC) is the hallmark of the Local Public Health Act in which a representative from each of the community health boards meet to advise the Commissioner of Health. Gordy Wagner is the HPH representative and Ann Stehn is the alternate.

Personnel:

Out of State Travel Request: Angie Hasbrouck to Public Health Improvement Training by the National Network of Public Health Institutes, May 20-21, 2024 in New Orleans, LA. Angie Hasbrouck is the newly hired Accreditation Coordinator/Community Health Strategist.

Motion by Dennis Thompson, second by Dwight Walvatne to approve the out of state travel request for Angie Hasbrouck to attend the Public Health Improvement Training by the National Network of Public Health Institutes, May 20-21, 2024 in New Orleans, LA. Motion carried unanimously.

Out of State Travel Request: NACCHO Annual Conference, July 23-26, 2024 in Detroit, MI. Ms. Stehn shared that no staff were sent to the NACCHO annual conference in 2023. There is grant funding to help support some of the costs to attend this conference. Ms. Stehn is requesting authorization to send 4 to 6 staff. NACCHO is the National Association of County and City Health Officials.

Motion by Larry Lindor, second by Deb Hengel to approve the out of state travel request for up to six HPH staff to attend the NACCHO Annual Conference, July 23-26, 2024 in Detroit, MI. Motion carried unanimously.

Memorandum of Agreement with AFSCME/MNA re: part-time Home Health Aide language for PTO and Holiday:

Ms. Stehn shared that this agreement has been approved by the union. This agreement affects a small number of staff working in the hospice program area. The agreement allows all staff to accrue PTO on a pro-rated basis in real-time so that they earn the PTO and Holiday during the payroll that it is accrued. This agreement removes a manual look-back period to calculate PTO and Holiday pay for staff that work variable hours each week and is in response to the recent ESST law in Minnesota.

Motion by Dennis Thompson, second by Dwight Nelson to approve the Memorandum of Agreement with AFSCME/MNA regarding part-time Home Health Aide language for PTO and Holiday. Motion carried unanimously.

Angie Hasbrouck, Accreditation Coordinator/CHS, Dec. 18, 2023:

Ms. Stehn announced that Angie Hasbrouck was selected to fill the Accreditation Coordinator/Community Health Strategist position beginning December 18, 2023.

Kellie Weisel, casual on-call RN resignation March 31, 2024 and Authorization to fill vacated position:

Ms. Stehn informed the board that Kellie Weisel, casual on-call RN in the hospice program, has submitted her resignation effective March 31, 2024 and would like to request authorization to fill this vacated position.

Motion by Shane Schmidt, second by Jeanne Ennen to approve the resignation of Kellie Weisel, casual on-call RN, and authorize permission to fill the vacated position. Motion carried unanimously.

Health Educator, full time replacement permission to fill:

Ms. Stehn is requesting to back-fill the position that was vacated by Angie Hasbrouck when she accepted the Accreditation Coordinator/Community Health Strategist position.

Motion by Deb Hengel, second by Gordy Wagner to authorize filling the full time Health Educator position. Motion carried unanimously.

Response Sustainability Grant and potential Opioid Prevention Staffing:

Ms. Stehn informed the board that HPH is currently seeking applicants to fill the part-time Dietician position in the WIC program. If HPH is not successful in finding a suitable applicant for this part-time position, Ms. Stehn would like the board to authorize hiring a full-time nurse that would split their time between the WIC program and work in the Response Sustainability Grant and potentially with the opioid funding if HPH's application is approved. This will line up well to position staff to begin preventative work with youth and prepare for state cannabis prevention funding that will

be coming in 2024. Ms. Stehn also shared with the board that Crystal Hoepner, HPH Health Educator, has been assigned to focus on communications at HPH.

Motion by Jeanne Ennen, second by Dwight Walvatne to authorize hiring a full-time nurse if a part-time registered dietician applicant is not hired. Motion carried unanimously.

Financial Issues

Approve payment of warrants and payroll December 2023:

The December 2023 warrants in the amount of \$200,989.07 and payroll disbursements of \$601,367.82 for a total of \$802,356.89 were approved on a motion by Larry Lindor, second by Gordy Wagner. Motion carried unanimously.

2023 YTD Asset Listing Summary Report: Treasurer Ennen

The December 2023 asset summary report was presented by Treasurer, Jeanne Ennen. The year-to-date report shows that HPH expended \$171,768.93 more in expenditures than revenues received in December 2023. Total assets decreased by \$150,418.47 from the previous month. Total HPH assets on 12/31/23 equals \$7,691,883.72.

Motion by Shane Schmidt, second by Charlie Meyer to approve the December 2023 Asset Listing Summary Report. Motion carried unanimously.

2023 Year-end Financial Report:

Ms. Siegel presented the 2023 year-end financial report to the board. At the conclusion of 2023, Horizon Public Health recorded \$10,944,447.85 in revenues and \$10,246,819.02 in expenditures with a net fund increase of \$697,628.83. Total expenditures were only \$38,011 over budgeted expenditures but total revenues exceeded budget revenues by \$876,120.

Major contributors to revenue exceeding budgeted amounts include a record year in the Hospice program serving the highest number of clients recorded and additional Medicare and Medical Assistance revenue due to that fact, higher interest revenue than anticipated due to interest rates, additional spending and reimbursement from the COVID-19 and EBHV grants, and being awarded (and receiving) year one of the PW Community Reinvestment grant funds.

Salary and fringe expenditures and contracted services came in under budget while the hospice room and board expenditures were over budget due to the number of clients served. Expenditures that are not included in the budget are severance payments (\$40,154), furniture, office and IT Equipment (\$64,123), and pay off of two Enterprise lease agreements (\$5,115).

Ms. Siegel reminded the board that HPH has a maximum fund balance methodology that was approved by the board in March 2020. Ms. Siegel will work on this calculation and bring the results to the Finance Committee and Community Health Board. Ms. Siegel also reminded the board that a resolution to commit fund balances for amounts that can be used only for specific purposes was approved in December 2023, and she will calculate these amounts and bring to the Finance Committee and CHB and update the Asset Summary report to reflect those 12/31/23 balances.

Motion by Jeanne Ennen, second by Gordy Wagner to approve the 2023 Year-end Financial Report. Motion carried unanimously.

Resolution 24-04 accepting December 2023 Hospice donations:

Ms. Siegel presented Resolution 24-04 accepting December 2023 Hospice Donations in the amount of \$1,545.00.

RESOLUTION 24-04

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the December 2023 donations to Hospice of Douglas County in the amount of \$1,545.00.

Dated this 8th day of January, 2024.

Motion by Charlie Meyer, second by Shane Schmidt to approve Resolution 24-04 accepting \$1,545.00 for December 2023 donations to Hospice of Douglas County. Motion carried unanimously.

Administrator Report: Ann Stehn

Annual Board Survey Results and Discussion:

Ms. Stehn went over the results of the 2023 board survey that was conducted in December 2023. Eleven surveys were completed at the December 11, 2023 meeting. Results were very similar to the 2022 survey with mostly Agree and Strongly Agree responses.

RCN Security:

Ms. Stehn reported that although the board approved purchasing RCN security for all office locations at the last meeting HPH is only purchasing security devices for the Morris office at this time as there is no system there. Administration will continue exploring other options for the Douglas office with some other security requests for our clinic area.

Water Protection Grants:

The MN Dept of Health announced an RFP for Water Protection Grants and HPH is eligible to apply for round two funding for up to \$100,000. There are only two organizations eligible for this funding so HPH has a good chance of receiving it. This grant has a broader focus than just arsenic. With the application date being February 16th, more information will come at the February CHB meeting.

Grant potential partnerships and grant funding/staffing updates:

HPH is applying for additional SHIP supplement funding related to JUUL settlement (add on to our SHIP grant) to work with CounterTools to do point of sale audits for tobacco retailers.

Strategic Plan committees are getting started and include Employee Engagement, Technology, and Communications.

The 2024 Foundational Public Health Responsibilities Grant award was just announced and Horizon Public Health was awarded \$204,632.

County Reports/Updates:

Douglas: Alomere is opening a new therapy center at the end of January.

Grant:

Pope:

Stevens: SCMC is renovating their Emergency Room service area. Jan 22 there will be another zoning and planning meeting on the methane project.

Traverse:

Adjourn: With no further business, the meeting was adjourned at 10:55 a.m. by Chair Bob Kopitzke. The next meeting is scheduled for Monday, February 12th, 2024.

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.

10 YEAS and 0 NAYS

Bob Kopitzke
Chair, Horizon Community Health Board

2-12-24
Date

Attest:

Ann Stehn

