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

**Monday, February 12, 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, Kayla Schmidt  
Community Representatives: Dennis Thompson

**Staff:** Ann Stehn, Horizon Public Health, Administrator  
Greta Siegel, Horizon Public Health, Assistant Administrator  
Betsy Hills, Horizon Public Health, Assistant Administrator

**Guests:** Ashley Bohlsen, HPH Supervisor  
Kelly Luedeke, HPH Supervisor  
Amy Judd, HPH Case Manager  
Cheri Panitzke, HPH Case Manager  
Gretchen Rasmusen, HPH Case Manager

**Absent:** Jerry Rapp, Douglas County Commissioner  
Deb Hengel, Community Representative

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

**Approve Agenda:**

Motion by Gordy Wagner, second by Charlie Meyer to approve the agenda as printed. Motion carried unanimously.

**Approve minutes of January 8, 2024 Horizon Public Health board meeting:**

Motion by Dennis Thompson, second by Shane Schmidt to approve the January 8, 2024 minutes as presented. Motion carried unanimously.

**Home and Community Based Services Annual Report – Kelly Luedeke, Ashley Bohlsen, Cheri Panitzke, Amy Judd, Gretchen Rasmusen:**

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Glenwood, MN 56334  
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10 E Hwy 28  
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**Traverse County**  
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Ms. Bohlsen presented an overview of case management and the waived services that are provided to people in our communities. Ms. Bohlsen and Ms. Luedeke highlighted the 2023 impacts to case management: the ending of the public health emergency, medical assistance renewals, rollout of the new MN Choices platform, BluePlus as a MCO partner, and the ending of parents' ability to provide PCA for their child. Ms. Panitzke, Ms. Judd, and Ms. Rasmusen shared their experiences and stories as a case manager and the types of services they use to support people living as independently as possible whether in their own home or an alternative location.

#### **Annual Performance Management (PM) and Quality Improvement (QI) Report – Angie Hasbrouck:**

Ms. Hasbrouck provided the 2023 annual PM/QI report. She began by reviewing the 10 essential public health services.

Ms. Hasbrouck presented the following PM highlights: created a new PM/QI plan for 2023-2027, adoption and utilization of the Results Based Accountability process, utilization of the Clear Impact Score Card software, and a customer focus initiative.

Ms. Hasbrouck reviewed the 2023 -2027 PMQI plan priorities.

1. Driving Performance: Enhancing community health and accountability
2. Engagement and Connectedness: Fostering engagement from within
3. PMQI Infrastructure: Empowering excellence together.

Ms. Hasbrouck discussed what Results Based Accountability is and how we use this process to establish goals, disaggregate data to identify disparities, identify programs and services to address disparities, and then monitor our progress through measures that link program accountability to population health efforts.

Ms. Hasbrouck presented an overview of our Customer Focus Survey highlighting the changes made to the process for more meaningful engagement with the people we serve. She shared that HPH hosted a community listening session in each of our counties (three adult sessions and two youth sessions) in 2023 with the focus being on mental-wellbeing. Ms. Hasbrouck highlighted various performance measures, provided an accreditation update, and closed with updates on the HPH QI initiatives.

#### **HPH Pay Equity Report – Ann Stehn:**

Ms. Stehn presented the state required HPH Pay Equity report.

Motion by Larry Lindor, second by Dwight Walvatne to approve the HPH Pay Equity report. Motion carried unanimously.

#### **Grant Applications – Ann Stehn:**

Ms. Stehn requests board approval for the following grant applications:

##### **MN Community-Based Substance Misuse and Suicide Prevention Coalition Grant**

- This grant is funded by MDH.
- Grant period: June 1, 2024 – May 31, 2028.
- Focus Area: All five counties but may focus on areas in highest need.
- Target population: youth ages 10-24
- Budget Amount Requested: \$100,000-125,000 annually.
- Would hire a full-time coordinator to train them on substance misuse, mental health and suicide prevention strategies. This grant will strengthen the existing Suicide & Mental Health on Prevention and Education (S.C.O.P.E) coalition.

Motion by Larry Lindor, second by Jeanne Ennen to approve the MN Community-Based Substance Misuse and Suicide Prevention Coalition grant. Motion carried unanimously.

##### **Opioid Settlement Fund Update**

Ms. Stehn updates the board that HPH will not be filling a half time health educator position as previously requested in January due to the need to hire a full-time coordinator position for the MN Community – Based Substance Misuse and Suicide Prevention grant. Ms. Stehn states the scope of work is very similar and therefore HPH will not request these dollars so other community partner projects may be funded, but will continue to work on a communication campaign.

### Safe Drinking Water for Private Well Users Grant – Phase II

- This grant is funded by MDH.
- Grant period: July 1, 2024 – May 1, 2027
- Focus area: All five counties
- Budget Amount Requested: \$100,000
- Project Partners: Soil and Water Conservation District Offices in all five counties

Ms. Stehn reports that this grant will promote well water testing for five common contaminants (arsenic, manganese, lead, nitrate & coliform bacteria). The funds will be used to provide mitigation to households testing over the EPA limit on one contaminant. Work plan details are still being discussed with the partners and will be finalized after the grant awards are received.

Motion by Charlie Meyer, second by Dwight Walvatne to approve the Safe Drinking Water – Phase II grant application. Motion carried unanimously.

### Congratulate and Educate Tobacco Compliance Checks Grant

- This grant is funded by the MN Dept. of Human Services Behavioral Health Division
- Grant period: Open until funds expended
- Focus area: All five counties
- Budget Amount Requested: \$1,500 (reimbursement of \$50 x 30 stores)
- The goal is to educate retailers about the role they play in keeping young people commercial tobacco-free. There will be no monetary fines for failed compliance checks.

Motion by Doyle Sperr, second by Jeanne Ennen to approve the Congratulate and Educate Tobacco Compliance Checks grant application. Motion carried unanimously.

### Community Solutions for Health Child Development Grant

Ms. Stehn shared that HPH was asked to be a fiscal host for a grant with the Browns Valley School District. HPH would write the grant and then contract the grant work out to Creative Community Consulting. HPH would not need to hire for this grant and there should be minimal administration and reporting. Ms. Stehn is unsure if this grant will move forward but requests permission to move forward if the Browns Valley School District is able. This would be a three year grant cycle. Grant awards would range from \$60,000 to \$150,000 per year.

Motion by Dwight Nelson, second by Kayla Schmidt to approve HPH to move forward as the fiscal host, if needed, for this grant with the Browns County School District. Motion carried unanimously.

### Hospice of Douglas County Pharmacy Update – Betsy Hills:

Ms. Hills updated the board on the Hospice pharmacy contracts. She reports that in March three contracts will be presented for approval. These contracts will be with Trumm Drug, Thrifty White Pharmacy, and Guardian Pharmacy.

### Local Public Health Association 2024 Legislative Platform – Ann Stehn:

#### LPHA Policy Principles

1. Local Control
2. Strategic Partnerships
3. Flexible and Sustainable Funding
4. Timeline and Locally Relevant Data, Metrics and Analytics
5. Evaluation of Programs
6. Equity
7. Health Care Access
8. Health In All Policies
9. Science and Evidence-based Programs
10. Workforce
11. Innovation

#### Platform Priorities:

1. Public Health Infrastructure
2. Chronic Disease Prevention and Promotion of Healthy Lifestyle Behaviors
3. Communicable Disease Prevention and Control
4. Ensuring Health Equity
5. Environmental Health
6. Health Care Delivery Improvement
7. Health Children and Families
8. Healthy Aging and Long-Term Care
9. Mental and Chemical Health
10. Public Health Emergency Preparedness and Response
11. Injury and Violence Prevention

Motion by Dennis Thompson, second by Gordy Wagner to approve the Local Public Health Association 2024 Legislative platform. Motion carried unanimously.

**Personnel – Ann Stehn:**

Ms. Stehn reports that Amy Wittnebel will be starting on February 13, 2024 as a part-time registered dietician.

**Financial Issues**

***Approve payment of warrants and payroll January 2024:***

The January 2024 warrants in the amount of \$594,798.61 and payroll disbursements of \$344,311.22 for a total of \$939,109.83 were approved on a motion by Larry Lindor, second by Doyle Sperr. Motion carried unanimously.

***2024 YTD Asset Listing Summary Report: Treasurer Ennen***

The January 2024 asset summary report was presented by Treasurer, Jeanne Ennen. The year-to-date report shows that HPH received \$309,779.56 more revenues than expenditures in January 2024. Total assets increased by \$305,220.86 from the previous month. Total HPH assets on 01/31/2024 equals \$7,997,104.58.

Motion by Shane Schmidt, second by Charlie Meyer to approve the January 2024 Asset Listing Summary Report. Motion carried unanimously.

***Resolution 24-05 accepting January 2024 Hospice donations:***

Ms. Siegel presented Resolution 24-05 accepting January 2024 Hospice Donations in the amount of \$500.00.

**RESOLUTION 24-05**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the January 2024 donations to Hospice of Douglas County in the amount of \$500.00.

Dated this 12<sup>th</sup> day of February, 2024.

Motion by Gordy Wagner, second by Jeanne Ennen to approve Resolution 24-05 accepting \$500.00 for January 2024 donations to Hospice of Douglas County. Motion carried unanimously.

**Administrator Report: Ann Stehn**

Ms. Stehn provided an update on the strategic plan committees. She reports that the Engagement Committee would like to do a staff engagement survey. Ms. Stehn requests approval for the engagement survey to be conducted by an outside agency for this first time. HPH will use workforce development funds to fund this engagement survey.

Motion by Dwight Nelson, second by Gordy Wagner to approve the Strategic Plan Engagement Survey. Motion carried unanimously.

Ms. Stehn provided an update on the community grants awarded for the COVID Community Partner Grant initiative.

**County Reports/Updates:**

Douglas: Commissioner Meyer reported on a potential new storage building for Land & Resource and Sherriff's offices.

Grant: Commissioner Walvatne updated on the status of new Grant County Sheriff's office building.

Pope: no update.

Stevens: Commissioner Kopitzke states that Stevens County received a state reward regarding their daycare pods.

Traverse: no update.

**Adjourn:** With no further business, the meeting was adjourned at 10:51 a.m. by Chair Bob Kopitzke. The next meeting is scheduled for Monday, March 11th, 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.

11 YEAS and 0 NAYS

Bob Kopitzke

Chair, Horizon Community Health Board

3-11-24

Date

Attest: Wynn E. Stok