



809 Elm Street Suite 1200  
Alexandria, MN 56308  
320.763.6018 | 800.450.4177  
320.763.4127 fax  
[horizonpublichealth.org](http://horizonpublichealth.org)

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

**Monday, March 11, 2024  
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: 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  
Kelsey Peterson, Horizon Public Health, Supervisor  
Kayla Nelson, Horizon Public Health, Supervisor  
Bobbi Janke, Horizon Public Health, Family Home Visiting Nurse

**Guests:** Kristin Erickson, MN Department of Health

**Absent:** Shane Schmidt, 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 Jeanne Ennen, second by Gordy Wagner to approve the agenda as printed. Motion carried unanimously.

**Approve minutes of February 12, 2024 Horizon Public Health board meeting:**

Motion by Larry Lindor, second by Doyle Sperr to approve the February 12, 2024 minutes as presented. Motion carried unanimously.

**Emergency Preparedness and Disease Prevention and Control Annual Report – Kelsey Peterson, Supervisor:**

Ms. Peterson presented information on refugee and international health to the board. HPH has seen an increase in referrals from the MN Department of Health. The different classifications of these referrals are Immigrant (coming to live here permanently), Refugee (forced to leave their country to escape war, persecution, or a natural disaster), and Humanitarian Parolee (determination based off of urgent or pressing circumstances, effects on individual’s welfare and

**Douglas County**  
809 Elm Street Suite 1200  
Alexandria, MN 56308  
320.763.6018  
320.763.4127 fax

**Grant County**  
15 Central Ave N, PO Box 191  
Elbow Lake, MN 56531  
218.685.8295  
888.209.2887 fax

**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

well-being and degree of suffering that may result if parole is not authorized). Local public health's responsibility is to provide health resources to the individual to make certain they receive a health exam with a tuberculosis screening within 90 days of arrival.

Ms. Peterson shared information on Tuberculosis activity in the HPH service area. In 2023, HPH worked with one active (infectious) TB case and five latent (noninfectious) TB cases. With the cases there were 222 direct observation therapy (DOT) visits conducted. This is an increase in activity from previous years.

HPH provides childhood and adult vaccinations to certain populations. One service is the Uninsured and Underinsured Vaccine Program for both adults and children. In 2023, 367 vaccinations were provided to 150 children by HPH staff. Of the 150 children, 93 were uninsured or underinsured and local public health is able to use vaccine from the MN Department of Health to vaccinate these children without insurance. With the adult population, 79 immunizations were provided to inmates in the Douglas County jail (which was approximately 77% of the adult vaccination program at HPH).

Ms. Peterson provided 2023 Emergency Preparedness information to the board. One example of HPH's involvement in a local event was a water boil advisory. MDH notified HPH, the county Emergency Manager, and the City and County water contact when the water issue was identified. HPH's role in this advisory was to make certain that the local water contacts were aware of and working to remedy the situation and that residents affected had received communication about the boil water advisory. HPH staff also participated in an American Red Cross Mass Care/Shelter workshop in April of 2023. This was a regional training that included Emergency Management, Human Services, and Public Health. The focus of this training was determining what is required to open and operate a shelter during a disaster.

#### **2022 Reportable Disease Statistic Report – Kelsey Peterson, Supervisor:**

Ms. Peterson presented the top 10 2022 reportable infectious diseases in the HPH service area to the board. This data is collected and provided to HPH from the MN Department of Health. The top 5 reportable diseases for the HPH service area included Chlamydia (124), Hospitalized Influenza (26), Gonorrhea (23), Lyme Disease (14), and Salmonella (13).

#### **Family Health Annual Report – Kayla Nelson, Supervisor:**

Ms. Nelson provided the Maternal and Child Health annual report to the board. These services include Women, Infants & Children (WIC), Family Home Visiting (FHV), Child & Teen Checkups (C&TC), Child & Teen Checkups Outreach (C&TC OR), Follow Along Program (FAP), breastfeeding education and support, child passenger safety education and support, Early Childhood Screenings (for two school districts), and Early Hearing Detection & Intervention and Birth Defects referrals from MN Department of Health.

HPH's Family Home Visiting programs improve children's health outcomes, improve mental health outcomes, and support and resources to enrolled families. Bobbi Janke, family home visiting nurse, provided a client home visitor story to the board.

HPH provides car seats and education regarding car seats to eligible families. Families that are on Primewest, Blue Plus or are uninsured are eligible for a car seat through their insurance program. In 2023, HPH distributed 117 car seats which is more than twice the amount distributed in 2022. HPH has two certified Car Seat Technicians that meet individually with caregivers to provide education on proper use, age-appropriate car seats, and to ensure the proper installation of the new car seat. HPH is also a resource for all families to check for proper car seat installation, defects, recalls, and suitability for child.

Women, Infants, and Children (WIC) is a supplemental nutrition program that helps families eat well and stay healthy. Eligible families include pregnant, postpartum, or breastfeeding women and infants and children up to age 5 that meet the income guidelines based on household size and gross income or have a family member currently participating in other specific assistance programs. WIC provides nutrition tips and individual nutrition education, healthy foods, infant formula, baby food, and referrals to health care and other services. The goal of the WIC program is to improve access to nutritious food options for at risk populations, improve outcomes regarding growth and anemia in populations served, and breastfeeding support for mothers to extend duration of breastfeeding. 2024 is the 50<sup>th</sup> year of the WIC program. Research shows that WIC helps decrease the incidence of iron deficiency anemia in children. HPH provides WIC services in 6 locations: Alexandria, Glenwood, Morris, Elbow Lake, Wheaton and Browns Valley. The WIC program also benefits our communities as WIC food vouchers are used at local retail stores. In 2023, \$1,055,160 was redeemed at HPH retailers.

**Hospice of Douglas County Pharmacy and Durable Medical Equipment Contracts – Betsy Hills:**

Ms. Hills explained to the board that due to changes in the hospice program, Hospice of Douglas County would like to enter into pharmacy and durable medical equipment contracts with new vendors. Ms. Stehn is bringing these contracts to the board for their approval due to significant changes in the process. Hospice would like to enter into new contracts with three pharmacies (Trumm Drug, Thrifty White, and Guardian) and two Durable Home Medical Equipment (DME) providers.

Ms. Hills is asking the board for approval to authorize Ms. Stehn to sign the pharmacy contracts with Trumm Drug, Thrifty White, and Guardian pharmacies when received. Motion by Charlie Meyer, second by Gordy Wagner to authorize Ms. Stehn to sign hospice pharmacy contracts with Trumm Drug, Thrifty White, and Guardian. Motion carried unanimously.

Ms. Hills informed the board that durable medical equipment (DME) providers have made changes to their pricing model for Hospice of Douglas County. Ms. Hills is asking the board for approval to authorize Ms. Stehn to sign new durable medical equipment (DME) contracts with Corner Home Medical and Sanford Home Medical when they are received. Motion by Jeanne Ennen, second by Dwight Nelson to authorize Ms. Stehn to sign durable medical equipment contracts with Corner Home Medical and Sandford Home Medical. Motion carried unanimously.

**SCHSAC Annual Report and March 8<sup>th</sup> meeting report – Gordy Wagner and Ann Stehn:**

SCHSAC is the State Community Health Services Advisory Committee which provides the opportunity for Local Public Health leaders and county commissioners to meet with the Commissioner of Health to discuss and give recommendations on public health-related issues that are important locally and state wide. Commissioner Wagner and Ms. Stehn attend the SCHSAC meetings on behalf of Horizon. At the March 8<sup>th</sup> meeting, the MN Department of Health Commissioner spoke about the upcoming legislative session and introduced a new deputy health commissioner, Wendy Underwood.

Ms. Stehn provided a summary of the SCHSAC 2023 annual report which highlighted the work that is being done to transform and update MN public health's system, transition and reflection to a post-pandemic era, and growth in new initiatives. There are 7 SCHSAC workgroups and Horizon staff have participated in 3 of those groups.

**Personnel – Ann Stehn:**

***Permission to hire Health Educator Position:***

Ms. Stehn asked for authorization to post and hire for a new Health Educator position. Horizon has several funds available to fund this position. Cannabis funding is expected to come in July and is estimated to be enough to cover a full-time position, plus additional possible grant opportunities Horizon could be receiving in 2024.

Motion by Larry Lindor, second by Jeanne Ennen to authorize hiring a full time Health Educator. Motion carried unanimously.

**Financial Issues**

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

The February 2024 warrants in the amount of \$179,406.79 and payroll disbursements of \$607,286.87 for a total of \$786,693.66 were approved on a motion by Jeanne Ennen, second by Dennis Thompson. Motion carried unanimously.

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

The February 2024 asset summary report was presented by Treasurer, Jeanne Ennen. The year-to-date report shows that HPH received \$332,051.25 more revenues than expenditures in February 2024. Total assets increased by \$360,282.88 from the previous month. Total HPH assets on 2/29/2024 equals \$8,357,387.46.

Motion by Charlie Meyer, second by Dwight Walvatne to approve the February 2024 Asset Listing Summary Report. Motion carried unanimously.

**Resolution 24-06 accepting February 2024 Hospice donations:**

Ms. Siegel presented Resolution 24-06 accepting February 2024 Hospice Donations in the amount of \$2,350.00.

**RESOLUTION 24-06**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the February 2024 donations to Hospice of Douglas County in the amount of \$2,350.00.

Dated this 11<sup>th</sup> day of March, 2024.

Motion by Dwight Nelson, second by Kayla Schmidt to approve Resolution 24-06 accepting \$2,350.00 for February 2024 donations to Hospice of Douglas County. Motion carried unanimously.

**Hospice of Douglas County 2023 fund and statistical report:**

Ms. Siegel presented the Hospice of Douglas County 2023 annual report to the board. Hospice's operating fund balance increased by \$219,036.17 for a total operating fund balance of \$367,630.20 as of 12/31/23. This operating fund balance and the methodology for a maximum fund balance amount was agreed upon per a memorandum of agreement between Douglas County and Horizon Public Health (on behalf of Hospice of Douglas County) in July 2022.

The hospice maximum fund balance methodology states that if at year-end the Hospice of Douglas County operating fund balance exceeds 57% of the annual budgeted expenditures for Hospice of Douglas County the funds in excess will be returned to Douglas County after review by the Horizon Finance Committee and CHB. Ms. Siegel presented the 2023 calculation which sets the maximum fund balance at \$1,304,016.93. The current operating fund balance is below that amount at \$367,630.20 so no payments will be made to Douglas County.

Ms. Siegel reported that Hospice of Douglas County received \$100,942.46 in donations in 2023 and the donation balance was \$96,201.33 as of 12/31/23. In 2023, 162 hospice patients were cared for and a total of 11,773 patient days were billed. This was a record number of hospice patient days billed.

**Finance Committee 3/1/24 meeting report and recommendations – Greta Siegel:**

Ms. Siegel provided a summary and recommendations from the 3/1/24 Finance Committee meeting.

***HPH Fund Balance:***

In March of each year the maximum fund balance calculation is conducted for the previous calendar year. The methodology for this calculation is 57% of current year budgeted expenditures plus the amount of remaining start up fund balance for severance payments of transitioned employees equals the maximum fund balance that Horizon can maintain. For 2023, budget expenditures equaled \$10,208,808 and 57% of that is \$5,819,021. There is \$624,762 remaining of the \$1.25 million start up fund for a total 2023 maximum fund balance of \$6,443,783.

Ms. Siegel provided a Horizon severance payment summary. As of 12/31/23, there are 40 of 88 transitioned employees remaining at Horizon. The start up fund balance was paid by member counties in 2014 to support severance payments of those transitioning employees from the previous organizations. In 9 years, \$625,238 of that funding has been spent. Most of that funding has been paid to the employees per their severance agreement at the time of the transition to Horizon. Additional payments have been made to the member counties if there are hours that the transitioned employee is not eligible for per their severance policy. The 12/31/14 value of those hours is calculated and returned to the county that employed that individual prior to Horizon.

Horizon's fund balance on 12/31/23 equals \$7,691,884. This balance includes funds that are committed funds to specific programs in which the board approves resolutions for each year. These amounts need to be subtracted from the fund balance total before a maximum fund balance calculation can be done. The amount of committed funds on 12/31/23 equals \$1,558,922. When subtracting the committed funds total from the 12/31/23 fund balance the adjusted fund balance equals \$6,132,962. Since this amount is less than the maximum fund balance calculation of \$6,443,783 there will be no fund balance payments to member counties for 2023.

Motion by Jeanne Ennen, second by Gordy Wagner to approve the 2023 maximum fund balance calculation resulting in no payments to member counties. Motion carried unanimously.

**Accounts Receivable Uncollectible 12/31/23:**

Ms. Siegel presented a total of \$887.94 in accounts receivable uncollectible accounts to the board. She explained the process for getting these client bills paid. Despite all of the work done, some accounts will never be paid and need to be written off as uncollectible.

Motion by Larry Lindor, second by Dwight Walvatne to approve \$887.94 in uncollectible accounts receivables as of 12/31/23. Motion carried unanimously.

**Administrator Report: Ann Stehn**

Ms. Stehn informed the board that Horizon is the fiscal host of the regional Medical Reserve Corp (MRC) funding of \$76,262. The goal of this funding is to strengthen the medical reserve corps network in MN, training, recruitment, response, and equity. Staff are working to put together the workplan for Partnership for Health and Horizon.

Ms. Stehn reported on additional funding that Horizon has been awarded but has not yet spent:

Federal CDC Foundational Funding: \$265,751 (must be spent by 11/30/27)

State Foundation Funding: \$204,651 (allocated by state legislature and is ongoing funding with ability to carry first year funding forward.)

As part of Horizon’s Strategic Plan, the Organizational Effectiveness and Innovation Committee has been meeting regularly and plans to recommend personnel expenditures with these foundational and infrastructure funds.

**County Reports/Updates:**

Douglas:

Grant:

Pope:

Stevens:

Traverse:

**Adjourn:** With no further business, the meeting was adjourned at 10:56 a.m. by Chair Bob Kopitzke. The next meeting is scheduled for Monday, April 8th, 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

4-8-24  
Date

Attest: Ann Stehn

