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

Monday, April 14, 2025
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Shane Schmidt
Grant: Doyle Sperr, Dwight Walvatne
Pope: Gordy Wagner, Larry Lindor
Stevens: Bob Kopitzke, Jeanne Ennen
Traverse: Dwight Nelson, Kayla Schmidt
Community Representatives: Dennis Thompson, Marcia Schroeder

Staff: Ann Stehn, Horizon Public Health, Administrator
Betsy Hills, Horizon Public Health, Assistant Administrator
Greta Siegel, Horizon Public Health, Assistant Administrator
Kim Roering, Horizon Public Health, Administrative Coordinator
Kayla Nelson, Horizon Public Health Supervisor
Kelsey Peterson, Horizon Public Health Supervisor

Guests: None

Absent: None

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

Approve Agenda:

Motion by Jerry Rapp, seconded by Kayla Schmidt to approve the agenda. Motion carried unanimously (Thompson absent).

Approve minutes March 10, 2025, Horizon Public Health board meeting:

Motion by Gordy Wagner, seconded by Charlie Meyer to approve the March 10, 2025, minutes as presented. Motion carried unanimously (Thompson absent).

Family Health and Emergency Preparedness/Disease Prevention & Control Annual Reports:

Kayla Nelson, Supervisor, provided an overview of Horizon's Family Health Programs. The team includes 6 Registered Nurses, 2 Registered Dieticians, and support staff. Programs offered include WIC, Family Home Visiting, Child & Teen Checkups, Follow Along Program, Breastfeeding Education & Support, Child Passenger Safety, Early Childhood Screenings, and Early Hearing Detection & Intervention and Birth Defects.

Ms. Nelson highlighted the benefits of WIC, noting participants have healthier diets, improved food security, and reduced rates of preterm births and infant mortality. In 2024, a total of \$1,073,407 in WIC benefits were redeemed across Horizon's five-county area:

- Grant County: \$27,705
- Traverse County: \$46,417
- Pope County: \$51,147
- Stevens County: \$160,319
- Douglas County: \$786,819

The Follow Along Program is a free service that monitors children's development and social-emotional health from birth to age five. It guides parents on their child's hearing, movement, learning, and behavior. Goals for 2025 include increasing participation, enrolling more new families, and improving questionnaire return rates.

The Maternal Early Childhood Sustained Home Visiting (MECSH) program is a long-term, evidence-based service provided by a nurse home visitor. Eligibility includes pregnant or postpartum women with risk factors such as low income, limited education, single parenting, or mental health concerns. Services cover child development, nutrition, health, safety, parenting support, and referrals. In 2024, the program served 160 families in a 10-county region, completed 836 visits, graduated 48 families, and made 86 referrals (73% acceptance rate). Goals for 2025 focus on improving data collection efficiency and strengthening outreach and recruitment efforts. Ms. Nelson also shared a home visiting program video featuring Brittany Meissner, one of HPH's nurses.

Kelsey Peterson, Supervisor of Disease Prevention & Control and Emergency Preparedness, provided an update on Horizon's program activities for 2024. The Child & Teen Checkup Outreach program served 7,314 children and made 15,360 contacts through phone calls, letters, and face-to-face visits. Staff also followed up with 146 families after referrals from healthcare providers.

A total of 685 routine and seasonal immunizations were provided through 58 vaccination clinics. Several community recovery grants were funded including Adult Mental Health First Aid (MHFA) sessions offered by Vivie (formerly Knute Nelson) and the BounceBack Project 4-part bilingual wellbeing series offered by Conexiones in Stevens County. Through the MRC Strong Grant, Horizon continues to support the Minnesota Responds Medical Reserve Corps, a statewide system for managing public health emergency volunteers. The West Central Region includes Becker, Clay, Otter Tail, and Wilkin counties. Horizon currently has 277 volunteers across five counties. Lastly, Ms. Peterson shared Horizon's role in the emergency response to the Northstar Manor Apartment Explosion in December 2023, partnering with emergency management to provide support and resources to affected residents.

MDH Healthy Kids Agreement:

Kayla Nelson presented a request for board approval to partner with the Minnesota Department of Health (MDH) and Alexandria School District 206 for participation in Healthy Kids Minnesota, a statewide program aimed at understanding preschool-age children's exposure to harmful chemicals. The program uses biomonitoring to test urine samples from children ages 3-6 during their Early Childhood Screenings. Each year, MDH partners with one rural and one metro community. For 2024, the goal is to recruit 80 children in our area. Participation is voluntary and, if participating, families complete a short survey and will receive their child's test results by mail. MDH will contact families directly if any results are high. All information remains confidential, and participating families will be offered a free private well water testing kit.

Motion by Gordy Wagner, seconded by Jeanne Ennen to approve the request to partner with the Minnesota Department of Health (MDH) and Alexandria School District 206 for participation in Healthy Kids Minnesota agreement. Motion carried unanimously.

Contracted Case Management Contracts: Blue Sky, Inc. & Pinnacle Services, Inc.

Betsy Hills presented contracts with Blue Sky, Inc. and Pinnacle Services for board approval. Horizon uses these contracted case management services to better support individuals living outside our region, particularly in the Duluth and Metro areas. This allows for more local, knowledgeable case management services while still giving individuals the option to choose a Horizon case manager if they prefer. These contracts currently serve about 20 of the 300 individuals Horizon case manages annually. The agreements are due for renewal and require board approval.

Motion by Larry Lindor, seconded by Dwight Walvatne to approve the Blue Sky, Inc and Pinnacle Services, Inc contracts as presented. Motion carried unanimously.

CredibleMind, Inc. Contract (Behavioral Health 360):

Ms. Stehn requested board approval of the CredibleMind, Inc. (Behavioral Health 360) contract, which was previously reviewed at the March board meeting. The proposed agreement is for a 3-year term, with the option to terminate for convenience with 6 months' notice. The cost is \$12,750 per year, with a \$3,000 grant available for years 1 and 2 to offset expenses.

Motion by Jeanne Ennen, seconded by Marcia Schroeder to approve the CredibleMind, Inc. contract as presented. Motion carried unanimously.

Drug Free Communities (DFC) Years 6-10 Grant Application:

Ms. Stehn requested board approval to apply for the Drug Free Communities (DFC) Years 6-10 grant. The grant period would run from September 30, 2025, to September 29, 2030. This is a competitive grant and staff were informed there will be 50% fewer grants awarded than in previous years. The grant provides \$125,000 per year with a required match, which Horizon can meet without issue. Funding supports the Healthy Voices Healthy Choices coalition's work to prevent youth substance use and address risk factors within the Alexandria area.

Motion by Dwight Nelson, seconded by Dennis Thompson to submit application for the Drug Free Communities, Years 6-10 Grant. Motion carried unanimously.

Communities That Care (CTC) Grant Application:

Ms. Stehn requested board approval to apply for the Communities That Care (CTC) grant, a new state-funded program like the DFC grant. The grant would run from June 1, 2025, to May 31, 2030, with a focus on Minnewaska School District and Pope County. The grant provides \$150,000 per year for 5 years with no local match required. Funding would support efforts to prevent youth substance use and build a multi-sector coalition to guide the work. It would also fund a full-time Health Educator position, partially based at the school.

Motion by Larry Lindor, seconded by Gordy Wagner to submit application for the Communities that Care (CTC) Grant. Motion carried unanimously.

SHIP Partner Regional Training by Creating Community Consulting:

Ms. Stehn requested board approval to contract with Creating Community Consulting for the regional SHIP workshop training component, as it is Horizon's turn to coordinate. The training will focus on Results Based Accountability and is scheduled for May 24th. The cost is \$3,000, fully grant-funded through SHIP and pre-approved by MDH.

Motion by Shane Schmidt, seconded by Marcia Schroeder to contract with Creating Community Consulting for the regional SHIP workshop training. Motion carried unanimously.

Douglas County MOA re: Cannabis Registration:

Ms. Stehn presented a Memorandum of Agreement (MOA) for Cannabis Registration. Under the agreement, Horizon would handle administrative responsibilities, while decisions remain with Douglas County. Horizon would also coordinate compliance checks with the Douglas County Sheriff's Office. Funding would be split, with 65% going to the Sheriff's Office and the remainder retained by Horizon. If Horizon incurs additional expenses, they will bill Douglas County. The agreement is modeled after a similar arrangement with Pope County and will be presented to the Douglas County Board on April 15, 2025.

Motion by Jeanne Ennen, seconded by Shane Schmidt, to approve the Memorandum of Agreement for Cannabis Registration in Douglas County. Motion carried unanimously.

Pope County MOA re: Cannabis Registration:

Ms. Stehn presented the amended Memorandum of Agreement (MOA) for Cannabis Registration in Pope County for board approval. Updates to the agreement include directing 65% of registration fees to the Pope County Sheriff's Office (PCSO) for compliance checks, with administration of the required Accela zoning account remaining with the Pope County Land & Resource Department. Registration requests will now be submitted through the Pope County

Administrator's Office, and renewal packets may be emailed to registrants. Additionally, reimbursement and invoicing language within the MOA has been updated.

Motion by Larry Lindor, seconded by Shane Schmidt, to approve the Memorandum of Agreement for Cannabis Registration in Pope County. Motion carried unanimously.

Mental Health Action Day:

Ms. Hills requested board approval for participation in Mental Health Action Day, an initiative focused on encouraging intentional mental health actions through meaningful connection. The effort invites staff to dedicate one hour to connect with themselves, their peers, loved ones, or their community. Activities can include volunteering, spending time with coworkers or family, showing gratitude, or practicing self-care. This initiative was successful last year, with several staff members actively participating. The goal is to provide a simple, flexible, and measurable way to support mental well-being during May which is Mental Health Month.

Motion by Doyle Sperr, seconded by Dwight Walvatne, to approve the Mental Health Action Day. Motion carried unanimously.

Personnel – Ann Stehn:

Out of State Travel Request:

Ms. Stehn requested board approval for an out-of-state travel request for Alicia Lang, Sanitarian, to attend the FDA Course 200 - Risk Based Inspections in Albany, NY from April 27th to May 2nd. The expenses for this travel will be covered by the recently awarded FDA grant.

Motion by Larry Lindor, seconded by Jeanne Ennen, to approve out-of-state travel requested for Alicia Lang to FDA Course in Albany, NY from April 27th to May 2nd. Motion carried unanimously.

Paid Family Medical Leave Request for Proposal

Ms. Stehn requested board approval to issue a Request for Proposal (RFP) in May through Integrity Benefits for Paid Family Medical Leave, set to start in January 2026. The RFP would explore the option of working with a private carrier in addition to the option of having the State of MN manage the program. This would be a fully insured product, and most Horizon counties are considering this approach. The decision must be made to either have the state manage the leave or go with a private carrier. Integrity is not charging for this RFP.

Motion by Gordy Wagner, seconded by Charlie Meyer, to approve the Request for Proposal through Integrity Benefits for Paid Family Medical Leave. Motion carried unanimously.

Resignation and request to hire full-time Environmental Health Specialist/Registered Sanitarian:

Ms. Stehn announced the resignation of Doug Breikreutz, Environmental Health Specialist/Registered Sanitarian, effective April 11, 2025. She requested board approval to hire a full-time Environmental Health Specialist/Registered Sanitarian to fill the position.

Motion by Jeanne Ennen, seconded by Dwight Nelson, to approve hiring a full-time Environmental Health Specialist/Registered Sanitarian. Motion carried unanimously.

Agency funding impacts:

Financial Issues

Ms. Stehn reported on the federal funds recently terminated prior to the end of the grant agreements. The Regional Health Equity Network Grant in the amount of \$10,957.80, originally allocated for a project by Browns Valley youth, has ended. We are currently working on options to assist the youth so they can complete their project goals despite the loss of these funds. Additionally, the COVID-19 Vaccine Grant (\$32,239.95) and the COVID-19 Community Recovery Funds (\$103,382.12) have both been terminated by the federal government before their planned end dates of June 30, 2025, and March 31, 2026, respectively. In total, these changes represent a funding impact of \$146,579.87 to Horizon.

Approve payment of warrants and payroll March 2025:

The March 2025 warrants in the amount of \$171,148.95 and payroll disbursements of \$667,856.98 for a total of \$839,005.93 were approved on a motion by Jeanne Ennen, seconded by Larry Lindor. Motion carried unanimously.

2025 YTD Asset Listing Summary Report: Jeanne Ennen

Ms. Ennen presented the March 2025 Asset Summary Report. The year-to-date report reveals that revenues exceed expenditures by \$131,556.49. Total assets decreased by \$131,535.79 compared to the previous month. As of March 31, 2025, HPH's total assets amounted to \$8,286,517.63.

Motion by Charlie Meyer, seconded by Shane Schmidt to approve the March 2025 Asset Listing Summary Report. Motion carried unanimously.

Quarterly Financial Report

Ms. Siegel presented the financial report for the period of January 2025 through March 2025. At this point, 25% of the year is completed. Total revenues for the period were \$3,015,208.23, which represents 25% of the annual budgeted revenue. Total expenditure amounted to \$2,883,651.74, or 24% of the annual budgeted expenditure. The total net position for the period is \$131,556.49.

Motion by Doyle Sperr, seconded by Kayla Schmidt to approve the January 2025 through March 2025 Quarterly Financial Report. Motion carried unanimously.

Resolution 25-08 accepting March 2025 Hospice donations:

Ms. Siegel presented Resolution 25-08 accepting March 2025 Hospice Donations in the amount of \$5,845.00.

RESOLUTION 25-08

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the March 2025 donations to Hospice of Douglas County in the amount of \$5,845.00

Dated this 14th day of April, 2025.

Motion by Shane Schmidt, seconded by Dwight Walvatne to approve Resolution 25-08 accepting \$5,845.00 for March 2025 donations to Hospice of Douglas County. Motion carried unanimously.

Administrator Report: Ann Stehn

Legislative Update:

Horizon is closely monitoring proposed changes to disability waivers and the potential cost shift to counties. The Governor's budget includes a 5% cost shift for residential settings, the Senate proposes 2%, and the House has proposed counties covering 33% of the expense when there is a waiver rate exception. The House's proposal represents double the savings anticipated in the Governor's budget and is currently the most concerning option for impact on local levies. Ms. Stehn reported on other items of interest to public health under current consideration at the legislature.

County Health Rankings for 2025:

Ms. Stehn presented the County Health Rankings, which provide an overview of population health, wellbeing, and community conditions within the State of Minnesota and nationwide. The Health and Wellbeing category includes measures such as mortality rates, prevalence of chronic conditions, and overall health outcomes across the state. The Community Conditions category focuses on factors like access to clinics, schools, healthy food options, and safe, supportive environments. The report indicated that most Minnesota counties, including Horizon's five-county service area, show positive results in both categories. On a national level, the Midwest region also performed well, with strong rankings.

Horizon Community Health Board profile:

Ms. Stehn presented the Horizon Community Health Board Profile, which highlights Horizon’s self-reported status on national performance measures. Horizon performed well in this area as it is measuring the ability to meet National Standards which was a part of the accreditation process by PHAB.

Foundational Public Health Funds:

Ms. Stehn informed the board that some areas of the state were unable to fully expend their allotted Foundational Public Health funding. As a result, Horizon has submitted a request for reallocation of unspent funds, which could potentially increase Horizon’s available funding. A final decision on redistribution is expected in the next few weeks.

AmeriCorps update:

Ms. Stehn shared that Jarrett Kujava, Horizon’s current AmeriCorps member, has signed on for a second term. He will continue working with Horizon for an additional year, supporting ongoing public health initiatives and projects.

County Reports/Updates:

- Douglas County: none
- Grant County: none
- Pope County: none
- Stevens County: none
- Traverse County: none

Adjourn: With no further business, the meeting was adjourned at 10:42 a.m. by Chair Bob Kopitzke. The next meeting is scheduled for Monday, May 12, 2025.

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

5-12-25
Date

Attest: Ann Esteh