



809 Elm Street Suite 1200
Alexandria, MN 56308
Phone: 800.450.4177 | 320.763.6018
Fax: 320.763.4127 | 888.229.2347
horizonpublichealth.org

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

Monday, May 12, 2025
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Shane Schmidt
Grant: Dwight Walvatne
Pope: Gordy Wagner
Stevens: Bob Kopitzke, Jeanne Ennen
Traverse: Dwight Nelson
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
Joyce Iverson, Horizon Public Health, Supervisor

Guests: None

Absent: Doyle Sperr, Larry Lindor, Kayla Schmidt

The meeting was called to order at 9:02 a.m. by Chair, Bob Kopitzke.

Approve Agenda:

Ms. Stehn presented the amended agenda, which was included in the board packet distributed.

Motion by Jerry Rapp, seconded by Gordy Wagner, to approve the amended agenda as presented. Motion carried unanimously.

Approve minutes April 14, 2025, Horizon Public Health board meeting:

Motion by Jeanne Ennen, seconded by Marcia Schroeder to approve the April 14, 2025, minutes as presented. Motion carried unanimously.

Hospice of Douglas County Annual Report – Joyce Iverson:

Ms. Iverson presented the 2024 Hospice of Douglas County annual report. She highlighted key events from the year, including the addition of grief support groups in Evansville and at Galeon, the resumption of the palliative care program in March, and the Annual Butterfly Release held for the first time on the courthouse lawn. She also recognized the May volunteer appreciation dinner and noted that Helen Feda was named Minnesota Hospice Volunteer of the Year in

February 2025. Ms. Iverson shared that while hospice admissions were down slightly, the number of days billed increased, showing that patients are being referred earlier. She also mentioned the new gown project, where personalized gowns are made for end-of-life patients. Hospice of Douglas County had a successful state and federal survey in October with no deficiencies, which is a significant accomplishment.

She concluded her report by informing the board that in 2024 they developed an educational video that was shared with local facilities and is now being used in several venues for staff or patient training. A short video was shown reflecting a We Honor Veterans ceremony. Ms. Iverson thanked the board for their support.

Horizon Financial Annual Report – Greta Siegel:

Ms. Siegel presented the 2024 HPH financial annual report. The largest to smallest revenue sources in 2024 for HPH are:

1. Hospice 3rd Party Reimbursement
2. Non-Competitive Grants
3. PrimeWest Case Management
4. MnCHOICES/Long-Term Services & Supports
5. Competitive Grants
6. Medicaid Case Management
7. Interest/Dividends/Donations
8. Local Tax Levy
9. License Fees/Charges for Services
10. 3rd Party Reimb-Public Health Services
11. Blue Plus Case Management

Ms. Siegel stated the 2024 financial summary features a strong, diversified revenue base. Competitive grant funding has increased for the second consecutive year. Non-competitive grant funding also saw an increase and continues to play a crucial role in maintaining Horizon’s financial stability. Case Management, Long-Term Services & Supports, and Hospice programs provide essential services and enhance the diversity of revenue streams. Other sources of income include reimbursements for Public Health services, license and client fees, as well as various miscellaneous revenues such as donations, interest, and dividend earnings. The local tax levy for Horizon’s five member counties remains a small percentage of funding needed for operations.

MN Local Public Health data is collected annually from all Community Health Boards. Horizon has not received the 2024 data yet. Ms. Siegel presented a comparison between the MN Local Public Health System for 2023 and Horizon Public Health. Local tax levy dollars continue to be the number one funding source for Local Public Health departments in the state at 37.3%; in comparison Horizon has a diverse revenue stream that allows operations to continue with just 4.8% of revenue coming from local tax levy. Since 2015, Horizon has reduced county tax contributions to Public Health services from a combined county average of \$15 per capita to our current \$7.

Horizon 2024 revenue sources have remained consistent from last year to this year. Revenue and expenditure trends have been parallel. Ms. Siegel presented year end assets as a final part of the report.

Policy Updates:

Telemedicine and Telephonic Telemedicine Policy – Betsy Hills:

Ms. Hills presented the updated Telemedicine and Telephonic Telemedicine Policy. Language referencing telephonic visits was removed, as these are no longer billable according to the Minnesota Health Care Programs Provider Manual. The program list was also updated to reflect the change from Healthy Families America to EBHV and to include the Hospice Program.

Motion by Gordy Wagner, seconded by Dwight Nelson, to approve the HPH Telemedicine Policy. Motion carried unanimously.

Client Documentation Policy – Betsy Hills:

Ms. Hills presented the updated Client Documentation policy. The “Timely completion changes” section was updated to reflect new practices.

Motion by Shane Schmidt, seconded by Marcia Schroeder to approve the Client Documentation Policy. Motion carried unanimously.

HPH Credit Card Policy Revision – Greta Siegel:

Ms. Siegel presented proposed revisions to the HPH Credit Card Policy. The current policy and board-approved resolution designate only the Assistant Administrator of Finance & Grants as the official designee authorized to issue credit cards and establish individual credit limits. To align with best practices and ensure continuity of operations, Horizon proposes adding a second designee.

Resolution 25-09 designates the Administrator of Horizon Public Health as an additional authorized individual to issue credit cards and set credit limits. Language previously included in the resolution that is more appropriate for policy has been removed and incorporated into the updated Credit Card Policy. Siegel stated the process of making credit card purchases remains the same. Key updates to the policy include:

- All credit card issuances and credit limit changes must be approved by the Administrator
- An annual review of the policy will be conducted

Motion by Jeanne Ennen, seconded by Dwight Walvatne, to approve the HPH Credit Card Policy Revisions. Motion carried unanimously.

Resolution 25-09 Authorization of the use of Credit Cards:

Ms. Siegel presented Resolution 25-09 Designating the Administrator of Horizon Public Health as an additional authorized individual to issue credit cards and set credit card limits.

**RESOLUTION
25-09**

WHEREAS, Minnesota Statute §375.171 states that a county board may authorize the use of a credit card by any county officer or employee otherwise authorized to make a purchase on behalf of the organization; and

WHEREAS, Horizon Public Health is organized under Minnesota Statute §471.59 as a Joint Powers Agreement allowing the five member counties to jointly exercise any power common to the contracting parties; and

WHEREAS, Minnesota Statutes §145A.04 provides that a community health board has the general responsibility for development and maintenance of a system of community health services under local administration and within a system of state guidelines and standards; and

WHEREAS, the Horizon Community Health Board wishes to authorize Horizon Public Health to issue Horizon Public Health Credit Cards to employees that are authorized to make purchases; and

WHEREAS, the Horizon Community Health Board has approved a Horizon Public Health credit card policy that provides detailed information regarding the authorization and use of credit cards; and

WHEREAS, the Administrator and Assistant Administrator of Finance and Grants are authorized to identify which employees will be issued a Horizon Public Health credit card; and

WHEREAS, the Administrator and Assistant Administrator of Finance and Grants will authorize credit limits on each Horizon Public Health credit card to limit the amount of spending per employee.

THEREFORE, BE IT RESOLVED that the Horizon Community Health Board authorizes the issuance and use of Horizon Public Health credit cards as stated above.

Dated this 12th day of May, 2025.

**HORIZON COMMUNITY HEALTH BOARD
ALEXANDRIA, MN**

Motion by Dennis Thompson, seconded by Jeanne Ennen, to approve the additional authorized individual to issue credit cards and set credit card limits. Motion carried unanimously.

Discontinuation of MnCHOICES Agreement Between Douglas County Social Services and Horizon Public Health – Ann Stehn:

Ms. Stehn requested approval to discontinue the MnCHOICES Agreement between Douglas County Social Services and Horizon Public Health. The agreement was originally established at the time Horizon was formed. At this time the staff member supporting the agreement has retired, and several Horizon staff have increased to 40-hour workweeks to absorb the workload. Additionally, recent changes to the MnCHOICES platform have reduced the need for the agreement. The Douglas County Board approved the discontinuation on May 6.

Motion by Marcia Schroeder, seconded by Charlie Meyer, to discontinue the MnCHOICES Agreement between Douglas County Social Services and Horizon Public Health. Motion carried unanimously.

Personnel – Ann Stehn:

Permission to hire Health Educator Position:

Ms. Stehn announced the resignation of Kyra Kjeldahl, Health Educator working with our Drug Free Communities and Cannabis Prevention grants, effective June 13, 2025. Ms. Stehn requested board approval to hire a full-time Health Educator for Cannabis Prevention work.

Motion by Gordy Wagner, seconded by Jeanne Ennen, to approve hiring a full-time Health Educator. Motion carried unanimously.

Permission to hire Health Educator Position:

Ms. Stehn requested board approval to hire a full-time Health Educator for the newly acquired Communities That Care (CTC) grant. This is a 5-year grant opportunity through MDH working with youth substance use in Pope County within the Minnewaska Schools.

Motion by Dwight Walvatne, seconded by Shane Schmidt, to approve hiring a full-time Health Educator. Motion carried unanimously.

Financial Issues

Approve payment of warrants and payroll April 2025.

The April 2025 warrants in the amount of \$255,507.39 and payroll disbursements of \$674,927.01 for a total of \$930,434.40 were approved on a motion by Dwight Walvatne, seconded by Gordy Wagner. Motion carried unanimously.

2025 YTD Asset Listing Summary Report:

Ms. Ennen presented the April 2025 Asset Summary Report. The year-to-date report reveals that revenues exceed expenditures by \$170,683.55 for the month of April 2025. Total assets increased by \$169,124.25 compared to the previous month. As of April 30, 2025, HPH's total assets amounted to \$8,455,641.88.

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

Resolution 25-10 accepting April 2025 Hospice donations:

Ms. Siegel presented Resolution 25-10 accepting April 2025 Hospice Donations in the amount of \$370.00

RESOLUTION 25-10

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the April 2025 donations to Hospice of Douglas County in the amount of \$370.00

Dated this 12th day of May, 2025.

Motion by Gordy Wagner, seconded by Jeanne Ennen to approve Resolution 25-10 accepting \$370.00 for April 2025 donations to Hospice of Douglas County. Motion carried unanimously.

Big Olympia LLC Training Proposal:

Horizon Public Health purchased Microsoft 365 in July 2024 using grant funds, with prior Board approval. Since that time, key implementation milestones have included:

- 12/2/24: Horizon email migrated to the .gov tenant and Microsoft 365 cloud
- 1/1/25: Microsoft Teams implemented for meetings and internal communication
- 3/4/25: Horizon Hub Intranet launched on the SharePoint platform with assistance from Sky North Software

Next steps include continued SharePoint development, staff training, and further Microsoft 365 adoption. This is not a service provided by our IT vendor and we do not have enough internal staff knowledge to be able to lead this effort without assistance. A request for proposals was issued for Microsoft 365 consultation and training.

Big Olympia LLC submitted a proposal that includes:

- Six foundational Microsoft 365 workshops and development of training content
- Ten remote training sessions
- SharePoint Intranet adoption support

Total cost of the proposal: \$6,575, which includes:

- SharePoint services: \$3,875
- Training sessions: 10 sessions at \$270 each = \$2,700

Two letters of recommendation were received in support of Big Olympia LLC.

Board approval to proceed with the contract was requested.

Motion by Shane Schmidt, seconded by Gordy Wagner, to contract with Big Olympia LLC for SharePoint development, staff training, and further Microsoft 365 adoption. Motion carried unanimously.

Administrator Report: Ann Stehn

Legislative Update:

Ms. Stehn will email a summary of the proposed cost shifts to the group. These shifts primarily impact waiver services from home and community-based residential programs and are based on 2023 data, the most recent available from DHS. The data reflects the current 3 different proposals from the Governor, Senate, and House. These figures provide a general sense of potential financial impact if the proposals move forward.

Ms. Stehn noted that these numbers are still subject to change and can and emphasized they can fluctuate significantly depending on factors such as client deaths or the addition of high-cost individuals. One particular concern is the misconception that local staff approve rate exceptions. It has been an inaccurate message noted during this session. Stehn noted that rate exceptions are not approved at the local level, they are approved by a team at DHS.

There are additional legislative proposals under consideration related to Emergency Preparedness and response grants, as well as infrastructure funding. Some proposals may result in reduced funding for certain grants. The Cannabis/Substance Use Grant appears to be restoring funds that were previously cut.

Grant Update:

The Communities That Care (CTC) grant has been received.

The DFC program has applied for a second round of funding, we will not know the outcome of this until early this fall, this position is currently being held open and will be covered by other staff until we learn of the outcome of the application.

SCHSAC Update (Gordy/Ann):

Gordy and Ann attended the recent SCHSAC meeting. Discussion focused on potential funding cuts at the Minnesota Department of Health (MDH), although a clear picture has not yet emerged. Approximately 170 positions may be affected.

There is a proposal to set aside a percentage of competitive infrastructure grant funds to develop a regional data model. While there is general support for the concept, it is unclear how this may impact Horizon and how a region might come together for this purpose.

County Reports/Updates:

Douglas County: none

Grant County: none

Pope County: none

Stevens County: May 16th will be the grand opening of the new dairy operation.

Traverse County: none

Adjourn: With no further business, the meeting was adjourned at 10:37 a.m. by Chair Bob Kopitzke. The next meeting is scheduled for Monday, June 9, 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.

12 YEAS and 0 NAYS

Bob Kopitzke
Chair, Horizon Community Health Board

6-9-25
Date

Attest: Wm Esten