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

Monday, June 9, 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: 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
Johanna Parker, Horizon Public Health, Health Educator

Guests: None

Absent: Dwight Nelson

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

Approve Agenda:

Motion by Jeanne Ennen, seconded by Larry Lindor to approve the agenda. Motion carried unanimously.

Approve minutes May 12, 2025, Horizon Public Health board meeting:

Motion by Gordy Wagner, seconded by Dwight Walvatne to approve the May 12, 2025, minutes as presented. Motion carried unanimously.

County Tobacco Ordinance Updates:

Johanna Parker, Health Educator at Horizon Public Health, shared updates on tobacco ordinances in Douglas, Pope, and Grant Counties. Horizon is recommending updates to align local laws with Minnesota's Tobacco 21 law, as Grant and Douglas still list the legal age as 18. Horizon will also recommend raising compliance failure fines to the state required fee of \$300 and introducing a late fee for license renewals after November 30. Horizon staff will be working to better coordinate the licensing process along with compliance checks in each jurisdiction.

Vaping products remain regulated, with fines for sales to minors unchanged. Pope County recently banned the sale of single tobacco items like cigars.

Horizon retains 35% of licensing fees, with 65% going to law enforcement for compliance checks. Stevens and Traverse Counties handle their own tobacco licensing process.

Personnel – Ann Stehn & Betsy Hills:

Update on hiring process for openings:

Ms. Stehn announced Horizon has a candidate for the Registered Sanitarian position and this person is expected to start in July.

The Health Educator role, funded by the 5-year Communities That Care Grant focused on Minnewaska schools, is currently on hold due to proposed state-level budget cuts; Horizon is working on revising our budget plan and awaiting more clarity before filling the position.

The DFC Coordinator position remains open, but since the grant is competitive with only about half of applicants funded, Horizon is holding on filling this position until we know about the grant award which we expect to be this fall.

Mental health action day:

Ms. Hills expressed her gratitude to the board for supporting Horizon staff in prioritizing mental health—both within the community and among colleagues. A total of 76 team members utilized their mental health hour by volunteering at schools, donating blood, participating in community mental health walks, and strengthening connections with co-workers.

Out of state travel request, Hospice and Palliative Nurses Association Conference, Oct 26-28, Orlando, FL:

Ms. Stehn requested approval to send Joyce Iverson to Orlando, FL for Hospice and Palliative Nurses Association Conference on October 26-28, 2025.

Motion by Jeanne Ennen, seconded by Marcia Schroeder to approve the Out-of-State travel request for Joyce Iverson to attend the Hospice and Palliative Nurses Association Conference from October 26-28 in Orlando, FL. Motion carried unanimously.

Financial Issues

Approve payment of warrants and payroll May 2025:

The May 2025 warrants in the amount of \$296,803.02 and payroll disbursements of \$669,507.89 for a total of \$966,310.91 were approved on a motion by Larry Lindor, seconded by Doyle Sperr. Motion carried unanimously.

2025 YTD Asset Listing Summary Report: Jeanne Ennen

Ms. Ennen presented the May 2025 Asset Summary Report. The year-to-date report reveals that revenues exceed expenditures by \$280,539.99 for the month of May 2025. Total assets increased by \$282,304.70 compared to the previous month. As of May 31, 2025, HPH's total assets amounted to \$8,737,946.58.

Ms. Siegel requested approval to reclassify the PrimeWest Community Reinvestment and Blandin grant funds from the Committed fund balance to deferred revenue. Following discussions with auditors, it was recommended that these funds be categorized as deferred revenue, as both contracts require any unspent funding to be returned at the end of the grant period.

Motion by Shane Schmidt, seconded by Kayla Schmidt to approve the May 2025 Asset Listing Summary Report and move the PrimeWest Community Reinvestment and Blandin grant funds to deferred revenue. Motion carried unanimously.

Resolution 25-11 accepting May 2025 Hospice donations:

Ms. Siegel presented Resolution 25-11 accepting May 2025 Hospice Donations in the amount of \$2,660.00.

RESOLUTION 25-11

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the May 2025 donations to Hospice of Douglas County in the amount of \$2,660.00.

Dated this 9th day of June, 2025.

Motion by Gordy Wagner, seconded by Marcia Schroeder to approve Resolution 25-11 accepting \$2,660.00 For May 2025 donations to Hospice of Douglas County. Motion carried unanimously.

Finance Committee Recommendations from June 4, 2025 meeting:

Ms. Siegel informed the board that the Horizon Finance Committee has reviewed a preliminary 2026 budget and recommends that Horizon leaves the 2026 levy amount the same (0% increase) as it was in 2023, 2024, and 2025. The total levy request for 2026 is \$485,933 which is \$7.00 per capita for the 2023 population count in Horizon Counties.

Motion by Jeanne Ennen, seconded by Kayla Schmidt to approve the 2026 levy request of \$485,933 remaining the same amount as 2023, 2024, & 2025. Motion carried with Charlie Meyer voting nay.

Ms. Stehn and Ms. Siegel presented preliminary 2026 budget figures to the board, outlining an estimated revenue of \$12,085,368 and projected expenses of \$12,247,031, resulting in a negative net balance of \$161,663. Horizon is closely monitoring state and federal budgets, as many uncertainties remain. As more information becomes available, efforts will be made to refine the budget figures. Salary and fringe costs constitute the largest portion of the budget, along with hospice-related supplies and expenditures. Administration will continue to carefully assess agency needs to make necessary adjustments. No additional action is requested at this time.

Investment Decision:

Ms. Siegel reminded the board that Horizon currently has a 365-day investment with the MAGIC fund in the amount of 1.5 million at a fixed rate of 5.28% that will mature on June 6, 2025. Estimated interest earnings are \$78,115.07. The finance committee proposes reinvesting \$1,578,000.00 at an estimated fixed rate of 4.17% and moving the remaining funds to the Glenwood State Bank checking account. This would be an estimated amount of \$125.00.

Motion by Larry Lindor, seconded by Dwight Walvatne to approve the Magic Term Investment of \$1,578,000.00 and to move the remaining funds to the Glenwood State Bank checking account. Motion carried unanimously.

Ms. Siegel announced that Horizon will have another investment coming due in September 2025. Interest revenue was considered in the 2026 budget. Horizon will be working to evaluate all our grants to assure that any carry forward is reflected in the 2026 budget. There are 36 grants currently.

Administrator Report: Ann Stehn

Legislative Update:

Horizon anticipates an 11-20% reduction in the Response Sustainability grant, resulting from a state funding decrease of \$427,000 in Fiscal Year 2026 and \$423,000 in Fiscal Year 2027. Multiple Community Health Boards are involved, and additional factors may influence the final formula numbers.

Similarly, a budget cut is expected for the Communities That Care Grant. Horizon is actively collaborating with the state to revise the budget, though fewer grants will be awarded overall. Final details are still pending.

There is a proposal for MnCHOICES funding to transition to a per-assessment payment model rather than relying on a time study starting in Fiscal Year 2028, aiming to achieve \$9 million in statewide savings per year. While this change will not impact 2026, adjustments may be necessary by 2027 in preparation. The time study payment model was explained to the board. Additionally, as of July 1, the frequency of assessments will decrease depending on several factors. Horizon does not have a waiting list for assessments, but this is an issue for some other jurisdictions.

The MDH Innovation Grant pool is decreasing, and at the next SCHAC meeting, the Minnesota Department of Health plans to propose carving out a portion of the funds for regional data centers. This recommendation is based on successful models in other parts of the state. One key consideration for Horizon is determining a potential partnership, as it may not be large enough to serve as a data center independently. The regional data center (RDC) is expected to conduct more in-depth analysis than the state currently provides.

Ms. Stehn announced that Horizon is in the process of developing an AI policy. At Horizon, the primary use of AI has been in grant writing and reports, where it has helped save tremendous amounts of staff time.

Horizon recently finished a Memorandum of Understanding with U of M Morris for emergency response purposes. This document, which has been reviewed by an attorney, must be kept on file and can serve as a template for other organizations. It outlines liability provisions and other key considerations to allow for the potential use of their facilities in an emergency.

The City of Brown's Valley is applying for opioid funding to support youth-related initiatives within the community. This is the project that was left incomplete when Horizon lost funding.

The Cannabis Media Campaign is hoping to launch before the July 4th holiday, emphasizing the theme: "Legal doesn't equal safe." Key focus areas include:

- Traffic safety, in partnership with law enforcement
- Safe storage to prevent child access
- Increased potency, highlighting that cannabis today is stronger than it used to be
- Legal use restricted to ages 21 and over
- Medication interactions, raising awareness about potential health risks

Executive Committee meeting report from May 12, 2025:

Ms. Stehn provided updates from the Executive Committee meeting. There were no formal recommendations for board consideration at this time for changes. The following topics were discussed:

- Guest/Staff Presentations: Guests and staff speakers will continue to present at the beginning of the agenda, when possible, to allow them to return to work/leave without waiting through the entire meeting.
- Hybrid Meetings: After consideration, it was decided to not recommend a change to Horizon's meeting format at this time due to several factors. Hybrid meetings can be challenging, and there is a plan for inclement weather. If a board member wants to listen in without voting they should contact the Administrator. It was also noted that the open meeting law in Minnesota was changed during this legislative session, and this should be considered once the law has been interpreted so a recommendation would be based on current law and legal requirements.
- By-Law Review: The committee received information on how other JPA organizations structure their officers, committees, and operational procedures. A discussion was held, and the group will meet again this fall to consider a recommendation to bring forward.

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 10:23 a.m. by Chair Bob Kopitzke. The next meeting is scheduled for Monday, July 14, 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.

9 YEAS and 0 NAYS

Bob Kopitzke
Chair, Horizon Community Health Board

7-14-25
Date

Attest: LeAnn Ester