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

**Monday, July 14, 2025**  
**9:00 a.m.**  
**Minutes**

**Present:** Douglas: Charlie Meyer, Jerry Rapp, Shane Schmidt  
Grant: Dwight Walvatne  
Pope: Larry Lindor  
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  
Stacey Lhotka, Horizon Public Health, Human Resources Director

**Guests:** none

**Absent:** Doyle Sperr, Gordy Wagner, Kayla Schmidt

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 (Thompson absent).

**Approve minutes June 9, 2025, Horizon Public Health board meeting:**

Motion by Shane Schmidt, seconded by Marcia Schroeder to approve the June 9, 2025, minutes as presented. Motion carried unanimously (Thompson absent).

**CliftonLarsonAllen IT Assessment Results:**

Ms. Siegel presented the results of the CliftonLarsonAllen (CLA) IT Assessment for Horizon. Three tests were conducted with Morris Electronics' involvement:

- **External Penetration Test (EPT):** Assessed perimeter security and phishing susceptibility. No critical or high vulnerabilities were found; CLA could not guess employee passwords, and KnowBe4 campaigns showed low click rates and high reporting by staff.

- **Internal Penetration Test (IPT):** Reviewed internal network security. CLA found Horizon's internal security to be similar to our peers and in some areas slightly above average, but offered suggestions for some changes that could be made for additional protection.
- **HIPAA Security Risk Analysis (SRA):** Covered 18 control domains. Horizon's maturity score was above average. Vendor management was identified as an area needing more defined procedures.

Since the assessment in late 2024, improvements include enforcing multi-factor authentication and migrating email to Microsoft 365 with Barracuda security. Remaining actions: develop IT vendor management policy, business continuity plan, and incident response plan. Horizon plans to continue annual IT security assessments. Siegel recommends Horizon obtain quotes from CLA and Marco for a Microsoft 365 security review to ensure data protection and identify potential vulnerabilities, but no specific action was taken at this time.

#### **Minnesota Paid Family Leave (PFML) Law Update:**

Ms. Lhotka provided an overview of the new Minnesota Paid Family and Medical Leave (PFML) law, which begins in 2026. PFML is like FMLA but includes paid benefits, offering up to 20 weeks combined for medical and family leave. Payroll tax funding starts 1/1/26, shared between employees and employers.

Horizon issued an RFP for private carriers and received one viable bid from MetLife, which would offer customized, integrated coverage with a 2-year rate guarantee. Pros and cons of using MetLife versus the state-run program were discussed, including flexibility, administrative workload, and future rate uncertainty.

Decisions on selecting either the state or MetLife option, cost sharing, and coordination with existing short-term disability and leave policies will be needed by 1/1/26. Horizon Administration will continue research and work with Personnel and Finance to bring a recommendation to the board in early September.

#### **SCHSAC Report – Ann Stehn**

Ms. Stehn shared highlights from the SCHSAC meeting. The Commissioner reported on the MN legislative session and noted ongoing uncertainty at the federal level. New state funding was approved for infectious disease work, increased user fees for regulated entities, and some clean water projects.

The Infrastructure Fund, created in 2021 to support innovative public health delivery models, has funded successful projects. Horizon is currently on their second grant from this funding stream. A recommendation was made to allocate \$1.5 million of the fund for regional data models, with the remaining \$2.2 million for new projects. Regional data projects have demonstrated significant benefit, and the recommendation passed to ask the MDH Commissioner to carve out funding for 8 regional projects.

Additionally, a workgroup is developing standards to ensure CHBs meet foundational responsibilities before using foundational funding for community specific local services.

#### **CredibleMind Update – Ann Stehn**

Ms. Stehn provided an update on CredibleMind, an online, confidential mental health and wellbeing platform available 24/7. She encouraged everyone to help promote it, including adding it to email signatures. Marketing materials like bookmarks and business cards will be available soon.

From 5/19/25 to 6/30/25, there were 760 new users, 102 registered users, and 995 sessions. Top topics explored included flourishing/languishing, depression, anxiety, and stress. There was a broad range of ages using the platform.

#### **Personnel – Ann Stehn & Betsy Hills:**

##### ***Update on hiring process for openings:***

Ms. Stehn reported the following staffing changes:

- Kathleen Thoennes, Home Health Aide, resignation effective September 28, 2025.
- Angie Schultz, Case Manager, resignation effective June 9, 2025.
- Joseph Steidl was hired as a Sanitarian, starting July 7, 2025, and will be based in the Alexandria office.

***Permission to hire Home Health Aide Position:***

Ms. Stehn requested board approval to hire a 20-hour per week Home Health Aide position, and to be able to backfill any aide vacancies that might be created if the position is filled internally.

Motion by Larry Lindor, seconded by Dwight Nelson to approve hiring a Home Health Aide at 20 hours per week and a casual Home Health Aide for future employment. Motion carried unanimously.

***Other position updates:***

- DFC Grant position is on hold; current staff are covering duties.
- CTC Grant position has been filled and will be announced soon; will work with Minnewaska School.
- Advertising for a casual Hospice RN to assist with on-call coverage.

**Financial Issues**

***Approve payment of warrants and payroll June 2025:***

The June 2025 warrants in the amount of \$180,807.92 and payroll disbursements of \$675,663.44 for a total of \$856,471.36 were approved on a motion by Dwight Walvatne, seconded by Charlie Meyer. Motion carried unanimously (S. Schmidt absent).

***2025 YTD Asset Listing Summary Report: Jeanne Ennen***

Ms. Ennen presented the June 2025 Asset Summary Report. The year-to-date report reveals that revenues exceed expenditures by \$71,215.39 for the month of June 2025. Total assets increased by \$76,149.81 compared to the previous month. As of June 30, 2025, HPH's total assets amounted to \$8,814,096.39.

Motion by Larry Lindor, seconded by Dwight Walvatne to approve the June 2025 Asset Listing Summary Report. Motion carried unanimously (S. Schmidt absent).

***Quarterly Financial Report: Greta Siegel***

Ms. Siegel presented the financial report for the period of April 1, 2025, through June 30, 2025. At this point, 50% of the year is completed. Total revenues for the period were \$6,290,195.33, which represents 52% of the annual budgeted revenue. Total expenditure amounted to \$5,636,199.91 or 47% of the annual budgeted expenditure. The total net position for the period is \$653,995.42.

Ms. Siegel reviewed some of the larger expenses within the budget to provide the Board with an overview of current spending. She noted that Salary & Fringe is at 48% of budgeted at \$4,241,098, IT Equipment represents 27% at \$27,212, vehicle gas and personal mileage total \$31,069, which is 45% of the budget, Contracted Services are at \$222,188 or 38%, IT Contracts total \$73,236 making up 50%, and Professional & Technical Services are at \$24,678, which is 37% of the budget. Ms. Siegel explained that under IT Equipment, laptop replacements will be made only as needed, as Horizon is no longer following a set replacement schedule. For vehicles, cost savings are being realized now that the agency owns its vehicles rather than leasing, along with reduced maintenance costs. She further noted that Contracted Services include items such as the Hospice Chaplain, massage therapist, interpreters, and reception services, while Professional & Technical Services include vendors such as Cybersprout, which monitors the agency website, and Marco, who assisted with the implementation of the phone system.

Motion by Jeanne Ennen, seconded by Marcia Schroeder to approve the April 2025 through June 2025 Quarterly Financial Report. Motion carried unanimously (S. Schmidt absent).

***Resolution 25-12 accepting June 2025 Hospice donations:***

Ms. Siegel presented Resolution 25-12 accepting June 2025 Hospice Donations in the amount of \$27,623.91.

**RESOLUTION 25-12**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the June 2025 donations to Hospice of Douglas County in the amount of \$27,623.91.

Dated this 14<sup>th</sup> day of July 2025.

Motion by Charlie Meyer, seconded by Dwight Walvatne to approve Resolution 25-12 accepting \$27,623.91 For June 2025 donations to Hospice of Douglas County. Motion carried unanimously (S. Schmidt absent).

**Administrator Report: Ann Stehn**

***Funding Update:***

Ms. Stehn reported that Regional Health Care Coalition funding ended on 7/10/25, with CentraCare providing temporary funding for three more months. RSG funding was reduced by 8% to \$152,427 for FY26. Still awaiting updated amounts for cannabis prevention funding. No update on the Drug-Free Communities gran proposal yet.

***Message to Staff at the recent All Staff meeting:***

Ms. Stehn shared the message recently given to all staff. She reviewed Horizon’s budget process, federal budget factors, and current financial outlook. Emphasized the importance of planning now for 2026 and beyond. Staff were encouraged to ask questions. Administration is working to analyze grants, maximizing revenue potential and prepare for potential funding changes. Horizon remains in a strong financial position, but long-term operations must rely on ongoing revenues.

***CHA Survey Update:***

Ms. Stehn provided an update on the Community Health Assessment (CHA) Survey, which gathers data on community health status, needs, and disparities. The mail survey, done with Wilder Research through an MDH grant, closed in mid-July with a 20% response rate in each county, meeting the goal. Data analysis will take place in Q3, results will be shared in Q4 with staff and partners, and the data will be used to build the 2027 CHA. Noted that the online survey pilot had lower response rates and will be open slightly longer than the mail option.

***Hospice Honors:***

Ms. Stehn shared congratulations to Horizon’s Hospice Team for receiving the Hospice Honors 2025 award. Only two programs in Minnesota received this recognition, which is based on caregiver and patient satisfaction.

**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 10:25 by Chair Bob Kopitzke. The next meeting is scheduled for Monday, August 11, 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.

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Bob Kopitzke  
Chair, Horizon Community Health Board

8-11-25  
Date

Attest: Ann Stehn