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

Monday, August 11, 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
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
Angie Hasbrouck, Horizon Public Health, Supervisor

Guests: Kristen Houle & Liz Mickelson, CliftonLarsonAllen, LLP

Absent: Kayla Schmidt

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

Approve Agenda:

Motion by Larry Lindor, seconded by Shane Schmidt to approve the agenda as amended to add 'Request for full-time Health Educator for the DFC Grant' under personnel. Motion carried unanimously (Thompson absent).

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

Motion by Jerry Rapp, seconded by Gordy Wagner to approve the July 14, 2025, minutes as presented. Motion carried unanimously (Thompson absent).

2024 Annual Audit, CliftonLarsonAllen, LLP:

Ms. Houle and Ms. Mickelson present the 2024 Horizon Public Health Audit Report. Ms. Houle states there was one material weakness in the internal control findings regarding the Financial Reporting process. This is a repeat finding for HPH as CLA prepares the financial statements on behalf of the organization. There were no other internal control findings.

The 2024 audit also included tests of Minnesota Legal Compliance which are required to be tested by the Minnesota Office of the State Auditor. Ms. Houle reports that there were no findings in this area. There was a Federal Single Audit performed on the Medical Assistance Program with no deficiencies noted.

Ms. Mickelson provided the board with the following financial results: HPH ended 2024 with 5.03 months of expenses in the Unrestricted Net Position. Organizations such as Horizon are recommended to have no less than 3-5 months of reserves. In 2024, revenues exceeded expenditure by \$563,630 and there was an overall fund balance increase. Ms. Houle reports that 4 of the past 5 years' revenues have exceeded expenditure. Intergovernmental revenues continue to be Horizon Public Health's primary source of revenue followed by Charges for Services. Expenditures did increase for 2024 with the main drivers being salary & benefits, technology, and vehicle purchases.

Ms. Houle thanks Ms. Siegel and her accounting team for the great work that they do to respond to requests for information during the audit process.

Grant County MOA re: Cannabis Registration:

Ms. Hasbrouck presented the Memorandum of Agreement (MOA) between Horizon Public Health and Grant County regarding cannabis business registrations beginning in 2025. Under the agreement, Horizon has been delegated to assist with the administrative responsibilities. Horizon will annually invoice Grant County for administrative expenses incurred that exceed the amount recoverable through fees retained by Horizon. Sixty-five percent (65%) of cannabis business registration fees will be reimbursed to the Grant County Sheriff's Office. Horizon anticipates administrative costs may be higher, citing experience with tobacco licensing where fees are greater.

Ms. Stehn reported that language is being crafted to ensure the process remains smooth, consistent, and cost-effective. If expenses begin to exceed revenue, a payment process will need to be established. Ms. Hasbrouck also noted that presentations were made to Stevens and Traverse counties, both of which have elected to administer their own cannabis business registrations.

Motion by Dwight Walvatne, seconded by Marcia Schroeder, to approve the Grant County MOA regarding cannabis registration. Motion carried unanimously.

Proposed Horizon Cannabis Registration Procedures:

Ms. Hasbrouck outlined proposed procedures for cannabis business registrations in Douglas, Pope, and Grant counties, where Horizon will handle administrative functions. The process aims to align across counties, set clear application timelines, require full licensure, and implement caps in Douglas and Grant on a first-come, first-served basis, with registration opening September 22 at 8:00 a.m. Municipalities managing their own registrations are excluded from the county caps. Stevens and Traverse counties will administer their own programs. Prevention grant funds cannot be used for registration planning or general registration expenses. The proposal will be presented to county boards for approval.

Service Agreement with Heather J. Peters, PH.D., LP for Staff Training:

Heather Peters, professor at the University of Minnesota–Morris, has previously conducted two series of staff trainings for Horizon; this agreement would be for a third series. The total contract is \$4,000, funded through Horizon's CDC Workforce Infrastructure grant, with specific deliverables and timelines outlined in the agreement.

The training will utilize new data from Horizon's recent Population Health Survey to enhance staff understanding of health disparities and community conditions. Staff will identify their individual roles in addressing findings through their work and collaborate across program areas on strategies aligned with the Community Health Improvement Plan. This training is customized for Horizon and builds on prior staff development efforts.

Survey data, collected through a mail-based process in partnership with Wilder Research, achieved the 20% response rate goal.

Motion by Jeanne Ennen, seconded by Larry Lindor, to approve the service agreement with Heather Peters. Motion carried unanimously (Meyer absent).

Host County Contract Thomas Allen:

Ms. Hills presented the Host County Contract with Thomas Allen, held by Dakota County. This contract is used for contracted case management services when individuals do not reside within Horizon’s five member counties, most often in the Duluth or Twin Cities areas. Services follow Dakota County’s contract terms, which are consistent with what Horizon would use in its own agreements.

To utilize Thomas Allen for contracted case management, Horizon must formally recognize the Dakota County host contract.

Motion by Gordy Wagner, seconded by Dwight Nelson, to approve recognition of the Host County Contract with Thomas Allen. Motion carried unanimously (Meyer absent).

Melanie Ferris Consulting Service Agreement:

Ms. Stehn presented a proposed service agreement with Melanie Ferris Consulting to assist Countryside Public Health with their Community Health Assessment (CHA). The agreement will be funded entirely through Horizon’s MDH Innovation Grant, for which Horizon serves as fiscal host.

The total contract amount is \$18,750, with funds paid through Horizon from the Innovation Grant. The grant is a two-year award ending in June 2026. Melanie Ferris Consulting will help Countryside compile and complete their CHA, a large and comprehensive document. Horizon has worked with Melanie Ferris in the past, and the contract will be adapted into Horizon’s standard agreement template.

Motion by Dwight Nelson, seconded by Marcia Schroeder, to approve the service agreement with Melanie Ferris Consulting. Motion carried unanimously (Meyer absent).

Resolution 25-13 Douglas County Towards Zero Deaths Grant

Ms. Stehn informed the board that the Department of Public Safety funds the Towards Zero Deaths grants, which aim to reduce traffic-related fatalities. A board resolution is required to apply for these grant funds. Both Douglas County and Grant County have established Towards Zero Deaths Coalitions, which spearhead the initiatives supported by these grants. Horizon Public Health has a strong track record of successfully receiving and utilizing these grant funds.

RESOLUTION 25-13

AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that Horizon Public Health enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Douglas County during the period from October 1, 2025, through September 30, 2026.

The Horizon Public Health Administrator is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Horizon Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Horizon Community Health Board on behalf of Horizon Public Health on this 11th day of August 2025.

Motion by Shane Schmidt, seconded by Larry Lindor to approve resolution 25-13. Motion carried unanimously (Meyer, Walvatne absent).

Resolution 25-14 Grant County Towards Zero Deaths Grant

RESOLUTION 25-14

AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that Horizon Public Health enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Grant County during the period from October 1, 2025, through September 30, 2026.

The Horizon Public Health Administrator is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Horizon Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Horizon Community Health Board on behalf of Horizon Public Health on this 11th day of August 2025.

Motion by Jeanne Ennen, seconded by Gordy Wagner to approve resolution 25-14. Motion carried unanimously (Meyer, Walvatne absent).

Personnel:

Ms. Stehn requested approval for Maggie Johnson to attend the National Farm to Cafeteria Conference in Albuquerque, NM, December 1–4, 2025. Travel will be funded through SHIP with an additional \$500 stipend from the University of Minnesota–Morris to help cover expenses.

Motion by Larry Lindor, seconded by Doyle Sperr, to approve the out-of-state travel request for Maggie Johnson. Motion carried unanimously. (Meyer and Walvatne absent)

Ms. Stehn requested permission to hire a full-time Health Educator position contingent upon receipt of the formal Notice of Award (NOA) for the Drug-Free Communities (DFC) grant. Horizon has been selected for funding for this five-year grant, based in the Alexandria School District (District 206).

Motion by Gordy Wagner, seconded by Jeanne Ennen, to approve hiring a Health Educator position contingent upon receipt of the NOA for the DFC grant. Motion carried unanimously (Meyer and Walvatne absent).

Financial Issues

Approve payment of warrants and payroll July 2025:

The July 2025 warrants in the amount of \$283,380.89 and payroll disbursements of \$669,081.21 for a total of \$952,462.10 were approved on a motion by Jenne Ennen, seconded by Dwight Nelson. Motion carried unanimously (Meyer, Walvatne absent).

2025 YTD Asset Listing Summary Report: Jeanne Ennen

Ms. Ennen presented the July 2025 Asset Summary Report. The year-to-date report reveals that revenues exceed expenditures by \$221,705.98 for the month of July 2025. Total assets increased by \$224,075.62 compared to the previous month. As of July 31, 2025, HPH’s total assets amounted to \$9,038,172.01.

Motion by Dennis Thompson, seconded by Larry Lindor to approve the July 2025 Asset Listing Summary Report. Motion carried unanimously (Meyer, Walvatne absent).

Resolution 25-15 accepting July 2025 Hospice donations:

Ms. Siegel presented Resolution 25-15 accepting July 2025 Hospice Donations in the amount of \$1,220.00.

RESOLUTION 25-15

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the July 2025 donations to Hospice of Douglas County in the amount of \$1,220.00.

Dated this 11th day of August 2025.

Motion by Dwight Nelson, seconded by Doyle Sperr to approve Resolution 25-15 accepting \$1,220.00 For July 2025 donations to Hospice of Douglas County. Motion carried unanimously (Meyer, Walvatne absent).

Administrator Report: Ann Stehn

Ms. Stehn reported on the August 8, 2025, EH Advisory Meeting, noting no fee increases were recommended. Fees remain generally lower than state averages, though some comparisons are difficult. State licensing fees under MDH jurisdiction increased during the last legislative session. Horizon continues to build its relationship with Todd County, and peer and mentor connections have been valuable. Staff from Todd County are still assisting with inspections with our relatively new staff.

An Executive Meeting is scheduled to follow the September board meeting. Grant meetings are progressing, with work continuing for the 2026 budget in preparation for the September joint Finance and Personnel Committee meetings and contract negotiations.

The website domain has changed to *horizonphmn.gov*, while *horizonpublichealth.org* will remain active for a period of time. This continues our transition into the .gov environment which offers greater security.

The September all-staff meeting will feature Scott Nelson speaking on communication, feedback, generational differences, and navigating change. This speaker will be funded through grant dollars.

CredibleMind marketing resources are now available for distribution, and the Board was encouraged to take some with to share with others.

Ms. Stehn also noted that Horizon is continuing to monitor the federal landscape for further information related to federal funding.

County Reports/Updates:

Douglas County: Douglas County Fair begins this week; admission changed to \$10 for the entire week.

Grant County: none

Pope County: none

Stevens County: Amy Reineke came and talked about opioid settlement funding. More childcare pods may be built.

Traverse County: none

Adjourn: With no further business, the meeting was adjourned at 10:14 by Chair Bob Kopitzke. The next meeting is scheduled for Monday, September 8, 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

9-8-25
Date

Attest: Ann E Stehn

