



809 Elm Street Suite 1200  
Alexandria, MN 56308  
Phone: 800.450.4177 | 320.763.6018  
Fax: 320.763.4127 | 888.229.2347  
[horizonphmn.gov](http://horizonphmn.gov)

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

**Monday, September 8, 2025**  
**9:00 a.m.**  
**Minutes**

**Present:** Douglas: Charlie Meyer, Jerry Rapp, Shane Schmidt  
Grant: Dwight Walvatne  
Pope: Gordy Wagner, Larry Lindor  
Stevens: Bob Kopitzke, Jeanne Ennen  
Traverse: Kayla Schmidt, 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

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

**Approve Agenda:**

Motion by Jeanne Ennen, seconded by Gordy Wagner to approve the agenda. Motion carried unanimously.

**Approve minutes August 11, 2025, Horizon Public Health board meeting:**

Motion by Marcia Schroeder, seconded by Larry Lindor to approve the August 11, 2025, minutes as presented. Motion carried unanimously.

**Paid Family Leave Provider:**

Ms. Lhotka presented a request for the Board to approve hiring MetLife to administer the Paid Family Medical Leave program beginning January 1, 2026. She explained that MetLife was recommended over the State of Minnesota due to several advantages. These include cost savings of approximately \$6,000 annually with a contribution rate of .79% compared to .88% with the state, as well as a two-year rate guarantee. It is anticipated that MetLife will have faster claims turnaround time, which may result in fewer payroll issues. In addition, Integrity Benefits and MetLife will provide dedicated support, and both organizations already have established relationships with the agency. Overall, MetLife is expected to provide a better experience for both the employer and employees.

Motion by Kayla Schmidt, second by Charlie Meyer to approve hiring MetLife to administer the Paid Family Medical Leave program beginning January 1, 2026. Motion carried unanimously.

**Safety Policy Updates:**

Ms. Lhotka presented updates to the safety policies due for review, which include the AWAIR (Workplace Accident & Injury Reduction Plan), Bloodborne Pathogens Exposure Control Plan, Employee Right to Know, and the Workplace Emergency Action Plan. All policies were updated to reflect their location on SharePoint (HUB), a title change from HR Coordinator to HR Director, and placement on the new policy template.

Specific updates included: the AWAIR plan was revised to update the section on vehicle inspections and to remove the outdated Enterprise agreement; the Employee Right to Know policy was updated to emphasize employee protection from workplace hazards through SDS sheets and clear labeling; and the Emergency Action Plan was revised to serve as a procedural guide for specific emergencies, with updates to the Emergency Action Sheets and shelter locations.

During discussion, the Board addressed the use of personal vehicles versus Horizon's cars, insurance coverage in the event of an accident, and policies for staff working from home. It was noted that Horizon has a strong safety experience overall, with slips, trips, and falls in parking lots identified as the most common hazard.

Motion by Dwight Nelson and seconded by Marcia Schroeder to approve the updated safety policies. Motion carried unanimously.

**HPH Strategic Plan annual progress review and update:**

Ms. Stehn presented the annual review and update of the Horizon Public Health Strategic Plan. The overall plan was originally 2 years and is being adjusted to continue through 2026 to better wrap up the current initiatives being worked on.

Culture of Connectedness: Enhance employees' engagement and connection was adjusted to a 7% improvement as recommended. Staff have been intentional about traveling to remote offices and increasing interaction through "Munch and Mingle" events, short connection times during program meetings, and the use of employee spotlights to highlight staff. A repeat of the employee engagement survey is planned for spring/summer of 2026.

Culture of Quality: Enhance organization effectiveness and innovation. This work is supported by the Organizational Effectiveness and Innovation (OEI) committee, which has been reviewing the organizational structure, evaluating 3 additional positions, and mapping long-term financial and operational plans.

Ms. Stehn noted a completed goal: Improve data systems, technology, and staff capability, with the successful implementation of Office 365 and the SharePoint HUB. This intranet tool has improved internal communication and continues to be refined.

Culture of Engagement: Enhance partner engagement and communication. This work involves the communications committee, which has developed a strategic roadmap and implemented a new agency-wide communications process. Efforts include increasing staff awareness, defining target audiences, evaluating effectiveness, and expanding website and social media presence. Specific attention has also been directed toward communication efforts related to cannabis.

Another priority under the culture of engagement: establish effective communication channels and processes, is strengthening partner relationships and improving communication across Horizon's five counties. This aligns with Office 365 initiatives and includes exploring ways to better develop, maintain, and leverage existing partner relationships.

Ms. Stehn emphasized that the strategic plan is a required component of Horizon's accreditation process and has brought significant focus in the agency on goals that benefit the entire organization.

Motion by Dwight Nelson, seconded by Jeanne Ennen to approve the progress report and extension of the Strategic Plan through 2026. Motion carried unanimously.

### **HPH Workforce Development Plan annual progress review and update:**

Ms. Hills presented the annual review and update of the 2023–2027 Workforce Development (WFD) Plan. She noted that this plan focuses on staff development, engagement, and learning, and has been closely aligned with PMQI and Health Equity committee work, which has helped move the plan forward. The emphasis continues to be on daily improvements and staff involvement.

**Priority #1: Health Equity.** Goals and objectives in this area have been met, and health equity concepts have been built into staff training and daily work. Progress includes completion of a staff survey in Q1 2024, customized department trainings in Q2 2024, and ongoing engagement. The objective remains to decrease staffs perceived need for health equity training by 10% by 2027. While progress has been made, updated survey results are not yet available. Ms. Hills highlighted that Horizon has taken a localized approach incorporating unique challenges for our rural communities.

**Priority #2: Performance Management & Quality Improvement.** Staff workgroups are being encouraged to identify daily tasks of value and reduce inefficiencies. Conversations have already identified several low-value tasks, and teams are in the process of selecting tasks for assessment and participating in QI facilitation sessions. Some deadlines have been extended to allow more time. Action steps will continue through 2027.

**Priority #3: Continuous Improvement & Engagement.** This priority focuses on supporting a culture of learning and staff development. The goal was revised to better align with real-life practices. The Convene training platform has been added for staff use at their convenience, and data from the national PH WINS survey has informed development measures. Supervisors are being asked to integrate training and professional growth into annual reviews, with a rollout anticipated for 2026. The long-term objective is for every staff member to complete at least one training or skill enhancement by 2027 to support both individual and organizational goals.

Ms. Hills emphasized that aligning WFD priorities with other agency plans has allowed for strong progress. While there is still work to be done, the focus remains on improving existing processes to increase productivity, staff learning, and engagement.

Motion by Larry Lindor, seconded by Shane Schmidt to approve the HPH Workforce Development 2025 Plan review and updates. Motion carried unanimously.

### **Radon Kit Update:**

Ms. Stehn presented an update on Horizon’s radon kit program. Horizon has historically offered both short- and long-term radon kits for sale at its offices. However, the cost of long-term kits has recently increased, and Horizon would now need to charge a few dollars more than you could purchase the long-term kits for at major local retailers. Staff will continue to educate the community on radon testing and help residents access these resources, but Horizon will discontinue selling long-term kits when the current order is gone. Short-term radon kits will continue to be offered for \$5.00, as Horizon is still able to purchase them at a reduced rate.

### **Annual Reaccreditation Update:**

Ms. Stehn presented an update on Horizon’s accreditation process. Horizon was initially accredited on February 12, 2021, and the current accreditation will expire on March 31, 2026. The agency will apply for reaccreditation in the first quarter of 2026.

The reaccreditation process includes 10 PHAB domains, which align with the 10 Essential Public Health Services. Horizon must demonstrate compliance with 117 measure requirements by providing examples, documentation, and narrative for each. Compared to the initial accreditation process, there are fewer measures required, which has streamlined the process. The timeline for reaccreditation includes the accreditation portal opening in January 2026, review occurring between March and July, and a site visit scheduled between August and December.

Ms. Stehn highlighted the benefits of accreditation, noting that it promotes a culture of quality and performance improvement, increases capacity to respond to public health emergencies, encourages the use of data to identify health priorities, strengthens health departments in serving communities, and assures stakeholders that the department is delivering on foundational public health capabilities.

### **SharePoint Implementation – Big Olympia LLC Agreement**

In May 2025, the Board approved a \$6,575 contract with Big Olympia LLC to develop and deliver SharePoint training for staff. This agreement included six foundational Microsoft 365 workshops, the development of training content, and ten staff training sessions.

Ms. Siegel presented a new contract request with Big Olympia in the amount of \$5,775 for project management services related to SharePoint implementation. This agreement will provide project management oversight, including the creation of a project schedule and communication plan for file migration, management of file and data migration and SharePoint structure setup, and ongoing tracking of project progress.

Motion by Shane Schmidt, seconded by Jeanne Ennen, to approve the service agreement with Big Olympia LLC in the amount of \$5,775. Motion carried unanimously.

### **Personnel:**

Ms. Stehn requested approval for Home Health Aide staffing. With one staff member retiring, Horizon has struggled to fill the previously approved part-time position. She requested flexibility to hire either a 20-hour/week or 30-hour/week Home Health Aide, with the 30-hour position including benefits. Although workload can fluctuate depending on hospice needs, there is currently enough demand for a 30-hour position, and additional projects would be identified if needed to maintain productive.

Motion by Shane Schmidt, seconded by Dwight Walvatne, to approve staffing the Home Health Aide position. Motion carried unanimously (Nelson Absent).

Ms. Stehn also requested permission to post the DFC Health Education Position. Horizon recently received approval for the grant, and funding from the current DFC grant will cover advertising costs. The position will not be offered until the Notice of Award is received, but advertising and recruitment efforts may begin.

Motion by Gordy Wagner, seconded by Marcia Schroeder, to approve posting the DFC Health Education position. Motion carried unanimously.

Finally, Ms. Stehn welcomed Jessica Kratovil, Casual RN Hospice, who began employment on September 8, 2025.

### **Financial Issues**

#### ***Approve payment of warrants and payroll August 2025: Greta Siegel***

The August 2025 warrants in the amount of \$281,467.27 and payroll disbursements of \$960,931.97 (3 payrolls) for a total of \$1,242,399.24 were approved on a motion by Larry Lindor, seconded by Dwight Walvatne. Motion carried unanimously (K. Schmidt, Thompson absent).

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

Ms. Ennen presented the August 2025 Asset Summary Report. The year-to-date report reveals that revenues exceed expenditures by \$68,869.55 for the month of August 2025. Total assets increased by \$73,253.39 compared to the previous month. As of August 31, 2025, HPH's total assets amounted to \$9,111,425.40.

Motion by Gordy Wagner, seconded by Dwight Nelson, to approve the August 2025 Asset Listing Summary Report. Motion carried unanimously (K. Schmidt, Rapp, Thompson absent).

#### ***Resolution 25-16 accepting August 2025 Hospice donations:***

Ms. Siegel presented Resolution 25-16 accepting August 2025 Hospice Donations in the amount of \$7,333.25.

### **RESOLUTION 25-16**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the August 2025 donations to Hospice of Douglas County in the amount of \$7,333.25.

Dated this 8<sup>th</sup> day of September 2025.

Motion by Jeanne Ennen, seconded by Shane Schmidt, to approve Resolution 25-16 accepting \$7,333.25 For August 2025 donations to Hospice of Douglas County. Motion carried unanimously (K. Schmidt absent).

**Finance Committee 9/3/25 Meeting report: Revenue Control & Management Policy**

Ms. Siegel reported on the Finance Committee meeting and presented a proposed update to the Revenue Control and Management Policy. The current policy establishes controls over receipts and receivables, with revenue recognition set at 90 days. Accounts receivable from the previous year are currently tracked and recorded through March 31.

The proposed policy change reduces revenue recognition from 90 days to 60 days and includes a slight wording adjustment. Under the new policy, accounts receivable from the prior year would be tracked and recorded through February 28. Ms. Siegel explained that due to timely billing, 95% of receivables are received by February 28, making the additional 30 days unnecessary. This adjustment will allow accounting staff more time to complete audit work before deadlines. CLA auditors also indicated that most government entities follow a 60-day recognition period and agreed this change would benefit Horizon.

Motion by Charlie Meyer, seconded by Larry Lindor, to approve the revised Revenue Control and Management Policy. Motion carried unanimously (K. Schmidt absent).

Ms. Siegel reported additional recommendations from the Finance Committee regarding investments. Four options were presented:

- **Option 1:** 1-year term-Magic fund.
- **Option 2:** 1-year Certificate of Deposit (CD) with Magic offering a higher rate of return than the 1-year term. There is a maximum investment per CD, so multiple CDs would be purchased as needed.
- **Option 3:** 7-day Liquid-Magic Fund.
- **Option 4:** Money Market with local bank.

Motion made by Shane Schmidt, seconded by Charlie Meter to approve the Finance Committee's recommendation to invest in the 1-year CD, Option 2. Motion carried unanimously (K. Schmidt absent).

**Administrator Report:**

Ms. Stehn presented an update on PHEP funding, noting that at least some funding will be available in the next budget cycle. She also provided a report on hospice events, including the volunteer golf outing and gowns, coordinated by Hospice Volunteer Diane Zeithamer.

She summarized the recent Joint Finance and Personnel Committee meeting, explaining that the Personnel Committee received guidance from the Finance Committee. A closed session will be scheduled if additional meetings are needed.

Ms. Stehn discussed regional Data HUB grants, mentioning a recent email announcing upcoming training. The department is considering applying for these grants and will work on training and establishing partnerships. She also shared a demonstration of Metopio software, which could complement the regional Data HUB. This option could save significant amounts of staff time.

Finally, Ms. Stehn addressed tobacco compliance work for non-delegated entities in counties where Horizon handles tobacco licensing. As the department works on cannabis registration, revisions to tobacco licensing have been identified. Horizon provides reminders and guidance on compliance for 10–15 localities across counties. Feedback was requested on whether this level of assistance should continue when Horizon is not responsible for licensing or fee collection.

**County Reports/Updates:** No county reports presented.

**Adjourn:** With no further business, the meeting was adjourned at 10:50 by Chair Bob Kopitzke. The next meeting is scheduled for Monday, October 13, 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.

7 YEAS and 0 NAYS

Bob Kapt  
Chair, Horizon Community Health Board

10-13-25  
Date

Attest: Ann Esten