



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

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

Monday, October 13, 2025
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Shane Schmidt
Grant: absent
Pope: Gordy Wagner, Larry Lindor
Stevens: Bob Kopitzke
Traverse: absent
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

Guests: N/A

Absent: Doyle Sperr, Dwight Walvatne, Jeanne Ennen, Kayla Schmidt, Dwight Nelson

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

Approve Agenda:

Motion by Larry Lindor, seconded by Marcia Schroeder to approve the agenda. Motion carried unanimously (Thompson absent).

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

Motion by Gordy Wagner, seconded by Shane Schmidt to approve the September 8, 2025, minutes as presented. Motion carried unanimously (Thompson absent).

HPH By-Laws Discussion, follow up from 9/8/25 Executive Committee meeting:

Chair Bob Kopitzke led a discussion on proposed revisions to the board's by-laws and operating procedures, focusing on term limits and officer role transitions. The Executive Board had previously reviewed these topics, and this meeting was intended to gather additional input from the board before developing draft concepts. No final decisions were made. A draft proposal will be presented at the November meeting, with the goal of finalizing changes in December so that they may take effect in January.

The group discussed the following concepts:

- Moving from the current system of annual elections of the offices of Chair, Vice-chair and Treasurer with no term limits which may have been more important in the early phases of Horizon as an organization, to a system that includes term limits to assure some rotation over time. There was general agreement that this was a concept they wanted to consider with either a limit of 2 or 3 consecutive one-year terms.
- There was discussion regarding the Chair and Vice-chair offices and the commitment and experience needed to effectively serve the organization and how to manage the desire to elect a chair but also utilize the experience and commitment of the Vice Chair as preparation for the office of Chair.
- Discussed if the timing of the officer elections should happen at the December meeting or the January meeting (January is the current model). There are benefits to either option. The one challenge noted for December is that board members have not officially been appointed to the committee by their board at the December meeting. In January, there may be new members who are not prepared to make leadership decisions.
- Ms. Stehn provided background on the history of term limits and the structure of board positions. Initially, term limits were implemented when the board was formed, but they were later removed as there was natural turnover and a desire to maintain expertise. Ms. Stehn also shared how other joint powers organizations handle officer positions. Most have annual elections with two- or three-year term limits. Some allow members to take a one-year break and then return.

Ms. Stehn will prepare draft by-law revisions and bring them to the November meeting for review. Members were encouraged to submit additional input or examples for consideration prior to that meeting. There was general agreement that term limits are appropriate and should be implemented, that the Vice Chair office prepares a candidate for the Chair position, and that moving elections to December should be considered. Draft language will be reviewed in November for potential adoption in December.

HPH Artificial Intelligence Policy:

Ms. Stehn presented a new proposed Artificial Intelligence (AI) Policy. She noted that staff are currently using AI and that on many platforms it is being used in the background. The policy is important to ensure that staff can use AI to save time and enhance efficiency, while at the same time using proper human oversight to reduce the known risks. Staff must verify AI-generated information, exercise human oversight, and remain fully accountable for content. Only pre-approved AI platforms will be allowed, and names or identifiable or protected health information cannot be included in prompts. AI should be attributed in public documents when it substantially contributes to the content, including images. Training will be provided to ensure responsible use, compliance with agency policies, and verification of accuracy.

Key policy points include responsible AI use, protection of data, compliance with related policies, verification for bias, and accountability through human oversight.

Motion by Larry Lindor and seconded by Gordy Wagner to approve the Artificial Intelligence Policy. Motion carried unanimously.

Wilder Research Contracts:

Ms. Stehn presented an overview of the upcoming student surveys to be administered in four schools that did not participate in the Minnesota School Survey. Wilder will manage the surveys, including developing the questions and online platform, monitoring administration, analyzing and processing the data, and creating summary reports for each district. Horizon will serve as the primary contact for schools, assisting with survey customization, scheduling administration dates, and sharing summary reports with the schools.

The total cost for Wilder to conduct the surveys in the four schools is \$27,800, which is fully covered by multiple grants. The payment schedule is structured to ensure these designated funds are used appropriately. If a school decides not to participate, Wilder will update the statement of work and adjust related fees accordingly.

The surveys will target students in grades 5, 9, and 11. Horizon selected the four schools to gather data from areas that have not yet participated, to complement the data available from the schools that participated in the state survey. Feedback from schools so far has been positive with interest in participating.

Motion by Charlie Meyer, seconded by Shane Schmidt to approve the Wilder Research contract. Motion carried unanimously.

SkyNorth Azure Microsoft 365 Migration Contract: Greta

Ms. Siegel presented information regarding HPH's transition from network file storage to Microsoft SharePoint as part of the Office 365 implementation. This project is a key step in modernizing document management and improving collaboration across the organization. SkyNorth, previously partnered with HPH to develop the Horizon Hub, a successful and well-received project. They bring expertise in public sector and healthcare environments.

The scope of the project includes migrating network files to SharePoint, configuring and optimizing SharePoint for secure and efficient use, and providing staff transition support and implementation guidance. The cost of the project is \$20,500, to be paid in 2025, which includes 100 hours of professional services. Deliverables include a fully migrated and operational SharePoint file system, user training, and documentation.

Ms. Siegel requested Board approval to enter a contract with SkyNorth to complete the Microsoft Office 365 file migration and implementation support.

Motion by Larry Lindor, seconded by Shane Schmidt to approve the SkyNorth Azure Microsoft 365 Migration Contract. Motion carried unanimously.

2026 Community Health Board Meeting Dates:

Ms. Stehn presented the proposed schedule and locations for upcoming board meetings. All meetings are scheduled for the second Monday of each month, with no holiday conflicts this year. The default meeting location will be Douglas County Public Works, except for the January, September, and October meetings, which will be held in the PrimeWest Leadership Room in Alexandria due to scheduling conflicts. Ms. Stehn indicated she was open to other locations but wanted to secure a meeting space as soon as the scheduling conflict was noted. The Douglas County Board meeting room might provide another opportunity.

Motion by Marcia Schroeder, seconded by Larry Lindor to approve the 2026 Community Health Board Meeting Dates and location as presented. Motion carried unanimously.

SCHSAC Meeting Report: Gordy/Ann

A two-day retreat was held at Hennepin Technical College, featuring updates from the Commissioner of Health and educational sessions. Updates included discussion of the federal government shutdown and its impact on programs, particularly WIC. WIC funding is expected to remain in place through the end of October.

The retreat also included education on Tribal and local health departments, highlighting examples of foundational public health work occurring across the state. One example shared experiences from recent storm response efforts, including the setup of a mass shelter after the significant storm damage this summer. Discussions included exploring better mutual aid systems to improve preparedness and response for future events.

Personnel:

Ms. Stehn announced that the Hospice Home Health Aide 30 hour per week position was filled with one of our casual staff. Horizon was able to successfully hire an additional casual RN to help with on-call responsibilities and a successful candidate was found for the Communities that Care grant but the start date has not been determined yet. One of the Hospice casual on-call nurses resigned effective September 7, 2025.

Financial Updates:

Approve payment of warrants and payroll September 2025: Greta Siegel

The September 2025 warrants in the amount of \$420,105.12 and payroll disbursements of \$672,783.88 for a total of \$1,092,889.00 were approved on a motion by Shane Schmidt, seconded by Gordy Wagner. Motion carried unanimously.

2025 YTD Asset Listing Summary Report: Greta Siegel

Ms. Siegel presented the September 2025 Asset Summary Report. The year-to-date report reveals that expenditure exceeded revenues by \$235,532.36 for the month of September 2025. Total assets decreased by \$222,258.71 compared to the previous month. As of September 30, 2025, HPH's total assets amounted to \$8,889,166.69.

It was requested to add the estimated interest earning monthly. Ms. Siegel will add this in addition to the year to date.

Motion by Gordy Wagner, seconded by Dennis Thompson to approve the September 2025 Asset Listing Summary Report. Motion carried unanimously.

Review Quarterly Financial Report: Greta Siegel

- 75% of the budget year completed
- Total Revenues: \$9,633,349.72 (80% of budget)
- Total Expenditures: \$8,924,311.13 (75% of budget)
- Net: \$709,038.59

2025 Year End Estimate

- Total Revenues: \$11,908,969
- Total Expenditures: \$11,613,438
- Net: \$295,531

Motion by Shane Schmidt, seconded by Marcia Schroeder, to approve the Quarterly Financial Report. Motion carried unanimously.

Resolution 25-17 accepting September 2025 Hospice donations:

Ms. Siegel presented Resolution 25-17 accepting September 2025 Hospice Donations in the amount of \$890.00.

RESOLUTION 25-17

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the September 2025 donations to Hospice of Douglas County in the amount of \$890.00.

Dated this 13th day of October, 2025.

Motion by Larry Lindor, seconded by Charlie Meyer, to approve Resolution 25-17 accepting \$890.00 For September 2025 donations to Hospice of Douglas County. Motion carried unanimously.

Administrator Report:

Dennis Thompson has resigned from the at-large Horizon Community Health Board position, effective December 16, 2025. The board expressed gratitude for his service. Dennis shared that he appreciated the commitment and respect among board members and felt honored to serve. The board discussed the process to fill the vacancy, noting that candidates submit a letter of interest to their county of residence for approval before being considered by the Horizon board. Two at-large members cannot be from the same County; Marcia Schroeder currently represents Stevens County, so the replacement must come from a different county. Commissioner Schmidt indicated that he has found someone willing to serve and will be bringing a candidate forward. Ms. Stehn will send an email to the full board to assure all members are aware of the process and desire to have the position filled for the January meeting.

Horizon is awaiting the notice of award for the DFC grant. Horizon is also exploring a leadership role to establish a regional data hub, which has non-competitive funding available for 8 regional hubs in the state. Staff are exploring Metopio software that could be a part of the data hub and will support community health needs assessments, providing potential cost savings and collaboration opportunities with hospitals and potentially the non-profit sector.

Ms. Stehn reported that she is hearing mental health organizations are utilizing the CredibleMind resource for the people they are serving.

Staff have been invited to participate with Otter Tail County to help identify ideas to bring forward to the state workgroup related to the disability waiver cost shift proposals this last legislative session. Ms. Hills and a staff case manager will participate.

Dr. Sundby, who is the current Hospice Medical Consultant, has resigned as the medical consultant. Horizon is working to identify a new hospice medical consultant.

Additional funding of \$6,800 was received for the Communities that Care grant.

The board reviewed 2026 insurance renewals. PEIP rates will increase by 20%. Non-represented staff premiums will increase 7.9%–9.6% via PrimeHealth. Dental coverage will transition from Lincoln Financial to Pacific Life with a 3.5% increase and two-year rate guarantee, and vision coverage will move from Avesis to MetLife with a four-year guarantee. Short-term disability coverage will be eliminated due to PFML, while long-term disability, life insurance, and accident, hospital, and critical illness coverage remain unchanged.

County Reports/Updates: no updates.

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

10 YEAS and 0 NAYS

Bob Kopitzke
Chair, Horizon Community Health Board

11-10-25
Date

Attest: Anne Steh

