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**HORIZON COMMUNITY HEALTH BOARD  
Douglas County Public Works  
526 Willow Drive, Alexandria, MN 56308  
Monday, December 15, 2025  
9:00 a.m. – 10:45 a.m.**

**AGENDA**

- 9:00 a.m. Call to Order: Chair Kopitzke
- 9:03 a.m. Approve agenda: [action item](#)  
Approve minutes of November 10, 2025, Horizon CHB meeting: [action item](#)
- 9:05 a.m. HPH Community Health Board By-Laws Revision: [action item](#)
- 9:15 a.m. Tentative: 2026 Election of Officers: [action item](#)
- 9:25 a.m. Metopio Software Contract, Angie Hasbrouck: [action item](#)
- Engagement with hospitals in service area
  - Potential partner engagement
- 9:35 a.m. HPH Procurement Policy, Greta Siegel: [action item](#)
- 9:45 a.m. HPH Personnel Policy Updates, Stacey Lhotka: [action item](#)
- 10:00 a.m. HPH Artificial Intelligence Policy Update, Ann Stehn: [action item](#)
- 10:05 a.m. HPH Governing Board Per Diem Policy, Ann Stehn: [action item](#)
- 10:15 a.m. Personnel:
- Public Health Administrator Annual Performance Review: [action item](#)
  - Out of state travel request: SHIP staff member to attend Growing School Gardens Summit, Phoenix, AZ, February 19-22, 2026. Expenses covered via grant and scholarship funding: [action item](#)
  - Staff updates
- 10:20 a.m. Financial Update
- Approve payment of warrants November 2025: [action item](#)
  - Review YTD Asset Summary Listing, Treasurer Ennen: [action item](#)
  - Resolution 25-19 accepting November 2025 donations, \$22,750.00: [action item](#)
  - Finance Committee Meeting Report Dec. 3, 2025
    - 2026 Horizon Public Health Budget: [action item](#)
    - 2026 Meal and Travel Reimbursement: [action item](#)
    - Resolution 25-20 Commitment of Fund Balances for 2025: [action item](#)
- 10:25 a.m. SCHSAC 12-11-2025 Meeting Report: Gordy Wagner/Ann Stehn: informational

- 10:35 a.m. Administrator Report: Ann Stehn
  - o Board survey
- 10:35 a.m. Recognition of Service: Dennis Thompson
- 10:35 a.m. County Reports/Updates
- 10:45 a.m. Adjourn; Next meeting Monday, January 12, 2026

## **2025 Officers, Committees, Appointments**

**2025 Officers:**

Chairperson -	Bob Kopitzke, Stevens County
Vice Chairperson -	Charlie Meyer, Douglas County
Treasurer-	Jeanne Ennen, Stevens County

**Executive Committee: Meet as needed**

Bob Kopitzke, Stevens County  
Charlie Meyer, Douglas County  
Jeanne Ennen, Stevens County

**Personnel Committee: Meet as needed**

Bob Kopitzke, Stevens County  
Charlie Meyer, Douglas County  
Larry Lindor, Pope County

**Finance Committee: Wednesday, December 3, 2025, 8-9:30 a.m. via Teams**

Jeanne Ennen, Stevens County, Treasurer  
Dwight Walvatne, Grant County  
Gordy Wagner, Pope County

**Hospice Committee: TBD as needed**  
Jerry Rapp and Shane Schmidt, Douglas County

**Performance Management Council: Wednesday, November 5, 2025, 9-10:30 a.m. DCSS CR 4**

Marcia Schroeder, Stevens County Community Member  
Bob Kopitzke, Stevens County  
Dwight Nelson, Traverse County  
Doyle Sperr, Grant County  
Dennis Thompson, Douglas County Community Member

**Environmental Health Advisory Cmte: Friday, December 5, 2025, 9-10:00 a.m. DCSS CR 1**

Jerry Rapp and Jeff Way, Douglas County Commissioners  
Gordy Wagner and Larry Lindor, Pope County Commissioners

**Ethics Committee: April and October or TBD based on ethical consult requests**  
Jeanne Ennen, Stevens County

**State Community Services Health Advisory Committee (SCHSAC):** Delegate: Gordy Wagner, Pope County  
Alternate: Ann Stehn, Administrator

**Prime Health Trustee:** Delegate: Larry Lindor, Pope County; Alternate: Bob Koptizke, Stevens County