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

**Monday, November 10, 2025
9:00 a.m.
Minutes**

Present: Douglas: Charlie Meyer, Shane Schmidt
Grant: Doyle Sperr, Dwight Walvatne
Pope: Gordy Wagner, Larry Lindor
Stevens: Bob Kopitzke
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
Kelsey Peterson, Horizon Public Health, Supervisor
Joyce Iverson, Horizon Public Health, Supervisor

Guests: Isaac Triebold, Epidemiologist, MDH

Absent: Jeanne Ennen, Jerry Rapp

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

Approve Agenda:

Motion by Kayla Schmidt, seconded by Larry Lindor to approve the agenda. Motion carried unanimously.

Approve minutes October 13, 2025, Horizon Public Health board meeting:

Motion by Charlie Meyer, seconded by Dwight Walvatne to approve the October 13, 2025, minutes as presented.
Motion carried unanimously (Thompson absent).

Infections disease update with Isaac Triebold:

Ms. Stehn & Ms. Peterson welcomed Isaac Triebold, one of Minnesota's seven regional epidemiologists, who covers sixteen west-central counties and works with local public health agencies on reportable disease response to present to our Board.

Mr. Triebold explained that diseases are required by law to be reported to MDH through its centralized St. Paul office. Isaac reviewed current pertussis activity, noting 1,225 cases in 2025, and reported recent increases in COVID-19 and influenza.

Isaac provided an update on measles, describing it as highly infectious, airborne, and often difficult to diagnose due to varying rash presentations. Complications occur in about 30% of cases, and more than 100,000 people die worldwide each year. In 2025, the U.S. has had about 1,700 cases, including 23 in Minnesota. MDH continues to identify exposures and monitor contacts for three weeks. Isaac noted that vaccination rates have declined in recent years.

He summarized the status of influenza, explaining that the different strains of influenza are RNA viruses that mutate easily. While the vaccine does not prevent all infections, it helps reduce illness severity and hospitalizations.

Isaac also discussed H5N1 avian influenza, which has spread from birds to mammals, including cattle—since 2022. Human risk at this time is low, with about 70 mild cases reported in the U.S. MDH is monitoring animal infections, recommending PPE to affected industries, and advising that the public avoid contact with dead animals and not feed cats raw animal products.

He added that risk perception plays a role in vaccination decisions. The risks of vaccine preventable diseases, like measles, often aren't well understood as people often have not been exposed to the impact of the disease.

HPH Community Health Board By-Laws Discussion:

The Board reviewed three options for updating officer election language in the by-laws. Option 1 provided basic term limits, allowing officers to serve two consecutive one-year terms before taking a one-year break, encouraging rotation in leadership. Option 2 included automatic succession, in which the Vice-Chair would always move into the Chair role, eliminating elections for Chair. Option 3 combined term limits with succession preference, allowing the Vice-Chair priority consideration for Chair but still requiring an election. Ms. Stehn also presented sample removal of office language as some options would eliminate elections each year and there is currently no language to cover this topic if someone was unable to fulfill their officer duties.

Board members discussed the advantages of each, with support voiced for Option 1. They also supported adding a removal-of-officer clause to address situations that may come up that could cause an officer to be unable to fulfill the duties.

After support was expressed for option 1 and without support voiced for options 2 or 3, Ms. Stehn was instructed to revise the by-laws to reflect option 1 with the addition of the removal clause requiring at least 10 votes and that elections would be held in December with the new officer's terms to take effect in January. The by-laws reflecting these changes will be sent out for review in advance of the meeting according to procedure and action taken on them at the December meeting.

At large Community Representative: Tentative Action Item:

Ms. Heather Molesworth has submitted a letter of interest and has been recommended by the Douglas County Board to serve as the At-Large Community Representative to the Horizon Public Health Community Health Board for the 2026–2027 term.

Motion by Larry Lindor, seconded by Gordy Wagner to approve Ms. Molesworth as the At-Large Community Representative beginning January 1, 2026. Motion carried unanimously.

Ms. Stehn will reach out to Ms. Molesworth to welcome her to the board in January and provide necessary information and orientation.

Morris Electronics Inc. 2026 Contract for service: action item

The Morris Electronics contract for 2026 remains unchanged from 2025 at \$133,178. It includes three days of dedicated on-site support at HPH locations and continued enrollment in after-hours support at \$1,331.20 per year, with the hourly rate maintained at \$95.

MEI expressed appreciation for Horizon's partnership and noted that coverage has been strong. They are cross-training staff and will have two technicians dedicated to Horizon's work and projects.

Motion by Shane Schmidt, seconded by Dwight Walvatne to approve the Morris Electronics Contract for service in 2026. Motion carried unanimously.

2026 Medical and Legal Consultant: Ann Stehn

The Medical Consultant Agreement is set to auto-renew. Dr. Allison Juba of Alomere has confirmed her willingness to continue serving in this role. The stipend remains \$2,000 per year, with an estimated 5–8 hours of service annually.

Motion by Charlie Meyer, seconded by Marcia Schroeder to approve continuing with Dr. Allison Juba of Alomere as Horizon's medical consultant for 2026. Motion carried unanimously.

Ms. Stehn presented an agreement to continue its legal services with Ratwik, Roszak & Maloney, P.A., with Ann Goering serving as the lead attorney. The firm's rates are noted to typically rise \$10.00 per hour each year.

- 2025 rates: \$220/hour for partners and \$210/hour for associates
- 2026 rates: \$230/hour for partners and \$220/hour for associates

Motion by Gordy Wagner, seconded by Dwight Nelson to approve the Legal Consultant agreement for 2026 with Ratwik, Roszak & Maloney, P.A. Motion carried unanimously.

CliftonLarsonAllen 2025 Audit Statement of Work

The 2025 audit cost is \$30,200 for the financial statement audit plus one federal single audit program. Recent audit costs were \$36,278 in 2022 (due to required auditing of a second program and GASB 87), \$35,648 in 2023 (GASB 96 and SAS 143–145), and \$35,385 in 2024 (GASB 101 implementation). For 2025, additional single audit programs—if required—will cost \$5,500–\$7,500 each, new standard implementations will be billed at standard hourly rates, and a 5% technology and client support fee will apply to all professional fees.

Motion by Dwight Nelson, seconded Shane Schmidt to approve the CliftonLarsonAllen 2025 Audit Statement of Work. Motion carried unanimously.

Hospice of Douglas County Report: Joyce Iverson

Ms. Iverson presented an update for the board on recent activities of the Hospice of Douglas County program.

November is National Hospice and Palliative Care Month. Horizon Hospice has been awarded Hospice Honors for 2025, recognizing it as a 5-star hospice based on family satisfaction surveys following a client's passing. This top rating is rare, with only two hospices in Minnesota achieving this top rating this year.

Recent trends show increased hospice activity, with more hours billed and admissions. Nursing staff hours have significantly increased, particularly on weekends, often due to end-of-life care needs. While staffing levels have not increased, Horizon continues to advertise for additional on-call RNs. Two new casual RNs have joined and are helping to reduce the on-call burden for our full-time staff. On-call staff are paid hourly and receive additional pay when responding to calls. There was one retirement of a hospice home health aide in September, and a casual aide has now taken on a 30-hour per week schedule, giving the agency two 30-hour aide positions. Recruitment for additional aides continues.

Ms. Iverson thanked the board for their support as they continue to strive to provide the best possible care for hospice patients and their families.

Personnel:

The Health Education position for the Communities that Care grant has not yet started. It is anticipated that the position will be filled in early December.

Financial Updates:

Approve payment of warrants and payroll October 2025: Greta Siegel

The October 2025 warrants in the amount of \$324,669.97 and payroll disbursements of \$658,030.68 for a total of \$982,700.65 were approved on a motion by Larry Lindor, seconded by Dwight Walvatne. Motion carried unanimously.

2025 YTD Asset Listing Summary Report:

Ms. Siegel presented the October 2025 Asset Summary Report. The year-to-date report reveals that revenues exceeded expenses by \$749,604.27 for the month of October 2025. Total assets increased by \$30,633.45 compared to the previous month. As of October 31, 2025, HPH's total assets amounted to \$8,919,800.14

Motion by Charlie Meyer, seconded by Kayla Schmidt to approve the October 2025 Asset Listing Summary Report. Motion carried unanimously.

Resolution 25-18 accepting October 2025 Hospice donations:

Ms. Siegel presented Resolution 25-18 accepting October 2025 Hospice Donations in the amount of \$3,371.00.

RESOLUTION 25-18

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the October 2025 donations to Hospice of Douglas County in the amount of \$3,371.00.

Dated this 10th day of November 2025.

Motion by Gordy Wagner, seconded by Doyle Sperr, to approve Resolution 25-18 accepting \$3,371.00 For October 2025 donations to Hospice of Douglas County. Motion carried unanimously.

2026 Charges for Services:

Effective January 1, 2026, the professional consultation rate is recommended to increase to \$65/hour, up from the current rate of \$62/hour (in place since 2024). This change reflects increased costs for providing professional consultation services.

The updated rate applies to:

- Childcare Consultation (3 childcare facilities)
- Head Start Services (dietician and nurse consultations)
- Early Childhood Screenings (3 school districts)

The long-term radon kit charge has been removed, as kits will no longer be sold through the program. These fees will be brought for consideration at our November board meeting from now on to help with planning and contracts for the following year.

Motion by Charlie Meyer, seconded by Marcia Schroeder, to approve the 2026 Charges for Services as presented. Motion carried unanimously.

Administrator Report:

Ms. Stehn encouraged Board members to complete the 2025 Administrator Self-Evaluation and return it by December 1, 2025. The results will be reviewed by the Personnel Committee, and a summary of Ms. Stehn's performance will be shared in December.

The Board was provided with MDH county water reports to utilize as a reference, offering valuable information for local communities.

The Opioid County Funds Coordination project has completed another funding round, though community meetings are ongoing. Feedback from counties is appreciated to help streamline the process, which currently costs approximately \$16,000 per year. The board requested to have staff present on this topic at a future board meeting.

Horizon is planning to invite WIC program staff to present information on their services and the food package at a future board meeting. WIC services continue to operate as normal during the shutdown.

Ms. Stehn reported on the Metopio software staff are exploring as a resource for our region in partnership with our hospitals. This will cost approximately \$18,000 for the first year and can be supported via some grant funds initially. Staff are exploring a cost-sharing model with local hospitals to help them meet their Community Health Needs Assessment requirements as well as potentially other community partners in future years. This will be presented at the December meeting.

Ms. Stehn will bring a sample board per diem policy for consideration at a future meeting.

Children's Dental Services and Stevens County are working with Horizon to host a mobile children's dental clinic in Morris, which would serve all ages and insurances, with Horizon providing space for what will hopefully be a monthly service soon.

Finally, the CredibleMind platform has seen strong engagement, with over 1,700 users, and is actively utilized by several key community partners as a free, accessible resource. Staff have been receiving positive feedback.

County Reports/Updates:

Douglas County: none

Grant County: none

Pope County: Wagner discussed heating assistance reduction concerns.

Stevens County: none

Traverse County: none

Adjourn: With no further business, the meeting was adjourned at 10:42 by Chair Bob Kopitzke. The next meeting is scheduled for Monday, December 15, 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

12-15-25
Date

Attest: Ann E. Steen