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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.  
Minutes**

**Present:** Douglas: Charlie Meyer, Jerry Rapp  
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  
Stacey Lhotka, Horizon Public Health, Human Resources Director  
Angie Hasbrouck, Horizon Public Health, Supervisor

**Guests:** Erica Keppers, MDH Consultant

**Absent:** Shane Schmidt and Kayla Schmidt

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

**Approve Agenda:**

Motion by Dwight Nelson, seconded by Marcia Schroeder to approve the agenda. Motion carried unanimously (Ennen absent).

**Approve minutes November 10, 2025, Horizon Public Health board meeting:**

Motion by Larry Lindor, seconded by Charlie Meyer to approve the November 10, 2025, minutes as presented. Motion carried unanimously (Ennen absent).

**HPH Community Health Board By-Laws Revision**

Ms. Stehn presented proposed revisions to the HPH Community Health Board By-Laws in Article 4 and 5 based on the board's previous discussions.

***Article IV – Officers and Duties:***

*Section 1 – Election of Officers:* Updates clarify that the Chair, Vice-Chair, and Treasurer will be elected annually at the

last meeting of the calendar year, with terms beginning January 1 of the following year. Officers will serve one-year terms and may be re-elected for up to two consecutive terms. After serving the maximum number of consecutive terms, an officer must complete one full term before becoming eligible for re-election to the same office.

*Section 5 – Removal of Officers:*

Updates specify that an officer may be removed prior to the end of their term by a supermajority vote of the full Board (10 of 13 members) if the Board determines the officer is unable or unwilling to fulfill the duties of the position, has failed to perform required duties, or has acted inconsistently with the responsibilities of the office. Removal from an officer position does not affect the individual's continued service as a Board member unless otherwise provided by law or the By-Laws.

**Article V – Meetings:**

*Section 2 – Annual Meeting:*

Updates clarify that the annual meeting of the Horizon Community Health Board will occur at the first meeting of the calendar year and will include the election of officers, along with annual appointments and designations.

Motion by Dwight Nelson, seconded by Doyle Sperr to approve the HPH Community Health By-Laws Revisions as presented. Motion carried unanimously.

**Election of Officers:**

Chair Kopitzke called for nominations for the election of Chair of the Horizon Community Health Board for 2026.

Larry Lindor nominated Charlie Meyer for Chair of the Horizon Community Health Board for 2026. Chair Kopitzke asked for additional nominations three times. Nominations were closed with no other nominations brought forth.

Motion by Larry Lindor, seconded by Jerry Rapp to approve Charlie Meyer as the 2026 Horizon Community Health Board Chair. Motion carried unanimously.

Chair, Bob Kopitzke, called for nominations for Vice-Chair of the Horizon Community Health Board for 2026. Gordy Wagner nominated Dwight Walvatne as Vice-Chair. Chair Kopitzke asked for additional nominations three times. Nominations were closed with no other nominations brought forth. Motion carried unanimously.

Chair, Bob Kopitzke, called for nominations for Treasurer of the Horizon Community Health Board for 2026. Marcia Schroeder nominated Bob Kopitzke as Treasurer of Horizon Community Health Board for 2026. Chair Kopitzke asked for additional nominations three times with no other nominations brought forth.

Motion by Marcia Schroeder to approve Bob Kopitzke for Treasurer of the Horizon Community Health Board for 2026, second by Larry Lindor. Motion carried unanimously.

**Metopio Software Contract:**

Ms. Hasbrouck presented the Metopio Software contract for Board approval.

Metopio is a cloud-based analytics and visualization platform that integrates demographic, behavioral health, and social determinant data to support CHA, CHIP, and CHNA work. The platform would replace Horizon's current manual and print-based process with a centralized, real-time data hub shared among community partners.

The platform would support hospitals' IRS-required CHNAs on a three-year cycle while Horizon remains on a five-year cycle. Partners would be able to access data, generate customizable reports, and contribute information, with data updating automatically. A Memorandum of Agreement establishing formal partner relationships with our interested hospitals will be brought to the Board in January.

The proposed contract is a three-year subscription with optional one-year renewals and includes unlimited users, platform access, CHA and CHIP modules, the Live Health Data Atlas, and a Performance Management module provided at no cost in Year 1. Costs are \$14,500 in 2026, \$18,400 in 2027 and 2028, with Year 1 fully funded by a grant. Beginning in Year 2, healthcare partners would cover approximately 66% of the cost, with Horizon covering the remainder.

Nonprofits and businesses may opt in for \$500 annually.

Ms. Hasbrouck noted that Metopio has been in operation for six years and is more comprehensive than similar tools currently available. Horizon would be the first organization in Minnesota to implement the platform and will evaluate its effectiveness after the first year. Approval to enter into the Metopio Software contract was requested.

Motion by Larry Lindor, seconded by Jeanne Ennen to approve the Metopio Software Contract. Motion carried unanimously.

### **HPH Procurement Policy**

Ms. Seigel presented the Federal Procurement Standards update effective October 1, 2025.

The update increases purchasing flexibility by raising the Micro-Purchase Threshold from \$10,000 to \$15,000 and the Simplified Acquisition Threshold from \$250,000 to \$350,000 to match current audit and legal requirements along with a few minor wording revisions.

Motion by Jeanne Ennen, seconded by Marcia Schroeder to approve the HPH Procurement Policy updates as presented. Motion carried unanimously.

### **Insurance and Holiday Considerations**

Ms. Stehn informed the board that the union contract is expected to be presented for Board consideration at the January meeting. If approved at the January board meeting the benefit and wage changes will be processed on the 2nd and 3rd payrolls in January. PrimeHealth and general wage increases for non-union members will also be brought to the January meeting, allowing implementation for all January work dates without retroactive pay. If the January meeting is canceled due to weather or other circumstances, the Administrator will coordinate with the Executive Committee to ensure payroll needs are met for January 16 and 30. The Executive Committee has authority to act on behalf of the Board, or a special meeting may be called if needed.

Ms. Stehn asked the Board to consider authorizing the closure of Horizon for the four-hour Christmas Eve holiday. Four of five counties currently observe this holiday as a full day, with Douglas providing notice it was observing a full day this past week. Any closure would need to be coordinated with the union.

Motion by Marcia Schroeder, seconded by Gordy Wagner to approve observing Christmas Eve as a full holiday for 2025 with union concurrence. Motion carried with Jerry Rapp voting Nay.

### **HPH Personnel Policy Updates**

Ms. Lohtka presented Personnel Policy Updates to the Board which include clarifications and additions across multiple areas as noted:

- Casual/on-call employees were added to the definitions.
- AllOneHealth replaces Sand Creek as the EAP provider.
- A new lactation room was added in the Traverse office.
- The probationary period is defined as 12 months "actually worked," and a 30-minute lunch option was added, with lunch required for 6+ consecutive hours.
- Performance reviews now include HPH's Performance Learning System for non-probationary employees, with quarterly reviews for probationary and promoted staff.
- MN Pregnancy and Parenting Leave was updated to run concurrently with FMLA and MN Paid Leave, and minor time-off policy changes to reflect ESST updates.
- A new MN Paid Leave policy outlines eligibility, application, notice, intermittent leave, benefit usage, and reinstatement protections.
- FMLA policy was revised to align with MN Paid Leave and MetLife's benefit measurement period.

Motion by Larry Lindor, seconded by Dwight Walvatne to approve the personnel policy updates as presented. Motion carried unanimously.

### **Workforce Science Associates**

Ms. Lohtka provided information regarding the Horizon Public Health strategic plan which includes a goal to enhance employee satisfaction and strengthen engagement and connection among staff. WSA was hired to administer HPH's Engagement Survey in May 2024 at a cost of \$6,100, which covered survey setup, administration, support, and consultant interpretation with recommendations.

The Engagement Committee selected a key metric— *"HPH values my contribution"*—with a goal to improve it by 7% by December 2026. Ms. Lhotka recommends working with WSA again in 2026 to remeasure the same metrics at a cost of \$6,700, allowing HPH to track progress, identify successes, and address areas needing improvement.

WSA provides more than just survey data; their services include consultation and feedback to support actionable improvements. The survey can provide insights by location, team, and other factors. Emphasis is placed on employee engagement, which differs from satisfaction, as engagement reflects commitment to HPH's mission and ensures staff can bring their best to work each day.

Motion by Charlie Meyer, seconded by Dwight Walvatne to approve hiring Workforce Science Associates for one more year to continue strategic plan work. Motion carried unanimously.

### **HPH Artificial Intelligence Policy Update**

Ms. Stehn requests Board approval for updates to Horizon's AI policy.

#### **Use of AI Tools in Virtual Meetings**

To protect confidential and sensitive information, AI bots, autonomous agents, or automated transcription/analysis tools not controlled by the agency are prohibited from attending, accessing, or participating in virtual or hybrid meetings of the agency or its governing bodies. Only authorized human participants may join virtual sessions. The agency may record or transcribe meetings using its own approved tools and systems, as permitted by law and agency policy. Employees and board members are responsible for ensuring that no external AI services or applications are active, listening, recording, or interacting during meetings unless expressly authorized in advance for a specific, approved purpose.

#### **Paid Versions of AI Software**

Horizon may provide some staff members with a subscription version of AI software that performs specific functions and has unique characteristics related to data handling. These staff will receive specific guidance from administration and Horizon's IT vendor that may be slightly different from this policy due to the nature of the software (for example, some software keeps all data local).

Motion by Larry Lindor, seconded by Jeanne Ennen to approve the HPH Artificial Intelligence Policy revisions as presented. Motion carried unanimously.

### **HPH Governing Board Per Diem Policy**

Ms. Stehn presented the Horizon Public Health Community Health Board Per Diem Policy, which had not previously been documented in writing. The Board requested that the Ethics Committee and Performance Management Council be added as examples of eligible meetings. Per diem rates will continue to be set at the annual January meeting.

Motion by Jeanne Ennen, seconded by Marcia Schroeder to approve the HPH Governing Board Per Diem Policy with the addition of Ethics and Performance Management Council as eligible meetings. Motion carried unanimously.

### **Personnel:**

#### ***Public Health Administrator Annual Performance Review***

Ms. Stehn reports that the personnel committee reviewed the performance reviews and comments submitted by CHB board members along with Ms. Stehn's self-evaluation and reflections for 2025. The personnel committee recommends to the Horizon Community Health Board to accept the presented summary into the permanent record to reflect a satisfactory annual performance review with a 4.58 average rating on a 1-5 scale.

Motion by Larry Lindor, seconded by Charlie Meyer to approve the Public Health Administrator Annual Performance Review. Motion carried unanimously.

***Out of state travel request:***

SHIP staff member to attend Growing School Gardens Summit, Phoenix, AZ, February 19-22, 2026. Travel expenses will be covered via grant and scholarship funding.

Motion by Charlie Meyer, seconded by Doyle Sperr to approve the Out of State travel expenses for a Horizon Ship staff member to attend Growing School Gardens Summit in Phoenix, AZ from February 19-22, 2026. Motion carried unanimously.

***Staff Updates***

Ms. Stehn reports that the Accreditation Coordinator/Community Health Strategist position was vacated on December 8. Administration isn't recommending refilling this position immediately as Horizon is near the deadline for reaccreditation documentation. Once that is submitted and complete, Horizon administration will look at organizational needs and bring forward a recommendation.

A new Health Educator for the CTC grant in Pope County/Minnewaska schools started on December 1, 2025.

Recruitment continues for casual Home Health Aides and nurses for the Hospice program.

**Financial Updates:**

***Approve payment of warrants and payroll November 2025***

The November 2025 warrants in the amount of \$287,252.08 and payroll disbursements of \$662,620.72 for a total of \$949,872.80 were approved on a motion by Gordy Wagner, seconded by Jerry Rapp. Motion carried unanimously.

***2025 YTD Asset Listing Summary Report:***

Ms. Ennen presented the November 2025 Asset Summary Report. The year-to-date report reveals that revenues exceeded expenses by \$1,072,432.35 for the month of November 2025. Total assets increased by \$319,528.18 compared to the previous month. As of November 30, 2025, HPH's total assets amounted to \$9,239,328.32.

Motion by Charlie Meyer, seconded by Larry Lindor to approve the November 2025 Asset Listing Summary Report. Motion carried unanimously.

***Resolution 25-19 accepting November 2025 Hospice donations:***

Ms. Siegel presented Resolution 25-19 accepting November 2025 Hospice Donations in the amount of \$22,750.00

**RESOLUTION 25-19**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the November 2025 donations to Hospice of Douglas County in the amount of \$22,750.00.

Dated this 15<sup>th</sup> day of December 2025.

Motion by Jeanne Ennen, seconded by Dwight Nelson, to approve Resolution 25-19 accepting \$22,750.00 For November 2025 donations to Hospice of Douglas County. Motion carried unanimously.

**Finance Committee Report -**

***2026 Horizon Public Health Budget:***

Ms. Siegel reports that the finance committee met on December 3, 2025. She presented a summary of the 2025 Horizon Public Health proposed budget to the board, which was recommended by the committee.

The proposed revenue for 2026 is \$12,528,893.0 and proposed expenses are \$12,506,729.00. The net balance is \$22,164.00.

The presented budget reflects the current plan prior to completion of union negotiations, but there will be only minor adjustments once an agreement is finalized. Some 2026 expenditures are funded by revenue received in 2025 that can't

be carried forward. These expenditures are grant-related, most of which will not be a part of the budget once the grants are finished.

Motion by Jeanne Ennen, seconded by Dwight Walvatne to approve the 2026 Horizon Public Health Budget as presented. Motion carried unanimously.

**2026 Meal and Travel Reimbursement**

Ms. Siegel noted that the new state commissioner reimbursement plan is not out yet. Horizon uses the MN Commissioners Plan as a reference when reviewing these allowances, as it aligns with grant reimbursement requirements. If there are significant changes to the Commissioner’s plan, there may be recommendations to change these rates prior to 2027.

**Horizon Public Health  
Meal Allowance Schedule  
Effective 1/1/2026**

<b>MEAL</b>	<b>MEAL COST MAX (includes tax)</b>	<b>GRATUITY MAX (20%)</b>	<b>MAXIMUM REIMBURSEMENT</b>
<b>Breakfast</b>	<b>\$12.00</b>	<b>\$2.40</b>	<b>\$14.40</b>
<b>Lunch</b>	<b>\$15.00</b>	<b>\$3.00</b>	<b>\$18.00</b>
<b>Dinner</b>	<b>\$25.00</b>	<b>\$5.00</b>	<b>\$30.00</b>

**Meal Allowance Schedule for travel to high-cost localities defined by IRS  
<https://www.irs.gov/pub/irs-drop/n-22-44.pdf>**

<b>MEAL</b>	<b>MEAL COST MAX (includes tax)</b>	<b>GRATUITY MAX (20%)</b>	<b>MAXIMUM REIMBURSEMENT</b>
<b>Breakfast</b>	<b>\$17.00</b>	<b>\$3.40</b>	<b>\$20.40</b>
<b>Lunch</b>	<b>\$20.00</b>	<b>\$4.00</b>	<b>\$24.00</b>
<b>Dinner</b>	<b>\$30.00</b>	<b>\$6.00</b>	<b>\$36.00</b>

Motion by Larry Lindor, seconded by Jerry Rapp to approve 2026 Meal and Travel Reimbursements. Motion carried unanimously.

**Resolution 25-20 Commitment of Fund Balances for 2025**

Ms. Siegel presented Resolution 25-20, accepting the 2025 Commitment of Fund Balances.

Ms. Siegel reports the Commitment of Fund Balances for 2025 was reviewed by the Finance Committee. While no specific dollar amounts are being set at this time, funds will be committed for designated areas. FPL will allocate funds specifically to its area, as will Hospice of DC, which primarily serves Douglas County.

A grant from MDH for Evidence-Based Home Visiting allows billing for visits and reserves funds for this program, which also works in partnership with Countryside. A starting fund balance of \$2.5 million was included to track funds

designated for severance-related obligations. The budget and fund usage will be reviewed again in March, with severance payouts through 2025.

The specific amounts for each program will be determined by the Assistant Administrator of Finance & Grants after completing the year-end financial process and brought to the board.

## **RESOLUTION 25-20**

WHEREAS, Horizon Public Health, governed by the Horizon Community Health Board is responsible for classifying all fund balances in accordance with GASB 54 and the Horizon Public Health GASB 54 fund balance policy; and

WHEREAS, Horizon Public Health's Food, Pools, and Lodging program area operates fully on fees collected from establishments licensed in Douglas and Pope counties; and Horizon Public Health wishes to commit fund balance specific to the Food, Pools, and Lodging program area; and

WHEREAS, Horizon Public Health is financially responsible for all matters relating to Hospice of Douglas County, a division of Horizon Public Health, including donations; and Horizon Public Health's division of Hospice of Douglas County primarily serves only clients in the Douglas County area; and Horizon Public Health wishes to commit fund balance specific to the Hospice of Douglas County division; and

WHEREAS, Horizon Public Health has been awarded a grant from the Minnesota Department of Health (MDH) to provide evidence-based home visiting to serve families in need; and the grant agreement requires grantee's to seek third party reimbursement for Evidence Based Home Visiting services provided to Medicaid-enrolled families; and earned program income generated by grant supported activities must go back into the Grantee's EBHV program for future sustainability; and Horizon Public Health's Evidence Based Home Visiting Program serves the five Horizon Public Health counties and the five Countryside Public Health counties; and, Horizon Public Health wishes to commit fund balance specific to the Evidence Based Home Visiting program.

**THEREFORE, BE IT RESOLVED**, that the Horizon Community Health Board approves committing existing fund balances as of 12/31/25 for the above referenced program areas; and further, the amounts will be entered by the Assistant Administrator of Finance and Grants after final calculations are completed after year end.

Dated this 15<sup>th</sup> day of December, 2025.

Motion by Larry Lindor, seconded by Jeanne Ennen to approve Resolution 25-20 committing existing fund balances as of 12/31/25 for the above referenced program areas and that the amounts will be determined by the Assistant Administrator of Finance and Grants and brought back to the Horizon board once final calculations are completed after year end. Motion carried unanimously.

### **SCHSAC 12-11-2025 Meeting Report**

Ms. Stehn presented the SCHSAC report. Both Stehn and Wagner were present at the meeting.

Annual reporting to the state is required to track performance. Horizon has consistently met these requirements, in part due to accreditation, and is well-positioned for the next several years. In 2026, the state expects a performance management system to be established; in 2027, it should be operational; and in 2028, fully implemented and reported on. Horizon can already meet these requirements.

Horizon received \$196,000 from the Minnesota Legislature to support Foundational Public Health Services. Agencies that have met foundational requirements may apply to use these funds for other community initiatives. Horizon currently has no plans to change how these funds are used and will continue to utilize them for foundational public health capacity.

### **Administrator Report:**

Board Surveys will be mailed to all CHB members this week. Results will be reviewed in January.

Ms. Steh requested approval for Horizon Public Health and Prairie Lakes CHB to reciprocate and back up each other's Environmental Health staff as needed.

Motion by Gordy Wagner, seconded by Dwight Nelson to provide reciprocation and backup between Horizon Public Health and Prairie Lakes CHB for Environmental Health staff. Motion carried unanimously.

DFC Grant Update: The DFC Grant is a federal grant that Horizon has partnered on with District 206 for years 5–10. Although the grant was initially awarded and a Notice of Award was to be coming, the funding was subsequently rescinded. Horizon will need to re-apply if it wishes to be reconsidered. The organization is currently awaiting the application before deciding whether to submit a re-application.

The GIS mapping project is nearing completion, covering parks, trails, and other community features. The project has been supported by a grant and substantial community involvement. While it has been a significant undertaking, the team aims to launch the GIS map in early 2026.

**Recognition of Service:**

Ms. Stehn thanked Dennis Thompson for his years of service on behalf of Horizon Public Health and the Community Health Board. Dennis was a founding member of the Horizon Community Health Board and served from 2014 through 2025. Chair Kopitke expressed his appreciation and Mr. Thompson was recognized and thanked for his service by the entire board.

**County Reports/Updates:**

Douglas County: n/a  
Grant County: n/a  
Pope County: n/a  
Stevens County: n/a  
Traverse County: n/a

**Adjourn:** With no further business, the meeting was adjourned at 10:58 by Dennis Thompson. The next meeting is scheduled for Monday, January 12, 2026.

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

Charlie Meyer  
Chair, Horizon Community Health Board

1-12-2024  
Date

Attest: Ann E Steh