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**HORIZON COMMUNITY HEALTH BOARD  
PrimeWest Office  
3905 Dakota Street, Alexandria, MN 56308**

**Monday, January 12, 2026  
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: Dwight Nelson  
Community Representatives: 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  
Angie Hasbrouck, Horizon Public Health Supervisor  
Amy Reineke, Horizon Public Health Community Health Strategist
- Guests:** None
- Absent:** Heather Molesworth, Kayla Schmidt, Doyle Sperr

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

**Approve Agenda:**

Motion by Bob Kopitske, seconded by Gordy Wagner to approve an amended agenda to include additions to Personnel. Motion carried unanimously.

**Approve minutes December 15, 2025, Horizon Public Health board meeting:**

Motion by Larry Lindor, seconded by Jeanne Ennen to approve the December 15, 2025, minutes as presented. Motion carried unanimously.

**Review County Board Appointments:**

Ms. Stehn asked the board if there were any changes to the County Board appointments to the Horizon Community Health board for 2026. The County Board Appointments to the Horizon Community Health board for 2026 remain the same as 2025:

Douglas: Jerry Rapp, Charlie Meyer, Shane Schmidt  
Grant: Dwight Walvatne, Doyle Sperr

**Douglas County**  
809 Elm Street Suite 1200  
Alexandria, MN 56308

**Grant County**  
15 Central Ave N, PO Box 191  
Elbow Lake, MN 56531

**Pope County**  
10 1st Street NE  
Glenwood, MN 56334

**Stevens County**  
10 E Hwy 28  
Morris, MN 56267

**Traverse County**  
202 8th Street N, PO Box 23  
Wheaton, MN 56296

Pope: Gordy Wagner, Larry Lindor  
Stevens: Jeanne Ennen, Bob Kopitzke  
Traverse: Dwight Nelson, Kayla Schmidt

**Review Community Member Appointments – Marcia Schroeder and Heather Molesworth:**

Marcia Schroeder (Stevens County) 2025-2026 and Heather Molesworth (Douglas County) 2026-2027 were appointed as the Horizon CHB at-large representatives in December 2025.

**Conflict of Interest Statements:**

Ms. Stehn asked the board members to complete the Conflict-of-Interest Statements that are included in the meeting packet and return them to her at the end of the meeting.

**Horizon CHB By-Laws and Operating Procedure Review:**

Ms. Stehn informed the board that the By-Laws were approved at the December 2025 meeting.

Changes to the operating procedures were emailed to members. Updates include revising office terms so that officers are now elected annually, with elections held at the last meeting of the calendar year. The Meetings section was also updated to clarify what meetings were public following the open meeting law.

Motion by Marcia Schroeder, second by Shane Schmidt to approve the Horizon Operating Procedures. Motion carried unanimously.

**Appoint Executive, Personnel, Finance, Hospice, Performance Management Council and Ethics Committee:**

Chair Meyer reviewed the Committee membership from 2025 and made appointments for the 2026 committee representatives as follows:

**Executive Committee:**

Defined as Chair, Vice-Chair and Treasurer: Charlie Meyer, Bob Kopitzke, Dwight Walvatne

**Personnel Committee:**

Charlie Meyer, Bob Kopitzke, Larry Lindor

**Finance Committee:**

Bob Kopitzke, Treasurer, Dwight Walvatne, Gordy Wagner

**Hospice Committee:**

Jerry Rapp and Shane Schmidt

**Performance Management Council:**

Bob Kopitzke, Doyle Sperr, Dwight Nelson, Marcia Schroeder, Heather Molesworth

**Ethics Committee:**

Jeanne Ennen

**Review Environmental Health Advisory Committee appointments by Douglas & Pope County Boards:**

The 2026 Environmental Health Advisory Committee appointments by Douglas and Pope County boards include Jerry Rapp and Jeff Way serving from Douglas and Larry Lindor and Gordy Wagner serving from Pope.

**Appoint SCHSAC (State Community Health Services Advisory Committee) Delegate and Alternate:**

Motion by Jeanne Ennen, second by Larry Lindor to approve Commissioner Gordy Wagner as SCHSAC delegate and Ann Stehn as alternate. Motion carried unanimously.

**Appoint Prime Health Trustee and Alternate:**

Motion by Gordy Wagner, second by Dwight Nelson to approve Larry Lindor as Prime Health Trustee and Bob Kopitzke as Prime Health Alternate for 2026. Motion carried unanimously.

**Appoint Grant County Child and Youth Council Governing Board Member and Alternate:**

Motion by Jerry Rapp, second by Marcia Schroeder to approve Dwight Walvatne as the Governing Board Member for the Grant County Child and Youth Council and Bob Kopitzke as alternate for 2026. Motion carried unanimously.

**Appoint Pope County Family Collaborative Governing Board Member and Alternate:**

Motion by Shane Schmidt, second by Larry Lindor to approve Kayla Nelson as the delegate to the Pope County Family Collaborative and Betsy Hills as alternate for 2026. Motion carried unanimously.

**Resolution 26-01 Authorizing Agents of the CHB:**

**RESOLUTION 26-01**

**Appointing Agents of the Horizon Community Health Board**

- A. To serve as the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.**

Name: Ann Stehn, PHN, Administrator  
Address: 809 Elm Street Suite 1200  
Alexandria, MN 56308  
Phone/FAX: 320-762-3003 (W)  
320-763-4127 (F)  
[anns@horizonphmn.gov](mailto:anns@horizonphmn.gov)

- B. To sign and submit to the Commissioner the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.10, Subdivision 5a:**

Name: Ann Stehn, PHN, Administrator  
Address: 809 Elm Street Suite 1200  
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320-763-4127 (F)  
[anns@horizonphmn.gov](mailto:anns@horizonphmn.gov)

- C. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health.**

Name: Ann Stehn, PHN, Administrator  
Address: 809 Elm Street Suite 1200  
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Phone/FAX: 320-762-3003 (W)  
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[anns@horizonphmn.gov](mailto:anns@horizonphmn.gov)

- D. To serve as the Board's agents according to Minnesota Statute 145A.04, Subdivisions 7 and 8, to enforce public health laws, ordinances, or rules within the 5-county service area.**

Name: Ann Stehn, PHN, Administrator  
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Name: Greta Siegel, Assistant Administrator  
Address: 809 Elm Street Suite 1200  
Alexandria, MN 56308  
Phone/FAX: 320-762-3046 (W)  
320-763-4127 (F)  
[gretas@horizonphmn.gov](mailto:gretas@horizonphmn.gov)

Name: Betsy Hills, PHN, Assistant Administrator  
Address: 809 Elm Street Suite 1200  
Alexandria, MN 56308  
Phone/FAX: 320-762-2928 (W)  
320-763-4127 (F)  
[betsyh@horizonphmn.gov](mailto:betsyh@horizonphmn.gov)

**E. To sign and execute on behalf of the Board, delegation agreements with the Commissioner of Health in accordance with Minnesota Statute 145A.07.**

Name: Ann Stehn, PHN, Administrator  
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[anns@horizonphmn.gov](mailto:anns@horizonphmn.gov)

**To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by, but not limited to, entities such as the Department of Human Services, Minnesota Department of Education, the Office of Public Safety, health plans and/or health insurance plans and private foundations.**

Name: Ann Stehn, PHN, Administrator  
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**G. To act as the primary signature authority for Horizon Public Health business purposes. To act as the responsible authority for Hospice of Douglas County, a division of Horizon Public Health, including all administrative duties, compliance and day-to-day operations.**

Name: Ann Stehn, PHN, Administrator  
Address: 809 Elm Street Suite 1200  
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320-763-4127 (F)  
[anns@horizonphmn.gov](mailto:anns@horizonphmn.gov)

In the absence of the Administrator, Assistant Administrators shall be authorized to sign documents on behalf of Horizon Public Health.

Name: Greta Siegel, Assistant Administrator  
Address: 809 Elm Street Suite 1200  
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- H. **To accept emergency funding for immediate use, establish an emergency fund, expedite financial approvals, procurement or contractual goods and services, or to secure human resources such as personnel or volunteers necessary to address a public health emergency or unplanned event, the agents of the board will be:**

Name: Ann Stehn, PHN, Administrator  
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320-763-4127 (F)  
[anns@horizonphmn.gov](mailto:anns@horizonphmn.gov)

In the absence of the Administrator, Assistant Administrators shall be authorized to act on behalf of Horizon Public Health.

Name: Greta Siegel, Assistant Administrator  
Address: 809 Elm Street Suite 1200  
Alexandria, MN 56308  
Phone/FAX: 320-762-3046 (W)  
320-763-4127 (F)  
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Name: Betsy Hills, PHN, Assistant Administrator  
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As soon as is practical, the agent of the board shall notify the Horizon Community Health Board Chair and hold an Executive Committee meeting, if applicable. The agent and the Executive Committee shall identify communities or populations most impacted or at risk and utilize this information to guide response and resource allocation. The Executive Committee shall have all the powers and authority of the Horizon CHB in the intervals between meetings of the Horizon CHB and is subject to the direction and control of the full Horizon CHB. The agent shall also be responsible for continuity of operations and essential services during times of emergency, unplanned events, unexpected opportunities or economic uncertainty.

- I. **In the event Ms. Stehn is unable to perform responsibilities indicated in sections A, B, C, E, F, G and H; and such inability would negatively impact the CHB's ability to meet its**

**obligations and/or secure additional funding, the agents of the board will be:**

Name: Greta Siegel, Assistant Administrator  
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320-763-4127 (F)  
[gretas@horizonphmn.gov](mailto:gretas@horizonphmn.gov)

Name: Betsy Hills, PHN, Assistant Administrator  
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[betsyh@horizonphmn.gov](mailto:betsyh@horizonphmn.gov)

**J. A Resolution Authorizing Public Health Administrator, or Assistant Public Health Administrators, delegated agents of the board for timely processing of Commissioner's Warrants:**

**WHEREAS**, the Horizon Community Health Board, as the Governing Board for Horizon Public Health, has established a regular monthly meeting schedule, and  
**WHEREAS**, Horizon Public Health is committed to assuring timely payment of warrants (Minnesota Statute 471.125, Subd. 2) for Public Health expenditures by issuing warrants more frequently than monthly, and  
**WHEREAS**, the monthly meeting schedule of the Horizon Community Health Board (CHB) does not allow the CHB to review and approve Commissioner's warrants with sufficient frequency to assure timely payment of warrants, and  
**WHEREAS**, the Horizon Community Health Board will officially review and approve payment of the Commissioner's warrants at its regular monthly meetings,  
**NOW, THEREFORE, BE IT RESOLVED**, that effective January 1, 2026, the Horizon Community Health Board does hereby authorize Ann E. Stehn, Horizon Public Health Administrator and, in her absence, Greta Siegel, Assistant Administrator or Betsy Hills, Assistant Administrator, to sign the Commissioner's warrants as delegated agents of the CHB.

This resolution authorizes the above referenced appointees to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution.

Adopted this 12th day of January 2026.

Motion by Bob Kopitzke, second by Larry Lindor to adopt Resolution 26-01 authorizing agents of the CHB for 2026.  
Motion carried unanimously.

**Adopt Resolution 26-02 Delegating Authority to make Electronic Fund Transfers for 2026:**

**RESOLUTION 26-02**

**WHEREAS**, Horizon Public Health utilizes electronic funds transfer (EFT) to make payments to vendors and for biweekly payroll; and to transfer funds between the checking account and money market account; and

**WHEREAS**, EFT payments reduce check printing and processing costs; and

**WHEREAS**, EFT payments reduce fraud risks because the EFT file is compared at the bank with a positive pay file; and

WHEREAS, Minnesota Statutes §471.38 requires that any delegation to make EFT payments shall be approved annually by the Horizon Community Health Board.

NOW THEREFORE, **BE IT RESOLVED** by the Horizon Community Health Board that the following individuals shall have the authority to make electronic funds transfer payments during 2026:

- Greta Siegel, Assistant Administrator of Finance and Grants
- Tina Matter, Account Technician
- Terah Kraft, Account Technician
- Beth Rajdl, Account Technician
- Bonnie Dreger, Human Resources Technician, payroll purposes only

Dated this 12<sup>th</sup> day of January, 2026.

Motion by Jeanne Ennen, second by Gordy Wagner to adopt Resolution 26-02 delegating authority to make Electronic Fund Transfers for 2026. Motion carried unanimously.

**Adopt Resolution 26-03 Designation of Depositories for 2026:**

**RESOLUTION 26-03**

WHEREAS, Minnesota Statute §118A.02 subdivision 1 states that the governing body of each government entity shall designate, as a depository of its funds, one or more financial institution and make investments of funds under sections 118A.01 to 118A.06 or other applicable law;

WHEREAS, the Horizon Community Health Board is the governing body of Horizon Public Health;

WHEREAS, in accordance with Minnesota Statute §118A.02 subdivision 1 the Horizon Community Health Board designates the following financial institutions as depositories and/or investment brokers of funds for Horizon Public Health during 2025, provided they furnish proper and sufficient collateral or surety bond, as needed for such deposits, and comply with Minnesota Statute §118A for all aspects of depositories and investing.

NOW THEREFORE, **BE IT RESOLVED** by the Horizon Community Health Board the 2026 depositories and/or investment brokers of funds for Horizon Public Health public funds are:

- Glenwood State Bank, Alexandria, MN
- Minnesota Association of Governments Investing for Counties (MAGIC), Minneapolis, MN

Dated this 12<sup>h</sup> day of January, 2026.

Motion by Marcia Schroeder, second by Bob Kopitzke to adopt Resolution 26-03 designating the above referenced depositories for 2026. Motion carried unanimously.

**Establish 2026 CHB member per diem:**

Motion by Bob Kopitzke, second by Dwight Nelson to approve leaving the 2026 CHB member per diem at \$100.00 per meeting. Motion carried unanimously.

**Appoint Catastrophic Medical Leave Policy Committee:**

Motion by Larry Lindor, second by Shane Schmidt to approve the 2026 Catastrophic Medical Leave Policy Committee as Ann Stehn, Administrator, Betsy Hills, Assistant Administrator, and Stacey Lhotka, Human Resources Coordinator. Motion carried unanimously.

**Review 2026 Meeting dates:**

Ms. Stehn shared that the 2026 meeting dates were established and approved in a prior meeting. Each meeting will be held at 9:00am on the second Monday of the month in 2026 as there are no known major conflicts at this time. January, September and October 2026 meetings will be at the PrimeWest building.

**Approve 2026 mileage reimbursement rate:**

Ms. Stehn informed the board that the IRS standard mileage rate is increasing from \$0.70 to \$0.725 per mile for 2026. The board has taken action to follow the IRS rate, so no motion is needed.

**2026 Board Communication and Education Plan:**

Ms. Stehn presented the Horizon Public Health Governing Board Annual Communication and Education Plan for 2026. This guide was included in the board packet to demonstrate how administration tracks meeting requirements and educational opportunities related to planning the monthly board meetings.

**Opioid Grant Process, Amy Reineke:**

Ms. Reineke presented an overview of the Opioid Settlement Funds, including how funds are allocated by county and how each county manages its own granting process. Horizon Public Health helps facilitate the process, while counties make funding decisions and distribute, track and report on the dollars used in their communities.

Ms. Reineke would like to meet with counties individually to review the process, and board members mentioned county board work sessions as a good option.

**Metopio Partner Agreement:**

Ms. Hasbrouck presented the proposed Metopio local partner agreement. Metopio is a cloud-based data and reporting platform that supports Community Health Assessments (CHA), Community Health Improvement Plans (CHIP), and hospital Community Health Needs Assessments (CHNA). The platform will replace Horizon's manual processes with a shared, real-time data system accessible to community partners.

Horizon will fund 100% of Year 1 through a grant. Beginning in Year 2, healthcare partners will collectively cover 66% of the cost (approximately \$2,452–\$3,067 per partner), with Horizon covering the remaining 33%. Nonprofits and businesses may opt in for \$500 annually, which would reduce costs for all partners.

The platform supports hospitals' required three-year CHNA cycle while Horizon remains on a five-year cycle. Metopio has been in operation for six years and offers a more comprehensive solution than similar tools. Horizon will be the first organization in Minnesota to implement the platform and will evaluate its effectiveness after the first year.

Healthcare partners include Alomere Health, Glacial Ridge Health System, Lake Region Healthcare, and Stevens Community Medical Center, with confirmation pending from Sanford Wheaton.

Motion by Bob Kopitzke, seconded by Marcia Schroeder to approve the Metopio Partner Agreement and the funding approach with partners. Motion carried unanimously.

**AFSCME/MNA 2026-2027 Contract:**

The proposed AFSCME/MNA contract for 2026–2027 was reviewed. Updates related to Earned Sick and Safe Time (ESST) and Minnesota Paid Leave include a 50/50 split with no "top off." This approach is proposed to allow time to evaluate payroll and administrative impacts, with the option to revisit topping off in the future.

Several technical updates were included, primarily related to hours worked. This includes clarification of 7.5- and 8-hour workdays and the addition of Memorandum of Agreement language addressing the implementation of a 37.5- or 40-hour workweek, which was signed in February 2025. Additional contract changes affect hospice nurses and on-call compensation. Hospice nurses will receive four hours of rest if they are called out when they are on call overnight and are scheduled to work a regular workday the next day. On-call pay will increase to \$7.00 per hour (up from \$5.50), and holiday on-call pay will increase to \$125 per day (up from \$90). Health insurance contributions were also updated. For single coverage, the employer contribution will be \$1,005, with the full increase covered in 2027. For family coverage, the contribution will be \$1,550, with costs split 50/50 in 2027. General wage increases include a 3.25% increase in 2026 and a 3.5% increase in 2027.

Motion by Dwight Walvatne, seconded by Jerry Rapp to approve the AFSCME/MNA 2026-2027 Contract. Motion carried unanimously.

**Prime Health 2026 Horizon Contributions:**

The Personnel Committee recommends providing \$1069/month for single premium and \$200/month VEBA/HSA and \$1550 /month for family premium and \$400/month VEBA/HSA for 2026.

Motion by Gordy Wagner, seconded by Jeanne Ennen to approve Prime Health 2026 Horizon contributions. Motion carried unanimously.

**Non-Represented Staff 2026 general wage adjustment:**

The Personnel Committee recommends 3.25% for 2026.

Motion by Jeanne Ennen, seconded by Bob Kopitzke to approve 3.25% for the non-represented staff 2026 general wage adjustment. Motion carried unanimously.

**Review of Statutory Authority and Responsibility under MN 145A:**

Ms. Stehn presented a review of Public Health and the statutory authority and responsibility under MN 145A. The three levels of government in the public health arena include federal (CDC/DHHS/CMS), State (MN Department of Health), and local (Horizon Public Health).

The Community Health Act of 1976 created the Community Health Services System (CHS). This system focuses on community involvement, local control, an integrated statewide system, adequate population base (economies of scale) and funding with multi-county incentive. The purpose of community health services' (denotes) activities designed to protect and promote the health of the general population within a community health service area by emphasizing the prevention of disease, injury, disability, and preventable death through the promotion of effective coordination and use of community resources, and by extending health services into the community." (Minn. Stat. § 145A.02, subd. 6 – Local Public Health Act).

The Local Public Health act of 1987 replaced the Community Health Services Act with the Local Public Health Act, also known as Minnesota Statute § 145A. The MN legislature further clarified roles and responsibilities of the state and local public health system and focused accountability for funding on a set of statewide outcomes.

The Local Public Health Act of 2014 again clarified public health responsibilities and accountability, eliminated unnecessary and obsolete language, aligned statute with current public health practices, and required community health boards to engage in performance management.

Governance options for public health include single county, multi-county with separate departments, multi-county functioning as a single integrated department (Horizon Public Health), health and human services, and city, multi-city/county combinations.

The Local Public Health Act established 6 areas of public health responsibility and established that community health boards shall identify local public health priorities and implement activities to address local priorities and the areas of public health responsibility. The 6 areas are to assure an adequate local public health infrastructure, promote healthy communities and healthy behavior, prevent the spread of communicable diseases, protect against environmental health hazards, prepare and respond to emergencies, and assure health services.

Elected official's public health responsibilities include policy development, resource stewardship, legal authorization, partner engagement, continuous improvement, and oversight of the community health board.

The governmental public health framework defines foundational areas and foundational capabilities. Recent new funding is meant to support the foundational capabilities and a strong public health infrastructure.

Ms. Stehn reviewed the Horizon Mission Statement, Vision Statement, guiding principles, and strategic priorities with the governing board.

The State Community Health Services Advisory Committee (SCHSAC) is the hallmark of the Local Public Health Act in which a representative from each of the community health boards meet to advise the Commissioner of Health. Gordy Wagner is the HPH representative and Ann Stehn is the alternate.

**LPHA 2026 Legislative Action Priorities:**

Ms. Stehn presented the LPHA 2026 Legislative Action Priorities for Board approval.

*Supporting Minnesota's Local Public Health System* – This priority focuses on continued, stable investment to support local public health foundational responsibilities.

*Strengthening Minnesota's Infectious Disease Infrastructure* – Sustained and flexible state investment is needed to ensure rapid detection, response, and prevention of both emerging and ongoing infectious disease threats.

*Responding to Public Health Workforce Shortages* – Policy changes are proposed to help local health departments recruit and retain staff, including access to medical consultants, to address workforce gaps and strengthen service capacity.

*Addressing Community Health Needs* – Supports policy and funding initiatives aimed at meeting ongoing community health needs and improving health outcomes across Minnesota.

Motion by Jeanne Ennen, seconded by Larry Lindor to approve the LPHA 2026 Legislative Action Priorities. Motion carried unanimously.

**HPH Personnel Policy Updates:**

Ms. Stehn requested Board approval to fill the Registered Sanitarian position that is open as a result of a recent resignation is effective January 28, 2026.

Motion by Marcia Schroeder, seconded by Dwight Walvatne to approve the request to fill the vacant Registered Sanitarian position. Motion carried unanimously.

Welcome our new Home Health Aide who will be joining us on a casual status beginning January 13, 2026.

Ms. Stehn requested Board approval for Out of State Travel for one staff to attend the Society of Public Health Educators (SOPHE) National Conference, April 22-24, 2026 in Portland Oregon. All expenses will be covered by Youth E-Cigarette Prevention and Cessation Grant. The travel has already been approved by the funder.

Motion made by Gordy Wagner, seconded by Marcia Schroeder to approve the Out of State travel for one staff for the SOPHE National Conference in Portland, Oregon from April 22-24, 2026. Motion carried unanimously.

Ms. Stehn presented her letter of retirement and resignation effective July 2, 2026. She thanked for board and staff for their support and expressed confidence in the strength of the organization. Appreciation for her service was expressed by board members.

Motion made by Larry Lindor, seconded by Bob Kopitzke to approve Ms. Stehn's retirement and resignation effective July 2, 2026. Motion carried unanimously.

The Board reviewed the Public Health Administrator Position Description and Minnesota Rules 4736.0110 regarding CHS Administrator Standards to ensure compliance with state requirements.

A Recruitment Plan was presented, and authorization was requested for the Personnel Committee to extend an employment offer once a suitable candidate is selected.

The recruitment process will include an interview panel. As outlined in the main Board packet, the Personnel Committee discussed who would participate in the initial interviews. The panel will include one representative from each county Board: Meyer, Walvatne, Kopitzke, Lindor, and Nelson. The Personnel Committee members Meyer, Kopitzke, and Lindor would be authorized to negotiate the employment offer.

The goal is to bring a replacement forward at either the March or April Board meeting to allow sufficient transition time. There was discussion on the appropriate amount of time with Stehn for transition and it was determined the Personnel Committee would consider that as it will depend on the successful candidate.

Motion by Gordy Wagner, seconded by Jerry Rapp to approve the recruitment plan and authorization of the Personnel Committee for employment offer for Horizon's next Public Health Administrator.

**Financial Updates:**

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

The December 2025 warrants in the amount of \$478,372.75 and payroll disbursements of \$664,485.23 for a total of \$1,142,857 were approved on a motion by Larry Lindor, seconded by Gordy Wagner. Motion carried unanimously.

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

Mr. Kopitzke presented the December 2025 Asset Summary Report. The year-to-date report reveals that expenses exceeded revenue by \$263,859.22 for the month of December 2025. Total assets decreased by \$285,202.03 compared to the previous month. As of December 31, 2025, HPH's total assets amounted to \$8,954,126.29.

Motion by Jerry Rapp, seconded by Shane Schmidt to approve the December 2025 Asset Listing Summary Report. Motion carried unanimously.

**2025 Year-End Financial Report:**

Ms. Siegel presented the 2025 Year-End Financial Report. Revenues were at 1206% of budget and expenditures, while slightly over by \$45,559.87 were still at 100% of budget. This resulted in a net of \$808,573.13. Siegel reported that Hospice had a strong year as well as there were some grant and time study revenues that were higher than expected. Salary and benefits were under budget as some positions were not filled and/or filled at a lower rate. There were also some expenditures, particularly related to software, professional services (IT and attorney) and hospice expenses that were higher than budgeted.

Ms. Greta reviewed the 12/31/25 fund balance amounts. Information on the Maximum Fund Balance will be calculated and presented to the Finance Committee and Community Health Board in March. The methodology for this calculation was approved by the Board on 3/9/20. Committed Fund Balances, which can be used only for specific purposes determined by resolution of the Board, will also be calculated and brought forward in March.

Motion made by Jeanne Ennen, seconded by Jerry Rapp, to approve the 2025 Year-End Financial Report. Motion carried unanimously.

***Resolution 26-04 accepting December 2025 Hospice donations:***

Ms. Siegel presented Resolution 26-04 accepting December 2025 Hospice Donations in the amount of \$5,372.22.

**RESOLUTION 26-04**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the December 2025 donations to Hospice of Douglas County in the amount of \$5,372.22.

Dated this 12<sup>th</sup> day of January 2026.

Motion by Gordy Wagner, seconded by Bob Kopitzke, to approve Resolution 26-04 accepting \$5,372.22 For December 2025 donations to Hospice of Douglas County. Motion carried unanimously.

**CliftonLarsonAllen 2025 Medicare Cost Report:**

Ms. Siegel presented the CliftonLarsonAllen 2025 Medicare Cost Report. This annual report is submitted to Medicare. The contracted accountant for this report has retired, and several options have been reviewed for completing the report. CliftonLarsonAllen was selected to prepare the 2025 Medicare Cost Report at a cost of \$3,000 plus a 5% technology and client support fee. For reference, \$2,380 was paid for the 2024 report. Staff will also explore what would be required to prepare the Medicare Cost Report internally in the future.

Motion by Larry Lindor, seconded by Charlie Meyer to approve the CliftonLarsonAllen 2025 Medicare Cost report.  
Motion carried unanimously.

**Administrator Report:**

Ms. Stehn reported that the Drug-Free Communities (DFC) grant application is available now for a reapplication. Horizon is exploring applying again if the grant application is similar.

All required documents for PHAB were submitted on January 9, 2026. Next steps include document review, making any necessary corrections, and a likely site visit approximately 7-9 months from now.

Ms. Stehn is monitoring action at the federal level related to TANF funds, there has been no formal notices received yet.

The 2025 Horizon Pubic Health Governing Board Survey was completed by 10 members of the Board and presented by Ms. Stehn. All questions and responses were in the Strongly Agree and Agree categories.

**County Reports/Updates:**

Douglas County: n/a  
Grant County: The Sheriff, who was hired in 1995, is retiring in February.  
Pope County: n/a  
Stevens County: n/a  
Traverse County: n/a

**Adjourn:** With no further business, the meeting was adjourned at 11:07 by Vice Chair Dwight Walvatene (Meyer absent). The next meeting is scheduled for Monday, February 9, 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.

12 YEAS and 0 NAYS

Charlie Meyer  
Chair, Horizon Community Health Board

2/9/26  
Date

Attest: Breta Siegel