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

Monday, February 9, 2026

9:00 a.m.

Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp
Grant: Dwight Walvatne, Doyle Sperr
Pope: Gordy Wagner, Larry Lindor
Stevens: Bob Kopitzke, Jeanne Ennen
Traverse: Dwight Nelson, Kayla Schmidt
Community Representatives: Marcia Schroeder, Heather Molesworth

Staff: 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
Ashley Bohlsen, Horizon Public Health Supervisor
Kirstin Berneking, Horizon Public Health Case Manager Social Worker
Megan Bitzan, Horizon Public Health Case Manager Nurse

Absent: Ann Stehn, Shane Schmidt

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

Approve Agenda:

Motion by Bob Kopitzke, seconded by Dwight Nelson to approve the agenda as presented. Motion carried unanimously.

Approve minutes January 12, 2026, Horizon Public Health board meeting:

Motion by Larry Lindor, seconded by Marcia Schroeder to approve the January 12, 2026, minutes as presented. Motion carried unanimously.

Chair Meyer welcomed Heather Molesworth, Community Representative from Douglas County, to the board. Introductions followed.

Personnel:

Ms. Hills requested Board approval to fill the Hospice Volunteer Coordinator position, which will become vacant due to a resignation effective February 27, 2026. The Board discussed an opportunity to build additional capacity within the Hospice program. As this is a unique position within Horizon, staff proposed modifying the role by adding a new LPN position in the Hospice area, with the LPN also assuming the Volunteer Coordinator responsibilities. This position would

provide backup support for the intake nurse and assist with hospice LPN visits in the field. The position was classified by Baker Tilly as a Grade 9, and union concurrence is required to implement the change. This would be a new LPN position at Horizon.

Motion by Jeanne Ennen, seconded by Bob Kopitzke, to approve the request to fill the new LPN position after union concurrence. Motion carried unanimously.

Ms. Hills requested Board approval for Out of State Travel for 2-4 staff to attend the NACCHO 360 Annual Conference, July 14-17, 2026, in Louisville, KY.

Motion made by Larry Lindor, seconded by Gordy Wagner to approve the Out of State travel for 2-4 staff for the NACCHO 360 Annual Conference in Louisville, Kentucky from July 14-17, 2026. Motion carried unanimously.

Ms. Hills updated the Board on additional Personnel items.

- Horizon is working to fill the Sanitarian position.
- Recruitment efforts are ongoing to hire additional casual RNs for Hospice. Several strong candidates have recently been hired in casual RN and HHA roles.
- The first round of Administrator interviews is scheduled for February 18.

Financial Updates:

Approve payment of warrants and payroll January 2026

The January 2026 warrants in the amount of \$352,630.89 and payroll disbursements of \$979,025.62 for a total of \$1,331,656.51 were approved on a motion by Dwight Nelson, seconded by Jerry Rapp. Motion carried unanimously.

2026 YTD Asset Listing Summary Report:

Mr. Kopitzke presented the January 2026 Asset Summary Report. The year-to-date report reveals that revenue exceeded expenses by \$23,802.78 for the month of January 2026. Total assets increased by \$28,554.16 compared to the previous month. As of January 31, 2026, HPH's total assets amounted to \$8,982,680.45.

Motion by Maria Schroeder, seconded by Jeanne Ennen, to approve the January 2026 Asset Listing Summary Report. Motion carried unanimously.

Resolution 26-05 accepting January 2026 Hospice donations:

Ms. Siegel presented Resolution 26-05 accepting January 2026 Hospice Donations in the amount of \$1,695.00.

RESOLUTION 26-05

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the January 2006 donations to Hospice of Douglas County in the amount of \$1,695.00.

Dated this 9th day of February 2026.

Motion by Dwight Walvatne, seconded by Kayla Schmidt, to approve Resolution 26-05 accepting \$1,695.00 For January 2026 donations to Hospice of Douglas County. Motion carried unanimously.

2026 Budget Reallocation Request:

Ms. Siegel requested Board approval to reallocate a portion of budgeted funds from Contracts and Program Promotion to a newly established Grant Expense line to reflect updated coding of grant-funded expenditures. This reallocation will have no impact on the overall budget, as total budgeted revenues, total expenditures, and the net budget will remain unchanged.

Motion made Bob Kopitzke, seconded by Larry Lindor, to approve the request to reallocate a portion of budgeted funds from Contracts and Program Promotion to the newly established Grant Expense line. Motion carried unanimously.

Congratulate and Educate Grant Application:

Ms. Siegel is requesting board approval to apply for grant funding through the Minnesota Department of Human Services (DHS) Behavioral Health Division for the *Congratulate & Educate Tobacco Compliance Checks* program. The grant is open until funds are expended and would cover the period from January 1 through June 30, 2026. HPH is requesting \$1,500 to reimburse compliance checks at 30 retailers (\$50 per store) across Pope, Grant, Stevens, and Traverse counties.

If funded, HPH will conduct tobacco compliance checks using a young adult volunteer. The purpose of these checks is education, not enforcement, there are no monetary fines for failed checks. Regardless of the outcome, retailers will receive education on their role in preventing youth access to commercial tobacco.

Douglas County Sheriff's Office is separately applying for the same program to conduct compliance checks within Douglas County.

Motion by Jeanne Ennen, seconded by Marcia Schroeder, to approve the application for the Congratulate and Educate Compliance Checks program grant funding. Motion carried unanimously.

Administrator Report:

Ms. Siegel reported that the Drug-Free Communities (DFC) grant application is moving forward. District 206 is strongly supportive of proceeding but does not wish to serve as the fiscal agent; Horizon will continue in that role. Staff plan to submit the application next week, with notification expected shortly before the grant period begins in July 2026. If awarded, the grant would support filling a full-time DFC Coordinator position.

There has been no update from MDH regarding next steps for the Regional Data Hub, which had been anticipated in January. Regional discussions are ongoing, and Horizon may potentially partner with Prairie Lakes Community Health Board and Partnership for Health Community Health Board.

Ms. Siegel announced the Union contract has been finalized, and all signatures have been obtained.

Ms. Hills shared exciting news from an email sent to Ms. Stehn by NACCHO on February 5, informing us that our Performance Management and Quality Improvement (PM/QI) Plan was included in their white paper, *"Summary of Local Health Department Planning Documents,"* and in a published article in the *Journal of Public Health Management and Practice*. In addition, our plan was selected as one of the top 10 Quality Improvement plans to be featured on NACCHO's website as an example for other health departments. The plan was recognized for clearly aligning with PHAB standards and measures, being well organized and easy to follow, outlining a measurable QI approach with clear action steps, and serving as a strong, replicable model for other local health departments. Congratulations to our staff on this national recognition!

County Reports/Updates:

Douglas County: n/a

Grant County: n/a

Pope County: New daycare center will be built near the Minnewaska school.

Stevens County: ¾ of funding raised for additional 6 daycare pods. School system is 25% Hispanic right now.

Traverse County: Cenex is open in Traverse.

Home & Community Based Services Annual Report:

Ms. Bohlsen and Ms. Krebs presented an overview of Case Management and Home & Community-Based Services provided to individuals in the community. They were joined by a Case Management Nurse, and Case Management Social Worker. Horizon staff brought a community client and provider to the meeting to share success stories that highlighted the positive impact of these services on individuals' lives.

Presenters shared client success stories, including their experience transitioning to a more individualized living arrangement through the CADI Waiver, resulting in improved independence and quality of life, and another client's transition from a nursing home to assisted living through coordinated waiver services. These stories illustrated the importance of case management and strong community partnerships.

Enrollment trends were reviewed, noting that 2023 numbers were higher due to individuals remaining on Medical Assistance during the COVID emergency declaration. As the emergency ended and individuals transitioned off Medical Assistance, some cases closed and enrollment levels have since returned to more typical ranges. A slight increase in MnChoices assessments was noted this past year.

Staff reviewed how individuals access services, beginning with our intake process, followed by an assessment within 20 business days to determine eligibility and make recommendations. Once financially approved, individuals are enrolled in waiver services and connected with a case manager, who works with them to identify needs, develop plans, connect to services, monitor progress, and coordinate care.

A review of recent changes included the transition to the MnChoices online platform as the sole assessment tool, the replacement of the PCA program with Community First Services and Supports (CFSS) in October 2024, the extension of assessment validity to 365 days, and the discontinuation of Housing Stabilization Services by DHS.

Looking ahead to 2026, staff discussed a freeze on provider enrollment across several service categories and multiple legislative changes awaiting CMS approval, including payment reform, remote assessments, updated timelines, and expanded roles for lead agencies and supervisors.

Adjourn: With no further business, the meeting was adjourned at 10:47am by Chair Charlie Meyer. The next meeting is scheduled for Monday, March 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.

11 YEAS and 0 NAYS

Charlie Meyer
Chair, Horizon Community Health Board

3-9-26
Date

Attest: Wm Esteb