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

**Monday, March 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
Traverse: Dwight Nelson, Kayla Schmidt
Community Representatives: Marcia Schroeder, Heather Molesworth

Staff: Ann Stehn, Horizon Public Health, Administrator
Greta Siegel, Horizon Public Health, Assistant Administrator
Kim Roering, Horizon Public Health, Administrative Coordinator
Angie Hasbrouck, Horizon Public Health, Supervisor
Stacey Lhotka, Human Resources Director

Guests: Erica Keppers, MDH PHN Consultant

Absent: Shane Schmidt, Jeanne Ennen

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

Approve Agenda:

Ms. Stehn requested that the board approve the agenda with updates, including the addition of Regional Data Hub under the Admin report, the Wilder and Dr. Peters contracts, and financial recommendations from the Finance Committee.

Motion by Jerry Rapp, seconded by Bob Kopitzke to approve the agenda with updates as presented. Motion carried unanimously.

Approve minutes February 9, 2026, Horizon Public Health board meeting:

Motion by Gordy Wagner, seconded by Larry Lindor to approve the February 9, 2026, minutes as presented. Motion carried unanimously.

Personnel:

Ms. Stehn presented the Personnel Committee's recommendation to hire Angie Hasbrouck as the new Public Health Administrator, effective May 18, 2026. Ms. Hasbrouck currently serves in a supervisory role with Horizon. Board members expressed appreciation to everyone involved in the interview process and noted the strong pool of applicants.

Motion by Bob Kopitzke, seconded by Marcia Schroeder to approve Ms. Hasbrouck as the new Public Health Administrator effective May 18, 2026. Motion carried unanimously. The board expressed congratulations and welcomed Ms. Hasbrouck.

Ms. Stehn provided the Board with additional personnel updates. A new Sanitarian joined Horizon on February 17, 2026. Horizon is currently posting for an LPN position for the Hospice program to assist with volunteer coordinator duties. The union has agreed via email, and a Memorandum of Understanding (MOU) is being finalized for signature. Horizon will also be seeking a spiritual care contractor for the Hospice program as the current contractor will be retiring. The Administrator will work with the Personnel Committee on any budgeted organizational positions, if needed, prior to the April Board meeting.

Population Health, Health Education and Environmental Health Annual Reports:

Health Education: Ms. Hasbrouck and 3 staff presented the Health Education Annual Report, highlighting efforts to engage youth in identifying and addressing community health priorities. The presentation focused on youth-driven decision-making and community mapping projects designed to improve student well-being and mental health across schools in the Horizon Public Health service area.

Students from several school districts, including Alexandria, Kalon Prep, Osakis, Ashby, Herman-Norcross, West Central Area, Minnewaska, Browns Valley, and others, participated in identifying local needs and implementing solutions. Youth-led priorities included creating youth gathering spaces, improving access to physical activity opportunities, increasing hydration and healthier food options, and promoting mental wellness initiatives such as Mental Health Fridays and Mondays.

Examples of actions taken include the creation of mental health kits in Alexandria schools, installation of a hydration/ice machine at Kalon Prep through SHIP grant funding, improvements to seating and wellness resources in Osakis schools, and youth presentations to city councils and school boards to advocate for community improvements.

Staff also highlighted the importance of engaging youth in community planning and decision-making to strengthen leadership, relationships, and a sense of belonging. Data shared during the presentation indicated that the percentage of 9th graders in the Horizon service area who reported feeling that their community cares about them has increased by approximately 10% since 2022, with Grant County reporting an increase of 23%.

This work supports data-informed, youth-driven solutions and strengthens regional collaboration to advance student well-being.

Environmental Health: Staff presented updates for the Environmental Health Program in Douglas and Pope Counties. One of the strengths of having a local program is the ability to receive statewide notifications of foodborne illness linked to specific establishments, allowing for prompt follow-up and corrective action to protect public health.

The Food, Pools, and Lodging program focuses on licensing, inspections, and improving safety. In the past year, 467 establishments were licensed and inspected, 153 private vacation home rentals were licensed, 77 permits were issued for special events, and nine foodborne illness complaints were investigated.

In addition, the Environmental Health team investigated 12 public health nuisance complaints, with approximately one-third involving mold.

Population Health:

Ms. Hasbrouck and staff presented updates on population health initiatives and performance in the Horizon Public Health service area.

Access to Care: Preventive dental screenings for children under 5 on Medicaid have improved, while screenings for adults over 65 have declined. Access to mental health care has improved, and more students report feeling comfortable talking with school counselors. Licensed childcare availability has also increased.

Community and Chronic Disease Trends: Ninth graders report feeling more supported by their community and having trusted adults to talk to. Physical activity among 8th graders has increased, while adult reports of good blood pressure have declined. Substance use among 11th graders has slightly increased, and positive mental health among adults has declined.

Performance and Initiatives: In 2025, HPH conducted a Population Health Survey, engaged four school districts, launched Credible Mind for mental health, and created GIS maps of 471 community resources. Key performance measures improved, including Hospice charting notifications, Health Educator community touchpoints, website engagement, and Child and Teen Checkup participation. Internal communication was strengthened through the SharePoint Hub.

Accreditation: All PHAB measures have been uploaded to e-PHAB, with pre-site review and site visit scheduled over the next several months.

West Central Initiative Grant Proposal:

Ms. Stehn requested approval to apply for a \$12,000 grant from the West Central Initiative to support ongoing student and youth programs in Chokio, Hancock, and Morris. The Executive Committee was consulted about the application as the deadline occurred prior to the board meeting. If awarded, the grant-funded activities will be implemented between May 2026 and April 2027.

Motion by Larry Lindor, seconded by Heather Molesworth to ratify the Executive Committee's prior approval of the \$12,000 grant application to the West Central Initiative for continued student and youth programs in Chokio, Hancock, and Morris. Motion carried unanimously.

Communities that Care Grant Evaluation Contractor, Wilder:

Ms. Stehn requested approval to contract Wilder as the evaluation contractor for the Communities That Care (CTC) grant. The contract period will run from February 23, 2026, through June 30, 2026, with a contract amount of \$9,500, funded by the CTC grant.

Wilder's scope of work includes reviewing existing community partner interview findings to identify gaps, collaborating on a formal key informant interview protocol, analyzing and summarizing interview findings, and developing a community profile using both primary and secondary data. The contractor will also plan a data event to be held in the following fiscal year and provide technical support for ongoing evaluation planning.

This contract will support continued evaluation and planning efforts under the CTC grant.

Motion by Larry Lindor, seconded by Dwight Nelson to contract with Wilder for the Communities that Care Grant Evaluation. Motion carried unanimously.

Dr. Peters Consultation Contract for CHA all staff training:

Ms. Stehn requested approval to contract with Dr. Peters to support an all-staff Community Health Assessment (CHA) workshop for Horizon staff in late March. The workshop will utilize CHA data to assist staff in identifying key population health findings, determine disparities or other contributing factors affecting priority populations, and develop actionable strategies for their program areas that align with the Community Health Improvement Plan priorities. The consultation fee for this contract is \$2,000.

Motion by Bob Kopitzke, seconded by Gordy Wagner to approve the contract with Dr. Peters for consultation for the CHA all-staff training. Motion carried unanimously.

MN Department of Human Services Plans:

Ms. Stehn presented information on the Civil Rights and Limited English Proficiency (LEP) Plan and requested board approval. While all human services agencies are required to have such plans, it is unclear whether Horizon is formally required; however, federal funding received through Waiver and community-based service programs makes having this plan appropriate and it reflects our existing practices.

The plan ensures nondiscrimination across all programs and services and designates the Public Health Administrator as the Civil Rights Coordinator, ADA Coordinator, and LEP Coordinator. It addresses program accessibility, including physical access, reasonable modifications, and effective communication. The plan also provides guidelines for language assistance, interpreter and literacy support, and documentation of needs or declinations.

Staff training requirements, civil rights complaint procedures (including external filing rights, with USDA handling WIC complaints), and protections against retaliation are included. The plan also ensures that contractors and providers comply with civil rights and LEP requirements.

Motion by Dwight Walvatne, seconded by Dwight Nelson, to approve the implementation of the Civil Rights and Limited English Proficiency Plan for Horizon Public Health. Motion carried unanimously.

HPH Ethics Policy:

Ms. Stehn requested board approval of a policy update. The only change was to remove the 2-year term language in two locations. The committee will meet twice per year, unless an ethical consult is needed. All committee members have completed training and practiced in the model, so rotating members on the committee feels like an added burden and expense that is not necessary. Ms. Stehn requested approval of the updated policy.

Motion by Bob Kopitzke, seconded by Doyle Sperr, to approve the Horizon Public Health Ethics Policy revisions. Motion carried unanimously.

Financial Updates:

Approve payment of warrants and payroll February 2026

The February 2026 warrants in the amount of \$269,351.53 and payroll disbursements of \$690,492.84 for a total of \$959,844.37 were approved on a motion by Larry Lindor, seconded by Dwight Walvatne. Motion carried unanimously.

2026 YTD Asset Listing Summary Report:

Mr. Kopitzke presented the February 2026 Asset Summary Report. The year-to-date report reveals that revenue exceeded expenses by \$273,981.90 for the month of February 2026. Total assets increased by \$283,303.02 compared to the previous month. As of February 28, 2026, HPH's total assets amounted to \$9,265,983.47.

Motion by Gordy Wagner, seconded by Jerry Rapp, to approve the February 2026 Asset Listing Summary Report. Motion carried unanimously.

Resolution 26-06 accepting February 2026 Hospice donations:

Ms. Siegel presented Resolution 26-06 accepting February 2026 Hospice Donations in the amount of \$4,987.36.

RESOLUTION 26-06

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the February 2006 donations to Hospice of Douglas County in the amount of \$4,987.36.

Dated this 9th day of March 2026.

Motion by Dwight Nelson, seconded by Jerry Rapp, to approve Resolution 26-06 accepting \$4,987.36 For February 2026 donations to Hospice of Douglas County. Motion carried unanimously.

Report and Recommendations from Finance Committee Meeting March 4, 2026:

Ms. Siegel presented the financial report. In 2025, HPH had one staff retirement and six resignations. Of the 88 employees who transitioned to Horizon in 2015, 33 (38%) remain with HPH, including 27 in Douglas County, 4 in Stevens County, and 2 in Pope County.

Severance paid for transitioned employees as of December 31, 2025, totaled \$642,550.32, with \$502,053.79 paid directly to employees or their HCSP accounts and \$140,496.53 reimbursed to counties for severance not owed to

employees. County-specific amounts were: Douglas – \$78,303.28, Pope – \$44,016.01, Grant – \$5,774.91, Stevens – \$8,312.45, and Traverse – \$4,089.88.

The original start-up fund totaled \$1,250,000. After severance payments, the remaining balance is \$607,449.68 (49%).

HPH Committed funds and fund balance

Ms. Siegel presented the HPH fund balance and committed funds as of December 31, 2025. The total fund balance was \$8,954,126, which includes funds committed to specific programs approved by the board each year. Committed funds included: Food/Pool/Lodging – \$152,251; Hospice Donations – \$119,087; Hospice Donations Magic Fund Investment – \$149,782; Hospice Fund Balance – \$1,055,480; and EBHV Net 3rd Party Revenue – \$1,147,830. Total committed funds amounted to \$2,624,430, resulting in an adjusted fund balance of \$6,329,696.

The 2025 Maximum Fund Balance was calculated at \$7,420,874, indicating that the fund balance as of December 31, 2025, was below the maximum.

Motion by Dwight Walvatne, seconded by Jerry Rapp, to approve the HPH Committed funds and fund balance. Motion carried unanimously.

Hospice of Douglas County 2025 Fund and Statistical Report:

Ms. Siegel presented the Hospice of Douglas County data and financial summary for 2025. During the year, 136 patients were admitted, and 13,025 hospice days were billed. Hospice services are paid on a daily per diem rate for each client, with higher rates for inpatient respite care or hospital stays. 2025 was a record high for days of hospice services provided.

Donations received in 2025 totaled \$79,980.58, with unspent donations of \$119,086.74 and Magic Fund investments of \$149,782.14 as of December 31, 2025. Under the Horizon and Douglas County Memorandum of Agreement (MOA), approved in July 2022, HPH built the fund balance from 2021–2025, with Douglas County covering any expenses exceeding revenue if needed. Beginning in 2026, HPH will manage the program independently, with a maximum fund balance set; any excess funds at year-end are returned to Douglas County. HPH provides a statistical report to Douglas County each March.

Per the MOA, the maximum fund balance for Hospice of Douglas County is 57% of annual budgeted expenditures. For 2025, budgeted expenditures were \$2,674,645, making the maximum fund balance \$1,524,547.65. The actual operating fund balance as of December 31, 2025, was \$1,055,479.55, below the maximum.

Motion by Bob Kopitzke, seconded by Larry Lindor, to approve the Hospice of Douglas County 2025 Fund and Statistical Report. Motion carried unanimously.

Hospice Magic Fund Donation Account CD investment:

A 365-day CD for the Hospice Magic Fund was purchased on March 13, 2025, for \$149,782.14 at an interest rate of 4.44%. The CD matured on March 13, 2026, with an estimated value of \$156,432.47, earning approximately \$6,431.69 in interest over the year. The Finance Committee recommended reinvesting all funds at maturity into a one-year CD and adding unspent donations from December 31, 2025, totaling \$119,086.74, to the investment. The total estimated investment in the one-year CD is \$275,519.20.

To comply with FDIC limits of \$250,000 per CD, the funds will be split into two CDs with the Magic Fund:

- CD 1: Principal of \$125,519 (estimated), one-year term, maturing March 5, 2027, at a net rate of 3.77%, estimated interest earnings \$4,958, estimated maturity amount \$130,477.
- CD 2: Principal of \$150,000, one-year term, maturing March 5, 2027, at a net rate of 3.77%, estimated interest earnings \$5,850, estimated maturity amount \$155,850.

Total principal: \$275,519

Total estimated interest earnings: \$10,808

Total estimated maturity amount: \$286,327

Motion by Bob Kopitzke, seconded by Charlie Meyer, to approve the Hospice Magic Fund Donation Account CD investment recommended by the Finance Committee. Motion carried unanimously.

HPH Magic Fund Investment maturing 6/9/26:

The one-year HPH Magic Fund investment, opened on June 9, 2025, for \$1,578,000 at 4.13%, will mature on June 9, 2026, with an estimated value of \$1,641,564.43 and estimated interest earnings of \$42,138.22.

It is recommended by the Finance Committee that the board approve allowing the investment to mature and transferring the funds to a 7-day yield account (currently 3.67%) until the next Finance and Community Health Board meeting on July 13, 2026.

Motion by Doyle Sperr, seconded by Heather Molesworth, to approve allowing the investment to mature and transferring the funds to a 7-day yield account until the next Finance and Community Health Board meeting. Motion carried unanimously.

Ms. Siegel noted that a second Magic Fund investment will mature on September 19, 2026. It was purchased on September 10, 2025 for \$3,296,000 at 4.19% average.

Horizon Uncollectible Accounts:

Ms. Siegel presented information regarding Case Management clients on Medical Assistance Waivers. Monthly invoices are sent to clients for six months or longer along with staff contact to attempt to collect payment.

It has been determined that certain accounts will not be paid and need to be written off as uncollectible. The total amount recommended for write-off is \$2,309.05.

Motion by Gordy Wagner, seconded by Heather Molesworth, to approve writing off \$2,309.05 in uncollectible accounts for 2025. Motion carried unanimously.

Administrator Report:

Ms. Stehn shared updates on grants, regional partnerships, and legislative matters.

MDH Innovation Grant: Horizon received notice on March 5 that we are eligible for two years of continuation funding. The agency is working with Countryside to continue testing new ways of delivering foundational public health responsibilities. The proposed workplan is due April 10, 2026.

MDH Data Hub: On March 6, Horizon received notice that Regional Data Hub applications will be accepted quarterly, with the first round due April 10 for a start date of July 1, 2026. Given the tight timeline, Ms. Stehn requested board authorization to move forward with a regional partnership, which may involve an epidemiologist.

Motion made by Larry Lindor and seconded by Marcia Schroeder to approve moving forward with other Community Health Board partners in the region to develop a plan for the Regional Data Hub. The motion carried unanimously

Ms. Stehn noted that the Finance Committee meeting date has been changed to July 8, 2026, from the previously scheduled June date, and this change has been approved by the auditors (related to tax levy requests to counties). Additional Rural Health Transformation funds will be coming to Minnesota, though the impact of this funding is currently uncertain. Hennepin County Medical Center is in dire need of funding, as it serves as a major trauma center and a key training site for mid-level practitioners. Legislative efforts have made significant progress in changing requirements for Public Health to utilize practitioners, which will be beneficial for rural areas in Minnesota. There is also a strong legislative focus on oversight and fraud prevention. A proposed bill would prohibit county agencies from contracting out for case management services after July 2029.

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 10:53am by Chair Charlie Meyer. The next meeting is scheduled for Monday, April 13, 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

4-13-26
Date

Attest: Wm Ester