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

**Monday, April 13, 2026  
9:00 a.m.  
Minutes**

**Present:** Douglas: Charlie Meyer, Jerry Rapp, Shane Schmidt  
Grant: Doyle Sperr, 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  
Kayla Nelson, Horizon Public Health, Supervisor  
Kelsey Peterson, Horizon Public Health, Supervisor  
Stacey Lhotka, Horizon Public Health, Human Resources Director

**Absent:** Kayla Schmidt, Heather Molesworth

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

**Approve Agenda:**

Ms. Stehn requested board approval of the updated agenda, which included adding notification of the Assistant Administrator’s resignation and a personnel committee meeting prior to the CHB meeting.

Motion by Bob Kopitzke, seconded by Larry Lindor to approve the agenda with updates as presented. Motion carried unanimously (Walvatne absent).

**Approve minutes March 9, 2026, Horizon Public Health board meeting:**

Motion by Gordy Wagner, seconded by Marcia Schroeder to approve the March 9, 2026, minutes as presented. Motion carried unanimously (Walvatne absent).

The Board shared a moment of silence in Memory of Sandy Tubbs who recently passed away. Sandy was instrumental in the creation of Horizon and the first Public Health Administrator of the organization.

## **Family Health and Emergency Preparedness/Disease Prevention & Control Annual Reports:**

### **Family Health**

Kayla Nelson, Supervisor, provided an overview of Horizon's Family Health Programs. Programs offered include WIC, Family Home Visiting, Child & Teen Checkups, Follow Along Program, Breastfeeding Education & Support, Child Passenger Safety, Early Childhood Screenings, and Early Hearing Detection & Intervention and Birth Defects.

A WIC Registered Dietitian highlighted the benefits of WIC, noting participants have healthier diets, improved food security, and reduced rates of preterm births and infant mortality. In 2025, a total of \$1,162,737.34 in WIC benefits were redeemed in our Horizon service area. WIC provides nutrition education, breastfeeding support, and referrals to other services for woman, infants, and families.

Updates to WIC food packages include the recent addition of new food options such as fresh herbs, brown eggs, whole wheat products, gluten-free items, sun butter, and tuna. Beginning in June, tuna and salmon will be included in all food packages. Participants may receive additional fruits and vegetables in place of juice, along with more substitution options and expanded whole grain offerings. Infants are now eligible to receive fresh, frozen, or canned fruits and vegetables at 6 months. Other allowable items include milk alternatives, tofu, and hot cereals. The program continues to support access to key nutrients and is staffed by Registered Nurses, Registered Dietitians, and support staff.

Additional program highlights include Child & Teen Checkups outreach, where staff contact Medicaid-eligible families to encourage well-child visits and assist with scheduling. The Follow Along Program helps parents monitor their child's development and learn new activities. Breast-feeding education is offered through quarterly classes and postpartum support. The Maternal Early Childhood Sustained Home Visiting (MECSH) program is a long-term, evidence-based service provided by a nurse home visitor. Eligibility includes pregnant or postpartum women with risk factors such as low income, limited education, single parenting, or mental health concerns.

### **Emergency Preparedness/Disease Prevention & Control Annual Reports**

Ms. Peterson presented the Emergency Preparedness and Disease Prevention & Control Annual Report, highlighting key 2025 activities that impacted Horizon Public Health (HPH) staff. In June, HPH partnered with Douglas County Emergency Management and the American Red Cross to provide shelter operations training. Staff were trained in registration, feeding, health services, and dormitory setup. This training strengthened HPH's ability to open and operate a shelter locally if needed before Red Cross arrival, while also improving coordination with community partners and overall emergency preparedness.

In August, staff attended a two-day regional training led by the I Love U Guys Foundation, an organization founded after the Platte Canyon High School shooting to improve school safety through standardized emergency protocols. The training, coordinated by county emergency managers, included the Standard Response Protocol on day one and a reunification exercise on day two. Participants included schools, emergency management, law enforcement, first responders, human services, and public health, emphasizing strong cross-sector collaboration.

HPH also partnered with the Minnesota Department of Health and Alexandria Public Schools on the Healthy Kids Project, conducted at Early Childhood Services for children ages 3–6. Participation was voluntary and included screening urine samples for environmental exposures such as metals, pesticides, and other chemicals. Families will receive individual results and guidance from MDH, with full reports expected in spring 2026. Most exposures identified are related to diet. The project rotates annually between metro and non-metro areas.

Looking ahead to 2026, HPH plans to launch a CARE list, a voluntary registry designed to help emergency response and preparedness staff identify individuals who may need additional assistance during community-wide emergencies.

### **Mental Health Action Day:**

Ms. Hills requested board approval for participation in Mental Health Action Day, an initiative focused on encouraging intentional action that improves mental health and connection. The effort invites staff to dedicate one hour to connect with their peers, loved ones, or their community. Activities can include volunteering, spending time with coworkers or family, showing gratitude, or practicing self-care. This would be the third year of this initiative. The goal is to provide a simple, flexible, and measurable way to support mental well-being during May which is Mental Health Month.

Motion by Dwight Nelson, seconded by Jeanne Ennen, to approve the Mental Health Action Day with instructions to staff to add this to the personnel policy so it is practiced every year. Motion carried unanimously.

**Metopio Local Data Incorporation:**

Ms. Hasbrouck requested board approval for an amendment to the Metopio agreement to include the addition of the population health survey. The cost is \$1,000 for the 2020 survey and \$6,500 for the 2025 survey. Funding is available through the MDH Innovation Grant.

Motion by Gordy Wagner, seconded by Shane Schmidt, to approve the Metopio amendment to include the population health data into the platform. Motion carried unanimously.

**CliftonLarsonAllen IT security assessments:**

Ms. Siegel requested board approval to contract with CliftonLarsonAllen (CLA) to conduct IT security assessments.

In October 2024, CLA completed three IT security assessments for HPH, including an External Penetration Test, an Internal Penetration Test, and a HIPAA Security Risk Analysis. Industry standards recommend conducting IT security assessments on an annual basis, as well as following significant system changes, such as the implementation of Microsoft 365.

The 2026 proposal includes two assessments: an Internal Penetration Test and Vulnerability Assessment, and a Microsoft 365 Security Review. The Internal Penetration Test and Vulnerability Assessment is designed to identify potential vulnerabilities within the network that could be exploited to gain unauthorized access to sensitive or confidential information, modify or destroy data, or misuse trusted business systems for non-business purposes. The Microsoft 365 Security Review will provide a technical evaluation of HPH's Microsoft 365 environment, focusing on security policies and configuration settings. This review will identify vulnerabilities that could lead to a data breach and assess whether logging and monitoring (telemetry) are appropriately enabled and utilized.

The cost for the Internal Penetration Test and Vulnerability Assessment is \$9,800, and the Microsoft 365 Security Review is \$6,500. A Technology and Client Support Fee of 5% (\$815) will be applied, for an estimated total cost of \$17,115.

Motion by Bob Kopitzke, seconded by Marcia Schroeder to approve contracting with CliftonLarsonAllen for IT security assessments. Motion carried unanimously.

**AFSCME/MNA Memorandum of Agreement LPN position:**

Ms. Stehn requested board approval for the AFSCME/MNA Memorandum of Agreement LPN Position. This would create a new classification effective February 9, 2026, of LPN as a full-time bargaining unit position, Grade 9.

Motion by Jeanne Ennen, seconded by Charlie Meyer to approve the AFSCME/MNA Memorandum of Agreement LPN Position. Motion carried unanimously (Schmidt/Rapp absent).

**Benefits vendor manager:**

Ms. Stehn requested board approval to terminate Horizon's benefit manager contract with Bswift effective September 21, 2026, and begin services with BenefitsConnect on September 1, 2026.

HPH's current benefits administration vendor is Bswift. This relationship began in 2018 when HPH joined Prime Health. Due to ongoing changes at Bswift, the annual open enrollment process has become increasingly labor-intensive, despite only modest annual updates being required.

Human Resources evaluated two alternative options to Bswift: CPT (HPH's current payroll vendor) and BenefitsConnect. Based on this review, the recommendation is to transition to BenefitsConnect to manage benefit enrollments, employee changes, and ACA reporting. The transition would begin this fall to support open enrollment for the 2027 plan year.

Integrity Benefits, HPH's voluntary benefits broker, began building its system approximately six years ago and now partners with BenefitsConnect through WEX, which further supports this recommendation.

From a financial perspective, the estimated cost for BenefitsConnect in 2026 is \$2,825 for the period of September through December, including ACA reporting. This represents an increase of \$1,430 compared to the \$1,395 that would have been paid to Bswift during that same timeframe. Currently, Bswift is paid monthly. For 2027, the total annual cost for BenefitsConnect, based on 83 users, is \$5,149 if paid in full in January. This is less than a \$200 annual increase compared to the 2025 Bswift cost of approximately \$5,000.

The transition to BenefitsConnect is expected to be seamless for staff and will closely mirror the current Bswift experience. Additionally, it is anticipated to streamline the open enrollment process, as approximately three-quarters of HPH's benefits are already managed through Integrity Benefits.

Motion by Doyle Sperr, seconded by Dwight Walvatne to terminate the contract with Bswift and transition to BenefitsConnect for the Horizon Benefits Manager beginning in September 2026. Motion carried unanimously (Rapp absent).

**Personnel:**

Ms. Stehn announced to the board that there was a desire to move forward to backfill positions upon Angie Hasbrouck's approval as Administrator. After review with the Executive and Personnel Committees, the Population Health Supervisor position was filled internally.

Motion by Larry Lindor, seconded by Gordy Wagner to approve the new Population Health Supervisor. Motion carried unanimously.

Ms. Stehn requested permission to fill two vacant positions: Accreditation Coordinator and Community Health Strategist. We've been holding the accreditation coordinator position open since December of 2025. With the transition of staff to an internal position, the Strategist position which focused on the CHA and CHIP is also available.

Motion by Bob Kopitzke, seconded by Shane Schmidt to approve the backfill of two positions for the Accreditation Coordinator/Community Health Strategist. Motion carried unanimously.

Ms. Stehn announced that we have a strong candidate for the LPN (Hospice Volunteer Coordinator) position and will announce this to the board at the next meeting. In addition, with the recent resignation of the Hospice Spiritual Care Contractor, the Horizon backup Hospice Spiritual Care Contractor has accepted that role.

Ms. Stehn is requesting board approval to accept an upcoming staff retirement effective April 30, 2026, and to proceed with hiring for a Family Health Nurse position based out of the Pope County office.

Motion by Gordy Wagner, seconded by Dwight Nelson, to accept the family health nurse resignation and replacement. Motion carried unanimously (Ennen absent).

Ms. Stehn announced the resignation of Assistant Administrator Greta Siegel effective August 7<sup>th</sup>, 2026. The Personnel Committee met at 8:15 this morning to discuss their recommendation. A slight restructuring of the position to better align with the organization's financial and technological needs is recommended. The exact title and classification are still under discussion. A job description is being developed, with the goal of recruitment in July. This position is considered critical and will support key financial and technological functions, including coordination with contracted vendors. The proposed change reflects a shift from the current Assistant Administrator role.

Ms. Stehn is requesting board approval to move forward with the restructuring and recruitment process.

Motion by Bob Kopitzke, seconded by Charlie Meyer, to approve the restructuring and recruitment of the position being vacated by Ms. Siegel. Motion carried unanimously.

**Financial Updates:**

***Approve payment of warrants and payroll March 2026***

The March 2026 warrants in the amount of \$416,675.36 and payroll disbursements of \$692,248.73 for a total of \$1,108,924.09 were approved on a motion by Larry Lindor, seconded by Jeanne Ennen. Motion carried unanimously.

***2026 YTD Asset Listing Summary Report:***

Mr. Kopitzke presented the March 2026 Asset Summary Report. The year-to-date report reveals that revenue exceeded expenses by \$143,053.76 for the month of March 2026. Total assets decreased by \$156,740.70 to the previous month. As of March 31, 2026, HPH's total assets amounted to \$9,109,242.77.

Motion by Doyle Sperr, seconded by Shane Schmidt, to approve the March 2026 Asset Listing Summary Report. Motion carried unanimously.

***Quarterly Financial Report:***

Ms. Seigel presented the financial report for the period of January 2026 through March 2026. At this point, 25% of the year is completed. Total revenues for the period were \$3,423,239.43, which represents 27% of the annual budgeted revenue. Total expenditures amount to \$3,280,185.67, or 26% of the annual budgeted expenditure. The total net position for the period is \$143,053.76.

Motion by Jeanne Ennen, seconded Larry Lindor, to approve the January 2026 through March 2026 Quarterly Financial Report. Motion carried unanimously.

***Resolution 26-07 accepting March 2026 Hospice donations:***

Ms. Siegel presented Resolution 26-07 accepting March 2026 Hospice Donations in the amount of \$225.00.

**RESOLUTION 26-07**

**BE IT RESOLVED**, that the Horizon Community Health Board hereby accepts the March 2006 donations to Hospice of Douglas County in the amount of \$225.00.

Dated this 13<sup>th</sup> day of April 2026.

Motion by Gordy Wanger, seconded by Larry Lindor, to approve Resolution 26-07 accepting \$225.00 for March 2026 donations to Hospice of Douglas County. Motion carried unanimously.

**Administrator Report:**

Ms. Stehn provided updates on grants, regional partnerships, and legislative matters. A key legislative topic involves proposed changes to the qualifications for a medical consultant, allowing mid-level practitioners to serve in this role. HPH currently contracts with Alomere Health for medical consultant services.

Discussion was held regarding meeting space for September and October, following the loss of the alternate location for September. The Douglas County Administrative Building Board Room has been reserved for both meetings. The group reached consensus to hold both the September and October meetings at that location.

An update was provided on the Regional Data Hub funding. HPH did not apply in the first round but is working toward a potential January start date and will provide updates as available. Additionally, an application was submitted for Years 3–4 of the MDH Innovation Grant in partnership with Countryside, with Horizon continuing to serve as the fiscal host.

Ms. Stehn also shared a report from the SCHSAC meeting held on March 12, 2026, which she and Gordy attended. This year marks the 50th anniversary of public health in Minnesota, which began in 1976 with counties collaborating. Updates included ongoing monitoring of measles, discussions on health department funding and policy, and legislative efforts such as expanding the definition of a medical consultant and strengthening fraud prevention. A Rural Health Transformation Plan overview was also presented, noting that Minnesota received \$193 million in federal funding, with anticipated impacts in rural areas, including obstetric care access.

Additional updates included Food Pool and Lodging data from MDH for Stevens, Traverse and Grant Counties, which will be shared with the board. Opioid grant application opportunities are expected from early May through mid-June.

National Public Health Week was observed last week with the theme "Ready, Set, Action." The Stevens County dental clinic is tentatively scheduled to begin on June 25.

Environmental Health staff are preparing for a busy season, particularly with increased activity related to short-term rentals (VRBOs). Staff are reviewing processes for licensing, inspections, and enforcement to ensure safety and compliance.

**County Reports/Updates:**

Douglas County: Douglas County follows state guidelines for rifles. Also, a City Council meeting will discuss the Hwy 29 proposed redesign regarding pull out entrances from 8<sup>th</sup> to 50<sup>th</sup> Avenue scheduled in 2029.

Grant County: n/a

Pope County: n/a

Stevens County: Stevens county is adding an additional 6 day care pods. 3 have been filled.

Traverse County: n/a

**Adjourn:** With no further business, the meeting was adjourned at 10:41am by Chair Charlie Meyer. The next meeting is scheduled for Monday, May 11, 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

5/11/26  
Date

Attest: Augus Waser