

# Horizon Implementation Work Plan 2014

4-14-14

<i>Issues of Ongoing Discussion</i>	<i>Priority Level</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Status/Notes</i>	<i>Date of Completion</i>
<b>GOVERNANCE</b>					
Name of new organization	<b>M</b>	Existing Horizon Community Health Board recommendation to 5 individual counties	June 2014	Recommend that new 5-county organization be officially named <b>Horizon Public Health</b> ; Must be incorporated into JPA for adoption by 5 counties	
Community health board composition	<b>H</b>	Existing Horizon Community Health Board recommendation to 5 individual counties	June 2014	Recommend 13-member CHB with the largest county having 3 representatives and the other 4 counties having 2 representatives with not less than 2 county commissioners from each county. In addition, two at-large representatives shall be appointed. Must be incorporated into JPA for adoption by 5 counties	
Joint Powers Agreement -Draft agreement -MCIT review	<b>H</b>	Neil Nelson, legal consultant along with Sandy, Sharon and Restructuring Committee	June 2014	Provided current documents and information to Nelson to begin JPA development	
Administrative/ Organizational Structure	<b>H</b>	Final revisions to be drafted by Sandy, Sharon and Kathy and presented to Implementation Committee	July 2014	Develop final draft for CHB approval	

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<b>BUDGET AND FINANCE</b>					
2015 Budget	<b>H</b>	Sandy, Sharon, Kathy along with Agency Financial Managers and Implementation Committee	October 2014	Preliminary draft needs to be refined after adoption of pay plan and other supporting documents	
Formula for allocation of county tax levy	<b>H</b>	Sandy and Sharon with input from Implementation Committee (or Finance Committee) and Personnel/Staffing consultants	November 2014	Horizon population-based formula must be developed that may include equal sharing of Public Health Administrator salary and benefits	
Establish starting fund balance	<b>H</b>	Implementation Committee to recommend to CHB and ultimately to 5 individual counties. Will require State Auditor opinion.	September 2014	Amount and individual county responsibility must be established.	
<b>PERSONNEL/STAFFING</b>					
Position Descriptions	<b>H</b>	Sandy, Sharon, Kathy and Horizon staff to finalize with Springsted, Inc.	September 2014	Draft position descriptions developed by Springsted, Inc; final drafts to be completed by September 2014	
Personnel Policy Development	<b>H</b>	Final Draft approved by Implementation Committee and recommended to Horizon CHB for adoption	September 2014	Preliminary draft complete; revisions to be recommended by Implementation Committee for Springsted's incorporation into final draft	

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Administrative Services – contract vs. in house (IT, Financial including selection of bank, payroll)	<b>H</b>	Sandy, Sharon, Kathy and Restructuring Committee	October 2014	IT – Meet with County IT Directors to identify services available Financial – Get information regarding bank selection Payroll – Meet with Chad Swanson	
Transition from previous to new employer -seniority -steps -employment offers to staff	<b>H</b>	Terry Foy, labor law consultant along with governing boards of existing Public Health Departments	December 2014		
Negotiated closure of existing collective bargaining agreements	<b>H</b>	Existing employers and respective union and non-represented groups	December 2014		
<b>PROGRAMS AND SERVICES</b>					
Program Policy and Procedure Development	<b>M</b>	Public Health Supervisors and program staff	January 2015	e	
Merge CHAMP data systems	<b>H</b>	Greta Siegel, Mindy Hoffmann and Dave Rosebaugh, CHAMP	December 2014		

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<b>TRANSITION ISSUES</b>					
Communication Plan	<b>M</b>	Sandy, Sharon, Kathy and Implementation Committee	July – Dec 2014		
Senior Services	<b>M</b>	Pope County	October 2014	Pope County consider and determine location of senior services	
<b>ASSETS and FACILITIES</b>					
Facilities and Assets: <ul style="list-style-type: none"> <li>- Establish and equalize common assets that each department brings to new organization</li> <li>- Develop expectations for each county for provision of office space for Horizon staff</li> </ul>	<b>M</b>	Sandy, Sharon, Kathy, Implementation Committee and County Auditors  Sandy, Sharon, Kathy, and Implementation Committee	October 2014  October 2014	No intent to make any changes to existing offices/facilities.	