

Supporting Hands Nurse Family Partnership Joint Powers Board August 7, 2017 Meeting Minutes

Joint Powers Board Members present:

Joe Berning, Big Stone County
David Lieser, Chippewa County
Jim Stratton, Douglas County
Doyle Sperr, Grant County
Steve Ahmann, Kandiyohi County
Todd Patzer, Lac qui Parle County
Mic VanDeVere, Lincoln County
Rick Anderson, Lyon County
Ron Shimanski, McLeod County
Beth Oberg, Meeker County
Gerald Magnus, Murray County
Chris Hollingsworth, Pipestone County
Larry Kittelson, Pope County
John Stahl, Renville County
Jim Salfer, Redwood County
Greg Burger, Rock County
Bob Kopitzke, Stevens County
Peter Peterson, Swift County
Todd Johnson, Traverse County
John Berends, Yellow Medicine County

Staff Present: Joel Flaten, Lacey Severson, Katie Jensen, Jennifer Hauser, Sandy Tubbs, Chery Johnson, Liz Auch, Jill Bruns, Kristin Deacon, Diane Winter

Chair Stahl called the meeting to order at 9:30 am.

Approval of the Agenda: Motion by Kopitzke to approve the agenda as written, second by Kittelson. Motion carried.

Approval of May 1, 2017 Minutes: Motion by Stratton to approve the minutes as written, second by Berning. Motion carried.

NFP/NSO: Jenna Duwenhoegger unable to attend.

SHNFP Supervisor Report:

- July Newsletter--distributed to public health and other referral sources as a reminder to refer eligible women to SHNFP.
- Caseload report—8 new referrals were received since the caseload report was prepared a week ago, 2 of which have been enrolled for a total enrollment of

196. Most nurses have a full caseload with a waiting list in Meeker and McLeod counties.

Consider, Approve Policies and Procedures:

- Telehealth Policy and Procedure—required by NSO to address the use of telehealth as an extension of home visiting. To be implemented 4th quarter. Motion by Lieser to approve the policy as presented, second by Peterson. Motion carried.
- Accident/Incident Investigation Policy—drafted using MCIT’s proposed policy with adaptations for SHNFP. Motion by Oberg to approve the policy as presented, second by VanDeVere. Motion carried.
- Adopt Renville County Procurement Policy as SHNFP Procurement Policy—action postponed until it is clarified if SHNFP can adopt Renville County’s policy by reference.

Executive Director Report:

- Legislative Update:
 - DHS MA reimbursement rate was increased to \$140 per visit effective January 1, 2018, anticipating that the health plans will follow suit.
 - DHS had requested 1.6 million this biennium but instead received \$6 million in state dollars for the start-up or expansion of evidence based home visiting programs. MDH is funding the 5 programs that did not receive MIECHV funding from the last RFP which includes SHNFP. MDH is currently conducting input sessions prior to releasing the RFP for the start up or expansion of evidence based home visiting programs. Non-profits are eligible to apply.
- Grant Updates:
 - MIECHV Grant—motion by Berning to extend the Infant Mental Health Consultant contract with Tracy Schreifels to December 31, 2017, second by Stratton. Motion carried.
 - Evidence Based Home Visiting Grant:
 - Motion by Johnson to authorize Kandiyohi-Renville CHB to obtain the new Evidence Based Home Visiting Grant on behalf of SHNFP, second by Shimanski. Motion carried.
 - Outreach Workers—motion by Kittelson for the Personnel Committee to approve job descriptions, salary and benefits for up to two 0.5 FTE Outreach Workers, second by Shimanski. Motion carried.
 - State Grant—motion by Shimanski to approve the hiring of a Nurse Home Visitor using the State NFP Grant Funds, second by Kopitzke. Motion carried.
- Community Advisory Board—required by the NSO. No action taken, to be addressed in November when the Personnel Committee will bring forth recommendations for membership.

- 501c3 Update—motion by Burger to discontinue SHNFP's 501c3 status, second by Lieser. Motion carried.
- Update on Vehicles – We received two bids for the vehicles. The first was from Marthaler for two 2016 Malibu's with 36,000 and 18,000 miles for \$30,765 and the second one from Lockwood Motors for two 2015 Malibu's with 41,231 and 38,806 miles for \$30,667.88. The finance committee selected the Marthaler bid with a final of \$13,606.
- MN State Retirement Plan—motion by VanDeVere to approve SHNFP to participate in the MN State Deferred Compensation Plan designating the Executive Director as the plan representative, second by Anderson. Motion carried.

Financial Issues:

- 2016 Financial Audit—motion by Patzer to approve the 2016 Financial Audit, second by Berning. Motion carried.
- Motion by Oberg to authorize the payment of bills (April 1—June 30, 2017), second by Shimanski. Motion carried.
- Year-to-date Financial Report—Motion by Kopitzke to accept the financial report as presented, second by Kittelson. Motion carried.
- Current Cash Position—as of June 30, revenue at 57% and expenditures at 52% resulting in a net balance of \$67,451.77.
- Review of 2018 Projected Budget—Joel presented a rough estimate, will be finalized by the Finance Committee before being presented to the board for approval in November.
- Approve Staff Credit Card Holders and Limits—motion by Ahman to approve the following staff to have credit cards with the following limits: Joel Flaten \$2,500; Katie Jensen \$2,500; Lacy Severson \$2,500; Amy Agre \$2,500; Karen Mitteness \$1,000; ReNae Gibson \$1,000. Second by Berning. Motion Carried.

Other Issues to come before the Board:

Next Meeting: Monday, November 6, 2017 at 9:30 a.m., Kandiyohi County Health and Humans Services Building, Lower Level Multi-purpose Room

There being no further business, motion to adjourn by Berning, second by Peterson. Motion carries.

Respectfully submitted by:

Todd Johnson, Traverse County Commissioner
Secretary, SHNFP