

Supporting Hands Nurse Family Partnership Joint Powers Board May 1, 2017 Meeting Minutes

Joint Powers Board Members present:

David Lieser, Chippewa 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
Larry Kittelson, Pope County
John Stahl, Renville County
Jim Salfer, Redwood County
Peter Peterson, Swift County
Todd Johnson, Traverse County
John Berends, Yellow Medicine County
Greg Burger, Rock County
Jim Stratton, Douglas County
Joe Berning, Big Stone County
Gerald Magnus, Murray County

Staff Present: Joel Flaten, Lacey Severson, Katie Jensen, Jennifer Hauser, Sandy Tubbs, Ann Stehn, 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 Patzer to approve the agenda as written, second by Berends. Motion carried.

Approval of February 6, 2017 Minutes: Motion by VanDeVere to approve the minutes as written, second by Shimanski. Motion carried.

Review Finance Committee Minutes from March 6, 2017 Meeting: Motion by Kittelson to accept the report as presented, second by Shimanski. Motion carried.

Annual Conflict of Interest Disclosure Statements: Joel Flaten has received disclosure statements from the 2 remaining commissioners, process complete.

SHNFP Supervisor Report:

Lacey Severson explained 2 changes to model elements:

- In an effort to engage and retain clients through the use of technology, telehealth visits will be an option under special circumstances such as weather, a

home setting that may be unsafe for the nurse-home visitor or as a means to provide additional visits. It is not the intent for telehealth visits to replace face-to-face visits and they are non-billable visits.

- First time mothers can now be seen under special considerations if there was a neonatal death within 30 days, a relinquishing of rights or change in custody within 30 days of the birth.

Katie Jensen reviewed the caseload report, highlighting that there were 17 graduates since the last meeting of the board in February. Also, one nurse resigned resulting in a loss of caseload.

MIECHV CQI Project—focusing on depression in an effort to remove boundaries for women to receive counseling services by having the nurses identifying the best option/s for the client. Tracking the number of women screened for depression, number who screened positive for depression and were referred out and the number of women followed through with services. Initially focused in Pope County with hope to expand to all MIECHV counties and eventually to all SHNFP counties.

Included in the board meeting packet was the March newsletter which is distributed to referral partners. It was suggested the newsletter be shared with all commissioners, not just those who serve on the joint powers board. Also included in the board packet was a letter from a recent SHNFP graduate.

Executive Director Report: Joel Flaten reviewed a revised 2017 budget for the purpose of more accurately reflecting actual and anticipated revenues and expenditures for 2017 to assist the board in making decisions:

- 2017 Proposed Budget Highlights
 - Increase in health plan fees
 - Additional \$13,875 of MIECHV funding
 - Salaries—re-projected not including the nurse-home visitor vacancy created by the resignation earlier this year. One position was also changed to the state grant
 - Built in the purchase of 2 vehicles
- 2018 Projected Budget—using conservative third party revenue projections and high expenditures, resulting in revenue over expenditures of \$1,381.26.
 - Zero MIECHV funding
 - State grant will cover the salary, fringe, travel and telephone expenses for 2 staff
 - Salaries were calculated using a 1.5% step and 1.5% COLA Health insurance calculated using a 15% increase
 - Mileage was calculated assuming the purchase of 2 vehicles
- Potential Legislative Increase Projections—legislative proposal to increase the per visit reimbursement rate under MA to \$140 per visit for evidence based home

visiting programs, currently both the house and senate include identical language. Currently the per visit reimbursement varies among the health plans. If passed, all health plans would need to comply.

- Finance Committee Summary Letter—Joel Flaten reviewed the options for the distribution of the 2018 county allocations, either maintain total contributions at \$616,631 or increasing to \$677,322.
- Approve 2018 County Allocation--after considerable discussion, motion by Patzer to maintain the total 2018 county allocation at \$616,631, second by Oberg. Motion carried.
- Vehicle(s) Decision—Joe Flaten presented 3 options of leasing, purchasing used vehicles or continuing to pay mileage for personal vehicle use. Under the current reimbursement model the 2 nurses with the highest mileage drive 1,750 to 1,850 miles per month. Purchasing 2 used vehicles would result in a cost savings of over \$400 per month per vehicle/nurse. After a lengthy discussion, motion by Anderson to purchase 2 used vehicles, second by VanDeVere. Motion carried.
- Transport of clients in company vehicles—occasionally needing to transport when clients have transportation issues, such as a recent instance when a mom was requested to be at the NICU to meet with physicians and had no means of transportation. MCIT recommended that under no circumstances would transportation be provided using personal vehicles, it remains the board's decision whether or not to allow using company owned vehicles. Motion by Patzer to approve the transportation of clients under emergency circumstances with the Executive Director's approval, second by Berning. Motion carried.
- Approve Renville County Capital Depreciation Schedule for SHNFP to retro to January 1, 2016. Motion by Oberg to approve as presents, second by Peterson. Motion carried.
- NFP Return on Investment, Minnesota—Joel Flaten reviewed the document included in the board packet. Recommended that directors share with all of their respective county board members.

Financial Issues:

- Motion by Kittelson to authorize the payment of bills (January 1—March 31, 2017), second by Shimanski. Motion carried.
- Financial Report—the report reflects large expenditures which are not reoccurring (ie. NSO fees, MCIT, IT fees to Morris Electronics), remain \$25,000 to the good in spite of the up-front expenditures. Motion by Patzer to accept the financial report as presented, second by VanDeVere. Motion carried.

Other Issues to come before the Board:

- 501c3 status—SHNFP obtained 501c3 statues to allow for tax deductible donations, question as to whether annual reports have been filed. Since 501c3 status was obtained under McLeod County's tax ID number, SHNFP would need

to reapply using own tax ID. The board directed Joel Flaten to research the process to reapply.

Next Meeting: Monday, August 7, 2017 at 9:30 a.m., Kandiyohi County Health and Humans Services Building, Lower Level Multi-purpose Room

There being no further business, meeting adjourned by Chair Stahl.

Respectfully submitted by:

Todd Johnson, Traverse County Commissioner

Secretary, SHNFP