

## **Supporting Hands Nurse Family Partnership Joint Powers Board May 2, 2016 Meeting Minutes**

### **Joint Powers Board Members present:**

Joe Berning, Big Stone County  
David Lieser, Chippewa County  
James Stratton, Douglas County  
Vernell Wagner, Grant County  
Jim Butterfield, Kandiyohi County  
Todd Patzer, Lac qui Parle County  
Mic VanDeVere, Lincoln County  
Rick Anderson, Lyon County  
Ron Shimanski, McLeod County  
Beth Oberg, Meeker County  
Robert Moline, Murray County  
Larry Kittelson, Pope County  
John Stahl, Renville County  
Priscilla Klabunde, Redwood County  
Bob Kopitzke, Stevens County  
Peter Peterson, Swift County  
Todd Johnson, Traverse County  
John Berends, Yellow Medicine County

**Staff Present:** Mary Jo O'Brien, Katie Jensen, Lacey Severson, Kristin Deacon, Jill Bruns, Kari Klages, Liz Auch, Jennifer Hauser, Sandy Tubbs, 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 Lieser. Motion carried.

**Approval of February 1, 2016 Minutes:** Motion by Moline to approve the minutes as written, second by Shimanski. Motion carried.

### **SHNFP Supervisor's Report:**

- Caseloads and pending referrals—SHNFP had 17 graduates since 02/01/2016, there have been adequate referrals to replace the caseloads slots created by the graduations, 178 women are currently enrolled. The newest nurse home visitor, Katrina Henry, is in Denver this week for training and upon completion will take the clients previously visited by Lisa Turbes who recently resigned. Cheryl Gehrke is working toward full time, has resumed 13 of her 20 clients.
- MIECHV Enrollment—the goal is to serve 45 women by 02/28/2017, 28 have been enrolled to date. There have been 10 MIECHV graduates.

- Transition update, Nightingale Notes and eGuidelines—Phase 1, entering time and activities, started in February. Phase 2, documentation/charting, is expected to begin soon. Training to use the eGuidelines is occurring in the team meetings, some nurse home visitors are using the eGuidelines in the home using I-Pads.

### **Personnel Committee Report:**

- Draft SHNFP Revised Personnel Policies--MaryJo briefly reviewed the latest draft of the revised personnel policies which have been through the Personnel Committee and presented to the staff for their feedback. The staff identified concern around the maximum hours of sick time that can be accumulated. The draft policy reduces the maximum to 90 days as beginning 01/01/2016, SHNFP employee benefits include employer paid long term disability insurance which goes into effect after a 90 day waiting period. The staff prefers the maximum remain at the current maximum of 120 days. There was considerable discussion around the long term disability insurance, a new employer paid benefit as of 01/01/2016, when does the first payout to the employee occur after the 90 day waiting period, at what percent is the payout, and whether it is taxed or not. Motion by Patzer to approve the draft personnel policies with the exception of the maximum accumulation of sick time and clarification of the long term disability insurance questions as noted above which will go back to the Personnel Committee for further discussion. Second by Oberg. Motion carried.
- Draft Executive Director Job Description and Springstead Study Results—The Personnel Committee approved the Executive Director Job Description. The position will be 0.8 FTE, an employee vs. contracted and the Executive Director will assume HR responsibilities. The job description was submitted to Springstead for classification to determine a salary range. Motion by Kittelson to approve the Executive Director job description and the classification by Springstead, second by Kopitzke. Motion carried.
- Executive Director Recruitment--The position was posted and 22 applications have been received to date. The Personnel Committee recommended appointing an interview team to consist of Chair John Stahl, Jim Butterfield representing the Personnel Committee, Jill Bruns and Sandy Tubbs. Motion by Klabunde to appoint the interview team as recommended, second by Shimanski. Motion carried. Butterfield suggested an alternate be named due to a potential conflict with the May 12 interview date. Patzer directed the Interview Committee to contact the other Personnel Committee members if there is a conflict.

### **Executive Director Report:**

- State Funding RFP Update—Last legislative session additional funding for rural counties working together for expansion or additional staff. SHNFP applied for additional funding in the amount of \$948,000 to support the addition of a new nurse-home visitor in each of year 1, 2 and year 4 of the grant. Mary Jo

anticipates that grant awards will be announced in early June and effective almost immediately.

- State Legislative Update—increase to \$140 per visit for all medical assistance fee for service including all health plans, which did not pass in last year’s legislative session. This year, the increase is in the senate’s health and human services bill but it is not in the house bill as the house had a 0% health and human services target. From here the bill will go to conference committee where Mary Jo feels there is a good chance that the increase will pass, no more will be known until the end of the session.
- Staffing Update—recent staffing challenges of a pregnancy leave, medical leave due to a traumatic brain injury and a resignation. Mary Jo anticipates that we will be up to full staff by mid-May. There will be another pregnancy leave over the summer but Jodie is available to cover. If SHNFP receives the state funding, another nurse-home visitor will be hired in 2016. Mary Jo identified that there were several excellent applicants that could cover the eastern portion of SHNFP from the most recent recruitment process including one applicant that could provide some diversity. Motion by Mic VanDeVere to move forward with the recruitment and hiring process if awarded the state funding, second by Kittelson. Motion carried.

### **Financial Issues:**

- Authorize Payment of Bills--Motion by Patzer to authorize the payment of all bills (January 1, 2016—March 31, 2016), second by Butterfield. Motion carried.
- 2016 Financial Update and Reports—Mary Jo reported that in spite of some billing issues, financially on target for this time of year.
- 2017 Preliminary “Draft” Budget—in order to provide the counties with estimated contributions as they begin their 2017 budgeting process, Mary Jo prepared a “2017 preliminary draft budget” that included a very conservative estimate of health plan revenues. The preliminary draft budget also does not include the state funding request. Mary Jo reported that she does not anticipate an increase in county contributions in 2017. The budget will need to go through the finance committee before being formally adopted.

### **Other Issues:**

This being Mary Jo’s final Joint Powers Board meeting prior to her retirement June 30, the board thanked her for her exemplary efforts and wished her well as she retires.

Next Meeting: Monday, August 1, 2016 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 Peterson, second by Shimanski.  
Motion carried.

Respectfully submitted by:

Bob Moline, Murray County Commissioner

Secretary, SHNFP