

Supporting Hands Nurse Family Partnership Joint Powers Board November 7, 2016 Meeting Minutes

Joint Powers Board Members present:

Joe Berning, Big Stone County
David Lieser, Chippewa County
Owen Miller, 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
Bruce Kooiman, Pipestone 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: Liz Auch, Jill Bruns, Kristin Deacon, Joel Flaten, Jennifer Hauser, Katie Jensen, Chery Johnson, Lois Peters, Lacey Severson, Diane Winter

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

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

Approval of August 1, 2016 Minutes: Motion by Moline to approve the minutes with written, second by Shimanski. Motion carried.

Executive Director Report:

- 2017 Finance Committee Recommendations
 - Approve 1.5% COLA and 1.5% Step Increase for staff and alternative compensation for personnel whose current salary exceeds the maximum. The alternative compensation was for the COLA times the top of the scale which would be paid out in July and December. This would not be added

to their current per hour rate as it is one time money. Motion to approve by Kittelson, second by Shimanski. Motion carried.

- Approve Employer Contribution for Health Insurance effective January 1, 2017. The Finance Committee recommends that SHNFP pay the premiums of the high deductible HAS health insurance option. Employees may receive an additional monthly contribution for single and family to use towards the lower deductible plan and/or covering family members. Any additional contribution will be determined by the Joint Powers Board. The 2017 additional contribution was recommended at \$150 for Employee, \$100 for Spouse and \$50/Child up to 3 Children. Motion to approve the Finance Committee recommendation, second by Moline. Motion carried.
- Approve audit services with Baker, Tilly, Virchow and Krause, LLP for 2017-approval was received from the state auditor to transfer audit services to another auditing entity. Director Flaten recommends utilizing Baker, Tilly, Virchow and Krause, LLP as used by Renville County at a savings of approximately \$1300. Motion to approve by Klabunde, second by Patzer. Motion carried.
- Approve 2017 contract with Enterprise for 3 lease vehicles at 15,000 miles per year. Motion to approve by Lieser, second by VanDeVere. Motion carried.
- Approve contract with Tracy Schreifels to provide infant mental health consultation January through September 2017. The current contract with Elizabeth Berg will terminate December 31, 2016 as she is out of state and unable to provide services in person. Infant mental health is a MIECHV requirement and costs and entirely paid through the grant, thus another provider was identified. Motion to approve by Berning, second by Butterfield. Motion carried.
- Approve offering AFLAC Short Term Disability, Cancer and Accident plans for employee paid benefits effective January 2017. Motion to approve by Patzer, second by Anderson. Motion carried.
- Approve 2017 County Contributions. Director Flaten presented 2017 spreadsheet utilizing the same formula presently used and with the MIECHV counties exempt. Motion to approve by Klabunde, second by Oberg. Motion carried.
- Approve 2017 Budget Proposal. Motion to approve as presented by Kopitzke, second by Shimanski. Motion carried.
- Discuss 2018 County Contributions. MIECHV funding will end September 30, 2017 and the exempt counties being added back into the formula. Director Flaten emphasized the importance of maximizing third party billing as critical to the 2018 budget setting discussion.
- County Board appointments of SHNFP Joint Powers Board representation in 2017. Director Flaten reminded counties to notify him of any changes for 2017.

- Personnel Committee Recommendations:
 - Approve proposed HIPAA Policy and Data Practices Policy—based on the policies of Southwest Health and Human Services. Motion to approve by Peterson, second by Butterfield. Motion carried.
 - Approve Personnel Policy Changes with PTO changes effective January 1, 2017—motion to approve by Berning, second by Lieser. Motion carried.
- Audit Report from the State—SHNFP received a clean audit; results were mailed to the JPB members by the state auditor. Motion by Klabunde to accept the audit, second by Moline. Motion carried.

Financial Issues:

- Motion by Oberg to authorize the payment of bills (July 1, 2016—September 30, 2016), second by Butterfield. Motion carried.
- September, 2016 Financial Report—cash balance as of Sept. 30, 2016 \$58,000 revenue over expenses. Motion by VanDeVere to approve the financial report as presented, second by Oberg. Motion carried.

SHNFP Supervisor Report:

Katie Jensen pointed out several articles that went out to local news resources highlighting the success of SHNFP. Caseload reports were reviewed, since the last meeting of the JPB there have been 15 graduates. Total caseload has remained constant with new admissions to replace those graduating/leaving the program. ReNae Gibson, the newest hire, replaced Katrina. ReNae lives in Rock County and offices in Pipestone which places her in closer proximity to serve the southwestern counties.

Lois Peter, SHNFP Nurse Home Visitor shared a success story of a recent graduate.

Other Issues:

2017 meeting dates--February 6, May 1, August 7, and November 6.

Next Meeting: Monday, February 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 Anderson, second by Berning. Motion carried.

Respectfully submitted by:

Bob Moline, Murray County Commissioner

Secretary, SHNFP