

Supporting Hands Nurse Family Partnership Joint Powers Board February 6, 2017 Meeting Minutes

Joint Powers Board Members present:

David Lieser, Chippewa 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
Chris Hollingsworth, Pipestone County
Larry Kittelson, Pope County
John Stahl, Renville County
Jim Salfer, Redwood County
Bob Kopitzke, Stevens County
Peter Peterson, Swift County
Todd Johnson, Traverse County
Glen Kack, Yellow Medicine County

Staff Present: Joel Flaten, Lacey Severson, Cheryl Gehrke, 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.

Officer Elections: Joel Flaten called for nominations for Chair. Motion by VanDeVere to nominate Stahl to Chair. Second by Ahmann. Motion carried.

Stahl called for nominations for Vice Chair. Motion by Kittelson to nominate Patzer to Vice Chair. Second by Oberg. Motion carried.

Stahl called for nominations for secretary. Motion by Peterson to nominate Johnson for Secretary. Second by Kittelson. Motion carried.

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

Approval of November 7, 2016 Minutes: Motion by Shimanski to approve the minutes as written, second by Johnson. Motion carried.

Annual Conflict of Interest Disclosure Statements: Chair Stahl directed the joint powers board members to submit a completed disclosure statement to Joel Flaten by the end of the meeting.

Annual Committee Appointments: Chair Stahl made the following committee appointments:

- Executive—Stahl, Patzer, Johnson
- Finance—Stahl, Shimanski, Kittelson
- Personnel—Lieser, Oberg, Salfer

Annual Designation of Official Newspaper: Motion by Oberg to designate the Renville County Register as the official newspaper. Second by Shimanski. Motion Carried.

Annual Review of By-laws: Flaten identified that the Personnel Committee is not currently included in the by-laws and proposed draft language to designate the membership and purpose of the committee. Motion by Kittelson to revise the by-laws with the recommended draft language, second by Kopitzke. Motion carried.

2017 Meeting Dates and Locations: Motion by Anderson to approve the 2017 meeting dates as discussed. Second by VanDeVere. Motion carried.

SHNFP Supervisor Report: Lacey Severson introduced SHNFP nurse-home visitor Cheryl Gehrke and Marissa who shared her personal story as a SHNFP client and soon to be graduate.

Current nurse-home visitor caseloads were reviewed. It was noted that statewide NFP graduation rates are 48%, the national average of 53% while SHNFP exceeds both at 61%.

A resignation of a nurse-home visitor was just received. Flaten recommended tabling a decision to fill the vacant position until there is an opportunity to review a draft 2018 budget.

Executive Director Report:

- MIECHV Funding Update--SHNFP received and extension of the MIECHV funding through September 30, 2017.
- State Grant Update--The state grant runs through 2020 and included approval to add 1 additional staff. The request was received by SHNFP from the state to provide and explanation as to how SHNFP intends to fund the program without MIECHV dollars. SHNFP was allowed to transfer the nurse-home visitor position supported by MIECHV funding to the state funded position which supports 100% of the position's wages and benefits.

- Horizon Contract—had planned to end the contract completely. However, 2 of Jodie Trill's clients indicated plans to leave the program if they were to transition to another nurse-home visitor. Both clients are cost neutral being PrimeWest members and count toward MIECHV goals, thus the contract was extended for Jodie to continue to visit until graduation from the program. To reduce costs, Jodie will not participate in regular staff meetings.
- 2018 County Allocation Update—the Steering Committee started the discussion, \$616,000 currently contributed by 16 counties with the remaining 4 MIECHV counties exempt. Without MIECHV funding beginning in 2018 and utilizing the same formula to calculate county allocations, some counties will see a drastic increase while others will see a reduction. A second option may be to leave the original 16 county allocations constant and calculate the difference among the 4 remaining counties. Also to be considered is a proposal at the legislature to increase the MA reimbursement to \$140 per home visit for evidence based home visiting programs. Similar language is also in the governor's budget. Given the recent resignation of a nurse-home visitor, the decision to not fill this position at this time and the uncertainty of the legislature, direction was given to determine operational costs in preparation for a Finance Committee meeting. A draft 2018 budget will be presented at the next JPB meeting.
- Approve Right to Know, Infection Control and AWAIR Policies—motion to approve as presented by Kopitzke, second by VanDeVere. Motion carried.
- Update on Lease Vehicles with Enterprise—Joel Flaten presented lease quotes. After considerable discussion of the pros and cons of leased vehicles, purchased vehicles and paying employees mileage, the discussion was tabled until there was further comparison of the 3 above options.
- Need for Legal Advice when Employees are Subpoenaed—Joel Flaten to contact the Renville County Attorney for potential consultation.

Financial Issues:

- Motion by Kittelson to authorize the payment of bills (October 1, 2016—December 31, 2016), second by VanDeVere. Motion carried.
- 2016 Year-End Financial Report—Total revenue of \$1,359,957 and total expenditures of \$1,318,369.

Other Issues to come before the Board:

Next Meeting: Monday, May 1, 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