

## **Supporting Hands Nurse Family Partnership Joint Powers Board November 6, 2017 Meeting Minutes**

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

Joe Berning, Big Stone County  
David Lieser, Chippewa County  
Jim Stratton, Douglas County  
Steve Ahmann, Kandiyohi County  
Todd Patzer, Lac qui Parle County  
Rick Anderson, Lyon County  
Ron Shimanski, McLeod County  
Beth Oberg, Meeker County  
Gerald Magnus, Murray 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  
John Berends, Yellow Medicine County

**Staff Present:** Joel Flaten, Lacey Severson, Jennifer Hauser, Chery Johnson, Miriam Lindblad, 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 Patzer. Motion carried.

**Approval of August 7, 2017 Minutes:** Motion by Stratton to approve the minutes as written, second by Anderson. Motion carried.

### **Executive Director Report:**

- Finance Committee Recommendations:
  - Flaten reviewed the New EBHV Grant Budget as well as the Finance Committee recommendations for a 1.5% COLA and 1.5% step increase for staff and alternative compensation for personnel whose current salary exceeds the maximum.
  - 2018 Infant Mental Health Consultation Contract with Tracy Schreifels— Motion to approve the contract by Peterson, second by Kittelson. Motion carried
  - Quote from Craig Risnes Media to redo the SHNFP Website for \$3995.00— Motion by Berning to approve, second by Kopitzke. Motion carried.

- Proposed 2018 Budget—Motion by Patzer to approve the 2018 budget, second by Shimanski. Motion carried.
- Personnel Committee Recommendations:
  - Personnel Policy Changes—the recommended changes were reviewed by Flaten. Motion by Berning to approve the changes as recommended, second by Kittelson. Motion carried.
  - Completion of Probationary Period by the Executive Director—the board acknowledged the satisfactory completion of the 1 year probationary period. Flaten identified 2 goals for the upcoming year, to increase third party billing/reimbursement and to meet with each county board. The Public Health Directors will assist with scheduling with their respective county boards. Motion to approve completion of the probationary period by Oberg, second by Salfer. Motion carried.
  - Increase Executive Director to full time effective 11/11/2017—the new Evidence Based Home Visiting Grant allows for the Executive Director to increase from 0.8 FTE to 1.0 FTE. In the event the funding was no longer available, hours would be reduced accordingly. Motion to approve full time/1.0 FTE status by Kittelson, second by Shimanski. Motion carried.
  - Approve Outreach Worker position description—a NFP graduate identified as the first preference. After considerable discussion, the board requested that the process be open and transparent. Motion by Patzer to approve the position description, second by Anderson. Motion carried.
  - Adopt Renville County Procurement Policy by reference—motion to approve by Patzer, second by Kittelson. Motion carried.
  - Discuss Vehicle Replacement—by consensus, the board recommends replacing vehicles every 5 years taking into consideration the mileage and general condition of the vehicle.

### **Financial Issues:**

- Authorize the payment of bills July 1—September 30, 2017—motion to authorize payment by Patzer, second by Kopitzke. Motion carried.
- Year-to-date Financial Report presented by Flaten—year to date revenues of \$1,163,808 and expenditures of \$1,007,072. Expenditures are on target at 73% at 75% of the year
- Current Cash Position—\$438,836.63 as of September 30, 2017.

### **SHNFP Supervisor Report:**

- Caseload report—203 clients are currently enrolled, every county having at least one client.
- Staffing Update—Solveig Newberg is on board and will be attending training in Denver the week of November 13<sup>th</sup>. She will assume the waiting list of clients in Kandiyohi County upon completion of the Denver training.
- Report on Telehealth Visits—there has not been an official telehealth visit to date. Flaten is following up to determine if they are billable visits.

- Update on Community Advisory Board/Focus Groups—the intent is to obtain client feedback 1-2x per year, will be utilizing the Minnesota Department of Health Consultant to assist with obtaining focus group input minimally once per year.

**Other Issues to come before the Board:**

- 2018 Meeting Dates—February 5, May 7, August 6 and November 5 approved by consensus.
- County Board SHNFP Representatives for 2018—Flaten asked to be notified if there are any changes.

Next Meeting: Monday, February 5, 2018 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 Patzer. Motion carried.

Respectfully submitted by:

Todd Johnson, Traverse County Commissioner

Secretary, SHNFP