

Supporting Hands Nurse Family Partnership Joint Powers Board
February 1, 2016 Meeting Minutes

Joint Powers Board Members present:

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
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, Chery Johnson, Linda Senst, Liz Auch, Jill Bruns, Kari Klages, Diane Winter

Chair Stahl called the meeting to order at 9:37 am.

Officer Elections: Chair Stahl called for nominations for Chair. Motion by Patzer to nominate Stahl to Chair. Second by Moline. Motion carried.

Stahl called for nominations for Vice Chair. Motion by Kittelson to nominate Patzer to Vice Chair. Second by Lieser. Motion by Moline for nominations to cease and cast a unanimous ballot for Patzer, second by Peterson. Motion carried.

Stahl called for nominations for secretary. Motion by Stahl to nominate Moline for Secretary. Second by Butterfield. Motion by Shimanski for nominations to cease and cast a unanimous ballot for Moline. Second by Butterfield. Motion carried.

Approval of the Agenda: Motion by VanDeVere to approve the agenda as presented, second by Shimanski. Motion carried.

Approval of November 2, 2015 Minutes: Stratton called for a correction to the last paragraph on page 4 to read "The bottom line is very favorable, with revenue being on

track to be nearly \$100,000 over expenditures by year end ". Motion by Kopitzke to approve the minutes with the stated correction. Second by Moline. Motion carried.

Annual Conflict of Interest Disclosure Statements: O'Brien requested that each Joint Powers Board member complete and return to O'Brien by the end of the meeting.

Annual Committee Appointments:

Chair Stahl made the following committee appointments:

- Executive—Stahl, Patzer, Moline
- Finance—Stahl, Shimanski, Kittelson
- Personnel—Johnson, Butterfield, Leiser

Motion by Moline to approve the committee appointments. Second by Lieser. Motion carried.

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

Annual Review of By-laws: O'Brien has reviewed and recommended there be no changes to the by-laws.

2016 Meeting Dates and Locations: The 2016 meeting schedule was presented by O'Brien. The May 2nd meeting will be relocated due to room unavailability. Chair Stahl offered to make arrangements for the meeting to be held at the Renville County Hospital in Olivia. The remaining meetings will be at the Kandiyohi County Health and Human Services Building in Willmar. Motion by Lieser to approve the 2016 meeting dates as discussed. Second by Moline. Motion carried.

NFP Supervisor's Report: Katie Jensen and Lacey Severson reviewed the caseload report. Some counties appear to not have had any graduates, it was explained that a client may have started in that county and then moved to another county where they graduated from the program and where that graduate would have been counted. Likewise, if a client started in one county and then moved to another county, that client is counted in both counties. Thus, the total ever active will be slightly higher than the total served.

MIECHV enrollment—23 currently enrolled, 41 enrolled as of April 1. The difference is due to several graduates, clients who have moved or quit the program. Intensive outreach to physicians, hospitals and schools within the 4 MIECHV counties by the nurse-home visitors working in those counties has resulted in some success. The same intensive outreach will be provided across all SHNFP counties. The state is pushing for MIECHV enrollment to be at 85% at any given point in time. O'Brien has been meeting with staff at MDH encouraging them to relook this expectation in the rural counties.

O'Brien explained to MDH that there is significant movement across counties due to employment opportunities, educational opportunities and more availability of stable housing. The discussions appear to be gaining some traction.

SHNFP Yearly Outcome Highlights—O'Brien reported that the 2015 Outcomes and Fidelity Reports will not be available from the NSO until March.

2 nurse-home visitors are currently on Family Medical Leave. The remaining nurse-home visitors are covering their caseloads. The 2 newest nurse-home visitors, Bonnie Kerstein and Mandy Dahlseng, are increasing their caseloads very rapidly to assist with covering the caseloads. It is anticipated that some clients will be lost when new nurses are assigned.

Annual visit continue to increase. In 2015 there were 3,150 visits which were up from 2,900 in 2014.

Executive Director Report: O'Brien provided a transition update. As a result of the strategic planning session in 2014, SHNFP became its own employer as of January 1, 2016. O'Brien reviewed the 2016 employer paid benefits which are at a total cost of \$93,755, up from 2015. However, in 2015 there were fewer employees and employer paid long term disability was added to the benefit set in 2016.

Staff Updates--A request has been received from 1 employee on medical leave for a 30-day unpaid leave of absence. The employee has a medical evaluation in February and is anticipated to return to work by the end of February. The evaluation will determine a return to work date and any restrictions. If it would be determined that the employee cannot return to work within 30 days, O'Brien would convene the personnel committee to make a recommendation to the joint powers board. Motion by Kopitzke to approve the 30-day unpaid leave of absence. Second by Lieser. Motion carried.

New Executive Director Position/Recruitment--The Steering Committee discussed the new executive director recruitment process, identified that the responsibilities of the position are included in the contract with O'Brien with the exception of the HR responsibilities with SHNFP now being its own employer. The committee also recommended the position to be 30 hours per week employee, not a contracted position, and with full benefits. The personnel committee will need to become involved in order to develop a job description to include the HR responsibilities and determine the pay range. Motion by Anderson to move forward with the recruitment process by Anderson. Second by Butterfield. Motion carried.

MIECHV funding update—O'Brien has received a fully executed MIECHV contract from MDH for the 4 designated counties effective 02/01/2016 through 02/28/2017 in the amount of \$261,625. SHNFP just invoiced MDH for 4th quarter expenses in the amount of \$68,583 and will invoice for the final month of January 2016.

State Grant Update/Staff Expansion—The RFP has been released for the new competitive state grant allowing for expansion across all 20 counties. Proposals are due 02/15/2016. It is the intent to apply for a new nurse-home visitor in each year of 2016, 2017 and 2018. The funding would cover salary, training costs and any other direct costs expenses. If approved, funding would begin 04/01/2016 and extend through the end of 2019. Approval to move forward with the proposal by Butterfield. Second by Kittelson. Motion carried.

Health Plan Reimbursement—Medica which is taking over for UCare has increased reimbursement to \$108 per visit, up from \$38 per visit. The legislation to increase MA reimbursement to \$140 per visit will be in the legislature this year, will only need to move through the finance committee. The board extended their appreciation for O'Brien's legislative advocacy.

SHNFP has been billing the health plans at \$142 per visit since 2008, O'Brien recommends increasing the per visit amount to \$176. Motion to approve by Kopitzke. Second by Wagner. Motion carried.

SHNFP Program Productivity Report—not available until May.

Audit Engagement Letter—the process will continue with McLeod County, the letter of engagement has been signed by Chair Stahl.

Financial Issues:

Authorize Payment of Bills (October 1—December 31, 2015)--Motion by Kittelson to authorize the payment of bills. Second by Anderson. Motion carried.

2015 Year-End Financial Report—SHNFP ended 2015 revenue over expenditures of \$163,000 due to health plan reimbursement being more than projected. SHNFP has purchased all of the tablets needed for the nurse-home visitors to be in sync with the NSO moving toward all electronic documentation and data collection. It was pointed out that there is a discrepancy in the collections from counties line item. The correct amount is \$616,631.

2016 Approved Budget—the approved budget does not reflect the \$261,000 MIECHV funding or the state funds that would support an additional nurse-home visitor. The health plan revenue was projected low. O'Brien recommends that an updated budget be presented to the full board in May.

Other Issues:

Staffing change—Lisa Turbes has resigned her position effective 03/18/2016 due to relocation. O'Brien requested permission to fill the position. Motion to approve filling the vacancy by Peterson. Second by VanDeVere. Motion carried.

By consensus, it was requested that a card be sent on the board's behalf to the employees on medical leave.

Next Meeting: Monday, May 2, 2016 at 9:30 a.m., Renville County Hospital in Olivia.

There being no further business, Chair Stahl adjourned the meeting at 11:07 a.m.

Respectfully submitted by:

Bob Moline, Murray County Commissioner

Secretary, SHNFP