

Supporting Hands Nurse Family Partnership Joint Powers Board

August 1, 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
Todd Johnson, Traverse County
John Berends, Yellow Medicine County

Staff Present: Joel Flaten, Katie Jensen, Lacey Severson, Kristin Deacon, Liz Auch, Jennifer Hauser, Sandy Tubbs, Chery Johnson, Diane Winter

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

Welcome and Introductions: Chair Stahl welcomed Joel Flaten, SHNFP Executive Director.

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

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

SHNFP Supervisor's Report:

- Caseloads and pending referrals—one nurse is in on a leave of absence through August 31. Cheryl Gehrke continues to work toward full time; she is currently seeing 12 clients. The latest hire, Jackie Saulsbury, will go to Denver for training the August 8-12. There have been 11 graduates since the last meeting May 2.
- MIECHV Enrollment—30 women are currently enrolled. The target is to enroll 45 women which may be difficult, must enroll 85% of the target at a minimum.

- Nightingale Notes Update—in January the nurse began entering dailies into Nightingale Notes. As of July 1, they began pregnancy phase documentation and will be working toward documentation of the infant and toddler phases in August. It is anticipated that utilizing an electronic documentation will be more accurate, will increase efficiencies in documentation time and will allow for the pulling of data for reporting.

Executive Director Report:

- State Funding RFP Update—SHNFP received notice of state funding effective July 1, 2016 and extends to 2020. Jackie Saulsbury was the first hire, the second hire will be in 2017. Unlike MIECHV funding, state funding is available to the entire service area. Jackie offices in Kandiyohi County as staff are placed where the demand is, targeting non-MIECHV eligible counties.
- MIECHV Update and New Grant—the current MIECHV grant ends in February of 2017. The new MIECHV grant begins January 1, 2017 resulting in a 2-month overlap. The new MIECHV funding expands the MIECHV eligible counties to include Pipestone, Kandiyohi and Redwood allowing for an additional full time nurse-home visitor and can be used to serve clients contiguous non-MIECHV counties if a case can be made as to why they are high risk. The target is to serve 35 women which is more realistic. This cycle of MIECHV funding was a competitive process but MDH is required to do a statewide distribution, therefore SHNFP is well positioned to be awarded funding due to its large geographic area and good track record. Award notices are anticipated to be announced in September at the earliest.
- Staffing Update—board members were provided with a map of the counties served by SHNFP indicating where the nurse-home visitors are placed. Val is located in Lyon County and does the most driving. She covers the 3 most southern counties, averaging 3,000 miles per month. By adding a nurse to Pipestone, Val's travel would be reduced. Joel is researching the cost benefit of a leased vehicle through Enterprise for those nurse-home-visitors who have extensive travel. Mandy who is current of leave will need to fill her caseload upon her return. Cheryl is currently working 15 hours per week, her caseload will also need to be filled when she returns to full time.
- Contracting with a Labor Attorney—Cheryl was involved in a motor vehicle accident in November, her current caseload is up to 15 and she continues to work toward a full caseload. A labor attorney was contacted to identify how long an employee may be given to return to full time. A second issue needing the attorney's advice has to do with an employee on probation, potentially needing to terminate.
- Set Personnel Committee Meeting--The Personnel Committee (Todd Johnson, Jim Butterfield, David Lieser) set a date to discuss the above staffing issues and to review SHNFP policies and procedures needing clarification.

- Set Finance Committee Meeting—the Finance Committee (John Stahl, Ron Shimanski, Larry Kittelson) set a date to meet to discuss 2017 budget, county allocations, COLA, step increases and health insurance.
- 2015/2016 Annual Audits—the McLeod County 2015 audit is in process, need to clarify that SHNFP is being audited at the same time as it has traditionally been done. Joel Flaten submitted a letter on behalf of SHNFP notify in the Office of the State Auditor of SHNFP's intent to enter into a contract with an independent CPA for completion of the annual audit for calendar years 2016 and 2017. There has been no response to date.

Financial Issues:

- Authorize Payment of Bills—Motion by Klabunde to authorize the payment of all bills (April 1, 2016—June 30, 2016), second by Moline. Motion carried.
- 2016 Financial Update and Reports—typical for SHNFP is ebb and flow in receipts and disbursements, the month of June had \$11,000 in receipts and \$99,000 in expenses. \$219,000 was deposited in July. MA revenue has decreased due to clients not getting on MA. To address the issues, Kari Klages is developing a list on non-MA clients and staff will be given access to MNITS to check eligibility. Overall at 50% of the year, revenue is at 60% of budget and expenses at 53%. Motion to accept the financial report by Kopitzke, second by Oberg. Motion carried.
- 2017 Preliminary “Draft” Budget—Joel Flaten is working with Kari Klages to develop 2017 projections. It is difficult to draft a preliminary budget without knowing if the MIECHV funding will be received and in what amount. The Finance Committee will meet to consider 2017 COLA, step increases, health insurance rates and county contributions and will have a recommendation to the full board in November.

Other Issues:

Lieser requested at the November meeting that there be some comparison or picture of the cost effectiveness and an update as to how families are impacted by SHNFP.

Next Meeting: Monday, November 7, 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 Berning, second by Lieser. Motion carried.

Respectfully submitted by:

Bob Moline, Murray County Commissioner

Secretary, SHNFP