

## **Supporting Hands Nurse Family Partnership Joint Powers Board February 5, 2018 Meeting Minutes**

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

David Lieser, Chippewa County  
Jim Stratton, Douglas 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

**Staff Present:** Joel Flaten, Karen Mitteness, Katie Jensen, Lacey Severson, 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 Patzer to nominate Stahl to Chair. Second by Anderson. Motion by Kopitzke for nominations to cease and cast a unanimous ballot for Stahl. Second by Kittelson. Motion carried.

Stahl called for nominations for Vice Chair. Motion by Salfer to nominate Patzer to Vice Chair. Motion by Anderson for nominations to cease and cast a unanimous ballot for Patzer. Second by Kopitzke. Motion carried.

Stahl called for nominations for secretary. Motion by Kittelson to nominate Johnson for Secretary. Second by Oberg. Motion by Peterson for nominations to cease and cast a unanimous ballot for Johnson. Second by Hollingsworth. Motion carried.

**Approval of the Agenda:** Motion by Oberg to approve the agenda as written, second by Shimanski. Motion carried.

**Approval of November 6, 2017 Minutes:** Motion by Kopitzke to approve the minutes as written, second by VanDeVere. 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.

**2018 JPB Members and Contact Information:** Chair Stahl asked for members to verify their contact information.

**Annual Committee Appointments:** Motion by VanDeVere to approve the following committee re-appointments, second by Ahmann. Motion carried.

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

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

**Annual Review of By-laws:** Motion by Shimanski to approve the by-laws as presented, second by Hollingsworth. Motion carried.

### **Management Team Report:**

**SHNFP Nurse Visit**--Karen Mitteness shared her experiences as a SHNFP nurse home visitor.

**Mission & Purpose**--reviewed

**Caseloads**—near capacity with 213 currently enrolled.

**Client Projections by CHB and County**—used to identify where more effort.

**Newsletter**—distributed approximately 3 times per year to partners to maintain visibility of the program.

**Staff Updates/Outreach Workers**—two outreach workers hired each at 20 hours per week, Mu Hser and Karol Kiefer.

**Goal Mama Project Participation and Overview**—application clients download to their phones to assist with setting goals. SHNFP was selected as a pilot site. Implementing agencies receive \$1,000 for their participation. SHNFP is also using the pilot opportunity as a QI project.

**Training Dates:**

1. Foundations for Best Practices in Lactation Care—5 day in depth course that allows participants to provide current and consistent lactation information and support to new parents. Will be offered April 16-20 in Willmar and is open to SHNFP nurses, local public health and community partners. Grant funded.
2. Mothers and Babies Oct. 3-4 in Willmar—designed to prevent perinatal depression, strengthen the mother–infant relationship, and enhance both the mother’s and the infant’s mental and physical health. Grant funded.
3. NFP Symposium—in Denver this September, Katie, Lacey and Joel to attend. Grant funded.

**Approve Grade 6 Salary Range for Outreach Worker**—motion to approve by Oberg, second by Shimanski. Motion carried.

**Financial Issues:**

**Authorize Payment of Bills**--motion by Kopitzke to authorize the payment of bills October 1, 2017—December 31, 2017, second by Kittelson. Motion carried.

**Year-End Financial Report**--motion to accept by Stratton, second by Salfer. Motion carried.

**Cash Balance**—gained \$158,000 with a year-end cash balance of \$439,783.

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

Next Meeting: Monday, May 7, 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 VanDeVere, second by Anderson. Motion carried.

Respectfully submitted by:

Todd Johnson, Traverse County Commissioner

Secretary, SHNFP