

## **Supporting Hands Nurse Family Partnership Joint Powers Board August 6, 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  
Gerald Magnus, Murray County  
Chris Hollingsworth, Pipestone 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, Katie Jensen, Lacey Severson, Liz Auch, Kristin Deacon, Diane Winter

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

**Approval of the Agenda:** Request by Ahmann to amend the agenda to include "Best Father You Can Be". Motion by Kopitzke to approve the agenda as amended, second by Lieser. Motion carried.

**Approval of May 7, 2018 Minutes:** Motion by Shimanski to approve the minutes as written, second by Kittelson. Motion carried.

**Executive Director Performance Review:** Summary included in meeting packet. Motion by Patzer to accept the performance review results summary, second by Hollingsworth. Motion carried.

### **Management Team Report:**

**Executive Director Report**—Joel asked for feedback from board members as to what information they would like to be included in the report.

**Introduce Outreach Workers**—Mu Hser and Karol Kiefer, SHNFP Outreach Workers, shared their stories of what they have gained as a past SHNFP client and now as an outreach worker for the program.

**Focus Group Update**—planned for the evening of August 8<sup>th</sup>, approximately 10 clients are expected to participate. Sue Ewy, MDH Nurse Consultant, will facilitate the session. The goal is to gain more insight into what SHNFP can do to better serve mothers.

**Staff Update**—Kayla Nelson resigned her position to return to Horizon Health, effective the end of September. Sara Staples has been hired to fill the vacancy. Sara will start August 13<sup>th</sup> with training in Denver planned for September. Sara will office in Morris and will cover Pope and Stevens counties.

**Caseloads**—remain fairly steady with 228 clients currently enrolled and total ever enrolled at 1,033. SHNFP has had 259 graduates to date. Lois Peters has relocated her office to Hutchinson to allow her to focus on McLeod County.

**NFP Reports**—NFP reviews data to assure that SHNFP is meeting fidelity standards. Overall SHNFP is doing very well.

**2017 NFP Annual Report**—link sent to JPB members.

**Update on Goal Mama Training**—SHNFP was been chosen to participate in a pilot study to determine the effectiveness of the app to assist clients in setting personal goals. SHNFP staff recently received training on the app and pilot process. Next staff will recruit 75 clients to participate, half will be randomly selected to download the app and the remaining will be part of the control group. There is no cost to SHNFP to participate as costs are covered through the NFP National Service Office.

**May Newsletter**—included in the board packet, distributed to community partners.

**CPR Contract with Ridgewater College**—CPR certification is provided to nurse-home visitors every 2 years. Motion by Oberg to approve the contract at a cost of \$575.00 plus \$6.00 per card, second by Ahmann. Motion carried.

## **Financial Issues:**

**Authorize Payment of Bills**--motion by Kittelson to authorize the payment of bills April 1, 2018 through June 30, 2018, second by VanDeVere. Motion carried.

**Financial Report**—health plan fees year to date are at \$373,364 or at 69% at mid-year which is ahead of projections. Overall revenue is \$146,664.83 over expenditures. An issue was discovered with third party billing through Blue Cross. SHNFP was considered by Blue Cross to be out of network. Therefore, Blue Cross was sending checks directly to the clients for services rendered. SHNFP may be able to bill the difference between what the primary and secondary insurance pays, SHNFP is holding off on any secondary billing until the issue is resolved. Motion by Lieser to accept the financial report, second by Kopitzke. Motion carried.

**Cash Position**—balance of \$584,950.82 as of 06/2018.

**Approve 2017 Financial Audit**—Overall the audit went very smoothly with no significant findings. Motion by Oberg to accept the audit results, second by Shimanski. Motion carried.

**Approve Baker Tilly Audit Proposal**—motion by Stratton to approve the proposal as presented, second by VanDeVere. Motion carried.

**Other Issues to come before the Board**—Ahmann reported on an email received from Channing Bete on parent education programs and materials for fathers.

Next Meeting: Monday, November 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 by Lieser to adjourn, second by VanDeVere. Motion carried.

Respectfully submitted by:

Todd Johnson, Traverse County Commissioner

Secretary, SHNFP