

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

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

Joe Berning, Big Stone County  
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 Lindor, Pope County  
John Stahl, Renville County  
Jim Salfer, Redwood County  
Bob Kopitzke, Stevens County  
Peter Peterson, Swift County  
Todd Johnson, Traverse County  
John Berends, Yellow Medicine County

**Staff Present:** Joel Flaten, Lacey Severson, Katie Jensen, Ann Stehn, Liz Auch, 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 Oberg. Motion carried.

**Approval of August 6, 2018 Minutes:** Motion by Shimanski to approve the minutes as written, second by Salfer. Motion carried.

**Personnel Committee and Finance Committee Minutes:** Key points of both committees reviewed by Flaten including recommended changes to Personnel and Safety Policies. Discussion followed regarding phones being identified as excess property at the time of a staff resignation. By consensus the board accepted the recommendations of the Finance and Personnel Committees, tabling the donation of phones.

**Executive Director Report:** Key points reviewed by Flaten. Motion by Oberg to accept the Executive Director Report, second by Stratton. Motion carried.

### **Management Team Report:**

- Caseload--with the recent resignation, caseload was divided among 4 staff until a new nurse is hired and completes NFP training. Total women ever enrolled has increased by approximately 30, referrals remain consistent. Caseloads are tighter in Kandiyohi, Douglas, Meeker and McLeod and in the southwest counties.
- Focus Group Report—results reviewed by Flaten, suggested dividing into 2 focus groups (north and south).
- Symposium Update—management staff attended the 2018 symposium in Denver, very positive experience. The 2019 Symposium will be held in Nashville, recommending sending half of the staff each year.
- Approve 8 Registrations for the 2019 NFP Symposium—motion by Peterson to approve 8 registrations for the 2019 Symposium, second by Shimanski. Motion carried.
- Approve Policy Changes—motion by Kopitzke to approve the changes to the Personnel, HIPAA, Infection Control and AWAIR Policies with the exception of the donation of cell phones, second by Lieser. Motion carried.
- Approve Contract for Promoting First Relationships Training March 2019—planning for 2 sites, Willmar and Marshall, March 25 & 26, 21019. Motion to approve by VanDeVere, second by Oberg. Motion carried.
- Approve PC's for People, Computer and Other Disposal—consulted with Renville County to utilize PC's For People as a means to dispose of electronic waste. After considerable discussion, the board recommended the policy regarding the replacement of PC's be changed to read "PC's will be considered for replacement every 4 years or more". Motion by Kopitzke to approve the use of PC's For People with the above policy change, second by Lieser. Motion carried.

### **Financial Issues:**

- Authorize Payment of Bills (July—of September 2018)--motion by Berning to authorize the payment of bills, second by Anderson. Motion carried.
- Financial Report—health plan reimbursement is ahead of the \$540,000 projection with year to date at \$569,162, on target to be near \$750,000 by year end. Currently \$331,000 revenue over expenditures. Patzer commended the director and staff for a job well done with respect to the recoupment of health plan reimbursement. Motion by Stratton to accept the financial report as presented, second by VanDeVere. Motion carried.
- Cash Position—\$768,000 cash balance as of September 30, projecting \$900,000 by year end.
- Approve Acceptance of Expense Reimbursement from Hope Lab for \$552.92—Katie and Lacey were asked to stay 2 additional days in Denver for the Innovation Advisory Committee. Hope Labs covered the additional travel

expenses. Motion by Patzer to accept the payment from Hope Labs in the amount of \$552.92, second by Kopitzke. Motion carried.

- Approve 2019 Infant Mental Health Consultant Contract—motion by Peterson to approve the contract as presented, second by Sperr. Motion carried.
- Review 2019 Training—Flaten reviewed the 2019 training budget totaling \$30,000.
- Approve MN Public Employees Insurance Programs for 2019 and 2020 Health Insurance Plan—motion by Anderson to approve, second by Hollingsworth. Motion carried.
- Approve Renville to Exceed the 2018 Contract Limit to \$51,000—motion by Oberg to approve increasing the contract to \$51,000, second by Lieser. Motion carried.
- Approve 2019 Renville County Contract—motion by Stratton to approve the 2019 contract with Renville County in the amount of \$55,000, second by Berning. Motion carried.
- Approve Proposed 2019 County Contributions—motion by Berning to approve the 2019 county contributions, second by Peterson. Motion carried.
- Review Projected 2019 Staff Wages and Benefits—the Personnel Committee recommended a 2% step increase, 2% COLA and health insurance through PEIP. Motion by Salfer to approve the personnel committee recommendation, second by Johnson. Motion carried.
- Approve the 2019 Budget—motion by Stratton to approve the 2019 budget as presented, second by Berning. Motion carried.

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

- 2019 Meeting Dates—motion by Kopitzke to accept the 2019 meeting dates as presented, second by Shimanski. Motion carried.
- County Board SHNFP Representatives for 2019—counties to notify the director of any changes.

Next Meeting: Monday, February 4, 2019 at 9:30 a.m., Kandiyohi County Health and Humans Services Building, Lower Level Multi-purpose Room

There being no further business, meeting adjourned by Chair Stahl.

Respectfully submitted by:

Todd Johnson, Traverse County Commissioner

Secretary, SHNFP

