

**Supporting Hands Nurse Family Partnership Joint Powers Board  
August 3<sup>rd</sup>, 2020 Meeting Minutes  
Held at the Willmar Conference Center and by Zoom**

**Joint Powers Board Members present:**

Brent Olson, Big Stone County  
David Lieser, Chippewa County  
Heather Larson, 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  
James Jens, Murray County  
Larry Lindor, Pope County  
Greg Snow, Renville County  
Jim Salfer, Redwood County  
Greg Burger, Rock 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, Jill Bruns, Kristin Deacon, Jody Ammerman, and Amanda Maresh

Chair Anderson called the meeting to order at 9:33 am.

**Consent Agenda:** Motion by Commissioner Snow to approve the agenda as written, to approve the minutes as written, and to authorize the payment of bills, second by Commissioner Berger. Motion carried.

**Joint Powers Board:**

- Financial Report – Motion by Commissioner VanDeVere to approve the financial report, seconded by Commissioner Olson. Motion carried.
- Flaten reported that the cash balance currently sits at \$1,134,765.18.
- Flaten reviewed the 2019 Financial Audit. Flaten noted that the net balance sheet decreased from 2018 but this was because only 3 out of 4 quarters were reported as revenue for the MEICVH grant. Motion by Commissioner Peterson to approve the 2019 Financial Audit, seconded by Commissioner Sperr. Motion carried.
- Flaten reviewed the Finance Committee Minutes from 6/22/20.
- Flaten reviewed the Targeted Referral Incentives based on what was done by NFP. He included an email from NFP on if they thought it was effective which they

did but their legal department had issues with it related to giving gift cards as cash. There was also an email from Flaten to Joan Betz about issues related to gift cards. After discussion and input from the directors, the board was ok with management preparing a formal proposal for the November meeting.

- Flaten reviewed the Personnel Committee Minutes from 7/19/20.
- The Performance Review for the Executive Director was reviewed by the Personnel Committee. Motion by Commissioner Lieser to approve the Executive Director Performance Review, seconded by Commissioner Salfer. Motion carried.

### **Management Team Report:**

- Flaten reviewed the Executive Director Report.
- Jensen and Severson reviewed the Caseload Report.
- The State of MN Babies Report was included in the board packet for members to review.
- Flaten reported that there were issues with our current SharePoint server and licenses. Shawn Larson, Morris Electronics, worked on the concerns and said that the current server is from 2008 so we need to look at an eventual upgrade. He prepared an initial proposal to upgrade the server and all the required licenses for SharePoint which was around \$11,000. There was also discussion with other options such as going with a file server which what Horizon uses. This option would cost about \$3,000-\$5,000. Flaten will prepare final options to present to board at the November meeting.
- Director Bruns shared that there is potential that SHNFP may be able to apply for funds to covered the decreased revenue.

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

- The Personnel Committee Meeting is scheduled to meet again on September 28<sup>th</sup>, 2020.
- The Finance Committee will be scheduled for October 2020.

Next Meeting: Monday, November 2<sup>nd</sup>, 2020 at 9:30 a.m., Kandiyohi County Health and Humans Services Building, Lower Level Multi-Purpose Room

Motion by Commissioner Ahman to adjourn the meeting at 10:51 am, seconded by Commissioner Sperr. Motion carried.

Respectfully submitted by:

Todd Johnson, Traverse County Commissioner

Secretary, SHNFP