



First Steps Central MN Joint Powers Board Meeting Minutes  
 January 27, 2022      9:00am-10:00am      Via Zoom



Attendees: Commissioner Barbara Burandt, Commissioner Mark Daleiden, Commissioner Beth Schlangen, Commissioner Tarryl Clark, Sarah Grosshuesch, Katie Bremseth, Nicole Ruhoff, Kelly Ball, Leah Krotzer, Deb Rieland, Janet Goligowski  
 Absent:

AGENDA ITEM	MINUTES/MOTION	FOLLOW-UP
1. Call to Order <ul style="list-style-type: none"> <li>a. Approval of Minutes</li> <li>b. Approval of Agenda</li> <li>c. 2022 Planning – Chair, meeting dates, style               <ul style="list-style-type: none"> <li>i. Proposing Thursdays, 9am-10am, virtual: 5/5/22, 8/4/22, 11/3/22</li> </ul> </li> </ul>	1. Meeting called to order by Commissioner Barbara Burandt at 9:03 a.m. <ul style="list-style-type: none"> <li>a. Commissioner Tarryl Clark made a motion to approve the November 12, 2021 meeting minutes. Commissioner Mark Daleiden seconded the motion. Motion carried.</li> <li>b. Agenda approved.</li> <li>c. Discussion about officers for 2022. Commissioner Tarryl Clark made a motion to keep the chair the same for this year yet and then have a rotation of a new chair beginning in 2023. Commissioner Mark Daleiden seconded the motion. Motion carried. Commissioner Mark Daleiden made a motion to keep the Vice Chair as Commissioner Tarryl Clark for 2022 as well with a rotation to begin in 2023. Commissioner Beth Schlangen seconded the motion. Motion carried.</li> <li>d. Meeting dates – Following discussion regarding meetings falling immediately after this meeting at times, it was decided to keep this meeting virtual at this time and stay with the dates noted. It was noted to put into a motion but was consensus approved.</li> </ul>	
2. FHV Updates <ul style="list-style-type: none"> <li>• Governance               <ul style="list-style-type: none"> <li>• Budget Review</li> </ul> </li> <li>• Referral Intake &amp; Engagement               <ul style="list-style-type: none"> <li>• Staffing, Training, Caseloads                   <ul style="list-style-type: none"> <li>• MDH Reporting</li> <li>• 2021 Referrals</li> </ul> </li> </ul> </li> <li>• Quality Improvement               <ul style="list-style-type: none"> <li>• Staff Survey</li> </ul> </li> <li>• Outreach</li> </ul>	2. FHV Updates <ul style="list-style-type: none"> <li>• Governance               <ul style="list-style-type: none"> <li>• Budget Review (included in the agenda packet) Katie shared the budget summaries and the percentages of the budget spent. The budget is underspent due to the impact of COVID as well as staff shortages.</li> </ul> </li> <li>• Referral Intake &amp; Engagement               <ul style="list-style-type: none"> <li>• Staffing, Training, Caseloads – Kelly updated, Stearns and Wright have new nurses training next week on MECSH. Next quarter will have Benton doing the same. 90% of home visits are taking place in-person, with virtual utilized as needed. Spanish-Speaking referrals</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• CentraCare</li> <li>• Partnership with ECFE/United Way <ul style="list-style-type: none"> <li>• MOU Request</li> </ul> </li> <li>• Maple Grove Hospital</li> <li>• PHDoc/Interoperability</li> </ul>	<p>are seeing some increase. Working with MDH to assure we have curriculum for this population.</p> <ul style="list-style-type: none"> <li>• Newsletters <ul style="list-style-type: none"> <li>• Family – monthly, are reaching 80 households directly; also distributed on social media.</li> <li>• Community Partner – quarterly, 135 partners directly.</li> </ul> </li> <li>• Successful transition of initial engagement calls to county-level. For the past 2 years, Kelly was making those calls. The shift back to county-level was then needed to further Kelly's outreach.</li> <li>• Leah shared the FHV Caseloads/Staff numbers <ul style="list-style-type: none"> <li>• Correction to data – Wright Co 2 EBHV grant-funded positions filled (1.9 FTE). Addition – Janet noted two PHNs at 0.5 FTE serve special needs families.</li> <li>• MECSH training discussion regarding issues of vaccine requirement. Discussion with MDH will continue.</li> </ul> </li> <li>• Cross County Referrals – Kelly gave an update. A procedure was created in August. The grant allows for the new procedure to be implemented. Prioritizes client-PHN relationship and client preference but also notes distance of move, overall caseloads, and other factors. Discussed between client-PHN, PHN-Supervisor, and Supervisors at both counties.</li> <li>• Caseload Summary – since implementation of MECSH (information included in the agenda packet).</li> <li>• Quarterly Reporting (information included in the agenda packet).</li> <li>• 2021 Referrals – referrals reviewed.</li> <li>• Quality Improvement Project – Client Engagement <ul style="list-style-type: none"> <li>• Staff Survey was sent to staff – Leah shared the results:</li> <li>• 90% response rate. Feedback noted resource interest: <ul style="list-style-type: none"> <li>86% Guide Tips/Best Practice</li> <li>76% Written Script/Scenarios</li> <li>52% Staff Training/CoP</li> <li>48% Shadowing a Call</li> <li>33% Practicing w/ Co-Worker</li> </ul> </li> <li>• Best Practice Guide created through Workgroup/Committee to bring tips, guidance, and scripts/scenarios to support staff with transition of initial engagement calls to counties. This was given to staff mid-December for transition. Workgroup/Committee is working on 2<sup>nd</sup> edition of Best Practice Guide to include Community</li> </ul> </li> </ul>	
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	<p>Partner outreach and branding elements; planned to go live in February.</p> <ul style="list-style-type: none"> <li>• Community of Practice – early stages of planning a day in which staff will come together across the collaboration for shared learning space. Time will include resource sharing, team building, documentation practice, etc.</li> <li>• Outreach – lots of opportunities to continue to grow <ul style="list-style-type: none"> <li>• CentraCare – Kelly shared partnering with C&amp;TC. CentraCare – Epic Care Link continuing to improve partnership.</li> <li>• Partnership with ECFE/United Way <ul style="list-style-type: none"> <li>• MOU Request – there is a draft. Basic information, leaving out demographics, health information. Would like to work with county attorneys for approval. Feedback from commissioners is to approve moving forward with presenting/working with the attorneys. Consensus from commissioners is very supportive.</li> </ul> </li> <li>• Maple Grove Hospital – #1 delivery location of Sherburne County for deliveries. Kelly is working with an outreach connection in Hennepin County to build the outreach with hospital and supporting clinics.</li> </ul> </li> <li>• PHDoc/Interoperability – Benton approval received for implementing PhDoc (electronic record system; the same system the 3 other counties utilize); timeline this spring. Benton County noted that they are losing a PHN this month; will be hiring to refill this position and also filling 2<sup>nd</sup> EBHV-grant funded position for expansion.</li> </ul>	
<p>3. Other Items</p> <ul style="list-style-type: none"> <li>• RFP Spring 2022 (Directors)</li> </ul>	<p>3. Other Items</p> <ul style="list-style-type: none"> <li>• RFP Spring 2022 (Directors) – Nicole shared that MDH plans to release next RFP for next round of EBHV funds in April, allowing for 30-60 days to complete application. Looking for clarity yet on how the funding would go with county or collaborative and how the application can be completed. More to come as the application moves forward.</li> </ul>	
<p>4. Adjourn</p>	<p>4. Barbara adjourned the meeting at 10:12 a.m.</p>	