



# First Steps Central MN Joint Powers Board Meeting Agenda

November 3, 2022 9a-10a via Zoom



**Public Health**  
Prevent. Promote. Protect.

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

**Guests:** Wright County Supervisor Kelsey Collier, Wright County PHN Karmen Christenson, MECSH graduate Desiree Weaver

| AGENDA ITEM  | MINUTES / MOTIONS   |
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| <p><b>1. Call to Order</b></p> <ul style="list-style-type: none"> <li>• Approval of Minutes</li> <li>• Approval of Agenda</li> <li>• Approval of 2023 Meeting Dates for Virtual/Zoom               <ul style="list-style-type: none"> <li>Thursday, February 2, 2023 at 9am-10am</li> <li>Thursday, May 4, 2023 at 9am-10am</li> <li>Thursday, August 3, 2023 at 9am-10am</li> <li>Thursday, November 2, 2023 at 9am-10am</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>-Call to order by Commissioner Barb Burandt at 9:01 am.</li> <li>-Approval of minutes motioned by Commissioner Schlangen and second by Commissioner Clark.</li> <li>-Approval of agenda motioned by Commissioner Schlangen and second by Commissioner Daleiden.</li> <li>-Approval for 2023 Meeting Dates by Commissioner Daleiden and second by Commissioner Schlangen</li> </ul>   |
| <p><b>2. Family Home Visiting Updates</b></p> <ul style="list-style-type: none"> <li>• Budget Review (Leah, in Katie's absence)               <ul style="list-style-type: none"> <li>○ EBHV Grant, final quarter</li> </ul> </li> <li>• Program Updates (Kelly and Leah)               <ul style="list-style-type: none"> <li>○ EBHV Grant Review</li> <li>○ Family Success Story</li> </ul> </li> </ul>   | <p>Budget Review</p> <ul style="list-style-type: none"> <li>• As of Sept 30, expended 40% total EBHV grant that ends at the end of the year</li> <li>• New grant, Strong Foundations, begins January 2023 for five-year cycle</li> </ul> <p>Program Updates</p> <p>-Reviewed 10 objectives and accomplishments for EBHV grant workplan:</p> <ul style="list-style-type: none"> <li>• Referral Network (centralized intake, diversified referral network, outreach workgroup)</li> <li>• Continuous Quality Improvement (formal and informal, PHDoc standardization, transition from HFA &amp; NFP to MECSH, CQI project: centralized intake process, development of Best Practice Guide)</li> <li>• Community Advisory Committee (paused with model change, to explore collaborative option in 2023)</li> <li>• Program Funding, Budgeting &amp; Sustainability (maximized 3<sup>rd</sup> party billing reimbursement by 186%, awarded 5 year Strong Foundation grant for ongoing sustainability)</li> <li>• Reflective Practice (contract with CMMHC infant mental health specialist, available for all home visiting PHNs and their Supervisors)</li> <li>• Model Fidelity and Accreditation (transition from HFA &amp; NFP to MECSH, bi-monthly Community of Practice events for PHNs and Supervisors, emphasis on shared learning structure)</li> <li>• Required MDH Reporting (quarterly data collection and bi-annual narrative reports to MDH, real time client data reports via IHVE in PHDoc)</li> <li>• Integrating into the Early Childhood System (Representation on community groups, building referrals out process to partners for families)</li> <li>• Recruiting and Enrolling Families (branding as First Steps, focus on reducing stigma, standardization of language and tools used, cultural competent approach, data-drive outreach efforts, embedded into</li> </ul> |

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|   | <p>CentraCare’s EMR system Epic and ongoing conversation about system-change and referral process workflow)</p> <ul style="list-style-type: none"> <li>• Meeting Target Caseload (growth and expansion of caseloads, best practice strategies, data driven efforts)</li> </ul> <p>-Family Success Story – joined by MECSH graduate Desiree, her Nurse Karmen and Wright County Supervisor Kelsey</p>   |
| <p><b>3. Other Items (Directors)</b></p> <ul style="list-style-type: none"> <li>• JP Agreement, Bylaw and Data Agreement updates</li> <li>• Other: Commissioner Daleiden’s final JPB meeting</li> </ul> | <ul style="list-style-type: none"> <li>• Update given by Sarah Grosshuesch: Wright County Attorney’s Office reviewed JP Agreement, Bylaws and Data Agreements. No changes needed moving into 2023-2027 Strong Foundations grant.</li> <li>• Best Wishes to Wright County Commissioner Daleiden! Thank you for your commitment to public service as Commissioner and participation on the First Steps Central MN Joint Powers Board.</li> </ul> |
| <p><b>4. Adjourn</b></p>  | <p>Commissioner Barb Burandt adjourned meeting at 9:55 am</p>  |