



**First Steps Central MN Joint Powers Board Meeting Minutes**  
 September 25, 2020 at 11-12p  
 Zoom



**Attendees:** Commissioner Barbara Burandt, Commissioner Mark Daleiden, Commissioner Tarryl Clark, Amanda Larson, Nicole Ruhoff, Janet Goligowski, Sarah Grosshuesch, Tammy Seifert, Katie Bremseth, Kelly Ball, Leah Krotzer (Notetaker)

**Absent:** Commissioner Warren Peschl,

AGENDA ITEM	MINUTES / MOTIONS	FOLLOW-UP
1. Call to Order <ul style="list-style-type: none"> <li>a. Approval of Minutes</li> <li>b. Approval of Agenda</li> </ul>	Call to order by Commissioner Burandt at 11:04 AM Meeting held by Zoom MN Statute 13D.021  Motion to approve minutes of the meeting (Daleiden, Clark) Motion passed  Motion to approve agenda of the meeting (Daleiden, Clark) Motion passed	
2. Discussion of 2020 and 2021 Schedule of Meetings <ul style="list-style-type: none"> <li>a. Review Proposed Meeting Dates</li> <li>b. Approval of 2021 Meeting Schedule</li> </ul>	Proposed meeting dates to be posted at the First Steps website (where agenda and minutes will be posted)  Modify the motion to move meetings to 11am and Approval of 2021 meeting schedule dates (Clark, Daleiden)	Post agenda and minutes on the FS website  Fwd approved meeting schedule
3. Staff Reports <ul style="list-style-type: none"> <li>a. Family Home Visiting Update (Kelly Ball, Regional FHV Program Manager)</li> <li>b. PHN &amp; Family Spotlight (PHN Windsong Todd and HFA Family)</li> <li>c. Data Dive (Leah Krotzer, Regional FHV Data &amp; Analytics Manger)</li> <li>d. Budget Review (Katie Bremseth, Fiscal Officer)</li> </ul>	a. <b>FHV Update</b> Impacts of COVID 19 on FHV <ul style="list-style-type: none"> <li>• Telehealth visits replaced in-person visits in March. Engagement and retention have varied across sites and programs. Limited PHN, Supervisor, Director capacity.</li> <li>• Staff have been working hard to develop creative ways to engage and retain families               <ul style="list-style-type: none"> <li>i. Family Newsletters <a href="https://firststepscentralmn.org/for-families">https://firststepscentralmn.org/for-families</a></li> <li>ii. FHV Bags/Door Drop Offs</li> <li>iii. Limited weight checks</li> </ul> </li> <li>• Staff and families are eager for home visits to return to in-person.</li> <li>• Technology limitations, family preferences</li> </ul>	Fwd budget expenditures from EBHV Grant Year 1

- Less referrals from some of our typically high-performing partners
- Decline in some immunization rates, well child exams, and postpartum check-ups for families; all important preventative components of healthcare.

Grant Objective Updates

- **Referral Network**-we have maintained our centralized intake of referrals across the collaborative. Positive feedback about this from community partners. Quick turnaround from receipt of referral to client engagement.
- **Continuous Quality Improvement**-pulling workgroup together, plan to focus on the centralized intake process as our initial project. In spring 2020, we were awarded MDH's Interoperability Grant in conjunction with this EBHV expansion grant, to move towards standardization of the electronic medical record systems used across three of our four counties.
- **Community Advisory Committee**-A listing of our confirmed members available on page 9-10 in Board packet. We continue to work on building confirmed members. Initial meeting was delayed from early summer to November 9<sup>th</sup>.
- **Program Funding, Budgeting & Sustainability**-See pages 15-16 of board packet.
- **Reflective Practice**-delay in implementing this support to staff. In the process of contracting with Central MN Mental Health Center for this service. Will be a new support to the nurses at Benton, Sherburne and Wright. Stearns already had this in place thanks to other funding sources.
- **Model Fidelity and Accreditation**-This fall, we will begin consolidation of the Sherburne, Stearns and Wright County Healthy Family America programs into one First Steps Central MN HFA program. Continue to follow Healthy Families America and Nurse Family Partnership's guidelines for model fidelity.
- **Required MDH Reporting**-is done quarterly for the Evidence Based Home Visiting grant, with some shifts to bi-annual reporting due to COVID. We have worked closely with MDH regarding modifications needed to better align with the needs of our collaborative.
- **Integrating into the Early Childhood System**-continue to build these relationships in the community and these partnerships will be a high priority for our Community Advisory Committee.
- **Meeting Target Caseload**-continue to build caseloads for our EBHV grant funded staff and shift the focus of outreach accordingly.

	<ul style="list-style-type: none"> <li>• <b>Recruiting and Enrolling Families-</b> Launched the Epic Care Link, through a partnership with CentraCare, in mid-August (a delay from January). This helps reduce barriers of prenatal providers referring families to a Personal Nurse. We are working to increasing awareness and utilization of this feature among CentraCare providers. In Spring 2020, launched Quarterly Community Partner Newsletter <a href="https://firststepscentralmn.org/for-community-partners">https://firststepscentralmn.org/for-community-partners</a> Both our family newsletter and community partner newsletter was highlighted by MDH in their weekly email to statewide public health programs.</li> </ul> <p><b>b. PHN &amp; Family Spotlight</b></p> <ul style="list-style-type: none"> <li>• PHN Windsong and HFA mom shared about how resources, lessons, and support has positively impacted the family in their HFA program experience</li> </ul> <p><b>c. Data Dive</b> Grant Year 1 (July 2019-June 2020)</p> <ul style="list-style-type: none"> <li>• Launched centralized intake referral process Jan 2020 – 307 referrals</li> <li>• 34 Community Partners provided referrals to First Steps Central MN; highest numbers of referrals came from CentraCare St. Cloud Hospital Family Birth Center, Wright Co Community Action WIC, &amp; Sherburne Co WIC</li> <li>• Community Partners provide identification of barriers/challenges; over half identified at least 2 barriers/challenges – most commonly identifying need for feeding support</li> </ul> <p>2020 COVID</p> <ul style="list-style-type: none"> <li>• With the Stay at Home and Stay Safe orders from spring to summer, there has been a decrease overall in referral numbers; significant changes to service delivery and outreach</li> <li>• Averaging 10 referrals a week</li> </ul> <p><b>d. Budget Review</b></p> <ul style="list-style-type: none"> <li>• Expended 53% of EBHV Grant Year 1</li> <li>• Lower than anticipated staffing costs in Year 1</li> <li>• Technological costs due to COVID have been minimal</li> </ul>	
4. Adjourn	Meeting adjourned at 11:55 AM	