



**First Steps Central MN Joint Powers Board Meeting Minutes**  
**November 12, 2021**                      **11:00am-12:00pm**                      **Via Zoom**



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

AGENDA ITEM	MINUTES/MOTION	FOLLOW-UP
1. Call to Order a. Approval of Minutes b. Approval of Agenda c. 2022 Planning – Chair, meeting dates, style	1. Meeting called to order. a. Commissioner Tarryl Clark made a motion to approve the previous meeting minutes. Commissioner Beth Schlangen seconded the motion. Motion carried. b. Commissioner Tarryl Clark made a motion to approve the agenda. Commissioner Beth Schlangen seconded the motion. Motion carried. c. Discussion about meeting dates and how often to meet. The commissioners would like a Doodle poll to pick a date for a January meeting and decide on the chairs and the meeting dates/times; virtual meetings do work the best. Commissioner Beth Schlangen made a motion to choose the meeting dates and have officer elections at the January meeting. Commissioner Tarryl Clark seconded the motion. Motion carried. Commissioner Beth Schlangen made a motion to have Doodle poll sent to pick a date for the January meeting. Commissioner Tarryl Clark seconded the motion. Motion carried.	Will send Doodle poll for January meeting with meeting minutes.
2. Staff Reports a. Committee Reports (Kelly Ball & Leah Krotzer) <ul style="list-style-type: none"> <li>• Program Services Committee               <ul style="list-style-type: none"> <li>• Reflective Supervision</li> <li>• Continuous Engagement</li> </ul> </li> <li>• Referral &amp; Outreach Committee               <ul style="list-style-type: none"> <li>• EPIC Care Link</li> <li>• Centralized Intake &amp; Initial Engagement</li> <li>• Newsletters</li> </ul> </li> <li>• Billing Committee</li> </ul>	2. Staff Reports a. Committee Reports <ul style="list-style-type: none"> <li>• Program Services Committee               <ul style="list-style-type: none"> <li>• Each county has a contract with the Central MN Mental Health Center for reflective supervision which is facilitated by an infant mental health specialist. Some of the many benefits for this include job effectiveness and satisfaction, reduction in staff burnout and turnover, and provides a positive impact for the families being served. The EBHV grant covers this expense for Benton, Sherburne and Wright (MIECHV grant covers for Stearns).</li> </ul> </li> </ul>	Will send Fall Community Partner Newsletter with meeting minutes.  Will provide breakdown of FHV staff numbers & FTE's in

<ul style="list-style-type: none"> <li>• Paused for review with Directors</li> <li>• PHDoc/Interoperability Committee <ul style="list-style-type: none"> <li>• Benton moving to PHDoc (Spring 2022)</li> <li>• MECSH Zoho Dashboard</li> </ul> </li> </ul> <p>b. Data Snapshot (Leach Krotzer)</p> <ul style="list-style-type: none"> <li>• Referral, Caseload, MDH Quarterly Report</li> </ul> <p>c. Budget Review (Katie Bremseth &amp; Directors)</p>	<ul style="list-style-type: none"> <li>• A standardized engagement algorithm was created for staff to use to help determine the proper level of engagement with enrolled clients when the PHN has difficulty getting ahold of them.</li> <li>• Referral &amp; Outreach Committee <ul style="list-style-type: none"> <li>• EPIC Care Link is within CentraCare's electronic medical record system. There is a way to make a referral to family home visiting; it has been underutilized since it was launched 8/2020. Kelly and Nicole have been able to restart conversations with CentraCare to help them better utilize it and better fit the needs. She has also done some outreach with Fairview and they are interested in creating a similar setup in their EPIC system.</li> <li>• Centralized Intake – have had a centralized hub for referrals, which has received positive reviews (including MDH highlighting it to the federal government). Currently, Kelly makes the initial calls and engages the client and refers them to counties to assign a home visiting nurse. Approximately 70% of those reached have agreed to be passed along to the counties. Centralized intake will remain but initial engagement calls will be shifting to county-level on 1/1/22 to better balance Kelly's workload and capacity to focus on outreach.</li> <li>• Centralized Engagement – working on tools to support nurses with initial engagement and will be looking to use this as quality improvement project in the next year.</li> <li>• Family (monthly) and Community Partner (qtrly) Newsletters continue to be shared.</li> </ul> </li> <li>• Billing Committee <ul style="list-style-type: none"> <li>• Kelly and Leah continue to meet with the Directors each month to discuss. The billing committee has been paused for now due to COVID impacts on staff capacity, with potential to come back in the spring of 2022.</li> </ul> </li> <li>• PHDoc/Interoperability Committee <ul style="list-style-type: none"> <li>• Benton is in the beginning stages of converting from Nightingale Notes to PHDoc as their electronic medical record system. This transition will be very beneficial in</li> </ul> </li> </ul>	<p>MECSH at next meeting.</p>
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	<p>working towards aligning all the counties; the EBHV grant will be utilized for setup expense.</p> <ul style="list-style-type: none"> <li>• Zoho is the dashboard system used for MECSH; each county has their own. One is also being created for the collaborative and Kelly and Leah will be getting access in the near future and will share the information at future meetings.</li> </ul> <p>b. Data snapshot (these were included in the agenda packet)</p> <ul style="list-style-type: none"> <li>• Referrals – there have been over 1,300 referrals through centralized intake. There has been a 15% increase over the previous quarter and the increases are continuing this quarter. Leah shared a breakdown of referrals by month; the overall trend is upward across all counties. The average continues to be 13-15 per week. Approximately 13% are second, third, and fourth referral for families. There have been 42 different referral sources this past quarter.</li> <li>• Caseload – Leah shared the caseload summary. There are currently 150 families enrolled in MECSH. The number enrolled in MECSH are increasing and the number in traditional home visiting are decreasing (as expected as the transition to MECSH continues).</li> <li>• MDH Quarterly Report – Leah shared a chart from the last three quarters. There have been 55 households served with the expansion grant. Staffing for the expansion grant includes two full-time nurses in Wright and Benton counties and additional PHN's at all four counties. There have been 12 households served cross-county.</li> </ul> <p>c. Budget Review (included in the agenda packet)</p> <ul style="list-style-type: none"> <li>• Katie shared the budget summaries and the percentages of the budget spent. The budget is underspent due to staff still being pulled to COVID related work.</li> </ul>	
3. Adjourn	3. Commissioner Barb Burandt adjourned the meeting.	