

First Steps Central MN Joint Powers Board Meeting Agenda Date: January 10, 2020 Time: 10a-12p Location: Sherburne County Government Center-Birch Room



Attendees: Barbara Burandt, Mark Daleiden, Tarryl Clark, Warren Peschl, Amanda Larson, Nicole Ruhoff, Renee Frauendienst, Sarah Grosshuesch, Tammy Seifert, Mike Matanich, Adam Johnson, Lindsy Hackett, Kelly Ball, Leah

Krotzer, Tim Sime, Jami Goodrum Schwartz

Notetaker: Tonya Albers

AGENDA ITEMS	MINUTES (1st motion/2nd motion)	FOLLOW UP NEEDED
Introductions		
Review of Agenda (Renee)	Agenda approved (Peschl/Clark)	
Review of Joint Powers Structure (Renee) Board Roles and Responsibilities (Tim)	Renee and Tim reviewed JPA and Coalition structure, board roles and responsibilities, and supporting documents. Business Agreement and Financial Agreements needed between Sherburne and Benton, Stearns, Wright Counties.	Complete county to county business and financial agreements; seek approval from Benton, Stearns, Wright COA.
Action Items: 1) Election of officers (Renee) a) Chair b) Vice-Chair	1)2-year term: Chair- Barbara Burandt (Daleiden/Clark) Vice-Chair: Tarryl Clark (Daleiden/Peschl)	
2) Adoption of Bylaws (Chair) a) Establishment of Community Advisory Committee	2)Review and approval of Bylaws (Clark/Peschl) a) Community Advisory Committee (CAC) outlined. Advisory Committee recommended members to be established within 60 days. CAC will meet quarterly, Members have a one-year term; discussion on whether terms of service should be set or able to not term off, depending on county need.	Each county should appoint up to 5 members to represent their county on the CAC.
3) Adoption Operating Procedures (Chair)	3) Review and approval of Operating Procedures (Daleiden, Clark) Edits to include:	
4) Establish 2020 meeting dates (Renee)	-to do their best to reflect evidence based best practice models into the operating procedures -CAC responsibilities.	
5) MCIT insurance (Amanda)	-Fiscal agreements Discussions to continue next meeting:	
6) Agreement for Administrative, Legal and Fiscal Management Services (Tim)	-County to county business and financial agreements, -Referrals centralized/agreements to include sharing client infoIncorporate annual budget/ funding policy/sources/grants.	
	4)Bylaws require 2 meetings a year – suggested to have 3-4 meetings this first year, as implementation and set up occurs. Re-evaluate next year how many meetings make sense. Identified meeting dates: April 3, August 7, November 6 at 10am-12pm, First choice for location is Sherburne History	Reserve meeting locations and send Outlook appointments

	Center, second choice Sherburne County Government Center. (Peschl,	
	Daleiden)	
	5) 2020 MCIT insurance quote: \$1985.00. Sherburne County Board has	
	approved providing the required resolution to sponsor Joint Powers Board.	
	Tabled until next meeting (Peschl, Daleiden)	
Informational Items:		
1) Review of Family Home Visiting	1) Provided review of EBHV models, Nurse Family Partnership (NFP) and	
(Kelly)	Healthy Families America (HFA), including focus populations, length or programming, and evidence of impact. EBHV expansion grant allows both	
2) Review of Grant and	HFA & NFP to be offered in Benton County and NFP to be offered in Sherburne	
Expenditures (Amanda)	County, as well as expand current programs within Sherburne (HFA), Stearns	
	(HFA, NFP) and Wright (HFA, NFP) Counties. Client/family centric approach	
3) Review Infant Mental Health	when considering movement of families between counties and continuity of	
Specialist RFP process (Sarah,	care from primary PHN. Movement towards one HFA accreditation and one	
Kelly)	NFP program, including centralized intake of referrals and targeted outreach to and relationship building with community partners.	
	to and retationship building with community partners.	
	2)Overview of the original EBHV grant budget and expenditures shared.	
	Budget and workplan has been approved by MDH.	
	3)RFP-Gave overview of the RFP process for the Infant Mental Health	
	Specialist to be used for Reflective Supervision Practice-try to uniform to	
	support both RFP/Developmental Stages. Stearns assisting with contract.	
Adjournment (Chair)		