



First Steps Central MN Joint Powers Board Meeting Minutes
 August 13, 2021 11:00am-12:00pm Via Zoom



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

| AGENDA ITEM | MINUTES/MOTION | FOLLOW-UP |
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| 1. Call to Order <ul style="list-style-type: none"> a. Approval of Minutes b. Approval of Agenda | 1. The meeting was called to order at 11:03 a.m. by Commissioner Barbara Burandt. <ul style="list-style-type: none"> a. Commissioner Tarryl Clark made a motion to approve the May 14, 2021, meeting minutes. Commissioner Beth Schlangen seconded the motion. Motion carried. b. Commissioner Beth Schlangen made a motion to approve the August 13, 2021, meeting agenda. Commissioner Mark Daleiden seconded the motion. Motion carried. | |
| 2. Staff Reports <ul style="list-style-type: none"> a. Committee Reports (Kelly Ball & Leah Krotzer) <ul style="list-style-type: none"> • Program Services Committee • Referral & Outreach Committee <ul style="list-style-type: none"> • Community Advisory Committee • Billing Committee • PhDoc/Interoperability Committee b. Data Snapshot (Leach Krotzer) <ul style="list-style-type: none"> • MDH Quarterly Report & Referral Numbers c. Budget Review (Katie Bremseth & Directors) <ul style="list-style-type: none"> • Budget Expended for YR2 | 2. Staff Reports <ul style="list-style-type: none"> a. Committee Reports - MESCH Update - Kelly noted foundation training took place in June. MEC SH launched July 1st. Staff have had supplemental trainings and steep learning curve of new curriculum materials. EBHV Grant Fiscal Year 3 began July 1st. <ul style="list-style-type: none"> • Governance - addressing the Grant Budget, Administrative model and collaborative decisions and Long-range planning • Program Services - working with the programmatic elements and fidelity of FHV and MEC SH as well as standardization of practice and cross county learning • Referrals & Outreach - focusing on client recruitment and enrollment as well as outreach, materials, and marketing strategies. <ul style="list-style-type: none"> • Community Advisory Committee - this group was meant to give community insight and advisement with home visiting, was required by previous home visiting models. No longer required with MEC SH; decision made to suspend this Committee at this time. Kelly will continue to represent First Steps at other community groups. | |

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| <ul style="list-style-type: none"> • Budget Modification for YR3 & YR4 • Funding/RFP 2022 | <ul style="list-style-type: none"> • Billing – working towards the maximization of grant dollars and billing practices. Utilizing MDH’s guidance to implement Committee began meeting in January. • PHDoc/Interoperability – working on the standardization of EMR. Brought together in April using the grant to focus on the PHDoc grant, planned, implemented and trained staff on MEC SH work. Moving forward, will be meeting quarterly. b. Data Snapshots were shared by Leah (Board Packet & Attachment): <ul style="list-style-type: none"> • EBHV Grant YR2 – Completed Grant YR2 on June 30th. 740 referrals through the centralized intake process. Served 58 families with the 2 EBHV grant-funded positions (Wright PHN and Benton PHN) and PHNs cross-county for continuity of care • Centralized Referral Process – In 2020, had 49 Referral Sources (648 referrals) and YTD 2021 at 35 Referral Sources from 370 referrals. • Referral Sources - Top 5 referral sources remain the same – WCCA WIC, CentraCare SCH FBC, CentraCare NICU, Stearns Co WIC, & Sherburne Co WIC; utilizing data for outreach planning with Referrals and Outreach Committee • Referral Numbers – Averaging 15 referrals per week (dip in April) • Comparisons/caseloads/trends/tool to capture MEC SH, EBHV – funded families and total FHV across the region were shared in slides as well and will be emailed c. Budget Review – Katie shared a budget summary for 5/1/2019 – 12/31/2022. Changes are being requested due to COVID impact. <ul style="list-style-type: none"> • MDH approved Budget Modification that was submitted for YR3 & YR4 to include PHN Outreach positions for Wright and Sherburne focused on growing caseloads and outreach. • Interoperability Grant (Completed June 30, 2021) expended 75% on MEC SH implementation standardization of PhDoc electronic health record system | |
| 3. Adjourn | 3. Commissioner Barbara Burandt adjourned the meeting at 11:35 a.m. | |