



# CICS

Supporting Individuals. Strengthening Communities.

**CICS Adult Regional Advisory Committee Meeting**  
**Tuesday January 11, 2022 @ 1:30 pm**  
**Minutes**

1. Welcome and Introductions: Roll Call of Committee Members

Chair Ellis called the meeting to order, those present: Diana Dawley, Kathy Hanzek, Brittany Palmer, Deb Williams, Julie Smith, Breon Gardner, Kelly Kratz, Jennifer Ellis, Sharon Swope, Jody Eaton. JD Deambra joined the meeting shortly after the meeting started. Also present Karla Webb and Betsy Stursma.

2. Adoption of the Agenda – Action

Hanzek motioned to approve the agenda, Swope second, motion approved.

3. Election of Chair - Action

Smith nominated Ellis for Chair; no other nominations received. Kratz motioned to elect Ellis as Chair, Hanzek second, motion approved.

4. Election of Vice-Chair – Action

Williams nominated Deambra for Vice-Chair; no other nominations received. Williams motioned to elect Deambra as Vice-Chair, Smith second, motion approved.

5. Approval of 10/12/21 meeting minutes – Action

Hanzek motioned to approve the 10/12/21 meeting minutes, Gardner second, motion approved.

6. Highlights of Regional Governing Board – Julie Smith and JD Deambra, Informational

Smith reported Don Gookin was at the December meeting, he discussed IDPH and DHS becoming one agency. Julie noted this will affect providers and there will be additional credentialing providers will need to meet. The Governing Board discussed a 2.5% pay adjustment for FY23, this will be reviewed in January with the budget. Karla presented the FY21 Annual Report, and this can be found on the CICS website.

7. 2021 CICS Adult Advisory Committee Report

Webb explained the Adult Advisory Committee report is for calendar year 2021 and identifies committee members, current bylaws, agendas, and meeting minutes. Webb asked committee members to let her know if they would like to see any changes to the report, no suggested changes were offered at this time.

8. Review and Consideration of Bylaws Central Iowa Community Services Adult Regional Advisory Committee – Karla Webb – Action

Webb noted no suggested changes at this time to the bylaws; no committee members had suggested changes. Hanzek motioned to accept the bylaws as they currently are, Kratz second, motion approved.

9. Discussion and Direction of Adult Advisory Committee Structure – Karla Webb, Action

Webb reported would like to visit about the current structure of the Advisory Committee and seek feedback from committee members on if the current structure is meeting their needs and if members have suggested changes to the current structure and processes. Iowa Administrative Code requires membership of the adult advisory committee to consist of adults who utilize services or actively involved relatives of such adult, service providers, and governing board representatives. The bylaws indicate each member county shall have a representative of an adult who utilizes services or actively involved relatives of such adult and service provider shall be appointed by the governing board. As CICS is 15 counties and with two ex-officio governing board members, the committee should have 32 representatives. Historically it has been a challenge to obtain representation from each county, anticipate adding representation soon from the four counties that joined CICS last summer. Webb noted a typical meeting involves report out from advisory committee members appointed to the governing board and staff report, generally meeting topics have not involved input/feedback from advisory members. Webb discussed an option of the committee chair appointing a sub-committee to look at the current structure and processes of the advisory committee and then bring information/suggestions back to the full committee for consideration. Any changes to the bylaws would need to be approved by the Governing Board.

Stursma noted annual reports are brought to the advisory committee after the reports are written and are wondering if there is a way to include input as reports are being written, timing of the reports and when they are due can be challenging.

Eaton discussed she would like to see if input could be given as the budget and reports are being developed, having worked in this area she understands there are challenges to the timing of when reports are due as you often are waiting for information and then once you get the information the report needs to be submitted to DHS. She would like to see the ability to be able to advise, share about local needs, and also provide legislative input. Eaton noted previously had the availability of local funds which allowed local decisions to be made on how to spend the local funds, she discussed an awareness activity being considered locally but they do not have funding to administer the activity.

Dawley discussed she found it helpful in the past to have people share their personal stories of attending trainings and services and supports they've received.

Kratz indicated she would be interested in serving on a sub-committee, and looking at her involvement on the advisory committee as a provider; 43 North Iowa serves multiple CICS counties and could there be a way representation could be for multiple counties. Stursma noted the current structure is the provider representative is representing one county rather than multiple counties on the advisory committee and this is something that could be looked at.



Hanzek motioned for the Chair to appoint a sub-committee to look at the current structure of the adult advisory committee and offer suggested changes, Kratz second, motion approved.

#### 10. Appointment of Adult Advisory Sub-Committee – Chair – Action

Chari Ellis appointed Kratz, Hanzek, and committee members not present if they are interested, to a sub-committee to work with Webb and Stursma on reviewing the current advisory committee structure and bring back suggestions to the full committee. Agreed Webb would reach out to committee members not present to see if they would be interested in serving on the committee.

#### 11. Agency Update/Information Sharing

Swope shared they are seeing about 700 visits per month by members at Mid-Iowa Triumph Center, they continue to call people that are not comfortable coming to the drop-in center, have obtained clothing for individuals, they have increased hours to 32 hours per week, have offered warming center services, increased ability to serve families, are seeing increased referrals from SATUCI and Center Associates, the center is very busy.

Hanzek noted the Friendship Club was closed last week for two days due to COVID-19 and is reopen now.

Smith with Capstone Behavioral Healthcare noted they've had staff affected by COVID-19 over the last six to eight weeks, staff haven't been as ill and have been able to do some work from home. The technology they have has been helpful, hired a new ARNP, Laura Owens.

Gardner with Friendship Club noted they served 68 individuals for their holiday party through donations, they utilized local stores to meet donation needs; are helping clients with the mental health aspects of COVID-19 and coping with wearing face coverings, it is helpful to have three staff members present at the center.

Kratz noted 43 North Iowa continues to work through COVID-19, are trying to develop intensive residential services and crisis stabilization, they are choosing to stay under 100 employees at this time, their employment services are increasing, they do not currently have any wait lists for services.

Palmer with Crossroads Behavioral Health Service noted they are seeing issues with COVID-19 also. They have an onsite psychiatric nurse practitioner in their Winterset office available to see patients, have three interns right now, and also three mental health clinicians in Winterset office.

Ellis noted Friendship Ark has been impacted by COVID-19, they have waiting lists in all four service areas.

Stursma inquired what providers are seeing in regard to workforce shortage. Eaton indicated she is on the Progress Industry Board and noted this provider did experience some loss of staff due to vaccine mandate for ICF staff. If the provider did not implement a vaccine mandate for ICF staff, then they would have lost Medicaid funding. The provider also has had issues with staff not showing up for orientation after they've been hired. Smith noted they still have a position open in their supported community living program, she would like to hire two



additional therapists, and a provider in April, with the shortage of nurses there is a challenge, they cannot pay what hospitals and traveling nurses are paid. Swope noted they are in need of peer support specialists as their members are increasing, they need money to hire more peer support specialist. Ellis noted as far as residential staff they are doing okay, they have not reopened day habilitation services and do not have enough staff to do that, they cannot expand what they can do without more staff. Ellis noted through IACP calls providers all over the state are continuing to experience staffing shortages.

12. Next Meeting Date: April 12, 2022 @ 1:30pm

13. Adjournment: Meeting adjourned at 2:20pm.

