



CICS

Supporting Individuals. Strengthening Communities.

Advisory Council District 3

November 5th, 2025 @ 12:00 PM

Community Resource Center – CICS Conference Room

123 1st Ave. SW, Hampton, IA 50441

SPECIAL NOTE TO THE PUBLIC: Members of the public who would like to call in: 1-312-626-6799

Meeting ID: 897 8283 8445, Passcode: 124942

or Join the Zoom Meeting at <https://us06web.zoom.us/j/89782838445?pwd=j7Ew8D8bh1BKxjckt5ii4VFft1WmSX.1>

Tentative Agenda

1) Roll Call

☐ Renee Christenson

☐ Cara Ferch

☐ Kelly Fink

☐ Jan Heidemann

☐ Eric Kacer

☐ Richard Lukensmeyer

☐ Kim Sorem

☐ Monica Van Horne

☐ Ken Zimmerman

2) Agenda (Chair)

November 5, 2025 Agenda

Action

Board Chair asks for motion to approve

Motion by: _____

Second: _____

Vote on motion: _____

3) Advisory Council Orientation

Informational

- a. Introduction of Council Members
- b. CICS Introductions and Information
- c. What is a Disability Access Point?
- d. Advisory Council Purpose and Operation
 - i. Disability Access Point District 3 Charter
 - ii. Advisory Council Administrative Rules
 - iii. District Map
 - iv. Conflict of Interest Policy

4) Vice Chairperson Election

Action

Board Chair asks for motion to approve/deny

Motion by: _____

Second: _____

Vote on motion: _____

Roll call vote (mark if 'aye')

☐ Renee Christenson

☐ Cara Ferch

☐ Kelly Fink

☐ Jan Heidemann

☐ Eric Kacer

☐ Richard Lukensmeyer

☐ Kim Sorem

☐ Monica Van Horne

☐ Ken Zimmerman

5) Public Comments

Board Chair asks for public comments at this time

6) Upcoming meetings:

February 4, 2026

May 6, 2026

August 5, 2026

7) Adjourn

Motion to Adjourn

Action

Motion by: _____

Second: _____

Vote on motion: _____



Advisory Councils



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The Advisory Councils meet quarterly on the first week of the month. Meetings are in person and also available via Zoom.

FY26/27 Meeting Dates:

District 2

November 4, 2025
February 3, 2026
May 5, 2026
August 4, 2026

District 3

November 5, 2025
February 4, 2026
May 6, 2026
August 5, 2026

District 6

November 6, 2025
February 5, 2026
May 7, 2026
August 6, 2026

The current Advisory Council appointees are:

District 2

- Don Anderson: Humboldt • anderso1950@gmail.com
- Domanick Beresford: Worth • domanick1991@gmail.com
- Eileen Meier: Calhoun • chloemeier@gmail.com
- Sandy Mireless: Winnebago • sandyleemireles@icloud.com
- Farrah Olsen: Kossuth • folson@forestcity.k12.ia.us
- Beth Plautz: Webster • beth-plautz@uiowa.edu
- Gary Rayhons: Hancock • gary.rayhons@hancockcountyiowa.org
- LeAnn Rimmer: Dickinson • lrimmer@hopehaven.org
- Stacia Timmer: Clay • stimmer@elderbridge.org

District 3

- Renee Christenson: Franklin • reneechristiansen@accessincorporated.org
- Cara Ferch: Tama • cferch@NEI3A.org
- Kelly Fink: Franklin
- Jan Heidemann: Bremer • jan-heidemann@uiowa.edu
- Eric Kacer: Cerro Gordo • kacrereric@gmail.com
- Richard Lukensmeyer: Franklin • lukensmeyer@gmail.com
- Kim Sorem: Marshall • ksorem@cirsi.org
- Monica Van Horne: Fayette • Monica.VanHorn2@unitypoint.org
- Ken Zimmerman: Cerro Gordo • kzpz@mchsi.com

District 6

- Codie Amason: Wapello • CAmas@firstresources.us
- Stacy Haas: Monroe • shaas@marioncountyiowa.gov
- Lisa Harwood: Henry • lharwood@milestonesaaa.org
- Erica Kenney: Wapello • ekenney@simhcottumwa.org
- Derek Kruempel: Marion • dkruempel@christianopportunity.org
- Mary Roberts: Jefferson • mary@thevillagecommunity.org
- Hope Sintern: Lee • sistern88@icloud.com
- Jody Vaughn: Davis • jlvjmv@netins.net
- Nichole VerMeer: Poweshiek • nicolev@capstonebh.com



CICS

Supporting Individuals. Strengthening Communities.

Vision

A world where everyone has the means and freedom to live purposefully and abundantly.

Mission

CICS collaboratively engineers and implements a supportive social, economic, and environmental system where individuals thrive.

Values

Providing Support:

CICS believes in providing assistance, encouragement, and care to others to foster an environment where individuals feel understood, respected, and empowered. CICS embraces behaviors and attitudes that contribute to the well-being and growth of individuals and communities.

Respecting Individuals:

CICS believes in respecting the uniqueness, autonomy, and intrinsic worth of each person. CICS recognizes the importance of personal identity, rights, and the freedom to pursue one's own path, while also considering the well-being of others.

Cultivating Strength:

CICS believes in cultivating resilience, courage, and inner fortitude in oneself and others. CICS supports enhancing the capacity of individuals and communities to face challenges, overcome adversity, and maintain integrity and perseverance in the pursuit of goals.

Fostering Community:

CICS believes in fostering a sense of belonging, mutual support, and shared responsibility among individuals. CICS encourages building relationships, collaborating, and contributing to the well-being of the community.



This document serves as a summary of the rationale behind the proposed name change to "Collaborative Individual and Community Supports" (CICS). It aims to provide an overview of the key concepts and the significance of each component of the new name. By understanding the collaborative nature of this approach, its focus on both individual needs and community resilience, and the broad range of supports encompassed, readers will gain insight into why this name better reflects our mission and goals. This summary is intended to prepare stakeholders for discussions on the name change and to foster a shared understanding of its importance.

Collaborative Individual and Community Supports (CICS)

Collaborative Individual and Community Supports (CICS) suggests an approach where individuals and communities work together in a cooperative manner to provide and receive assistance, resources, and services.

1. Collaborative:

This emphasizes the importance of working together through mutual cooperation, partnership, and shared responsibility. Collaboration implies that various stakeholders (individuals, community organizations, government agencies, etc.) join forces to address needs and achieve common goals more effectively. It involves building partnerships, fostering relationships, and working together across sectors and disciplines to tackle complex issues and accept shared responsibility.

2. Individual:

This recognizes that support is tailored to meet the needs of each person as an individual. It affirms the uniqueness of each person's circumstances, preferences, and challenges, and aims to provide personalized assistance or services accordingly. This focus empowers individuals to actively participate in decisions affecting their lives, fostering autonomy, self-determination, and resilience.

3. Community:

This highlights the involvement of the broader community in supporting individuals. It includes strengthening community resilience by building local capacity, fostering community engagement, and promoting sustainable solutions to challenges. Various types of assistance and services are organized, managed, and delivered to support individuals and communities effectively. It recognizes that individuals are part of broader communities and that supporting their well-being requires addressing both individual-level challenges and systemic factors that impact health and quality of life.

4. Supports:

This encompasses a range of assistance, services, resources, and interventions aimed at promoting well-being, addressing challenges, and enhancing capabilities. Supports can include social services, healthcare, educational programs, mentoring, advocacy, service development, training, and more for individuals and communities. Combining individualized approaches with community-wide resources and support networks improves the effectiveness and accessibility of supports.

Summary

Collaborative Individual and Community Supports underscores the value of collective action and personalized approaches in enhancing well-being and fostering community resilience. It highlights the importance of leveraging both individual strengths and community resources to create supportive environments that promote thriving and inclusive communities. This approach takes a holistic view of addressing individuals' needs by considering the interconnectedness of social, economic, environmental, and health factors.



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District 3 Disability Services Advisory Council Charter

Article I:

Name and Authority

- A. This advisory body formed pursuant to Iowa Administrative Code sections 441—221.1(231) and 441—222 is referred to as the District 3 Disability Services Advisory Council (Council).
- B. The Council operates in compliance with Iowa’s Open Meetings Law and the Iowa Open Records Law.
- C. This charter is adopted to ensure compliance with Iowa Code Chapter 231 and 441—222, and it is intended to guide the Council’s composition, responsibilities, and operations.

Article II:

Purpose and Scope

- A. The purpose of the Council is to identify opportunities, address challenges, and advise the District Disability Access Point (DAP) on services and supports for people with disabilities and their caregivers.
- B. The Council provides skills, guidance, and knowledge to assist the DAP in achieving identified goals.
- C. The Council collaborates with DAP staff in reviewing the planning, implementation, and outcome evaluation of services provided.
- D. The Council offers concerns, ideas, and recommendations to improve the disability services system within the District.
- E. The Council ensures that its work is aligned with state standards and local needs.

Article III: Membership

Section 3.1 Composition

- A. The Council consists of nine members, with at least fifty percent of the members being individuals with disabilities or caregivers.

Section 3.2 Appointment and Terms

- A. All members of the Council are recruited by the DAP.
- B. Appointments for members are for three-year staggered terms which end on June 30. In the first year, three appointees will have a one-year term, three appointees will have a two-year term and three appointees will have a three-year term.
- C. If vacancies occur, they are filled in the same manner as the original appointment and will be for the balance of the unexpired term.

Section 3.3 Attendance

- A. A member who has three unexcused absences in a twelve-month period may be subject to replacement, with the DAP requesting nomination of an alternate to fill the position.
- B. An absence may be excused if the member notifies the chairperson prior to the meeting.
- C. The chairperson is responsible for notifying the DAP of member absences.

Article IV: Officers

Section 4.1 Officer Roles

- A. The chairperson is appointed by the DAP. The chairperson presides over meetings, appoints subcommittees, and designates subcommittee chairs.
- B. The vice chairperson is elected at the first meeting of each fiscal year and may serve no more than three consecutive terms. The vice chairperson acts in the chairperson's absence and, when acting as chair, has the same powers and is subject to the same restrictions.
- C. If a vacancy occurs in the office of chairperson, the vice chairperson serves as chairperson for sixty days until the DAP appoints a new chairperson.
- D. If a vacancy occurs in the office of vice chairperson, the Council elects a new vice chairperson at the next meeting after the vacancy occurs.
- E. All replacements must meet the same qualifications as the departing member.

Article V: Subcommittees

- A. The Council may establish subcommittees to perform duties as deemed necessary.

Article VI: Powers and Duties of the Council

The Council shall have the following powers and duties:

- A. The Council shall elect a vice chairperson at the first meeting of each fiscal year.
- B. The Council shall adopt its governing documents in accordance with the procedures outlined in this charter.
- C. The Council shall collaborate with the Disability Access Point staff to review the planning, implementation, and outcome evaluation of services provided.
- D. The Council shall be familiar with the chapters of the Iowa Code that are relevant to disability services.
- E. The Council shall maintain an understanding of the disability services system in Iowa to provide informed guidance.
- F. The Council shall provide and make available concerns, ideas, and recommendations specific to the disability services system within the District.



Article VII: Meetings

Section 7.1 Frequency

- A. The Council meets at least four times per year on a schedule established annually.

Section 7.2 Quorum and Voting

- A. A majority of appointed members constitutes a quorum.
- B. When a quorum is present, a motion passes by a majority vote of the members present.
No official business requiring a vote is conducted without a quorum.

Section 7.3 Public Notice and Records

- A. According to Iowa Code Chapter 21, public notice of meetings, including their time, location, and agenda, is provided at least 24 hours in advance to Council members and is posted publicly, including on the DAP's website.
- B. Minutes are posted publicly, including on the DAP's website, within ten business days after the meeting.

Article VIII: Member Expenses

- A. Members of the Council who are individuals with disabilities or caregivers may be reimbursed for necessary expenses incurred on Council business, in accordance with state reimbursement rates.
- B. Reimbursable expenses may include mileage for private vehicle travel, actual lodging and meal expenses including applicable sales tax, and the actual cost of public transportation.
 - i. Members of the Council are required to utilize the most economical mode of transportation when traveling. When using a privately owned vehicle, reimbursement shall be based on the statutory mileage rate set by the Code of Iowa, and the mileage shall be calculated using the most direct route as published by AAA, DOT, or similar sources. Carpooling with other Council members is encouraged when feasible.
 - ii. Council members shall be reimbursed for meals up to a maximum of one and one-half (1½) times the rate permitted for state employees when engaged in Official State Business. The maximum combined per diem for meals shall not exceed \$56.00 per day, regardless of how many meals are claimed. Receipts are required.
 - iii. For lodging expenses, Council members shall be reimbursed up to \$120.00 per night plus applicable taxes. All lodging must be at facilities that have completed the Human Trafficking Prevention Training Certification, and the state rate must be requested.
 - iv. Members must submit itemized receipts for lodging, including the method of payment, nights stayed, guest names, facility name and location, and room number. Informal statements or cash register tapes are not acceptable for reimbursement.

Article IX: Confidentiality

- A. The Council complies with all state, federal, and local laws and policies governing confidentiality, including the Health Insurance Portability and Accountability Act (HIPAA) regulations, when applicable.



Article X: Amendments

- A. This charter may be amended by a two-thirds vote of the Council at a scheduled meeting.
- B. Notice of the proposed amendment must be provided to members at least fourteen days prior to the vote.
- C. Any amendment adopted by the Council shall be submitted to the Governing Board for approval and shall not take effect unless and until such approval is granted.

Article XI:

Term and Dissolution

- A. This charter remains in effect unless Iowa law changes to remove the requirement for a Council, the DAP is dissolved, or the Council votes to dissolve in accordance with applicable law and DAP procedures.

These Bylaws were approved and executed by the Collaborative Individual and Community Supports Governing Board (CICS) on _____.

Chairperson

Date

Attest

Date



CHAPTER 222
DISABILITY SERVICES ADVISORY COUNCILS

Chapter rescission date pursuant to Iowa Code section 17A.7: 7/1/30

441—222.1(231) Appointment.

222.1(1) The members of a council will be recruited by the DAP.

222.1(2) The appointments will be for three-year staggered terms, which will expire on June 30.

222.1(3) Vacancies will be filled in the same manner in which the original appointments were made for the balance of the unexpired term.

222.1(4) Absences.

a. Three unexcused absences in a 12-month period constitutes grounds for the DAP to request nomination of an alternate representative to fill the position.

b. Absences may be excused by notification provided to the chairperson prior to the meeting.

c. The chairperson of a council is charged with providing notification of absences to the DAP.

[ARC 9282C, IAB 5/14/25, effective 7/1/25]

441—222.2(231) Officers.

222.2(1) Officers of a council will consist of a chairperson and a vice chairperson. The chairperson will be appointed by the DAP. The vice chairperson will be elected at the first meeting of each fiscal year.

a. The vice chairperson may serve no more than three consecutive terms.

b. Vacancies in the office of chairperson will be filled by elevation of the vice chairperson for 60 days until a new appointment can be made by the DAP.

c. Vacancies in the office of vice chairperson will be filled by election at the next meeting after the vacancy occurs.

d. A vacancy must be filled by an individual meeting the same qualifications as the departing council member in accordance with Iowa Code chapter 231.

222.2(2) Duties of officers.

a. The chairperson will:

(1) Preside at all meetings of the council;

(2) Appoint subcommittees as deemed necessary; and

(3) Designate the chairperson of each subcommittee.

b. The vice chairperson will:

(1) Perform the duties of the chairperson if the chairperson is absent or unable to act. When so acting, the vice chairperson will have all the powers of and be subject to all restrictions upon the chairperson.

(2) Perform other duties as may be assigned by the chairperson.

[ARC 9282C, IAB 5/14/25, effective 7/1/25]

441—222.3(231) Meetings.

222.3(1) A council will establish a meeting schedule on an annual basis to conduct its business. There will be a minimum of four meetings per year.

222.3(2) A majority of appointed members constitutes a quorum.

222.3(3) When a quorum is present, a position is carried by an affirmative vote of the majority of those present. No official business that requires a vote of the membership will be conducted without a quorum present.

[ARC 9282C, IAB 5/14/25, effective 7/1/25]

441—222.4(231) Subcommittees. A council may designate one or more subcommittees to perform such duties as may be deemed necessary.

[ARC 9282C, IAB 5/14/25, effective 7/1/25]

441—222.5(231) Expenses of preparedness advisory committee voting members. The following may be considered necessary expenses for reimbursement of council members who are individuals with

disabilities or caregivers when incurred on behalf of council business and are subject to established state reimbursement rates:

1. Reimbursement for travel in a private car.
2. Actual lodging and meal expenses, including sales tax on lodging and meals.
3. Actual expense of public transportation.

[ARC 9282C, IAB 5/14/25, effective 7/1/25]

441—222.6(231) Council composition. A council's composition must include nine members with at least 50 percent of members being individuals with disabilities or caregivers.

[ARC 9282C, IAB 5/14/25, effective 7/1/25]

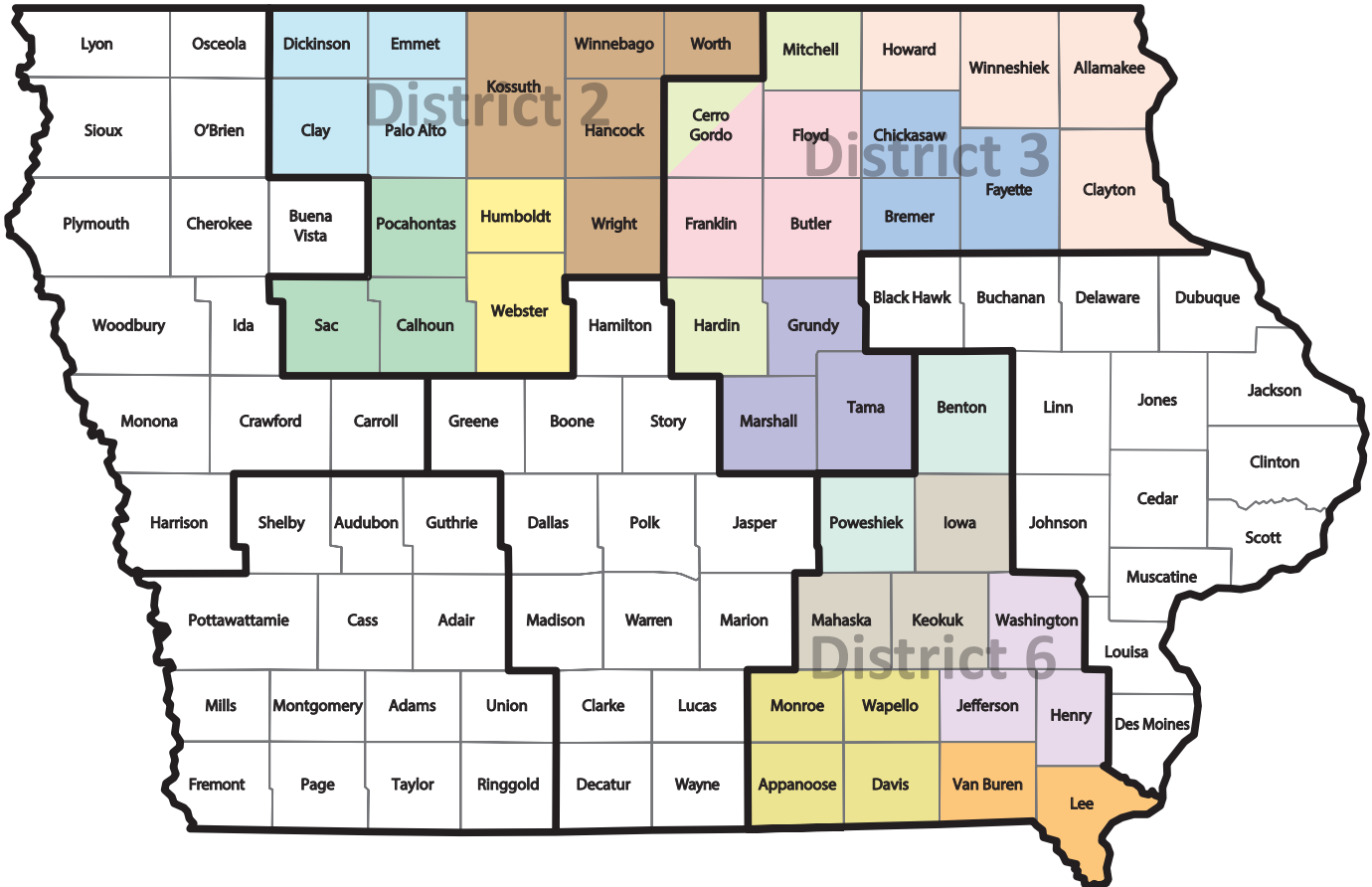
These rules are intended to implement Iowa Code chapter 231.

[Filed ARC 9282C (Notice ARC 9018C, IAB 3/19/25), IAB 5/14/25, effective 7/1/25]

CICS Disability Access Points Disability Service Navigator Coverage Districts 2, 3, and 6



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CICS Main Line	515-513-6870	info@cicsmhds.org
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Disability Services Navigator	Counties Served	Phone	Email
Ally Porath	Clay, Dickinson, Emmet, Palo Alto	515-766-4332	ally.porath@cicsmhds.org
Angie Rodamaker	Cerro Gordo, Hardin, Mitchell	515-461-3623	angie.rodamaker@cicsmhds.org
Brenda Daily	Benton, Poweshiek	641-236-9199	brenda.daily@cicsmhds.org
Brittany Baker	Humboldt, Webster	515-416-6904	brittany.baker@cicsmhds.org
Carrie Hisler	Calhoun, Pocahontas, Sac	515-955-1719	carrie.hisler@cicsmhds.org
Danielle Reetz	Bremer, Chickasaw, Fayette	641-939-8167	danielle.reetz@cicsmhds.org
Jarica White	Iowa, Keokuk, Mahaska	515-644-2641	jarica.white@cicsmhds.org
Jessica Crawford	Hancock, Kossuth, Winnebago, Worth, Wright	515-416-4451	jessica.crawford@cicsmhds.org
Kasarah Dillon	Henry, Jefferson, Washington	641-450-7160	kasarah.dillon@cicsmhds.org
Kelsey Stortz	Allamakee, Clayton, Howard, Winneshiek	641-715-7731	kelsey.stortz@cicsmhds.org
Kim Fletchall	Lee, Van Buren	641-658-9352	kim.fletchall@cicsmhds.org
Laurie Lenertz	Appanoose, Davis, Monroe, Wapello	515-961-1075	laurie.lenertz@cicsmhds.org
Lisa Soder	Grundy, Marshall, Tama	641-754-6390	lisa.soder@cicsmhds.org
Starla Varrelman	Butler, Cerro Gordo, Floyd, Franklin	515-416-6399	starla.varrelman@cicsmhds.org
Betsy Stursma, CFO & DSN PM		515-961-1059	betsy.stursma@cicsmhds.org
Jen Sheehan, DSN PM		515-461-6152	jen.sheehan@cicsmhds.org
Russell Wood, CEO		515-663-2947	russell.wood@cicsmhds.org
Meghan Freie, COO		515-416-6262	meghan.freie@cicsmhds.org

* Visit www.cicsmhds.org for most current information

Conflict of Interest Policy and Procedure



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A conflict of interest is a situation in which an individual has competing interests or loyalties.

Financial Conflicts:

CICS staff members shall have no financial interest in the services or supports to be provided. Staff members whose salary is paid in part or in whole by a provider must disclose the information in a Conflict of Interest statement.

Other Conflicts:

According to the Iowa Attorney General's Office in a Legal Opinion, a conflict may occur that is not financial in nature:

"It is not necessary that this advantage be a financial one. Neither is it required that there be a showing the official sought or gained such a result. It is the potential for conflict of interest which the law desires to avoid."

Advisory Committee Members and Governing Board Members who are an officer, director or board member of a corporation with which CICS has a business relationship must disclose the information in a Conflict of Interest statement. It is the intent that no CICS staff member shall be an officer, board member, or director of a corporation or provider which CICS has a business relationship with. No CICS staff member shall serve on any board, committee, or advisory group during work hours without written permission from the CICS CEO. Conflict of Interest statements will be sent to the Operations Officer.

Funding authorization decisions shall be made by a CICS staff member, who shall have no conflict of interest in the services or supports to be provided. In the event that such a situation occurs, that conflict of interest must be fully disclosed. A Conflict of Interest statement shall be completed and sent to the Operations Officer. A funding decision shall not be made by a subordinate of the individual with the conflict of interest.

Upon disclosure of the information described above, CICS will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include:

1. Requiring the conflicted person to refrain from taking any official action or performing any official duty that would, or would have the appearance of, detrimentally affecting or creating a benefit for the outside employment or activity including:
 - Participating in any vote where a conflict exists
 - Participating in any discussion where a conflict exists
 - Taking action to influence any vote where a conflict exists
 - Providing any other official service, including but not limited to distribution of items, that are not available to members of the general public
 - Completing funding authorization decisions;
2. Requiring the conflicted person to refrain from being involved in any dealings on behalf of CICS with such person, business or enterprise; or
3. Requiring the conflicted person to submit documentation of all dealings to staff member assigned to provide oversight on behalf of CICS with such person, business, or enterprise.

Committee Members Conflict of Interest Statement



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A conflict of interest is a situation in which an individual has competing interests or loyalties

Name: _____

In responding to these questions, understand that a “yes” response does not imply that the relationship or transaction was inappropriate.

1. Are you an officer, board member or director of a corporation or provider with which CICS has a business relationship? ☐ Yes ☐ No

Name of Corporation/Provider

Office Held

2. Do you, or a member of your family receive services from, have a financial interest in, or receive remuneration or income from a corporation or provider with which CICS has a business relationship? ☐ Yes ☐ No

Name of Corporation/Provider

Please check the statements below that are correct to the best of your knowledge and sign at the end to certify your answers.

- ☐ I have received a copy of and read the Conflict of Interest Policy for CICS and understand my responsibilities under them.
- ☐ Should a conflict of interest arise, I agree to immediately inform the CICS Advisory Committee I am a member of.

Signature _____ Date _____

Please return to: Meghan Freie, Operations Officer
meghan.freie@cicsmhds.org