

**Central Iowa Community Services
Regional Board Meeting Minutes
Sept. 24, 2015 1:00 p.m.
Story County Administrative Bldg., Nevada**

Board Members Present: Franklin-Mike Nolte; Story-Paul Toot; Hardin-Ronn Rickels; Warren-Dean Yordi; Poweshiek-Larry Wilson; Marshall-Bill Patten; Hamilton-Doug Bailey; Madison-Phil Clifton; Advisory Board Reps.-Al Fagerlund and Pam Herrema.

Counties/Members Absent: Boone, Jasper and Advisory Board Reps Al Fagerlund and Pam Herrema.

Others Present: Heidi Burhans, Terri Kuntz, Jim Paproki.

Administrative Team Present: Jody Eaton, Linn Adams, Patti Treibel, Karla Webb, Betsy Stursma, Jill Eaton, and John Grush.

Call to Order. Chair Nolte called the meeting to order.

Agenda and Minutes. Yordi moved, Wilson seconded to approve the agenda. All voted aye. Toot moved, Rickels seconded to approve the minutes of the August 27, 2015 meeting. All voted aye.

Administration

Meeting Dates. Wilson moved, Patten seconded to approve the recommendation of the Administrative Team to not meet in November. All voted aye. The next two meetings will be October 22nd (in Ames) and December 17th (back in Nevada).

Conflict of Interest. Jody Eaton reviewed contracts and other issues on the agenda today that may present a conflict of interest to Board members. Members are asked to abstain voting if a conflict is possible.

Statement of Understanding. Eaton reviewed Section 6.1 of the 28E Agreement which requires a “statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee’s wages and benefits that will be the responsibility of the Region.” Eaton presented a proposed template for the Statement of Understanding to be used for all region funded employees that would be approved annually. Wilson moved, Bailey seconded to approve the template. All voted aye on a roll call vote. Letters will be sent to the CICS Board representative of each county to present to their Board of Supervisors for approval.

Uniform Policies.

- **Training/Mileage.** Eaton reviewed a proposed Training and Education Policy that will standardize practice and payment region wide. The policy will also standardize mileage payment for the Governing Board, Advisory Board, and staff travel for CICS purpose to the federal reimbursement rate. Claims for covered expenses would be sent into CICS Claims for payment. The Administrative Team will prepare a reimbursement form to be used and Burhans recommended that the form require the odometer readings (as recommended by the State Auditor). Bailey

moved, Patten seconded to approve the policy with an effective date of October 1, 2015. On a roll call vote all voted aye.

- **Occupancy.** Eaton noted that 5 counties pay rent for space occupied by CICS and 5 do not. Rents range from \$305 to \$850 per month. The Administrative Team will be bringing a recommendation back to Board regarding standardization. Toot suggested possibly using the formula used for DHS space that the counties provide.

Finance

August Financials. Jill Eaton reviewed the August, 2015 Expenditure Report. Total expenditures for the month were \$647,880.

Claims. Following review of the claims paid, Clifton moved, Wilson seconded to approve service claims paid for September 1st and 15th by CICS. All voted aye on a roll call vote.

Operations

FY 16 Contracts.

- **Foundation 2.** Webb reviewed the proposed contract with Foundation 2 that would provide a region wide 24 hour crisis phone service to all residents within CICS. They have estimated apx. 3,000 calls per year (250/mth). Cost is \$10,833.33 per month. They will provide live answering with BA level staff and will also have clinical professionals available as needed. Bailey moved, Yordi seconded to approve the contract for the balance of FY 16. All voted aye on a roll call vote. Contract will start November 1st. Foundation 2 will provide a monthly report of information about the calls received which can be reviewed prior to contracting for FY 17.
- **Boone County Transit.** Wilson moved, Patten seconded to approve revised contract for FY 16. All voted aye on roll call vote.

Planning

Crisis Services. Webb updated on tours that Administrative Team, Advisory Board, and staff have been doing to visit existing crisis service programs (Des Moines and Waterloo). Another is scheduled October 14th for the Dallas County program. The Administrative Team will use this information to assess needs and develop a recommendation of crisis services for CICS.

Compliance

Outcomes. Grush reviewed the statewide outcomes project that is being designed that will incorporate regional and provider outcomes. There will be a training in October to train providers in entering data into the CSN system that will be used for the data collection. It is hoped that the new MCOs will be able to interface with CSN also.

Coordination

Consumer Survey. Stursma reviewed a report of the 2015 Consumer Survey that was recently completed. The survey went out to a representative sample including individuals from all counties. The survey showed transportation identified as the service most needing improvement and/or expansion. It also showed that individuals receiving facility-based residential services were more dissatisfied than those in community based services and that those not having a job were more likely to be unsatisfied with their employment situation.

Advisory Board Report. Advisory Board representatives were not present, however, it was noted that Advisory Board recently met and reviewed the results of the Consumer Survey.

County Updates. Yordi reported that House of Mercy will be having an open house for their new offices on October 2nd.

Public Comment. None.

Next Meeting and Adjournment. Nolte noted that the next meeting will be October 22, 2015 at 1:00 pm at the Story County Human Services Building in Ames. Nolte adjourned the meeting.

Minutes respectfully submitted by Linn Adams.

Linn Adams, Recording Secretary

Mike Nolte, Board Chair