

**Central Iowa Community Services  
Regional Board Meeting Minutes  
January 28, 2016 1:00 p.m.  
Story County Administration Bldg., Nevada, Ia.**

**Board Members Present:** Franklin-Mike Nolte; Story-Wayne Clinton; Hardin-Ronn Rickels; Warren-Dean Yordi; Poweshiek-Larry Wilson; Marshall-Bill Patten; Hamilton-Doug Bailey; Boone-Tom Foster; Madison-Phil Clifton; Jasper-Joe Brock; Advisory Board Reps.-Al Fagerlund and Pam Herrema.

**Counties/Members Absent:** None.

**Others Present:** Terri Kuntz, Pamela Alger, Mickey Edwards, and Phil Meier.

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

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

**Agenda and Minutes.** Bailey moved, Brock seconded to approve the agenda. All voted aye. Foster moved, Brock seconded to approve the minutes of the December 17, 2015 meeting. All voted aye.

**Administration**

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

**Cost Advisory Services (CAS).** The Administrative Team met with CAS to discuss an indirect cost report that could be utilized to allocate CICS indirect costs. They already prepare the report for most counties so additional work may be minimal. Such a report may allow the region to reimburse counties for some indirect costs not currently captured. Jody Eaton reported that work will continue on this proposal.

**Statement of Understanding.** Yordi moved, Brock seconded to approve Statements of Understanding for staff replacing vacant positions in Poweshiek County including a Service Coordinator (100% of 1 FTE) and Support Staff (75% of 1 FTE). On a roll call vote all voted aye.

**Legal Services.** Jody Eaton presented a Letter of Engagement with Nymaster-Goode, PC for general representation of CICS as needed. The Administrative Team has explored options and recommends approval of the engagement. The engagement can be terminated with written notice. Clinton moved, Rickels seconded to approve the Letter of Engagement. On a roll call vote all voted aye.

**Hiring Policy.** Jody Eaton presented a revised Staffing Policy and Hiring Procedure following review of the previous draft with Attorney Mike Galloway. Under the procedure, the Administrative Team will determine the employing county for regional staff through an internal process. The hiring process will then follow the employing county process as outlined in the procedure. Bailey recommended the Employment Committee appointed at the previous meeting move in the direction of a single employment entity for the future. Brock moved, Wilson seconded to approve the Staffing Policy and Hiring Procedure. On a roll call vote all voted aye.

## Finance

**FY 16 Financial Report.** Jill Eaton reviewed the FY 16 budget expenditures as of 11/30/15. No action needed.

**Claims.** Following review, Bailey moved, Clinton seconded to approve service claims paid for 12/22/15 (\$266,308.67), 1/5/16 (\$284,590.42), and 1/19/16 (\$145,086.42). On a roll call vote all voted aye.

**FY 17 Budget.** Following review, Yordi moved, Clinton seconded to approve the FY 17 CICS Budget as recommended by the Administrative Team and Finance Committee, totaling \$15,676,500. On a roll call vote all voted aye. It was noted that the State has mandated a new format for the budget.

**FY 17 Levy Recommendation.** Jill Eaton presented the recommendation of the Administrative Team and Finance Committee to set the per capita levy for FY 17 at \$22.60. This is a significant decrease from the previous year, however, it will still assure adequate funding for services and expansion for several years. The amount recommended is the most that can be levied in Warren County so approval of this levy will result in all CICS counties levying the same per capita amount. There was additional discussion of legislative proposals to let local entities make local levy decisions to meet needs of the regions. Clinton moved, Patten seconded to approve the levy recommendation of \$22.60 per capita for FY 17. On a roll call vote all voted aye.

## Operations

### **Contracts.**

- **Central Iowa Juvenile Detention.** Administrative Team members met with CIJDC and addressed several issues regarding transports. They will now bill from the location the client is picked up and 98% of transports will be in secure vehicles. Clifton moved, Clinton seconded to approve the new contract to be effective 12/1/15. Foster abstained from voting. On a roll call vote all others voted aye.
- **Integrated Treatment Services.** Clinton moved, Yordi seconded to approve the contract for outpatient services. On roll call vote all voted aye.
- **Midwest Counseling.** Brock moved, Wilson seconded to approve the contract for outpatient services. On roll call vote all voted aye.
- **Home Instead Senior Care.** Foster moved, Rickels seconded to approve the contract for homemaker services. On roll call vote all voted aye.
- **evizzit LLC dba ITP.** Webb explained that the telehealth contract was previously with Pathways, which has now been purchased by new owners. Some terms were revised in the contract regarding units paid and pooling of "upfront" units. Brock moved, Bailey seconded to approve the contract subject to a review that the contract is consistent with the host county's contract with this provider. On a roll call vote all voted aye.
- **Progress Industries Supported Employment Contract Addendum.** The revision is primarily to allow the provider flexibility in allocated individual budget lines to meet staff expansion. The revision results in a lower dollar amount overall. Wilson moved, Yordi seconded to approve the addendum. On a roll call vote all voted aye.

### Service Coordination

**Case Management Updates.** Stursma, Treibel, and Adams provided an update on each of the Case Management entities in the region. All continue to struggle due to staff loss. Poweshiek County ended its Case Management program 12/31/15. Warren/Jasper will end their program effective 2/29/16. The CICM Board has approved a recommendation to the Boards of Supervisors of member counties to terminate the 28E on 6/30/16. Boone/Madison/Hamilton Case Management has not made a final decision on their intent.

**Service Coordination Specialist Positions.** Stursma reviewed a job description for two new positions that will perform duties under supervision of the Coordination Officers. The primary duties were reviewed. Yordi moved, Clinton seconded to approve up to 2 FTE Service Coordination Specialist positions. On a roll call all voted aye.

### **Planning**

**Program Utilization Review.** Wood reviewed program utilization data for the following: crisis psychiatric appointments, crisis line, supported employment program, and telepsychiatry.

### Compliance

**Statewide Outcomes.** Grush reviewed the statewide Quality Service Development & Assessment (QSDA) process being developed. This project includes DHS, MHDS regions, MHDS providers, and ISAC and there are three workgroups working on the project. Standard outcomes are being developed and all entities will help in collecting data.

**Advisory Board.** Fagurland reported on the recent organizational meeting of the CICS Advisory Board. The Board elected new officers and reviewed the Annual Report.

### **County Updates/Other Business.**

- Wilson reported that Poweshiek County will need to hire a new MH Advocate for next fiscal year and requested that the Administrative Team review options for coverage.
- Clinton reviewed the activities of the Children's Mental Health Workgroup on which he serves. The group continues to work on a plan to meet these needs statewide.

**Next Meeting and Adjournment.** The next meeting will be 2/25/16 at 1:00 at the Story County Administrative Building in Nevada. With no further business the Chair adjourned the meeting.

Minutes respectfully submitted by Linn Adams.

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Linn Adams, Recording Secretary

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Mike Nolte, Board Chair