

CICS Regional Board Meeting Minutes
March 23, 2017
Story County Administrative Bldg., Nevada, IA

Board Members Present: Franklin-Mike Nolte, Story-Marty Chitty, Hardin-BJ Hoffman, Boone-Chad Behn, Marshall-Bill Patten, Jasper-Joe Brock, Poweshiek-Larry Wilson, and Madison-Phil Clifton. **Counties/Members Absent:** Hamilton-Doug Bailey, Warren-Dean Yordi, and Advisory Board Representatives Sherry Becker and Al Fagerlund.

Others Present: Terri Kuntz, Deb Schildroth, Linda Murken, Meghan Freie, and Annie Koch.

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

Chair Nolte called the meeting to order and introductions were made.

Agenda and Minutes. Chitty moved, Hoffman seconded to approve the agenda. All voted aye. Wilson moved, Chitty seconded to approve the minutes of the February 23, 2017 meetings. All voted aye.

HIPAA. Wood presented the annual HIPAA training to board members and others present.

Administration

Job Duties. Jody Eaton presented the updated Administrative Team/Officer job duties. These job duties are CICS functions in addition to specific county responsibilities.

Conflict of Interest. There were no contracts on the agenda and appeared to be no potential conflicts of interest for board members.

Policies and Procedures. Jody announced that the revisions to the CICS Management Plan were approved by the MHDS Commission and Department of Human Services. Copies of the final revised policies manual will be available in each local county office.

BIAI Recognition. Jody also shared information that CICS was recognized by the Brain Injury Association as their organization of the year.

Finance

Claims. Clifton moved, Wilson seconded to approve CICS claims paid February 28th (\$322,744.13) and March 14th (\$342,546.66). On a roll call vote all voted aye.

FY 17 Budget Expenditure Report. Jill Eaton reviewed the report for the fiscal year for the period ending February 28, 2017. Expenditures year-to-date are \$5,917,029.33 (37.4% of budget).

Operations

Annual Service and Budget Plan (ASBP). Webb reviewed with the board a summary of the FY 18 Report which must be submitted to DHS by April 1st. The report includes: identification of access points, TCM providers for the region, crisis planning and agencies responsible, scope of services (core and others), budget and financing provisions, financial forecasting, and provider reimbursement provisions. Following review, Patten moved, Brock seconded to approve the ASBP to be submitted. On a roll call vote all voted aye.

Quality Assurance

Reports. Treibel-Leeds reviewed utilization of the Crisis Line and telepsych in jails and hospital emergency rooms for the month of February.

Compliance-QSDA

Conference Reimbursement. Jody Eaton presented a request on behalf of John Grush for additional reimbursement for the Value Based Conference he recently attended in Florida. The Board had approved a maximum of \$1750 previously. Additional costs included: \$100 more for registration as could not meet the “early bird” deadline and additional hotel and transportation costs. Following review, Wilson moved, Hoffman seconded to approve an additional \$262.26 for the conference. On a roll call vote all voted aye.

Advisory Board. Neither Advisory Board representative was present.

County Updates and Other Business.

- Trilix will be releasing the new CICS website around April 1st after being reviewed on a beta site. Board members are also encouraged to like the CICS Facebook page.
- Treibel-Leeds reported that the new ROSE Center (drop in) is open and an Open House will be held March 28th from 5 to 7 p.m.
- Deb Schildroth congratulated CICS on behalf of Story County for the BIAI award and the good work done in the 5 years since the redesign legislation was approved.

Public Comment. None.

With no further business, the Chair adjourned the meeting.

Linn Adams, Recording Secretary

Mike Nolte, Board Chair