

CICS Regional Board Meeting Minutes
June 22, 2017
Story County Administrative Bldg., Nevada, IA

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

Others Present: Terri Kuntz.

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

Agenda and Minutes. Chair Nolte called the meeting to order with a request to amend the agenda to add Procedures of CICS Administrative Team to the agenda. Wilson moved, Chitty seconded to approve the amended agenda. All voted aye. Clifton moved, Hoffman seconded to approve the minutes of the May 25, 2017 meeting. All voted aye.

Administration

Conflict of Interest. Jody Eaton reviewed contracts and other issues to be addressed today that could be conflicts of interest. Members were asked to take appropriate action if a conflict exists.

Election of Vice-Chair. Jody Eaton reviewed the process in the Bylaws for the officers. Bylaws state that the current Vice-Chair moves up to Chair July 1st for a two year term and a new Vice-Chair is elected. The Chair opened the floor for nominations. Clifton moved, Behn seconded the nomination of BJ Hoffman. Patten moved, Wilson seconded the nomination of Marty Chitty. Yordi moved, Bailey seconded that nominations cease. Paper ballots were distributed for voting and tabulated by Webb and Jill Eaton. Nolte announced that Chitty was elected Vice-Chair.

SOU Template. Jody Eaton reviewed revisions to the Statement of Understanding (SOU) template for individuals funded with CICS funds. The revisions were due to the approval last month of the supplemental employee manual. The revised language states: "The costs for the above position, including salary, benefits and other expenses shall be paid using regional funds currently held by {County} County in their County Fund 10. Beginning 7/1/17 the amount of salary paid from Fund 10 shall not exceed the maximum reimbursement rate for the position, as approved annually by the CICS Governing Board, multiplied by the percentage of the position that is regionally funded. Individuals in the position prior to 7/1/17 shall be grandfathered in at the pay rate they are receiving 7/1/17 and CICS will allow an annual increase for reimbursement for the position not to exceed the percentage increase allowed for the regional pay matrix annually by the CICS Governing Board. These forms shall be updated each fiscal year or as mutually agreed upon". Hoffman moved, Brock seconded to approve the revised SOU template. On a roll call vote all voted aye. The CEO will be sending out the SOUs to be approved and signed by each Board of Supervisors.

ICAP General Liability and Public Officials Wrongful Acts Renewal. Jody Eaton reviewed the quote summary for coverage for the year commencing 7/1/17. Chitty moved, Yordi seconded to approve the quote at a cost of \$9,938.52 and authorize the signing of the renewal. On a roll call vote all voted aye.

MHDS Regional Collaborative-Memorandum of Understanding. Jody Eaton reviewed the proposed MOU with all the MHDS regions. The MOU creates a Regional Collaborative to promote equity for people served throughout the state, outlines the collective vision and purpose, outlines expectations and protocols, establishes consistency in application of

residency, and addresses outcomes. Clifton moved, Bailey seconded to approve the document and authorize the CEO to sign. On a roll call vote all voted aye.

Request for Consultation for SF 504 Required Workgroup. Jody Eaton reviewed a proposal from Beth Morrissette of Mission Matters to provide consultation and facilitation for the required stakeholder workgroups, stakeholder survey and summary, and strategic planning sessions. Cost is \$10,700 for all three parts plus mileage and lodging. The Administrative Team has recommended approval. Hoffman moved, Wilson seconded to approve the proposal. On a roll call vote all voted aye. Adams and Stursma will be working with the consultant in conducting the workgroup sessions. The meetings will be held on the 4th Monday of July, August and September. A report is due to the State in mid-October.

HIPAA.

- **ISAC Agreement.** Wood reviewed a Service Agreement to participate in the ISAC HIPAA program and recommended the approval of two memberships for CICS for FY 18 at a cost of \$3,500 (two at \$1,750 each). Yordi moved, Wilson seconded to approve two memberships. On a roll call vote all voted aye.
- **CICS HIPAA Policy Revision.** Yordi moved, Brock seconded to approve the addition of language that states “the following are considered “Departments” of the Covered Entity and shall submit their EMOPs to the Covered Entity on July 1 annually or within 30 days of updating them” and includes a listing of the Community Services departments of each CICS County. On a roll call vote all voted aye for the revision.

C-3 De-escalation Pilot Project. Jody Eaton reported that CICS was chosen to be part of a pilot project regarding crisis services and the implementation of C-3 De-escalation procedures. Representatives will be attending a 2 day conference which will include the CEO and provider representatives from Access, Inc., Eyerly-Ball Mental Health Center, and Capstone. Chitty left the meeting.

August Meeting Date. Since the previously scheduled August meeting is during the ISAC Fall Conference, Wilson moved, Clifton seconded to move the meeting date to August 17th at 1:00. All voted aye.

Procedures of CICS Administrative Team. Adams reviewed the written procedures that were approved by the Administrative Team on 6/1/17. The procedures provide written guidance for the operations and structure of the Administrative Team. The procedures address Administrative Team membership, process for vacancies on the Team, duties and powers, conduct and requirements for meetings, Executive Officers and their duties, committees, and approval and amendments of the procedures. Hoffman moved, Bailey seconded to approve the procedures. On a roll call vote all voted aye. The procedures are effective upon approval by the Board.

Making A Difference. Treibel-Leeds provided information about Mental Health First Aid (MHFA) and the training that she and two other CICS staff recently completed to teach MHFA. MHFA is intended to teach on offering aid to individuals with mental health crisis similar to First Aid is used for medical emergencies. The three trained will be providing ongoing MHFA trainings throughout the CICS region. CICS is covering the costs of participants. The first training was held in Hardin County with 30 participants.

Finance

Claims Reports. Patten moved, Bailey seconded to approve the claims paid on 5/23/17 (\$364,830.52) and 6/6/17 (\$113,613.93). 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 5/31/17. Expenditures year-to-date (excluding transfers from counties to region) are \$8,233,926.95 (52.6% of budget).

Operations

FY 18 Contracts.

- Webb reviewed contracts that have been received back from providers that were sent out in board packets. Due to potential conflict of interest it was requested to address the HIRTA, Jasper County Public Health, and Access, Inc. contracts separately. Wilson moved, Hoffman seconded to approve the following FY 18 contracts: Optima Life Services, Journey Counseling and Consultation, Progress Industries (SCL/Day Hab), Progress Industries (Employment), Youth & Shelter Services, Inc., Genesis Development (Supp. Employment), Arc of Story County, Central Iowa Psychological Services, Christian Opportunity Center, Crossroads Mental Health Center, Foundation 2, Franklin County Service Center, Friendship Ark, Inc., Goshorn Psych-Services, PLLC, Ellsworth Municipal Hospital dba Hansen Family Hospital, Madison County Public Transportation, Mason City Clinic, Mid-Iowa Triumph Center, Inc., MIW, Inc., Rodasi LLC dba Midwest Counseling, The Salvation Army, eVizzit, LLC dba Integrated Telehealth Partners, and NAMI Central Iowa. On a roll call vote all voted aye.
- **Access, Inc.** Wilson moved, Yordi seconded to approve the FY 18 contract with Access. On a roll call vote Nolte and Hoffman abstained and all others voted aye. Motion carried.
- **HIRTA Transit.** Wilson moved, Hoffman seconded to approve the FY 18 contract with HIRTA. On a roll call vote Clifton and Yordi abstained and all others voted aye. Motion carried.
- **Jasper County Public Health.** Hoffman moved, Clifton seconded to approve the FY 18 contract. On a roll call vote Brock abstained and all others voted aye. Motion carried.
- Webb reviewed contracts that had not been sent out previously in the board packets. Following review, Hoffman moved, Wilson seconded to approve the contracts with NIVC Services (Supp Employment) and Eyerly-Ball Mental Health Center. On a roll call vote all voted aye.
- **Friends Forever.** Wilson moved, Yordi seconded to approve the contract with Friends Forever. On a roll call vote Bailey abstained and all others voted aye. Motion carried.

Quality Assurance

ITP and Crisis Line Utilization. Reviewed utilization through May for the telehealth in hospitals and jails and also utilization of the crisis line.

Advisory Board. Nothing to report.

County Updates, Other Business, and Public Comment. None.

Next Meeting/Adjournment. July 27, 2017 at 1:00 at Story County Administrative Building in Nevada. With no further business, the Chair adjourned the meeting.

Linn Adams, Recording Secretary

Mike Nolte, Board Chair