

**Central Iowa Community Services
Regional Board Meeting Minutes
January 25, 2018
Story County Administration Bldg., Nevada, Ia.**

Board Members Present: Hardin-BJ Hoffman, Franklin-Mike Nolte, Marshall-Bill Patten, Story-Marty Chitty, Warren-Dean Yordi, Poweshiek-Diana Dawley, Hamilton-Doug Bailey (Chair), Madison-Phil Clifton, Boone-Chad Behn, and Advisory Board Representatives Terry Johnson and Al Fagerlund.

Counties/Members Absent: Jasper.

Others Present: Fiscal Agent-Heidi Burhans, William Vaughn, Ellen Ritter, Dawn Rudolph-Greene County Supervisor, Linda Murken.

Administrative Team Present: Linn Adams, Betsy Stursma, Russell Wood, Jill Eaton, John Grush, and Karla Webb.

Administrative Team Absent: Jody Eaton and Patti Treibel-Leeds.

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

Agenda and Minutes. Yordi moved, Chitty seconded to approve the agenda with the following revisions: Change Transition Living Program RFP to Transitional Living Center RFP, remove Friends Forever provider agreement, and remove Heartland Senior Services provider agreement. All voted aye. Nolte moved, Patten seconded to approve the minutes of the December 28, 2017, meeting. All voted aye. Motion carried.

Chairman's Items

Committee assignments. There is a vacancy on the CICS Advisory Board, due to Larry no longer representing Poweshiek County on the CICS Governing Board. Please let Chairman Bailey know if interested in filling this vacancy.

Employment Committee. Yordi moved, Hoffman seconded to reappoint Mike Nolte, Bill Patten, Doug Bailey, Jody Eaton (non-voting), and Karla Webb (non-voting) to the employment committee. On a roll call vote, all voted aye. Motion carried.

Administration

Conflict of Interest. Linn Adams reviewed potential conflict of interests during today's agenda, as contracts for Capstone, Premier Payee, and Grace C Mae Advocate Center, will be considered.

Letter of Request from Greene County. Chair Bailey reported the CICS 28E is set up in a manner that does not require the 28E agreement to go back to each member county when adding new membership to the Region. Consensus was to follow precedent set with the addition of Warren and Poweshiek Counties and not take the 28E back to each member county when adding another county to the Region. Greene County Supervisor, Dawn Rudolph, commented on jail diversion services and other questions posed regarding Greene County's finances and services. Nolte moved to deny the request for Greene County to join CICS. Motion failed due to a lack of second. Behn moved, Chitty seconded to approve the request from Greene County to join CICS effective July 1, 2018, on the condition there would not be an additional administrative position on the Administrative Team. Ayes: Bailey, Hoffman, Clifton, Patten, Dawley, Chitty, Yordi, Behn. Nays: Nolte. Motion carried.

Hamilton County Statement of Understanding (SOU). Hoffman moved, Yordi seconded to approve the SOU for Becky Laube in Hamilton County as a portion of her time is paid from regional funds. Aye: Hoffman, Clifton, Patten, Dawley, Chitty, Yordi, Behn, Nolte. Abstain: Bailey. Motion carried.

Progress Industries/Eide Bailly Proposal. Linn Adams discussed the impact tiered daily SCL rates will have on some providers, especially Progress Industries. As a proactive approach to ensure financial viability and the ability to continue to provide services long-term, they have requested Eide Bailly a CPA firm, who has been a part of cost reports for disability services for many years to assist with looking at their financials. The estimated cost for the first phase of the 3-phase project is \$4300-\$6000. Phase 2 and 3 together is an estimate of \$16,000-\$34,000. The Administrative team has recommended a cost sharing approach. Patten moved, Dawley seconded for CICS to fund up to \$5,000 for phase one, and up to \$15,000 for phases two and three. On a roll call vote, all voted aye. Motion carried.

Finance

Claims. Hoffman moved, Clifton seconded to approve the CICS claims that were paid on January 2, 2018, and January 16, 2018, as presented. On a roll call vote all voted aye. Motion carried.

December 2017 Financial Report. The December 2017 financial report was presented and reviewed. The expenditures for December were \$818,664.09 and the year-to-date expenditures were \$4.6M.

FY19 Budget Correction. Jill Eaton reported there had been a calculation error in the FY19 budget approved last month. To keep the overall budget the same, the proposal was to make changes in a few line items and retain the overall budget at \$15.575M. These changes were approved by the Administrative Team and the Finance Committee. Nolte moved, Yordi seconded to approve the corrected FY19 budget as presented. On a roll call vote, all voted aye. Motion carried.

IPAIT Recommendation. Burhans presented a recommendation from the CICS Finance Committee regarding investment options for CICS fund balance. In October Burhans and Jarrett Heil, Marshall County Treasurer, met with IPAIT regarding the CICS funds. Burhans reported currently the majority of the CICS funds are held in an IPAIT daily account with a balance of around \$11M-\$14M. Claims are paid from a local bank account bi-weekly and the average balance in this account is \$1M - \$2M. The CICS Finance Committee had suggested looking at investment options to gain the most return on the money. The Finance Committee recommended utilizing a 1-year CD equal to 20% of FY17's actual gross expenditures of \$9M, which would be around \$1.8M. Burhans reported the Finance Committee, along with Jill Eaton, Finance Officer, are looking at financial policies, as well as, a separate investment policy. Clifton moved, Nolte seconded to invest in a one-year CD equal to 20% of FY17's actual gross expenditures, \$1.8M, for the best available rate at either IPAIT or another bank in the Region and continue to utilize the daily account to pay for bi-weekly expenditures. On a roll call vote, all voted aye. Motion carried.

Planning

Mary Greeley Crisis Residential Proposal. Wood presented a contract amendment for Mary Greeley Medical Center (MGMC) for startup costs in relation to project for a facility, which would have 3 beds for crisis stabilization residential services, 3 beds for transitional service, and 2 beds that would float between the two services, based on need. In addition to the startup funds provided to MGMC, CICS would also be looking to reimburse Story County for modifications needed to the building owned by Story County. This is expected to be up to \$250,000 and then MGMC would charge a daily rate for the services provided. The service is expected to start 8/1/18. Clifton moved, Hoffman seconded to approve the MGMC addendum

for \$79,400 startup costs. On a roll call vote, all voted aye. Motion carried. The remodel costs to be reimbursed to Story County will be brought back at the February meeting.

Transitional Living Center (TLCs) RFP. Wood presented the RFP to expand our current TLCs (3) by adding two additional sites in Marshall and Boone Counties. The addition of the two sites will increase our ongoing expenses by \$700K-\$800K per year. Patten moved, Dawley seconded to let the RFP for two additional transitional living centers in Marshall and Boone Counties. On a roll call vote, all voted aye. Motion carried.

Operations

Provider Contracts. Webb presented information on FY18 contracts including: adding peer drop in services to Capstone for Poweshiek County, adding a new provider in Premier Payee for payee services, and adding outpatient services for Grace C Mae Advocate Center in Marshall County. The list of contracts was reviewed to determine any possible conflicts of interest. Hoffman moved, Chitty seconded to approve the provider contracts as presented. On a roll call vote, all voted aye. Motion carried.

Service Coordination

Service Report. Adams presented the service coordination report for the first six months of FY18. Through December 31, 2017, we have seen an increase of 22% in individuals the local coordinators are providing service to and an increase of 26% in applications received. There has been a slight increase in individuals in RCFs and long-term MHI stays, but the overall trend line continues to be downward.

Public Comment

None.

Next Meeting and Adjournment. The next meeting will be February 22, 2018 at 1:00. The meeting will be held in the Assessor's conference room on the first floor of the Administrative building in Nevada. With no further business the Chair adjourned the meeting.

Minutes respectfully submitted by Betsy Stursma.

Betsy Stursma, Recording Secretary

Doug Bailey, Board Chair