

## Central Iowa Community Services Regional Board Meeting Minutes

September 27, 2018

Story County Administration Bldg., Nevada, IA

**Board Members Present:** Hamilton-Doug Bailey, Story-Marty Chitty, Poweshiek-Diana Dawley, Franklin-Mike Nolte, Hardin-BJ Hoffman, Marshall-Bill Patten, Greene-Dawn Rudolph, Madison-Phil Clifton, Advisory Board Representatives Wendie Cooper and Terry Johnson.

**Counties/Members Absent:** Boone, Warren, and Jasper.

**Others Present:** Fiscal Agent Heidi Burhans, Karen Walters-Crammond.

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

**Agenda and Minutes.** Board Chair Bailey called the meeting to order and introductions were made. Hoffman moved, Rudolph seconded to approve the agenda as presented. All voted aye. The Chair announced that the Cerro Gordo County request agenda item will be moved to bottom of agenda. Nolte moved, Dawley seconded to approve the August 30, 2018 meeting minutes. All voted aye.

### Administration

**Conflict of Interest.** Board members were encouraged to use their discretion regarding any conflicts related to contract items or other business on the agenda.

**Statements of Understanding.** Two SOU changes were presented. The first to recognize Meghan Freie's change from CICS Project Manager to Service Coordination Specialist and the second for a change for Service Coordinator Ellen Ritter to 80% regional FTE. Dawley moved, Chitty seconded to approve the SOUs. All voted aye.

**Administrative Procedures Revisions.** The amendment to the Procedures of the CICS Administrative Team was previously sent out to Board. The primary changes were to Section 5.1c, stating that selection of subsequent officers will be done one year prior to expiration of terms, and Section 6.1 allowing the CEO to designate committees or workgroups rather than the full team. Clifton moved, Hoffman seconded to approve the amended procedures. All voted aye.

**November Meeting.** Since the regular meeting date would fall on Thanksgiving, Chitty moved, Patten seconded to set the meeting for November 29<sup>th</sup>. All voted aye.

**Making A Difference—FY 18 Annual Reports.** Treibel-Leeds presented a summary report for FY 18 for the crisis line, Transitional Living Centers, and telehealth. She also presented the annual Training Report. Handouts were provided to members.

### Fiscal Agent

**Reimbursement Request.** Burhans reported on an IRS Audit that was done recently to determine if 1099 forms were sent out appropriately to vendors. Madison County had to pay back for 13 cases. Four of the cases were CICS vendors/claims for a total penalty paid of \$2,080. She requested reimbursement to Madison County for this amount. Patten moved, Chitty seconded to reimburse Madison County \$2,080. On a roll call vote Clifton abstained and all others voted aye.

## **Finance**

**Claims.** Clifton moved, Rudolph seconded to approve the reports of CICS claims paid on September 11, 2018, totaling \$\$198,214.47 and September 25, 2018 totaling \$543,207.59. On a roll call vote all voted aye.

**Financial Reports.** Jill Eaton presented the report for FY 19 ending August 31. Total expenditures year-to-date were \$1,864,777.16.

## **Operations**

**Contracts and Contract Amendment.** Webb presented three FY 19 contract amendments including:

- Mary Greeley Medical Center. This amendment adds a maximum of \$25,000. for onboarding and access for medication prescribing and management and also adds the start-up payment for the new CS/TLC that was not paid out the previous fiscal year.
- Genesis Development. The amendment is for \$5,000 for expansion of their supported employment services in Story County.
- Premier Payee. The amendment adds SCL services to the existing contract.

Dawley moved, Chitty seconded to approve all three contract amendments. On a roll call vote all voted aye. The YSS amendment listed on the agenda will be addressed at next meeting.

## **Cerro Gordo County Request**

The CEO provided a power point presentation of information collected by the Administrative Team. The information included financial information, management plan comparisons, similarities and differences in the way CICS and CSS provide services, and potential advantages and disadvantages to adding Cerro Gordo County. Following discussion, the Board directed the Administrative Team to gather additional details as needed and to bring a recommendation back to the October board meeting.

**Other Business.** Webb reported on the Mental Health Expo that was recently held at ISU and Jody Eaton reported on upcoming events in Jasper County.

**Public Comment.** None.

**Next Meeting and Adjournment.** The next meeting will be October 25, 2018 at 1:00 at the Story County Administrative Building in Nevada. Chitty moved, Patten seconded to adjourn. All voted aye.

Minutes respectfully submitted by Linn Adams.

---

Linn Adams, Recording Secretary

---

Doug Bailey, Board Chair