



CICS

Supporting Individuals. Strengthening Communities.

Regional Governing Board Meeting Minutes

August 18, 2021

Hamilton County Courthouse, Basement Meeting Room

Board Members Present: Boone, Cerro Gordo, Franklin, Hamilton, Hancock, Hardin, Jasper, Madison, Marshall, Story, Webster, Wright, JD Deambra, Allie Wulfekuhle, Andrea Dickerson. **Counties/Members Absent:** Greene, Poweshiek, Warren, Kendra Alexander, Julie Smith. **Administrative Team Present:** Wood, Leeds, Stursma, Webb. **Others Present:** Andrew Allen, Gary McVicker, Todd Lange, Sandra King.

Agenda & Minutes

Motion to approve the August 18, 2021 agenda with removal of the July Expenditure Report. Motion by Rayhons, second by Kloberdanz. All ayes, motion carried.

BJ Hoffman, Chair asks for **motion to approve the July 22, 2021 minutes. Motion by Campbell, second by Helgevold. All ayes, motion carried.**

Finance Officer Betsy Stursma updated the Board on the YSS project. They are currently working with the CICS attorney and YSS to determine how to distribute the funds. One option is to put the amount into an escrow account. Wood is working with DHS and the Department of Management to determine if criteria can be met with depositing the funds into an escrow account. They are also working on the contract with YSS to bring to the Governing Board at the September meeting. Wood, Leeds, and Webb met with the attorney to look at a grant agreement document to make sure YSS has everything done after using the \$10 million. Hoffman asked if this is going through Story County Planning and Zoning. It is and it also needs a Conservation Easement so it may not be ready to bring back to the Board by September. **Andrew Allen of YSS gave updates on their progress.** The Conditional Use Application was due last Monday. It will be difficult to approve by September and more than likely will be in October. YSS has met with neighbors to the project and they asked good questions and he has not heard of any objections. The approval process will just take time. Wood pointed out that CICS is using the same attorney YSS usually uses, however YSS has signed off on letting CICS use him.

Wood gave the Employment Committee Update for Regional Employment. In 2013 CICS became a Region which was one year earlier than was required. CICS started as seven counties initially and now has 15. At that time the conversation was regarding what was the role as staff. It used to be every county did their own thing, such as contracts, etc. Everyone tried to keep things consistent, however eventually CICS moved into specializing each job, i.e. CEO, Finance Officer, etc. Regional Employment was brought up about two years ago. There are three options. One is to become our own entity like CSS did, the second is to go with another company, and the third is to have one of the counties in the Region be the employer of record. Having one employer of record streamlines insurance, benefits, employment decisions, etc. At this time there are 10 different counties making different decisions. The Governing Board recommends salaries, etc., however counties have had the final decision. The Governing Board did say that by July 1, 2022 it wanted CICS to be employees of one entity. This would mean uniform job descriptions, clear chain of command, clear supervision. Legislation is making Regions meet certain outcomes using Performance Based Contracts, and having one

single Employer of Record will make it easier to have staff work towards those outcomes, etc. Franklin County now employs 11 of the approximately 35 staff in the Region. Conversations with the Employment Committee resulted in the choice to have Franklin County be the Employer of Record with a target date of January 1, 2022. There are steps that would have to be taken to get to that point. Wood has met with the Franklin Board and they agreed they would be interested in formal discussions. The Franklin County Board expressed concerns to Wood that there will be increased needs for county staff time, etc. and the Region will need to cover those costs. Attorney Mike Galloway is looking at the 28E to determine what changes need to be made to it before it can be brought back to the Governing Board. Galloway would also help with the contract with Franklin County. Franklin County would become the Employer of Record, then the Governing Board becomes the Employer – even though Franklin County is the Employer of Record. Inventory of assets, standardized salary matrix, standardized job descriptions, etc. would be done. If the 28E is approved at the September meeting then each county will vote on their own on the 28E agreement. The target date is no later than July 1, 2022 preferably by January 1, 2022. If approved by the Governing Board, the Board of Supervisors in each county can ratify, etc. Wood further discussed a region-wide meeting that was held with CICS staff on Monday to answer questions and discuss concerns. Performance Based Contracting with DHS kicks in January 1, so that would line up with having one Employer of Record by January 1. A benefit of January 1 would be the same health insurance throughout the entire calendar year rather than switching halfway through the year and starting over with deductibles. Dollars are budgeted already, staff claims would be paid out of the Franklin County budget instead of each individual county. There are a lot of other nuances and details and Wood stated he would answer any questions anyone has before the Board motions.

Watts – Suggested to speak with Helgevold regarding increased costs in particular areas that they had when CSS became their own entity. Wood stated he would like to have that conversation with Helgevold and the Employment Committee. CSS did have a lot more hoops to jump through since they did create a completely new entity. CICS is not doing that, rather we are just going to one county that is already set up. Watts and Helgevold do agree that a single Employer of Record is the way to go. Helgevold suggests possibly a 2-step process. Supervisors need to understand they are not the employers after the switch, the Governing Board is the employer and makes the decisions regarding staff, etc.

Heddens – Her board is interested, however would Story change from being fiscal agent? Wood – no we like how Story runs and there is no intent on changing the fiscal agent. Heddens had questions regarding the budget and will there be relocation of staff. Wood stated that now the 28E requires counties to provide office space. Some offices pay rent, some offices have to rent, some offices are free with the county. Wood recommends keeping staff where they are to provide consistency. If that doesn't work for all counties, CICS would have to work with individual counties to determine what needs to be done. If a county is willing to allow staff to remain where they are that is great, if not there will be further conversations to determine where they will go. Wood would like to standardize occupancy costs, etc. and has various ideas to discuss in the future.

Heddens – what if legislation changes and Regional employment isn't working out? Wood – legislative talks make him think they are not moving away from a Regional system. If anything, if a region is too small to meet outcomes then regions may need to join other regions. Madison and Warren are on the outskirts and this will show solidarity as a region.

Kloberdanz - How did we decide on Franklin County? Were any other counties considered? Wood – no, no one else was asked. Franklin just did this by adding the four new counties. Some counties do not want to be the Employer of Record and would not be interested. Some counties shared staff with other counties and they



wanted that to change. As Franklin has gone through the process we do know what is involved with adding counties.

Kretzinger – Story County is the fiscal agent, why not be Employer of Record also? Also, if state removes Employer of Record and makes everyone state employees what happens? Wood – the state does not want to have a lot of staff, they prefer contracting out and having outside entities they give money to to do the actual work. If the state takes over, it is going to and it won't matter if we change or don't change.

Kretzinger – So individual counties have an option of accepting this or going to a different region? Wood – if the Governing Board votes yes, each individual county would have to ratify and vote on if they want this or not before coming back to the Governing Board to do a final vote. **Kretzinger – Boards won't have any say over any staff, that would be taken away.** Wood – That is one of the reasons why we are looking at this now. Pay grades, benefits, etc. were coming from the county levies. Now money is coming from the state and all the counties will follow the same procedures. Things such as paid lunches, etc. will all be the same – unlike now where there are 10 different policies for staff. **Kretzinger – His Board may have concern on having one vote versus multiple votes in the future.**

Kloberdanz – Consistency with benefits, etc. Some are going up and some are going down. Whatever Franklin decides for benefits, etc. is what everyone is stuck with. How is that going to affect our own employees? Wood – Hamilton staff did a survey of insurance policies, etc. There are a couple of minor differences throughout the counties. Franklin's package is just as good, if not better than other counties. Some counties are choosing to use regional funds to give their staff extra benefits that other counties do not do. Even though all the money is coming out of the same pot. There will be some negatives or everyone would have to be brought up to include the best from each county.

Helgevold – They had feared some employees would leave due to PTO, vacation, etc. when CSS became their own entity. It worked out well in the end.

Kloberdanz stated he is not opposed at all. What discussion has been had with any other counties? How is that going to affect wages and benefits for all employees? Wood – Right now we have a pay matrix that staff should be at. If there needs to be an adjustment of pay that would be brought to the Governing Board. Some staff are below the starting minimum wage of the matrix at this point. There has been a lot of research and conversation regarding this. When the Governing Board sets wages, it is CICS's final decision what staff will be paid. If the Governing Board does not want to move forward at this time that is a choice you can make.

Heddens – Some staff are not full-time regional staff. What are you looking at with that? Each county has to have a Community Services Director appointed. Wood - It is up to each individual county how they move forward with appointing a Community Services Director. As for part-time employees, that is being worked out in Wright County by reducing the the occupancy expenses by what that staff is working for the county time. The Admin Team are all at 95%, except Wood is 100%. So 5% of county time is as directed by the Board of Supervisors in those counties. Wood would like to speak to each county Board of Supervisors so they can make an informed decision on what is specific to their county and what changes in their respective counties will look like if moving forward.



Kloberdanz stated he wants as much information about this as he can get before voting for anything. He is concerned with staff time being split and he doesn't have all the answers yet. He is not comfortable. Wood – The vote to move forward would take place in September. If the Governing Board moves forward today you are not saying yes to everything, just saying yes to the next step.

Kretzinger – Would it be possible to adopt a standardized inflation index for language used as our guide? Wood – When recommendations are made those points are brought up.

Heddens – Wages and salaries are recommended or set by the Governing Board? Wood – They would be set by the Governing Board, not just recommendations.

Hoffman - Linn did not get the raise that GB recommended because he would have made what the County Attorney, etc. were making. Discipline would be done by the region, hiring/firing, etc.

Kloberdanz stated he wants to make sure clients are not affected by this change. Hoffman – If we don't move forward we won't know the answers to these questions. Mike Galloway needs to be able to look into this and bring the answers to the Governing Board. These are all good concerns. Wood stated it is not our intention to have this affect clients at all.

Watts – There were concerns with CSS and it has worked out. He thinks single employer is a good thing, members of county Board of Supervisors change which means a change of how counties are run, this would add cohesiveness when that happens.

Clifton stated the biggest resistance is how to move forward and he is glad the process is moving along now.

Kloberdanz stated he wants to represent his staff to the best of his abilities. He wants to keep all the staff, not lose staff. He does not want to affect CICS's reputation as a Region.

Rayhons stated we need to move forward to the next step.

Kloberdanz – If 8 of 15 counties approve, what happens to those other counties that didn't. Hamilton has no choice to go anywhere as they are locked in the middle of CICS counties. Wants to move forward, but has a lot of questions and wants those answered. Wood – there have been a lot of conversations regarding what county would make the most sense. A lot has gone into this choice. You will have to decide what level of Regionalization you are willing to go to. There are 35 staff in this region now following 10 different sets of rules. Some staff will lose some things that they have now. If your two employees are getting something the other 33 staff in the region are not, is that fair and equitable? If you keep it 'county-based' there will always be disparity in salaries, benefits, etc. By having a single employer, instead of protecting 'your staff' you would be able to protect 'region staff' where all staff are treated equitably, fairly, etc. because they all have the same Employer of Record following the same policies.

Wulfekuhle left the meeting for an appointment.

Wood stated he would be more than happy to speak with each individual counties' Boards.



Kloberdanz – Let’s see what the unknowns are and come back.

Hoffman – A zoom can be set up with all the Boards to do a special meeting before the September Governing Board meeting to discuss this. He would like it recorded.

Heddens stated that moving forward she would like all Governing Board meetings recorded.

Chair ask for motion to instruct admin team to modify the 28E agreement and take any other actions as necessary to move to a single Employer of Record with a target date of January 1, 2022 and no later than July 1, 2022. New 28E will be on the September board meeting for a vote. Motion by Rayhons, second by Kloberdanz. All ayes, motion carried.

Wood left the meeting.

Finance Officer Betsy Stursma shared the claims report for July 27, 2021 and August 10, 2021. **Motion by Heddens, second by McVicker. All ayes, motion carried. Roll call vote: Boone, Cerro Gordo, Franklin, Hamilton, Hancock, Hardin, Jasper, Madison, Marshall, Story, Wright, JD Deambra.**

Stursma shared the Fiscal Agent Agreement Amendment which has an increase of \$200 per month to Story County due to the additional counties added. Stursma has been very happy with their work. Also in the agreement is for the billing to be sent quarterly rather than monthly. Chair asks for motion to approve the amendment. **Motion by McVicker, second by Hamilton. All ayes, motion carried. Heddens abstained. Roll call vote: Boone, Cerro Gordo, Franklin, Hamilton, Hancock, Hardin, Jasper, Madison, Marshall, Wright, JD Deambra.**

Operations Officer Karla Webb presented an FY22 Amendment for Mary Greeley Medical Center. This amendment is for general transportation rates to be increased to align with rates approved for CIJDC. Also included is a rate for subacute startup costs. They would like the omni machine brought from hospital to subacute and there is a cost to do that to switch the drawers. The administrative team is recommending approval to the Board. Chair asks for motion to approve the amendment for Mary Greeley Medical Center. **Motion by Rayhons, second by Kloberdanz. All ayes, motion carried.**

Webb presented the FY22 contract for Plains Area Mental Health, Inc. Rolling Hills funds this as a block grant and the provider asked to enter into a contract instead to establish a daily rate. In lieu of an MOU, this will be an actual contract with the provider for adult crisis stabilization. Chair asks for motion to approve. **Motion by Heddens, second by Deambra. All ayes, motion carried.**

Webb presented the Mental Health Attorney Fee Compensation. Webb explained that when HF861 passed this last legislative session it increased the attorney fee reimbursement fee. This is asking for aligning to \$66 per hour to match other reimbursement. Board Chair asks for motion to approve. **Motion by Watts, second by Hoffman. All ayes, motion carried.**

Board Chair asks for public comments at this time and there are none.

Next meeting is September 23, 2021, at 1:00 pm with location to be determined.



Hoffman stated he appreciates the discussion that was had and the concerns and questions that were raised. A survey will be sent out to set up the Regional Employment meeting to include all Board members from each county.

Chair asked for motion to adjourn. **Motion by Heddens, second by McVicker. All ayes, motion carried.**

Patti Leeds, Recording Secretary

BJ Hoffman, Board Chair

