



CICS

Supporting Individuals. Strengthening Communities.

Regional Governing Board Meeting Minutes

November 17, 2021

Hertz Farm Management, Nevada, IA 50201

Board Members Present: Boone, Cerro Gordo, Greene, Hamilton, Hancock, Hardin, Jasper, Madison, Marshall, Poweshiek, Story, Wright, JD Deambra, Allie Wulfekuhle, Kendra Alexander, Julie Smith, Andrea Dickerson, .
Counties/Members Absent: Franklin, Warren, Webster. **Administrative Team Present:** Russell Wood, Linn Adams, Patti Leeds, Betsy Stursma, Karla Webb. **Others Present:** Tony Reed, CIJDC.

Agenda & Minutes

Motion to approve the November 17, 2021 agenda. Motion by Patten, second by Watts. All ayes, motion carried.

Chair asks for motion to approve the October 28, 2021 minutes with amendments. Motion by Patten, second by Talsma. All ayes, motion carried.

CEO Russell Wood went over the changes to the Administrative Team Rules. Heddens requested a change to section 5.1c to be worded the same as the 28E Agreement for consistency. **Motion by Kretzinger to approve the Administrative Team Rules with changes, seconded by Talsma. All ayes on roll call vote, motion carried.**

Wood requested the Board's direction on future Information Technology support, whether to send out an RFP to external entities or to hire a full-time internal CICS staff member for this position. At this time Wood, Stursma and Hill cover the IT for the Region, however that is not their main job duty for CICS. If a staff member is hired they can be directed better and provide training, support, data collection, etc. for the Region. This would be very beneficial to CICS. A drawback would be when that staff is out on vacation then IT support would not be available during that time. Admin can work with ICOSA in writing an RFP if the Board chooses to do so. Salary range for staff member would be approximately \$60,000 to \$80,000. Admin would like the Board to tell them which direction to go and to set a dollar amount. Hoffman stated it could be cost prohibitive going with an IT firm, especially if they have to travel to an office location. Hoffman is open to suggestions. Talsma asked if one person will be enough. Wood stated he believed one would be enough. Hoffman would like the person to create a process for hardware and phasing in of hardware to be regionally owned within 3 years. Smith stated that Capstone uses Access Systems out of Waukee and they have office locations all over the state. They are very responsive and efficient. Kretzinger stated system support and software support is going to be difficult to find in one person. A firm will have more coverage rather than a CICS employee. Talsma stated with the size of the Region and being geographically spread out, it could be difficult for a staff member if they need to travel to multiple counties in one day and he sees needing more than one person. Clifton stated Madison uses Solutions and also has their own full-time IT person. Kloberdanz would like a hybrid approach. Have one person as an IT specialist and possibly work with each county's IT department. Heddens stated the cost is an issue. Story County IT is questioning how much support is going to be expected by them. Adams stated IT personnel all have different opinions and don't agree. Wood suggested if choosing a hybrid model, hire one person as IT support internally and also have a firm that the Region works with, rather than each county. Hoffman stated even in Hardin their two IT staff have two different opinions. Kloberdanz wants to make sure if the Region contracts with a firm that they can handle multiple counties at the same time. Talsma suggested putting geographic parameters in the RFP. Wood stated if looking at an RFP Admin

can either bring an RFP or proposals to the Board, whichever they chose. Admin can reach out to ICIT for input for the RFP. **Hoffman asked for a motion. Motion by Talsma to have Admin send out RFPs and to work with the Information Technology affiliate for development, then bring proposals back to the Board. Second by Kloberdanz. All ayes, motion carried.**

As CICS moves forward to a single employer of record, Wood would like the Board to consider the status of current employees. If CICS utilizes hybrid employees, then those staff members will need to do time studies. There would need to be multiple MOUs and time tracking for each employee. Some items to think about would need to be job duties, potential transactional friction at the end of the year, which employee handbook would be utilized, etc. Admin are looking at moving some employee's functions to another employee in the county. Some duties can be incidental, however when the employee is 75/25 status it gets much more difficult. Having an MOU between each county and the Employer of Record for each staff was not in the RFP because it was not known that it would be a requirement by the Department of Management. Wood opened the discussion from the Board members. Heddens was looking at Story County staff and questioned if the splits are still accurate for employees. Hoffman asked when was the last time time studies were done. Admin discussed staff time and time studies in each of their offices. Hofmann asked what the state Auditor's office is requiring. Wood stated 'frequent time studies'. As this was an informational item, no action was taken.

Wood updated the Board on the Employment Committee and a meeting is scheduled for December 7 and the minutes will be sent to the Board members after the meeting. He made the Board aware of the COLA and CPI percentages for when looking at salaries and raises. Kretzinger stated the Employment Cost Index is also one to look at. Whichever the Board chooses to use they should use the same index yearly.

Finance Officer Betsy Stursma shared the claims report for November 2 and November 16, 2021. Motion by Heddens, second by Watts to approve claims. All ayes on roll call vote, motion carried. The October expenditure report will be shared at the December meeting.

Operations Officer Karla Webb presented the FY21 Annual Report and explained where data came from. More information regarding designation of services will be brought back to the Board in December. The report needs to be submitted to the state by November 29. **Motion by Patten to approve the FY21 Annual Report with the possibility of numbers being updated before finalizing. Changes will be sent out to the Board if they are made. Second by Talsma. All ayes, motion carried.**

Chair asked for public comments at this time. Tony Reed with CIJDC spoke and stated they would like to submit a proposal to be the Employer of Record for the Region.

Leeds listed the counties that have sent in their signed 28E agreements.

Wood stated that at the December 16 meeting the Board will need to sign the DHS contract.

Next Meeting is December 16, 2021.

Chair adjourned the meeting.

Patti Leeds, Recording Secretary

BJ Hoffman, Board Chair

