



# CICS

Supporting Individuals. Strengthening Communities.

## Regional Governing Board Meeting Minutes

December 16, 2021

Hertz Farm Management, Nevada, IA

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

### Agenda & Minutes

**Motion to approve the December 16, 2021 agenda. Motion by Clifton, second by Dawley. All ayes, motion carried.**

**Motion to approve the November 17, 2021 minutes. Motion by Heddens, second by Helgevold. All ayes, motion carried.**

CEO Russell Wood introduced Don Gookin, Community Systems Consultant with the Iowa Department of Human Services. Heddens asked if anything stood out in the contract to any of the other Board members. Wood shared that the contract was built with a good partnership with DHS and the regions. Heddens asked about the responsibilities of the CEO as the single point of accountability. Gookin explained how legislation makes it so DHS will have oversight of the way the regions are spending state dollars. All the regions are doing things differently and at this point DHS wants regions to all be on the same page. Gookin gave the example of gathering data the same in each region. That is the focus of this 18-month contract, to set the stage for future contracts. They want to determine the key points to focus on statewide in the future to move the system forward to where it needs to go. Wood explained many employees in CICS have been involved in data analytics in the past few years, this is making it more structured in how data is obtained and analyzed. Hoffman asked if Gookin could see any complications or benefits if DHS and DPH become meshed together in future legislation. Gookin doesn't see this as changing regions much. There were no other questions. **Motion by Heddens, second by Dawley to approve the DHS contract. All ayes, motion carried on roll call vote.**

Chair Hoffman spoke regarding the employment committee recommending a 2.5% salary increase and asked Stursma what the deadline is. Stursma stated the counties would like the amounts during county budgeting time. Hoffman doesn't see 2.5% being a good spot to be due to inflation, etc. Counties discussed where they are each at with budgeting and provided input. Hoffman would like to table this until the January 27 meeting, hoping for more clarity at that point. Hoffman would like everyone to bring back their numbers at the January meeting to make a more informed decision. Watts suggested after the comp boards meet and before the next meeting the numbers are compiled and put in with the next board packet so everyone can look at the numbers to be able to consider the increase before the January meeting. Salaries to include would be general non-union percentages, not to include the Sheriff percentage, and not to include elected officials. Hoffman would like information by January 13 to Stursma and Wood and Stursma will put together the spreadsheet to put in the packet and send out. **Chair asks for motion to table the salary percentage until the data is collected and a decision can be made at the January meeting, also to use 2.5% as a placeholder until then for budgets. Motion by Watts, second by Helgevold. All ayes, motion carried.**

Patten started the discussion regarding questions brought up regarding the Franklin County handbook and explained a decision has to be made at the next meeting. Nolte stated they would listen and consider input on future handbook changes. Nolte spoke with the Franklin County Auditor regarding discipline for CICS staff. If there is a verbal/written warning, etc. the Franklin HR department would like a copy for the employee file. If discipline is beyond that by CICS, Franklin HR would like to be consulted to make sure the correct steps are being legally taken. Discipline will remain within CICS for CICS staff. CICS will set staff salaries and increases. Reimbursement for hybrid staff in the region would go directly to Franklin County as the person would be a Franklin County employee. A 28E or MOU would be signed for this. Differences between a Professional Employment Organization and Employer of Record were discussed. Nolte explained he has spoken to a current Franklin County employee that had previously been with County Social Services. This employee only had good things to say regarding becoming a Franklin County employee, and had no issues with the employee handbook, etc.

Kloberdanz asked for clarification regarding the letter from the Franklin County Auditor. Nolte explained the letter was regarding the 28E Agreement. Wood asked Don Gookin to explain how the DOM and State Auditor's office would like county/region employee times to be kept track of. A time study would have to be done periodically for those employees. The state auditor wants to make sure county and region funds are not supplementing each other. The suggestion was to do this in the 28E agreement, so it is formalized. Hoffman asked what the standardized process would look like. Wood explained the employee would keep track of time for county work and the county would reimburse the region the dollar amount it used. (If there is a single employer of record, the county would reimburse the EOR who would reimburse the region.)

Sturmsma stated there approximately \$2.7 million for payroll including FICA, IPERS, and insurance for this year. In the RFP and other documents, only salaries and wages were identified. Clarification needs to be made on the 3%. If it includes insurance, IPERS, etc. it almost doubles the reimbursement rate to the county over what was originally discussed.

Hoffman asked for any other questions. Kloberdanz stated he assumed once we went to an EOR that it was done, is this going up for bid yearly? Hoffman would like something long term but doesn't want anyone to lose money in the process. Kloberdanz asked questions about discipline and salaries. Wood stated CICS will set salaries and raises, and HR would be involved in discipline only to a level necessary to ensure CICS is following all state and federal labor laws. Talsma echoed Hoffman's thoughts, essentially a payroll agent and contract with Ahler's for HR and not following the Franklin County handbook. Wood stated that this process is what was in the RFP, including duties of the EOR and the region. Mike Galloway, the employment committee, and the Board had reviewed and approved the RFP. Talsma and Kloberdanz stated they did not understand what they were getting. Hoffman would like to entertain a motion to resend the RFP for just payroll to counties, possibly even CJIDC for the January meeting. Hoffman is fine with reissuing the RFP and needs direction. Kloberdanz motioned to do an RFP for EOR and RFP for PEO, then Board can decide. Talsma seconded. Adams questioned if this motion may be made as it was not on the agenda. Hoffman asked Kloberdanz to withdraw the motion. Kloberdanz and Talsma withdraw their motion and second.

Clifton understands why HR would need to be involved and many of his issues have been alleviated after today's discussion. Heddens stated that was where their HR questions came up. What is their liability? Clifton explained a lot more goes with EOR than the Board realizes. HR is part of that need. Clifton said there needs to be a little give and take. Wood stated the previous RFP and Proposal from Franklin County can be sent out for board members to look at again. Patten stated he believes the questions have been answered and we are



closer today than we were, but believes some people heard answers differently. Hoffman encourages people to be at the January meeting. Kloberdanz agrees, everyone needs to be at the meeting to be able to hear everything and ask necessary questions. Next month the Board will vote on the Franklin County RFP. Wood and Webb will meet with Franklin County HR to finalize the 28E so there is something to vote on. The motion will be to approve the 28E or reissue an RFP. Nolte stated he does not believe it is fair to send out new RFPs now that it is public record what Franklin County's RFP consisted of.

Wood discussed the FY21 Fund Balance Certification. Legislation requires certification of the fund balance. Wood certified the fund balance. In future years the Governing Board chair will also have to sign the certification, however due to time constraints the CEO signed so it could be submitted to DHS.

Don Gookin, DHS explained that Fund 10 is no longer an option as of July 1, 2022. County auditors can reach out to Carrie Johnson with the Department of Management for clarification on setting up a sub fund. Stursma stated all the information on changes is stated in her letter which is in the board packet.

Finance Officer Betsy Stursma shared the claims report for November 30 and December 14, 2021. **Motion by Dawley, second by Nolte to approve claims. All ayes, motion carried on roll call vote. Stursma also provided the October expenditure report.**

Stursma asks that the Preliminary Budget Information for regions and counties document is shared with County Auditors, and she will be available for any questions from any of the Auditor's. She is hoping to bring an amendment for this year and next year's budget to the next meeting.

**Operations Officer Karla Webb presented Story County SOUs for two employees to be moved to 100% region employees beginning January 1, 2022. Motion by Kloberdanz, seconded by Clifton. All ayes, motion carried. Heddens abstained.**

**Webb presented the Intensive Mental Health Services Designations for CICS. Motion by Rayhons, second by Nolte to approve as presented. All ayes, motion carried.**

**Webb presented the Adult Advisory Committee Appointments. Motion by Heddens, second by Patten. All ayes, motion carried.**

**Webb presented the Center Associates contract amendment. Motion by Patten, second by Dawley. All ayes, motion carried.**

Chair asked for public comments at this time, none given.

Next Meeting is January 27, 2021. Please make every attempt to be at this meeting in-person. Future meetings will continue to be held at Hertz Farm Management unless other stated.

Chair adjourned the meeting.

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Patti Leeds, Recording Secretary

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BJ Hoffman, Board Chair

