



CICS

Supporting Individuals. Strengthening Communities.

Regional Governing Board Meeting Minutes

January 27, 2022

Hertz Farm Management, Nevada, IA

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

Agenda & Minutes

Motion to approve the January 27, 2022 agenda. Motion by Dawley, second by Helgevold. All ayes, motion carried.

Motion to approve the December 16, 2021 minutes. Motion by Clifton, second by Watts. All ayes, motion carried.

Board Chair Hoffman opened the meeting with discussion from the Board for the 28E Agreement between CICS and Franklin County. Kretzinger had questions regarding the 3% monthly payroll cost to Franklin County. Nolte explained the 3% includes HR services for CICS. Stursma explained the other options CICS could take if the Board did not approve the 28E Agreement. Katy Flint, Franklin County Auditor, explained that the 3% includes HR services for staff, monthly and quarterly reports, payroll, etc. from Franklin County. Kretzinger stated his questions have been answered. No other questions were asked. Wood stated the begin date would be no later than July 1, 2022 if the Board passes this, however there is an option to bring staff on sooner.

Motion by Clifton, second by Helgevold to enter into the 28E Agreement between CICS and Franklin County effective July 1, 2022. All ayes, motion carried on roll call vote.

Action did not need to be taken on the Employer of Record – Other Actions on the agenda due to the passing of the 28E Agreement between CICS and Franklin County.

Russell Wood, CEO gave an overview of the transition for staff to Franklin County and asked for questions. Heddens questioned if there were many staff that are over the maximum sick leave. Wood does not have exact amounts and information at this time. Adams stated Hardin pays out sick leave when leaving. The recommendation to the GB is that no one gets paid out sick leave, only vacation overage. **Motion by Watts, second by Rudolph to approve the Employer of Record Transition Decisions as presented. All ayes, motion carried.**

Wood stated Franklin County will accept the wages at what the Governing Board sets. There are at least three staff that are below the matrix at this time. He would like the Board to consider adjusting staff wages up to where they should be equitably. In February he would like to add a line to the matrix for mid-management positions. Dawley questioned what that means. Wood stated there is a Marshall County employee that has

been employed for five years but is at year one salary. He would like to be able to bring that staff to where she should be. He would like to standardize salaries on July 1 so all staff are on the same pay matrix. Jasper does have an employee that is 50/50. Marshall has a staff that is 20% county. **Motion by Heddens, second by Kretzinger to table the wage adjustment for the three staff until next month. 12 ayes, 1 nay by Heddens, motion carried.**

Hoffman opened discussion on staff wage increases for FY23. Rudolph stated Greene County is doing 7%, insurance rates went up but not significantly. Hoffman asked Kendra if the school has given any numbers. No, nothing yet as contracts usually come out in April. Julie Smith stated as a non-profit provider so typically try to do annual increases at 3%. Patten - Marshall 3%, Cerro Gordo - 4%. Boone - 4.5%, but no increase in insurance premiums to staff. Andrea stated they will be doing 3% as a non-profit provider. Franklin is 6%, Nolte stated if you want to keep good employees you need to pay them. Talsma asked Nolte what Franklin insurance premiums, etc. are looking like for next year. Nolte stated 18% up for insurance premiums and county is not passing it onto staff. Talsma feels like 6% is pretty steep. Helgevold questioned if inflation is 7% then 6% has employees going backwards. **Motion by Talsma, second by Clifton to use 4% and determine next month what the wage adjustment will actually be. All ayes, motion carried on roll call vote.**

Wood explained the letter that will be sent out as an RFI, rather than an RFP for IT services for the region. He given the recommendation to use a hybrid approach. Hire an internal IT staff, however contract out with a provider for above and beyond the on-staff IT. Clifton stated they have in the past used the ISAC IT to review their system. Admin will bring a job description and information to the February meeting. Wood asked for approval for Admin team to send the letter out and hire an internal IT person. **Motion by Dawley, second by Rudolph to send the letter out and hire an internal IT person. All ayes, motion carried.** Admin will bring a job description salary recommendation to the Board in February.

Wood stated Adams and Stursma will be reviewing any occupancy costs for each county and bring the numbers to the Board if there is a significant cost. Wood would like the Board to approve occupancy costs below the fair market rate. **Motion by Kretzinger, second by Watts to allow counties to charge less than fair market rate. All ayes, motion carried.**

Finance Officer Betsy Stursma shared the claims report for December 28, 2021, January 11 and January 25, 2022. **Motion by Clifton, second by Talsma to approve claims. All ayes, motion carried on roll call vote.** Stursma also provided the November and December expenditure reports.

Stursma stated as long as the service is within the budget there should not be a budget amendment needed per DHS for FY22. This may change, however at this point the budget should remain. Stursma reviewed the FY23 budget. **Motion by Talsma, second by Rayhons to approve FY23 Budget. All ayes, motion carried on roll call vote.**

Operations Officer Karla Webb presented two contract amendments. **Motion by Clifton, seconded by Heddens to approve the Prairie Ridge and Optima contract amendments. All ayes, motion carried.**



Webb presented the Conflict of Interest Policy and Procedure and Statements. Motion by Deambra, second by Dawley to approve the Conflict of Interest Policy and Procedure and Statements. All ayes, motion carried.

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

The State Quarterly Report was tabled until the next meeting.

Public comment was shared by Hoffman and Clifton.

Next Meeting is February 24, 2022.

Chair adjourned the meeting.

Patti Leeds, Recording Secretary

BJ Hoffman, Board Chair

