



CICS

Supporting Individuals. Strengthening Communities.

Regional Governing Board Meeting Minutes

February 24, 2022 @ 1:00PM
Hertz Farm Management. Nevada. IA

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

Agenda & Minutes

Motion to approve the February 24, 2022 agenda. Motion by Talsma, second by Helgevoold. All ayes, motion carried.

Motion to approve the January 27, 2022 minutes. Motion by Clifton, second by Watts. All ayes, motion carried.

Russell Wood, CEO provided job descriptions for Office Manager, IT Director, Program Manager, Service Coordinator, Justice Involved Service Coordinator, Service Coordination Specialist, and Service Coordination Supervisor. He explained how the job descriptions were updated and created for the new positions. Program Manager was based off what Southwest Iowa used for their job description and Patti Leeds updated it for CICS to use. **Motion by Talsma, second by Rayhons to approve job descriptions upon review for compliance from Franklin County HR. All ayes, motion carried.**

Wood explained the Salary Matrix and the addition of additional job title rows for IT Director, Service Coordination Supervisor and increase for the Program Manager position. These salaries were based on what other Regions and surrounding states pay for those positions. Wood then discussed staff below pay matrix at this point and those which are considered hybrid. Karla Webb discussed how steps work with years of service. It is approximately a 2% increase per step. After 10 years of service, staff no longer receive the step increase, only the COLA each year. No employees will take a reduction in pay if they are over the step wage they should be. Those employees will still receive the COLA yearly. Discussion was held regarding the step matrix vs. merit increases. Webb explained for non-management staff to move up a step the staff member has to have a favorable employee evaluation. Management staff receive a merit increase based off performance evaluation. Wood explained that Franklin County does performance evaluations and that the step increase would not be automatic. Wood also explained how when officers leave they have been replaced with more mid-management employees. Talsma's opinion is to phase out steps or to only give step increase to those on step system and COLA to others. Watts stated he is a firm believer in merit pay, not longevity. Marshall gives department heads the total percentage increase and the department head reviews and determines pay increases for each individual employee. Hoffman stated performance reviews need to be done yearly also so there is a paper trail and staff know what they are evaluated on. Wood suggested to use the pay matrix and COLA this year, and employee evaluations will determine if they receive a step increase. Employment committee can then work to develop a performance evaluation that provides equity and accountability for FY24 and future years. Hofmann would like to consider the pay matrix as one motion and the staff wages separately with the base for officers

minimum back to \$77,166. **Motion by Kretzinger, second by Talsma to adopt FY23 as presented with the officers minimum minimum changed to \$77,166. All ayes, motion carried.**

Discussion was held regarding the COLA increase for FY23 staff wages. **Motion by Nolte, second by Helgevold to approve the salary rebase for all CICS staff as presented with an increase to 5% COLA rather than the 4% placeholder. After roll call vote motion did not carry. Ayes: Cerro Gordo, Franklin, Hancock, Poweshiek, Wright, Allie Wulfekuhle. Nays: Boone, Greene, Hamilton, Hardin, Jasper, Madison, Marshall, Story, Webster. Abstained: Kendra Alexander.**

Motion by Heddens, second by Kloberdanz to approve the salary rebase for all CICS staff as presented and 4% COLA. Roll call vote, all ayes, Abstained: Kendra Alexander. Motion carried.

Wood explained occupancy costs for hybrid employees. Right now this only affects Boone County, however it could occur in the future in other counties. Wood explained if an employee only provides reception for CICS and performs other duties for their county, the employee could remain an employee of their current county, with the employing county billing CICS for the employee's percentage up to 25% of the staff's wage/FICA/IPERS, etc. That staff member would follow the employing county's employee handbook, holidays, benefits, etc. and would not become a Franklin County employee. **Board Chair asks for motion to approve building reception costs into occupancy costs for staff who perform only reception for CICS for 25% or less of their time if it is agreeable to the county employer and the Region. Motion by Kloberdanz, second by Talsma. All ayes, motion carried.**

Wood explained that tech and furniture need to be determined for inventory. There may be a question on purchases made with Fund 10 dollars. Admin team needs direction on if items were purchased with Fund 10 dollars, does CICS keep the items or does CICS need to purchase replacements. July 1, 2013 the Region was formed. The regional 28E states that all Fund 10 dollars, held locally or pooled, are region dollars. Any purchases from that date forward would be CICS property if purchased with Fund 10, CARES, etc. Shared servers and printers will need to be discussed with each county whether the Region needs to purchase their own for each office. Servers are not used so CICS won't need to replace those. **Motion by Talsma, second by Dawley to start the process to inventory for items that were purchased after July 1, 2013 and discuss with individual county boards replacement needs. All ayes, motion carried.**

Wood explained that the state auditor said counties cannot spend dollars on mental health so ARPA funds cannot be utilized for mental health purchases, etc. ISAC has stated that they disagree with the state auditor. Wood stated each county needs to make their own decisions and talk with their own attorneys to make that decision. **Motion by Kloberdanz, second by Talsma that counties using ARPA funds for mental health services are required to get approval from the CICS Governing Board for anything with ongoing costs which CICS would have to pay for in the future before approving the ARPA expenditure. All ayes, motion carried.**

Wood and Webb have been meeting with Franklin County HR and Auditor. When advertising for positions for IT and Program Manager, Franklin County will take on the new staff wherever they will be based out of for office space and will be a Franklin County employee and be funded according to the 28E agreement.



Finance Officer Betsy Stursma shared the January expenditure report and the claims for February 8 and February 22, 2022. **Motion by Heddens second by Talsma to approve claims. All ayes on roll call vote, motion carried.**

Operations Officer Karla Webb presented the SOU for Jennifer Radley. Motion by Clifton, seconded by Talsma to approve. All ayes, motion carried. Abstained: Heddens.

Webb presented the Adult Advisory Committee Appointment for a Hancock County Provider Rep. Motion by Kloberdanz, second by Helgevold. All ayes, motion carried.

Webb presented the Contract Template and explained the addition of Sections 2.6 and 6.2. Motion by Patten, second by Dawley. All ayes, motion carried.

Webb requested a 4% increase to FY22 Block Grant Funding. **Board Chair asks for motion to approve rate increase for jail diversion and drop-in center services equaling approximately \$22,000 back to January 1, 2022 with Webb bringing amended contracts back to Board. Motion by Talsma, second by Heddens. All ayes, motion carried.**

Webb requested a 5% increase for FY23 Non-Medicaid Rates. **Motion to approve rate increase of 5% for non-medicaid based rates by Talsma, second by Nolte. All ayes, motion carried.**

Board Chair asks for public comments at this time, there were none.

Next Meeting is March 24, 2022

Chair adjourned the meeting.

Patti Leeds, Recording Secretary

BJ Hoffman, Board Chair

