



# CICS

Supporting Individuals. Strengthening Communities.

## Regional Governing Board Meeting Minutes

June 23, 2022

Hertz Farm Management, Nevada, IA

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

### Agenda & Minutes

**Motion to approve the June 23, 2022 agenda with an addition to section 4 of the agenda to include MOUs for paper client files and individual counties. Motion by Dawley, second by Campbell to approve agenda with the stated addition. All ayes, motion carried.**

**Motion to approve the May 26, 2022 minutes. Motion by Talsma, second by Rayhons. All ayes, motion carried.**

Karla Webb, Operations Officer presented the ICAP annual renewal for liability insurance. There will be an update to property insurance which will come back to the Board in July. **Motion by Clifton, second by Kretzinger to approve ICAP quote as presented. All ayes, motion carried.**

Webb presented the Fiscal Agent Agreement which would renew Story County as the CICS fiscal agent for three years. **Motion by Nolte, second by Deambra to approve Fiscal Agent Agreement with Story County. All ayes, motion carried.**

Webb presented Memorandums of Understanding between CICS and Franklin County for CICS employees. **Motion by Dawley, second by Talsma to approve employee MOU's. All ayes, motion carried. Nolte abstained.**

Webb presented Memorandums of Understanding between CICS and Boone, Marshall, Greene, Hamilton, Hardin and Story addressing client paper files held by counties. Webb stated there may be more from other counties in the future. **Motion by Campbell, second by Talsma to approve individual MOUs as presented for client files. All ayes, motion carried.**

Webb presented the ISAC HIPAA Program Service Agreement renewal. Webb highlighted what the agreement covers and the cost. **Motion by Patten, second by Rayhons to approve the ISAC HIPAA Program Service Agreement renewal. All ayes, motion carried.**

Webb presented the HIPAA Policies and Procedures for CICS. **Motion by Watts, second by Hoffman to approve the CICS HIPAA Policies and Procedures. All ayes, motion carried.**

Webb presented the HIPAA Emergency Mode Operations Plan. Webb stated that this is the updated policy to reflect single employer of record, removed wording related to local services, and updated staff contact information. **Motion by Talsma, second by Deambra to approve the HIPAA Emergency Mode Operations Plan. All ayes, motion carried.**

Webb presented the Business Associate Agreement between CICS and three counties. Webb stated each agreement is individualized for each county to what takes place within those counties. **Motion by Watts, second by Talsma to approve the Business Associate Agreement between CICS and Franklin County. All ayes, motion carried. Nolte abstained. Motion by Talsma, second by Nolte to approve the Business Associate Agreement between CICS and Hardin County and CICS and Story County. All ayes, motion carried. Hoffman abstained.** Webb will present the Marshall County agreement at a later date.

Webb updated the Board on out of pocket reimbursement expense. Having difficulty in determining a process that can be used for the out of pocket medical reimbursement to employees whom have met out of pocket expenses on their current health insurance plan. The reimbursement was not included in the original RFP nor in the 28E agreement. Franklin County HR has looked into this and has determined they will not do the reimbursement. A 1099 cannot be used for this either, it will need to be adjusted through a W2. Webb stated due to being a taxable reimbursement CICS may not be able to put this into place.

Webb shared the May expenditure report and explained expenditures were higher due mostly to payments for the YSS project. Webb presented the claims report for May 31 and June 14, 2022. **Motion by Dawley, second by Talsma to approve claims. All ayes, motion carried on roll call vote.**

Webb presented the FY22 contract for Pillar of Cedar Valley. **Motion by Talsma, second by Patten to approve the FY22 contract for Pillar of Cedar Valley. All ayes, motion carried.**

Webb presented the FY23 IRSH contract with North Iowa Transitional Services Inc. dba 43 North Iowa. Webb stated the contract is the same as the standard contract used for others with the exception of changing length of the contract from 12 months to 18 months. Watts expressed concern regarding the amount for remodeling. Patti Leeds, Planning Officer explained the building is currently owned by 43 North Iowa and is currently a duplex that will be remodeled into a 4 bedroom house. The majority of of the cost is a one-time expense. Discussion was held regarding how many clients will be utilizing this location throughout the year. Leeds stated the remodeling cost may not be as high as estimated, however construction costs have risen quite a bit. Hoffman stated he appreciated the conversation and if the IRSH home impacts one individual than it is worth it. **Motion by Rayhons, second by Talsma to approve the FY23 IRSH contract with North Iowa Transitional Services Inc. dba 43 North Iowa. All ayes, motion carried.**

Webb presented FY23 contracts for Arc of Marshall County, Capstone Behavioral Healthcare, Center Associates, Central Iowa Psychological Services, Choices Therapy Services, LLC, Eyerly Ball Community Mental Health Services, Judicial Hospital Referee Agreement, Liberty Square dba Spring Harbor Residential Services, Mason City Clinic, Orchard Place, Pillar of Cedar Valley, Region 6 Resource Partners, Rodasi LLC dba Midwest Counseling, Youth Shelter Care of North Central Iowa, Inc. **Motion by Campbell, second by Clifton to approve FY23 contracts as presented. All ayes, motion carried.**



Webb presented the FY23 Boone County Mental Health Advocate Agreement. **Motion by Talsma, second by Dawley to approve as presented. All ayes, motion carried. Kretzinger abstained.**

Webb presented the FY23 contract for Central Iowa Juvenile Detention Center. **Motion by Watts, second by Deambra to approve as presented. Rayhons and Dawley abstained.**

Webb presented the FY23 Cerro Gordo County Mental Health Advocate Agreement. **Motion by Talsma, second by Nolte to approve as presented. Watts abstained.**

Webb presented the FY23 Hamilton County Mental Health Advocate Agreement and the FY23 Hardin County Mental Health Advocate Agreement. **Motion by Talsma, second by Kretzinger to approve as presented. Hoffman abstained.**

Webb presented the FY23 Jasper County Mental Health Advocate Agreement. **Motion by Dawley, second by Campbell to approve as presented. Talsma abstained.**

Board Chair asked for public comments.

Webb stated Heddens emailed this morning and she and Wood are at a Justice meeting, that is why they are absent. Ken Burns' documentary on mental illness is going to air next week entitled 'Hiding in Plain Sight' on Iowa Public Television and Heddens wanted to share that with the Board.

Webb stated there was a press release that went out this week stating CICS will fund two therapy sessions with the CICS contracted providers waiving the income and resource requirements through August 31. Capstone is also promoting that on their social media. CICS will review utilization to determine if providing this for a longer period of time would be warranted.

Talsma stated Jasper just did an open house for their new administration building and questions were raised regarding CICS and what they do. There were many questions from the public and it was eye-opening to him that the community isn't aware of what CICS provides and would like board members to take pamphlets and cards when going to events to hand out in their local communities. Smith stated the same happens with Capstone and how important it is to attend local events, etc.

Leeds stated Service Coordinators reach out to schools and it has really helped. The more it is talked about, the more people understand.

Patten would like an admin team member to participate on a radio program on a local radio station that the Board of Supervisors take part in and talk about CICS. Patten will follow up regarding when this can happen.

Rayhons stated he shares CICS information throughout the community. People do take the crisis cards, brochures, etc. and tries to replenish the crisis cards when he sees they are low.



Dawley stated they take turns on the local station each month and the local Service Coordinator went with this past month. The announcer had no idea what type of human services were offered and they asked if CICS could do a free 30 second radio spot.

Webb discussed the staff retreat and how the staff identified priorities and marketing CICS was one of the priorities. Marketing is an area the Administrative Team will be working on.

Dickerson stated in the chat the date of the campus unveiling hasn't been formalized as YSS is waiting on the city to approve the road closure for the unveiling. But they just got confirmation that the Ground Breaking was confirmed with the Governor's office for August 9th at 10 AM.

Next Meeting is July 28, 2022.

Motion by Dawley, second by Talsma to adjourn. All ayes, motion carried.

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Patti Leeds, Recording Secretary

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BJ Hoffman, Board Chair

