



# CICS

Supporting Individuals. Strengthening Communities.

## Regional Governing Board Meeting Minutes

May 25, 2023

Story County Administration Building

**Board Members Present:** Boone, Cerro Gordo, Franklin, Greene, Hamilton, Hancock, Hardin, Madison, Marshall, Poweshiek, Story, Warren, Wright, Kendra Alexander, Andrea Dickerson, Allie Wulfekuhle.

**Counties/Members Absent:** Jasper, Webster, JD Deambra, Julie Smith. **Leadership Team Present:** Russell Wood, Linn Adams, Patti Leeds, Betsy Stursma, Karla Webb, Meghan Freie, Jen Sheehan, Robin McKee.

### Agenda & Minutes

**Motion to approve the May 25, 2023 agenda. Motion by Rayhons, second by Heddens. All ayes, motion carried.**

**Motion to approve the March 23, 2023 minutes. Motion by Watts, second by Dawley. All ayes, motion carried.**

Russell Wood, CEO shared the HHS 2<sup>nd</sup> contract amendment which consisted of a 1-year extension and an emphasis on justice involved services. **Motion by Kloberdanz, second by Heil to approve Wood to sign the contract with HHS as presented. All ayes, motion carried.**

Wood stated the subcommittee met regarding the future governing board structure. The subcommittee recommended staggering terms with the first term to include the fiscal agent county, employer of record county, incoming board chair's county and to include counties from all areas of the region for representation. All counties will continue to receive the agenda packets and will be invited to attend the Governing Board meetings in the future. **Motion by Snell, second by Hoffman to adopt the Governing Board makeup as presented contingent on the Governor signing the legislation. All ayes, Watts opposed. Motion carried.**

Wood shared the CICS 28E draft changes. With the signing of HF471 changing the makeup of the Governing Board, this will add other bodies to the Board and reduce the number of county supervisor representatives. There also cannot be anything in the 28E that allows counties to overrule the Board, so those items need to be removed. Wood will make the suggested changes and run it through the attorney before possibly adopting the updated 28E in June. The Board will be sent the new document two weeks prior to the June meeting.

Finance Officer Betsy Stursma shared the claims report for April 4, April 18, May 2, and May 16, 2023. **Motion by Snell, second by Clifton to approve claims as presented. All ayes, motion carried on roll call vote. Stursma also provided the March and April expenditure reports.**

Stursma has estimated that CICS will end the fiscal year approximately \$532,000 below budget. Stursma explained that providers have 60 days after the close of the fiscal year to submit claims to be paid, which is stated in the provider contracts. Final expense numbers for FY23 will not be available until September.

Wood presented the FY21 Audit Report and explained there was one finding that CICS had not met concerning publishing of Board minutes in a timely manner. The process has changed and there should be no problems from here out regarding this issue.

**Operations Officer Karla Webb** shared that in the past CICS has required original signatures on contracts and agreements. Staff reached out to Markley in Story County regarding accepting digital signatures on contracts and agreements. Markley stated as long as there is a policy in place there should not be an issue. Hoffman strongly encouraged support of this to save time. **Motion by Snell, second by Heil to develop a policy to bring back to the Board for approval regarding acceptance of digital signatures. All ayes, motion carried.**

Wood stated with the ability for the CEO to sign contracts with Chair approval he would like to ask that the policy would allow the CEO the ability to sign special project contracts and agreements that do not exceed \$50,000. This would allow for more efficiency and to provide services to clients in a timelier manner. The funds would already be in the approved budget. **Motion by Klobberdanz, second by Rayhons to approve the CEO to sign contracts and agreements up to \$50,000 with Chair or Vice-Chair approval. All ayes, motion carried.**

Webb presented the FY24 ICAP Renewal and Resolution #2023-2 for the annual renewal for liability insurance. This is approximately an increase of 17% from prior years due to the budget and overall increases of ICAP. It does require a point of contact and second point of contact be listed, which will be Wood and Talsma. **Motion by Dawley, second by Snell to approve the ICAP renewal with not increasing the coverage. All ayes, motion carried on roll call vote. Helgevoid had left the meeting.**

Webb presented the ISAC HIPAA Program Service Agreement. This is the annual agreement which includes training options, access to memos and other information generated through the program, up to five hours annually for consultation of HIPAA questions, quarterly newsletters, webinars, and online training. Annual cost is \$1,750 for the Region. CICS has utilized the free attorney time in the past, as well as the trainings. **Motion by Snell, second by Heddens to approve the ISAC HIPAA Program Service Agreement. All ayes, motion carried.**

Webb presented employee MOUs for FY23 which includes six new employees. **Motion by Clifton, second by Dawley to approve the employee FY23 MOUs as presented for the Chair to sign and take back to Franklin to sign as the employer of record. All ayes, motion carried. Franklin abstained.**

Webb presented employee MOUs for FY24 which includes 33 employees, with two additional MOUs to come back to the Board in the next few months. **Motion by Heddens, second by Snell to approve the employee FY24 MOUs as presented for the Chair to sign and take back to Franklin to sign as the employer of record. All ayes, motion carried. Franklin abstained.**

Webb presented the contracts Wood has signed with Chair approval since the previous meeting.

Mary Greeley Medical Center has stated the revenues for their subacute program are not covering their direct costs of providing the service. Subacute services are a core service that regions need to have available. Mary



Greeley Medical Center is requesting funding of \$278,643 to help sustain subacute services. The number of beds has increased from four to eight beds and there were staffing costs that have increased. **Motion by Heddens, second by Heil to approve sustainability funding for Mary Greeley Medical Center Subacute. All ayes, motion carried.**

Webb presented FY23 contract amendments for Capstone Behavioral Healthcare and Eyerly Ball Community Mental Health Services. **Motion by Kloberdanz, second by Rudolph to approve FY23 contract amendments as presented. All ayes, motion carried.**

Webb presented FY24 contracts for Central Iowa Recovery, Freedom Pointe of Greater Webster County, Mid-Iowa Triumph Recovery Center, Inc., and Second Judicial District Hospitalization Referee. **Motion by Snell, second by Rayhons to approve FY24 contracts as presented. All ayes, motion carried.**

Webb presented the FY24 Boone County Mental Health Advocate Agreement. **Motion by Kloberdanz, second by Dawley to approve the Boone County Mental Health Advocate Agreement. All ayes, motion carried. Kretzinger abstained.**

Webb presented the FY24 Cerro Gordo County and Jasper County Mental Health Advocate Agreements. **Motion by Snell, second by Hoffman to approve the Cerro Gordo County and Jasper County Mental Health Advocate Agreements. All ayes, motion carried. Watts abstained.**

**Board Chair asked for public comment.** Linn Adams, Service Coordination Officer gave an update on the Hardin County Mental Health Awareness event which was held May 24. Patti Leeds, Planning and Development Officer gave an update on the Destroy Illusions events that were held at three school districts for students and the communities. Over 3,000 students and adults were reached through this event themed 'Kindness Matters.' There was a lot of positive feedback from students and parents that attended. Wood stated as of July 1, 2023 CICS will have been a Region for 10 years.

Next Meeting is **June 22, 2023.**

Chair adjourned the meeting.

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Lisa Hill, Recording Secretary

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BJ Hoffman, Board Chair

