



CICS

Supporting Individuals. Strengthening Communities.

Regional Governing Board Meeting Minutes

January 23, 2025

Story County CICS Office

Board Members Present: John Cochrane, Andrea Dickerson, Lisa Heddens, Richard Lukensmeyer, Christa Mattly, Dennis Quinn, Ellen Rasmussen, Gary Rayhons, Dawn Rudolph, Julie Smith, Brandon Talsma. **Members Absent:** Kendra Alexander, Mary Clausen, Heather Stancil, Christine Timmerman. **Leadership Team Present:** Meghan Freie, Liza Maxwell, Jen Sheehan, Betsy Stursma, Karla Webb, Russell Wood.

Motion to approve the January 23, 2025 agenda. Motion by Talsma, second by Lukensmeyer. All ayes, motion carried.

Motion to approve the December 19, 2024 minutes. Motion by Smith, second by Quinn. All ayes, motion carried.

Russell Wood, CEO stated the Board needed to vote for a 2nd Vice Chair to begin July 1, 2025. Motion to appoint Ellen Rasmussen as 2nd Vice Chair by Rayhons, second by Smith. All ayes, motion carried.

Wood requested that the Board remove 'in good standing' from the transition pay language per the recommendation of the HR department. Motion to approve removing 'in good standing' from the transition pay language, retroactive to the start of the transition pay by Rudolph, second by Rasmussen. All ayes, motion carried on roll call vote. Mattly abstained.

Wood stated the HIPAA Policies and Procedures were updated in December. He will be hosting HIPAA training during the February Board meeting and requests Board members to attend if possible. **Motion to approve the HIPAA Policies and Procedures with the changes made from December by Talsma, second by Lukensmeyer. All ayes, motion carried.**

Wood stated the BH-ASO was awarded to Iowa Primary Care Association (PCA). At this point in time there is no money available for PCA and PCA has no ASO dedicated staff. Legislation will need to be passed to be able to allow PCA to begin receiving money. CICS will continue to ensure continuity of service for their clients for a smooth transition to PCA.

Wood stated CICS has been invited to present for the Disability Access Point contract. The presentation will be held Monday, January 27. This will be a 1-hour presentation and will consist of an overview of the proposal. The announcement is to be made no later than February 21, 2025.

There will be Town Hall meetings to give people updates on the transition for Behavioral Health and possibly Disability Services will be included. The draft rules proposed for both will be sent to the Governing Board members.

Wood continued discussion regarding the DAP proposals. Rudolph requested information on how counties are supposed to budget for the upcoming fiscal year. Wood stated that the ASO is obligated to pay for certain things that the regions had paid for historically. Stursma will run a report for each county to show what expenses have been in the past.

As far as projects, payroll, etc. CICS will need to have a budget past June 30, 2025 to approve, process, etc. any claims to close out the Region's funds. Counties will need to have a budget for Mental Health Advocates and county boards can reach out to Stursma for more information.

Wood stated there have been changes in staff this past week with one staff member now gone and possibly one more in the near future. Wood stated CICS does have a contract with HHS and will still meet the obligations of that contract. Staff are aware of what is expected to honor that contract and CICS will continue to serve their clients throughout the transition.

Wood discussed contingency action plans for the future of CICS. CICS has health information and is a governmental entity. The CICS 28E agreement does not state who the custodian of financial and health records will be if CICS is no longer an entity. The Board will need to determine who would be best to keep those records. At that time the 28E will be updated to include that information. This will need to be discussed for employment records as well as client records.

Wood discussed Board retention and that the Board is CICS, not the staff. The Board will exist until it dissolves as an entity. Someone will need to be able to sign off on claims, reconcile payroll with Franklin County, etc. The Board obligations do not go away July 1 as the books will need to be closed out and meetings will need to be held consisting of the Board members to make decisions as CICS would not have staff at that time. This will affect all regions except the one that gets the DAP contract. There will need to be a minimum for payroll, however COBRA will also need to be considered.

On March 1 CICS will give notice to all providers contracted with that effective June 30, 2024 all contracts are null and void.

Wood discussed potential changes to the 28E agreement. Currently CICS is a public non-profit that has a contract with the State of Iowa to fulfill the obligations of a Mental Health and Disability Services Region. In July there may be a different contract or contracts. The 28E will need to change to encompass the scope of what CICS is and what CICS does. Other things to look at is the makeup of the Advisory Committees, Governing Board structure, and also membership of the 28E and what are the benefits and obligations to and of signatories of the 28E. Some counties may choose not to be a signatory of the 28E and also there may be other counties throughout the state that would want to become signatories of the 28E. The question for the Board is how to structure the governance of the Region if there is a contract for a statewide DAP. Each District will have to have an Advisory Council made up of nine people, of which five have to be an individual with a disability or a caregiver. Wood has looked into a potential structure that is part of the presentation and will discuss this at a later time. Wood requested feedback on what the Board members' comfort level would be with who can be a part of the Board. Wood also discussed physical office locations in counties and how that could possibly look for individual locations. If counties are willing and able to partner with CICS to offset items such as office space then that potentially opens up more funds to hire additional staff to meet needs of clients locally in each county. There will be



more conversation in February and at that time draft 28E language will be presented. At the March meeting the 28E agreement will then be voted on.

Finance Officer Betsy Stursma shared the claims report for December 23, 2024, January 7, 2025, and January 21, 2025. Motion by Smith, second by Rayhons to approve claims. All ayes, motion carried on roll call vote. Stursma also provided the December expenditure report. Stursma stated that the budget will need to be amended due to not having the ability to roll over into the next fiscal year. This will need to be done whether CICS is awarded the DAP contract or if it is not. More information will be brought to future meetings as it becomes available.

Planning and Development Officer Karla Webb presented a request from YSS, Inc. for the Ember Recovery campus. At this time the line item this project would be funded through does not have the funds available. **Motion to table this request until there is more guidance from the state on the budget amendment process, with the possibility of having a special meeting for a budget amendment by Talsma, seconded by Smith. All ayes, motion carried.**

Next Meeting will be February 27, 2025.

Motion by Smith, second by Dickenson to adjourn. All ayes, motion carried.

Lisa Hill, Recording Secretary

Lisa Heddens, Board Chair

