

**Central Iowa Community Services Regional Board Meeting Minutes**  
**April 26, 2018**  
**Story County Administration Bldg., Nevada, IA**

**Board Members Present:** Hamilton-Doug Bailey, Story-Marty Chitty, Warren-Dean Yordi, Poweshiek-Diana Dawley, Marshall-Bill Patten, Madison-Phil Clifton, Hardin-BJ Hoffman, and Advisory Board Representatives Al Fagerlund and Terry Johnson.

**Counties/Members Absent:** Jasper, Franklin and Boone Counties.

**Others Present:** Heidi Burhans-Fiscal Agent, Dawn Rudolph-Greene County Supervisor, Krystina Engle, Deb Schildroth, Linda Murken.

**Administrative Team Present:** Jody Eaton, Jill Eaton, Linn Adams, Betsy Stursma, Karla Webb, Patti Treibel-Leeds and John Grush. Absent: Russell Wood.

**Agenda and Minutes.** Chair Bailey called the meeting to order. Yordi moved, Chitty seconded to approve the agenda. All voted aye. Hoffman moved, Dawley seconded to approve the minutes of the March 22, 2018 meeting. All voted aye.

#### **Administration**

**Conflict of Interest.** Board members were encouraged to use their discretion regarding any conflicts related to contracts or other issues on today's agenda.

**Local County Funds Project Policy.** Jody Eaton presented a proposed policy for local funds that was recommended by the Administrative Team. The policy would allow regional funds to be approved by the County Director for specific purposes as outlined. Payment would be made from regional funds up to the amount approved. Funds would not be carried over from previous fiscal year. Chitty moved, Patten seconded to approve the policy with the stipulation that the use of these funds be presented to CICS Governing Board regularly. On a roll call vote all voted aye.

**Local Funds Amount.** Jody Eaton presented the recommendation of the Administrative Team to allocate \$12,500 for the balance of FY 18 to each county to be utilized as specified in the Local Funds Project Policy and \$50,000 to each county for FY 19. Hoffman moved, Yordi seconded to approve the recommendation for FY 18 and FY 19. On a roll call vote all voted aye.

**Wings of Refuge Funding Request.** Jody Eaton reviewed a request from the organization for \$327,672.00 for a Restoration Home. The Administrative Team recommended to deny the request. Following discussion, Hoffman moved, Clifton seconded to deny the request. On a roll call vote all voted aye to deny. Eaton will notify them of the denial and will see if any provision of their program would fit under MHDS funding.

**Boone Transitional Living Center.** Two proposals were received for the new TLC in Boone. Based on RFP scoring by Planning Officer the Administrative Team recommended to contract with Eyerly Ball for the Boone TLC. Dawley moved, Hoffman seconded to approve the recommendation. On a roll call vote all voted aye.

**Marshall Transitional Living Center.** One proposal was received in Marshall from Center Associates. Planning Officer has recommended that further discussion and negotiations be completed with them before approving a recommendation. There was no action taken. Consensus of the members was that further discussions take place with provider and a recommendation be brought to the next meeting.

**August Meeting Date.** Clifton moved, Yordi seconded to change the August meeting date to August 30<sup>th</sup> due to the ISAC Conference being held on August 23<sup>rd</sup>. All voted aye.

**Mary Greeley Crisis Stabilization Renovation Proposal.** The Board previously approved start-up expenses for this project. A decision was previously tabled regarding the regional contribution for the renovations until the actual costs were determined. The Administrative Team had originally recommended that CICS contribute \$225,000. Chitty reported that the Story Board of Supervisors met with the Architect. A copy of the cost estimates were provided to the Board. The cost was considerably higher than originally expected at \$440,000. Chitty reported that the Story Board has identified some things to remove from the project (smoking hut, generator). Following discussion, Hoffman moved, Dawley seconded to approve the previous recommendation of the Administrative Team for CICS to fund up to \$225,000 of the costs for the Crisis Stabilization/Transitional Living facility. The rest will need to be covered by Story County as improvements to their building. On a roll call vote all voted aye.

**HF 2456 Overview.** A handout was provided summarizing each section of this significant legislation. Due to time limitations, the legislation will be further reviewed at next meeting.

**Making A Difference: Mobile Crisis.** Krystina Engle, Eyerly Ball Director of Crisis Services, was present to talk about the new program. It has been operational in the southern four counties since April 1. Recruitment continues to hire for on-call in the northern part of the region. Hope be fully operational within the next month. Krystina shared stories of some situations already that mobile crisis has resulted in positive outcomes. Positive comments from a school administrator were shared where they helped diffuse a situation.

### **Advisory Board**

**Bylaw Changes.** Fagerlund reported on the April 10<sup>th</sup> meeting of the Advisory Board. He reviewed changes to the Advisory Board Bylaws that were approved by the Advisory Board and recommended to be approved by this Board. The changes are primarily to: 1) allow alternates, 2) insert Greene County as they will join 7/1/18, and 3) allow meeting participation by electronic means. Fagerlund moved, Patten seconded to approve the amended Advisory Board Bylaws. All voted aye.

### **Finance**

**Claims.** Hoffman moved, Yordi seconded to approve the claims reports for the claims paid on March 27<sup>th</sup>, April 10<sup>th</sup>, and April 24<sup>th</sup>. On a roll call vote all voted aye.

**Finance-March Financial Report.** Jill Eaton reviewed the expenditures for March and year to date. March expenses were \$755,491.92 and year-to-date expenses as of March 31 were \$7,265,474.12 (46.2% of budget).

**Fiscal Policy Revisions.** Burhans reviewed changes to the policy that are recommended by the Finance Committee. The changes primarily reordered items, made clarifications regarding revenues, deposits, and how items will be brought to Governing Board. Clifton moved, Dawley seconded to approve the amended Fiscal Policy. All voted aye.

**Fund Balance Transfers.** The Board previously voted to have each County keep up to 200% of their FY 19 Administrative Budget funds in their county and submit the balance to the regional fund. A handout showed the amount each county will need to transfer. The Fiscal Agent will invoice each county around May 1st. Franklin and Hardin Counties will not need to transfer due to fund balance in their counties.

### **Operations**

**CICS Management Plan Revisions.** Webb reviewed proposed Plan changes that have been reviewed and approved by both the Advisory Board and Administrative Team. Primary changes include: revising how

regional Advisory Board appointments are made by local Boards of Supervisors; adding Greene County; cleaning up contracting language to reflect actual practice; removing ETP reporting to DHS; revising language for residency (remove “legal”); adding definition in glossary for “residence”; revising Access Points; updating the poverty guidelines; and updating the Service Matrix. Patten moved, Yordi seconded to approve the amended Management Plan. All voted aye. The Plan will go before the MHDS Commission in June for final approval.

**FY 18 Provider Contract Amendments.** Webb reviewed contract amendments with Achieve Mental Health to add crisis appointments and with Eyerly Ball to add funding for the new ACT program in Story and Boone Counties. Clifton moved, Yordi seconded to approve both amendments. On a roll call vote all voted aye.

**FY 19 Provider Contracts.** Webb reviewed the primary criteria for contracts for FY 19 included a 2% increase and movement to a tiered rate structure (similar to that of Waiver and Habilitation). Following review, Clifton moved, Yordi seconded to approve the FY 19 contracts for the following providers: Access, Arc of Story County, Pamela Caviness, ChildServe Community Options, Diamond Life, Franklin County Service Center, Friendship Club, Goshorn Psych-Services, Heartland Senior Services, Integrated Treatment Services, Legal Aid Society of Story County, Premier Payee, Achieve Mental Health, CIRSI, Journey Counseling, and Madison County Public Transportation. On a roll call vote all voted aye.

### **Coordination**

**Quarterly Service Coordination Report.** Adams provided data for the period ending March 31<sup>st</sup>. For the comparable period, individuals served was up 14% from previous year and applications processed were up 17%. Those in congregate RCF settings and State MHIs decreased. Assessments completed increased over the previous year substantially. Eaton reported that CICS is ahead of other regions since assessments were required in the original legislation for regionalization. A new Service Coordinator has been added in Story County bringing total Service Coordination staff to 15.

### **Quality Assurance**

**MHFA Story.** Treibel-Leeds reported that in the past year 287 individuals have been trained by CICS with Mental Health First Aid. There have been 12 trainings. She and Kathy Johnson present the trainings and they now can offer the Childrens MHFA also. She shared a story received from a provider that training was provided and how it helped them deal with a situation.

**Procedural Clarification.** Fagerlund clarified that the Advisory Board representatives to the Governing Board are allowed to make motions and participate in discussion on issues. The only thing they are restricted from is voting. This had been clarified by the State when the Board was first formed.

**Public Comment.** None.

**Next Meeting and Adjournment.** The next meeting will be May 24, 2018 at 1:00 at the Story County Administrative Building in Nevada. Chitty moved, Yordi seconded to adjourn. All voted aye.

Minutes respectfully submitted by Linn Adams.

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Linn Adams, Recording Secretary

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Doug Bailey, Board Chair