



# CICS

Supporting Individuals. Strengthening Communities.

## Regional Governing Board Draft Meeting Minutes

May 22, 2025

Story County Administration Building

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

**Motion to approve the May 22, 2025 agenda. Motion by Talsma, second by Smith. All ayes, motion carried.**

**Motion to approve the April 24, 2024 minutes. Motion by Talsma, second by Dickerson. All ayes, motion carried.**

**Russell Wood, CEO stated there has been one amendment since the previous Board meeting and another to follow that will include an addition to the contract with HHS.** Between now and July there may be more amendments, and Wood is requesting the Board to allow him to sign the amendments with the Chair's approval. **Motion to approve the CEO to authorize the CICS CEO to sign contract amendments with HHS with the approval of the Board Chair or other Board officer by Talsma, second by Cochrane. All ayes on roll call vote, motion carried.**

**Wood provided the Board with a staff update.** Two staff have been able to remain that were previously not able to. There have been interviews and job offers, and other job offers will be made. Dickinson County will be sharing costs for one staff member if the Employer of Record with Dickinson County is approved.

**Wood discussed salaries for current staff beginning July 1.** Wood sked for clarification on Sheehan's and Howard's salary as well as his own. He also indicated a wage for White beginning in July. Heddens stated the change made previously for Sheehan was due to a significant cut in Webb's salary. She is asking the Board if they see a change that would increase both to \$90,834 rather than the \$116,300 that Webb was at previously. **Motion to approve Jarica White's wage from \$28.90 to \$30.90 beginning July 1 and salaries for Liza Maxwell and Jen Sheehan to be set at \$90,834 beginning July 1 by Dickerson, second by Smith. Motion carried on ayes with Cochrane voting nay.**

**Wood stated that the mileage rate has changed from state to federal and his salary was voted on previously with a mileage reimbursement.** Heddens asked if the travel adjustment be removed and keep the approved amount as a base salary rather than reflecting travel. **Motion to approve Wood's base salary at \$139,677 with travel being reimbursed at the federal rate by Talsma, second by Smith. All ayes on roll call vote, motion carried.**

**Wood presented an Employer of Record 28E Agreement with Dickinson County.** This is for one staff member that will be supervised by Sheehan. There is a 30-day clause for termination in the agreement. The staff member has been with Sioux Rivers and is currently covering six counties. The cost for CICS is \$8,500 per month, total of \$102,000 per year.

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**Motion to have an Employer of Record 28E Agreement in Dickinson County for Beth Will by Smith, second by Lukensmeyer. All ayes on roll call vote, motion carried.** If Dickinson approves the agreement, then Wood will bring the signed agreement to Heddens to sign.

**Wood presented an updated Employer of Record 28E Agreement with Franklin to reflect a correction from Region to District and also changing 'all staff' to 'designated staff' due to the agreement with Dickinson County. Motion to approve the updated Employer of Record 28E Agreement with Franklin by Smith, second by Rudolph. All ayes on roll call vote, motion carried. Lukensmeyer abstained.**

**Wood presented job descriptions with title changes. Chief Executive Officer will remain Chief Executive Officer, Operations Officer will be changing to Chief Operating Officer, Finance Officer to Chief Financial Officer, Service Coordination Supervisors will be Disability Services Navigation Program Managers, Service Coordinators will be Disability Services Navigators, and Office Managers will be Program Support Technicians.** Wood requested that the education entry requirements may be waived if approved by the Department for specific employees. Wood would like to broaden the candidate pool by being able to waive the education requirement for the Disability Services Navigator position. Some typos need to be corrected. **Motion to approve the job descriptions with corrections as well as seek an exception to policy on an individual basis of the education requirement for the Disability Services Navigator position by Smith, second by Alexander. All ayes, motion carried.** (The DSN job description will be updated to reflect this.)

**Betsy Stursma, CFO presented the Fiscal Agent Agreement Amendment with Story County for MHDS Region Closeout which changes the duration of the agreement, ending December 31, 2025. Motion by Lukensmeyer, second by Smith. All ayes on roll call vote, motion carried. Heddens abstained.**

**Stursma presented the Business Associate Agreement with County Social Services for CICS to perform the closeout function on behalf of County Social Services.** This will need to be approved by the County Social Services Board, then signed by CICS. **Motion to approve the Business Associate Agreement with County Social Services pending their Board approval by Smith, second by Lukensmeyer. All ayes, motion carried.**

**Meghan Freie, COO presented a request to dissolve MHDS Region Advisory Committees effective July 1, 2025.** Two of the committees were required by the contract with HHS as an MHDS region and two were put into place by CICS. The committees dissolving are the Supervisors Advisory Committee, Adult Advisory Committee, Children's Advisory Committee, and the Justice Advisory Committee. **Motion to dissolve the Supervisors Advisory Committee, Adult Advisory Committee, Children's Advisory Committee, and the Justice Advisory Committee effective June 30, 2025 by Lukensmeyer, second by Smith. All ayes, motion carried.**

**Freie updated the Board on the CICS offices.** Wood and Freie visited multiple new office space options. They are still looking for office space in Ottumwa and Fort Madison. After discussion with HHS there are possible plans to expand in the future. All but two leases have been signed at this point.



**Stursma updated the Board on office closures. She is working with a moving company to move furniture from current offices to new offices. Notifications to landlords are being made, as well as terminating printer agreements, utilities, shredding agreements, etc.**

**Freie presented Resolution #2025-1 – Outreach Events and Public Purpose.** Freie stated they would like to hold outreach events so staff, providers and clients can meet. This resolution would approve the purchase of refreshments and other needs for these outreach events. **Motion to approve Resolution #2025-1 – Outreach Events and Public Purpose by Lukensmeyer, second by Rudolph. All ayes, motion carried.**

**Wood updated the Board on County withdrawals from the CICS 28E Agreement.** June 30, 2025 is the deadline for counties to withdraw and at this point in time Story and Jasper have responded with their intent to withdraw.

**Stursma presented the April 29 and May 13, 2025 claims. Motion to approve the April 29 and May 13, 2025 claims by Smith, second by Talsma. All ayes on roll call vote, motion carried. Stursma also presented the April expenditure report.**

**Next meeting will be June 26, 2025 with the change of time to 12:30 pm at the Story County Administration Building, Nevada, IA.**

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

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Lisa Hill, Recording Secretary

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Lisa Heddens, Board Chair

