



Rolling Hills

Community Services Region

Buena Vista * Calhoun * Carroll * Crawford * Ida * Sac

May 15, 2014

2:00 pm

Sac County West Annex

Meeting Minutes

1. Call to Order – Chair, Rick Hecht

2. Roll Call of Counties – Introductions

Buena Vista: Paul Merten

Calhoun: Scott Jacobs

Carroll: Neil Bock

Crawford: Cecil Blum

Ida: absent

Sac: Rick Hecht

Guests: Judy Howrey, Karen Nonnie, Jim Dowling, Terri Martens, Amy Hull, Pam Moldovan, Tina Roth, Kourtney Irlbeck, Sue Lloyd, Terry Johnson, Jim Coats

CPC's: Dawn Mentzer, Leisa Mayer, Louise Galbraith

3. Minutes of Previous Meeting

Motion to approve minutes of previous meeting by Cecil Blum, second by Neil Bock. Discussion: none. Motion carried

4. Approval of Agenda

Motion to approve agenda by Scott Jacobs, second by Paul Merten. Discussion: none. Motion carried

5. Old Business

a. Discussion with County Auditors

i. Summary of new chart of account codes

Dawn Mentzer presented a summary of the Regional operations (see attachment). Service claims (from providers) will be paid by fiscal agent, FY14 accrual claims will be paid by counties.

Case Management was discussed due to co-mingling funds of case management and Fund 10 MH dollars. Sac County has not moved the program but Carroll and Buena Vista Counties have. Dawn Mentzer provided opinions from DHS and Andy Nielsen (see attachment)

Discussion of the 25% language in HF 2463 (not yet signed by the Governor).

ii. Per capita contribution per county

<u>County</u>	<u>Levy</u>	<u>25% Contribution</u>
Buena Vista:	\$964,796	\$241,199
Calhoun:	\$455,117	\$113,779
Carroll:	\$986,308	\$246,577
Crawford:	\$816,857	\$204,214
Ida:	\$335,026	\$83,801
Sac:	\$484,194	\$121,049

iii. Dates and process for payment of county funds to region

Counties are to remit 25% of levy (see above) to the fiscal agent by July 15, 2014, using chart of account code 4413-951. See Attachment for more information.

iv. Administrative costs from Region to Counties

Budgeted administrative costs to counties:

Buena Vista	\$157,489
Calhoun	\$62,287
Carroll	\$29,819
Crawford	\$79,952
Ida	\$3,000
Sac	\$3,380

See attachment for breakdown of county costs.

v. Discussion of fiscal agent fee

Dawn Mentzer – not knowing how much this will add to the workload of the fiscal agent, it is hard to determine a reasonable fee. Cecil Blum suggested starting with the .25 per capita July 1, 2014 and review in December 2014 and make any adjustments (higher or lower fee). Buena Vista Auditor is fine with this idea.

vi. Questions and Answers

Minutes from meetings will be provided to the Auditors by the CPC's.

b. Designation of Buena Vista County Auditor as Fiscal Agent

Motion by Cecil Blum to designate Buena Vista County as fiscal agent at a fee of \$.25 per capita with review in 6 months to either raise or lower the fee as needed. Second by Neil Bock. Motion Carried.

c. 28e Update

A copy of the approval letter from DHS was given to the Governance Board. Discussion of the process to submit to the Secretary of State: it was decided that Dawn Mentzer

will forward the 28E with signatures to Roger Sailer, Crawford County Attorney to submit to the Secretary of State.

Neil Bock asked about the part of the 28E approval letter pertaining to waiting lists.

Dawn Mentzer clarified that a waiting list applies to existing services, DHS will not allow a waiting list if there is a reserve balance in the region or a county.

d. Other

Scott Jacobs asked for clarification on the “clawback”, what is the payback or savings based on. Dawn Mentzer clarified the amount of “savings” will be based on the counties savings in the first 6 months, each county would have a different amount.

Counties without equalization dollars will have a levy reduction to provide a savings to their taxpayers, counties with equalization funds will remit a dollar amount back to the state.

6. New Business

a. Discussion of Regional Contracts for Services

Dawn Mentzer provided the Board with a copy of contract template to be used for Regional funded services. A recommended change the CPC’s have proposed is section 2.5 (Cost Reports): The template provides forms for the providers to fill out and submit. We have changed to omit the forms and state *“provider shall submit the most recent annual cost report to Rolling Hills Community Services Region. The annual cost report of the previous fiscal year shall be submitted within 90 days of the end of the Provider’s fiscal year for each year this Agreement is in effect. Failure to submit a completed annual cost report in a timely manner may be cause for termination of this Agreement.”*

There are 14 providers within the Region that we will contract with at this time. We will be honoring contracts in other Regions that provide services in our Region or to persons from our Region that receive a service outside of the Region.

Counseling Services is interested in providing outpatient mental health services in Calhoun County. Jim Coats stated they would like to explore opening an office in Calhoun County, starting with counseling services and then follow with psychiatric care. There is a task force to help establish services in Calhoun County.

b. Provider Rate Setting

i. HCBS Rates

Dawn Mentzer presented information (Iowa Code 441 Chapter 79) that allows for a county to negotiate HCBS rates for prevocational, day habilitation and adult day services. It is the opinion of DHS that a region can negotiate these rates in lieu of counties as the region is responsible for contracting. (See attachment for DHS opinion)

Neil Bock made a motion to allow the Region to negotiate HCBS rates, for Day Habilitation, Prevocational and Adult Day services, subject to Iowa Admin code 441 chapter 79 1(2), on an annual basis, 60 days in advance of contract renewal.

Second by Cecil Blum. Discussion: How will the rates be set, by cost reports? Terry Johnson suggested to negotiate for all rates, not just the three. Motion Carried.

c. Review and Discuss Contracts for Coordinators of Disability Services

Dawn Mentzer presented a contract to the Board for the counties who are providing coordinators to the Region. Cecil Blum asked about termination of the employee with county vs. contract with the Region that is addressed in the 28E. Cecil asked if the county runs low on administrative funds (say increased mileage), what would happen. Dawn stated the county would have to come to the region. As per mileage Dawn stated the Region may want to set a mileage rate.

A motion to approve the contract for coordinator of disability services by Cecil Blum, Second by Paul Merten. Carried.

Discussion to set a mileage reimbursement rate for the Region.

Paul Merten made a motion to set the Regional mileage rate at the Federal Rate minus \$.4 cents per mile. Second by Neil Bock. Discussion: Cecil Blum thinks that it is too high as Crawford County only reimbursement of .39 cents. Also, the questions was raised of where mileage starts, home or office.

Neil Bock moved to amend the motion to set the Regional mileage rate at the Federal Rate minus 10 cents per mile. Vote on amendment: Amendment failed (3-2 Vote).

Vote on original motion of Federal Rate minus .4 cents per mile. Original motion passes 3-2 (voting aye: Neil Bock, Rick Hecht and Paul Merten. Voting nay: Cecil Blum, Scott Jacobs).

i. Percentage/costs of time allocated to the Region

A discussion of salary and division of county/regional duties and time.

An email with an opinion from Roger Sailer, Crawford County Attorney, was handed out pertaining to setting of compensation for Coordinators per the 28E.

Paul Merten made motion to table the discussion of salary for Coordinators till next meeting Second by Neil bock. Motion carried.

d. Supported Employment discussion

A copy of the flyer (see attached) for the Supported Employment forum on June 26, 2014 in Storm Lake was presented to the Board.

e. Transition and Strategic Plan Updates

Copies of the Transition and Strategic Plans were presented by Dawn Mentzer and reviewed by the Board.

Motion to approve both the Transition and Strategic plans by Cecil Blum, second by Paul Merten. Discussion: None. Motion Carried.

f. **Other**

None

g. **Date and time for next meeting**

Wednesday, June 4, 2014: 2:00 pm Sac County West Annex, Sac City

Motion to adjourn by Neil Bock, second by Cecil Blum.