



Rolling Hills

Community Services Region

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

June 20, 2014

1:30 pm

Sac County West Annex

Meeting Minutes

1. Call to Order – Chair, Rick Hecht

2. Roll Call of Board Members – Introductions

Buena Vista: Paul Merten

Calhoun: Scott Jacobs

Carroll: Neil Bock

Crawford: Cecil Blum

Ida:

Sac: Rick Hecht

Advisory Board Representative:

Advisory Board Representative: Pam Haberl

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

Guests: Patrick Schmitz, Justin Schaefer, Pam Moldovan, Pam Alger, Maggie Johnson

3. Minutes of Previous Meeting

Motion to approve the minutes of the previous meeting by Neil Bock, second by Scott Jacobs.

Discussion: None. Carried

4. Approval of Agenda

Motion to approve the amended agenda of adding UNDER OLD BUSINESS: Take action on CSN user expert contract"; and under new business: "Approve Regional Transition Plan" by Paul Merten.

Second by Scott Jacobs. Discussion: None. Carried.

5. Old Business

a. Take action on CSN User Expert contract

Dawn Mentzer, CEO, provided an overview of the tasks Justin Schaeffer is involved with how vital his expertise is in the change from a county system to a regional system.

Dawn provided a contract with a fee of \$4,800 for FY 15 from Rolling Hills Region, Justin is estimating an average of 20 hours per month.

Paul Merten made a motion to approve the contract and for the Chair to sign the contract for CSN Expert User. Second by Cecil Blum. Discussion: None. Carried.

b. Patrick Schmitz, Plains Area Mental Health Center

Proposal of Services: Medication Management & Crisis Services

Patrick Schmitz presented a proposal for block grant funding of crisis services, consult/education, Carroll 3rd year service investment, club house, school services, medication management, with a total request of \$494,230.00. (see attachments)

Rick Hecht asked if this proposal covers services within Calhoun County. Patrick assured that it does.

Cecil Blum had concerns of block granting and an increase of \$60,000 (over and above what counties are currently block-granting). Rick Hecht answered that there are demands for services that we have to provide and currently are not, that this also provides services for Calhoun that were not provided (a new cost).

Neil Bock asked if there would be fee for services included in the block grant (new services that may produce revenue). Patrick answered that most of the items are not things that can be billed for.

Dawn Mentzer was asked what was in the budget. The proposal is over what was budgeted for block grants, however, \$261,000 was budgeted for outpatient therapy that most likely will not be used due to the Health and Wellness Plan. Also, the proposal (under 4(f)) covers services that have been identified as services we need developed within the Region.

Scott Jacobs wanted to make sure that other providers in the Region will not be affected by this. Patrick explained that private providers should not be affected because they are not providing crisis services.

Neil Bock asked how this will affect the contact with Carroll County. Dawn stated the 3rd year investment fee is included and the contract can be terminated and just have one contract with Plains Area for the Region.

A discussion that the crisis services and development of other new programs should reduce hospitalizations and provide financial savings to offset the proposal amount.

Contract questions:

Payment schedule: Bi-annual or quarterly? Plains is currently receiving bi annual (July and January) payments but would be fine with quarterly payments. Consensus is to pay quarterly.

Dawn asked about using the template the Region is using with other service providers. Patrick stated that the contract would be fine.

Neil Bock suggest approval of the proposal today, and a contract be drafted for approval at the next meeting. Contract should have payment dates listed. Dawn Mentzer may utilize Roger Sailer in drafting the contract.

Paul Merten moved to accept the proposal with Plains Area Mental Health as presented, with the direction to draw a contract. Second by Scott Jacobs. Discussion: none. Carried.

Cecil Blum made a motion that upon completion of the contract the CEO will email the contract to the Board Members, and PAMHC for approval. If PAMHC and the majority of the Board approve the contract, the Chair will have authority to sign. Second by Neil Bock. Discussion: none. Motion Carried.

c. Other

Rick Hecht asked if there was any new information on the 25% language. Dawn Mentzer was in Des Moines twice in the last week for meetings and it was not addressed.

6. New Business

a. Take action on provider service contracts

13 contracts were sent and 7 have been received back at this time. Cecil Blum asked that the contracts be lettered A-G so a motion to approve can be made. Dawn Mentzer lettered the contracts as:

- A – Catholic Charities
- B – Genesis Development
- C – Mallard View
- D – Night Owl Support System
- E – Howard Center
- F – New Hope Village
- G – Home Care Options

Cecil Blum made a motion to approve provider contracts received lettered A-G. Second by Paul Merten. Discussion: Paul Merten asked that the contracts be listed in the minutes. Motion carried.

b. Approve full slate of Advisory Board appointments

A list of the Advisory Board is now complete. Pam Haberl (family member) and Pat Lauresen (provider) were appointed by the Advisory Board as representatives to the Governing Board.

A motion to approve the Advisory Board appointments by Scott Jacobs and second by Neil Bock. Motion carried.

c. Approve Regional Transition Plan

Dawn Mentzer provided a summary report of the Plan and reviewed it with the Board (see attachment).

Discussion: Payment of claims – will the Governance Board approve claims prior to payment or be given a list of claims that have been paid within the month. Neil Bock asked if a list of claims can be emailed by the CEO to Board members prior to payment. The Board could then address any concerns with the CEO prior to payment and have the option to hold a claim for the next Board meeting. Dawn Mentzer said this will work and she does not think the fiscal agent will have issue with it either.

Neil Bock asked about the section in “Business Functions/Funds Accounting Procedures” that states the CEO will monitor and manage funds held in individual county accounts. Dawn Mentzer stated that it is in Code as well as her job description, however, the CEO cannot go to a county and ask for funds without being directed by the Governing Board. Neil would like to have the words “and managed” deleted from the paragraph.

Paul Merten asked about payment dates, do we need to ask for quarterly payments rather than at the direction of the Board (as in the 28E). Dawn Mentzer answered that the funds can be contributed (the \$47.28 per capita) as needed (after the first payment in July 2015) for cash flow purposes.

Dawn Mentzer will email a copy of the full Transition Plan.

A motion made by Cecil Blum to approve the transition Plan with the revision of: “The Chief Executive Officer will also monitor ~~and manage~~ the funds held in individual county accounts through receipt of a General ledger balance sheet on a quarterly basis sent by the county Auditors.” Also, to add language that the Board will be sent claims for review prior to payment and any unresolved claims will be held till the next Board meeting for discussion. Second by Neil Bock. Discussion: None. Motion carried.

d. Other

Paul Merten asked if any other county has approached the Region to join. Dawn Mentzer stated that she has not been contacted by any county to join our Region.

e. Date and Time of Next Meeting:

The third Wednesday of every month at 2:00 pm, in Sac City, has been set as for the regularly scheduled meeting.

Next Meeting: Wednesday, July 16, 2014 at 2:00 pm