



Rolling Hills

Community Services Region

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

April 15, 2015

2:00 pm

Sac County Support Services, Sac City

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

Cherokee: Dennis Bush

Crawford: Cecil Blum

Ida: Rhett Leonard

Sac: Rick Hecht

Representatives from Advisory Board: Pam Haberl, Pat Laursen

Regional Staff: Dawn Mentzer, Lisa Bringle, Louise Galbraith, Rosie Stotts

Guests: Justin Schieffer, Shari Kitt, Stacey Peter, Dana Kanne, Karla Manternach, Cindy Wiemold, Sandra Pingel, Maggie Johnson, Diana Ossman, Clay Adams

3. Minutes of Previous Meeting

Motion to approve minutes of previous meeting by Neil Bock. Second by Cecil Blum. Motion carried.

4. Approval of Agenda

Motion to approve agenda as presented by Paul Merten. Second by Scott Jacobs. Motion carried.

5. Old Business

a. CSN Expert User Update – Justin Schieffer

Justin Schieffer provided the Board with an update concerning the CSN computer program. Justin has been averaging 8-16 hours of CSN work, most hours are for meetings, and he tries to troubleshoot the support tickets on breaks, lunch or off hours

as to not interfere with billing of his time for Case Management. Justin, as the expert user for the Region, handles the support tickets which allows ISAC CSN staff to work on IT issues. Justin is one of two expert user mentors and can provide training and mentoring to others. The ETC Advisory Board governs CSN and they have designated sub-committees for financial (budget issues, costs), compliance (ensuring HIPAA compliance) and Operations (necessary changes in the CSN program). They are also working on improvements to the CSN program to ensure that the program will be ready to work with managed care as that is brought into the State, make the program easier to use, and interface with Regions. Justin also worked with CSN to incorporate Cherokee County into the Rolling Hills Region in CSN. ISAC is in the infancy stages of expansion of CSN to providers for consistent outcomes tracking.

b. Regional Community Employment Proposal

The proposal that was presented at the March meeting by the Howard Center, Ida Services, Inc., Genesis Development and Cherokee County Work Services requires action. Dawn believes that this is a great endeavor for the four providers to work together on Supported Employment and is in favor of the project. This proposal will help the Region move toward the goal of moving individuals from Work Activity into Supported Employment. With the approval of this proposal and the national shift toward community employment and integrated services, it is anticipated the Work Activity will be discontinued by July 1, 2016.

Discussion: Sandy Pingel reported that the budget in the proposal needs to be adjusted to add approximately \$10,000 in benefits for the half-time position that was added when Cherokee County Work Services joined the three initial providers.

Paul Merten made a motion to approve the Supported Employment proposal. Second by Rhett Leonard. Motion carried.

c. ID Waiver Waiting List – Subcommittee Recommendation

Dawn Mentzer updated the board concerning the creation of a work group to address ID Waiver Waiting List and services. The group came together March 31, 2015 and was comprised of the Regional staff and a provider representative from each county. The group worked to set parameters for funding individuals on the ID waiver waiting list, and identify what services may be provided. A report was provided to detail the recommendation. A person must be on the ID Waiver Waiting List and need the services to ensure safety in the most cost effective manner possible. The items proposed to fund are:

- Daily Supported Community Living – must meet urgent or emergent level of need.
- Hourly SCL – 25 hours or less per month for immediate needs.
- Work Activity – Individual directed to IDVRS; Region may fund Supported Employment but no new work activity for ID Wait List clients.
- Pre Vocational – Funding limited to 3 months only after initial referral to IDVRS.

- Day Habilitation – Days per week to be determined by an assessment but will not exceed three days per week unless formal goals are in place to address health and safety concerns. Full time Day Habilitation required urgent or emergent level of need.
- Transportation – To and from Day Habilitation and or Pre-vocational services. Natural supports to be used whenever possible.
*services approved in three month time frames

Lisa Bringle informed the Board that at TCM Administrators meeting in Des Moines yesterday it was made clear that if a person came up for a slot and needs are being met by natural supports and/or Regional funding, IME will move them to the bottom of the list and they may not come off the waiting list. Long term funding by the Region will be the result. There are no expectations to release any slots soon.

Rick Hecht stated that it has been a concern all along that if we fund services the State has not incentive to open slots.

Discussion: Paul Merten asked that if a person on the waiting list comes to the Region for services, is the Region the funder of last resort and Dawn Mentzer confirmed that we are per the management plan. The workgroup limited the services, however with this new information, we may need to reconsider Daily SCL as it is a high cost service. Cindy Wiemold questioned what other regions are doing in terms of funding. Dawn answered that there is no consistency amongst the Regions at this time. Neil Bock stated that while he appreciates the work that was done by the committee, he is concerned that if the door is open it will be open wide and the Region may not want to accept responsibility too soon. Neil would like to proceed with caution and see what other regions are doing and what results they have.

Paul Merten sees both sides of the issue, financial risk of the Region and meeting needs of people. Cecil Blum asked if there a way to predict financial costs? Dawn Mentzer answered that this no way predicting costs as no one from the waiting list has sought funding from the Region at this point.

Neil Bock made a motion to table any action on the ID waiver waiting list. Second by Rhett Leonard. Discussion: is there anyone on the list that we are aware of that needs funding? No. Full waiting list is 778 for the state, unsure of the region numbers. Scott Jacobs asked if this is tabled when it would have to be back on the agenda. We can bring it back at any time on the agenda for action. Dawn Mentzer asked about needs that are core services, such as Pre-Vocational and Rick Hecht indicated that it could be put on a future agenda. Vote: those in favor: Rick Hecht, Scott Jacobs, Cecil Blum, Neil Bock, Rhett Leonard, and Dennis Busch. Against: Paul Merten. Motion carried 6-1.

d. Crisis Stabilization Proposals – Subcommittee Recommendation

Dawn Mentzer read the recommendation of the Subcommittee as follows:

April 15, 2015

To: Rolling Hills Governance Board

From: Crisis Stabilization Proposal Review Subcommittee

On April 1st, 2015, the Crisis Stabilization Proposal Review Subcommittee met to review the proposals as submitted by Plains Area Mental Health Center and Mallard View, Inc., INC. Members of the Subcommittee were Terry Johnson, Chief Executive Officer of Genesis Development, Clay Adams, Chief Executive Officer of Wesco, Pam Haberl, Family Representative/Advisory Board and Governance Board Member via written submission of comments, Dennis Bush, Cecil Blum, Paul Merten, Governance Board Members and Dawn Mentzer, RHCS Chief Executive Officer.

The Subcommittee was provided with a vision statement and recommendation from the Crisis Stabilization Task Force. They considered the following indicators for proposal selection:

Recommendations of the Crisis Stabilization Task Force which include:

- A home like atmosphere for a Crisis Service
- Expandability to meet future needs of bed space as well as geographic areas to be close to providers and allow the individual to receive support closer to their home environment.
- Connection to provide consistent psychiatric expertise as required by Chapter 24
- Long term sustainability of the provider not just the funding source
- Follow Olmstead principles and the vision of the Region for community integration

Additionally, the committee deliberated the detail and depth of the proposals outlining how the service will be provided

The quality of the proposals

The mental health expertise that could be provided in a crisis situation

Strong network of the agency with other service providers and strong psychiatric and mental health coverage

Location was considered but was not the deciding factor. Subcommittee felt that more flexibility could be gained with a community based location

Based on these factors, the Crisis Subcommittee recommends the proposal submitted by Plains Area Mental Health Center.

Discussion: Cecil Blum mentioned that since the subcommittee met, he is wondering if it is possible to have the two providers work together to provide the needed services. Dawn stated that would have to be a decision made by the providers not the regional board. Cecil also asked if the PAMHC budget is the full asking, or will they still bill out psychiatric services by the hour or ask for more if they exceed their projection. He would like to see a better breakdown by the provider.

Neil Bock asked if the crisis task force bullet points were their recommendation. Dawn stated that the vision of the task force and the ability of a provider to meet Chapter 24 rules were the priorities that were considered in the selection process. Neil reminded the Board that he abstained from the committee since the Mallard View, Inc. building is owned by Carroll County. However, Neil pointed out that Patrick Schmitz is a very active member of the task force that laid the ground work of the service. Patrick's proposal shows his level of expertise and connections with his position and to keep that into consideration. Neil was also concerned that both bids came in high, had asked both providers if the amount is higher than needed would they be willing to share costs. Neil believes that Patrick seemed reluctant to share costs, however Shari Kitt from Mallard View, Inc., Inc. stated that records including financial to justify the costs would be disclosed. Geographically, Sac City would be an ideal location for a Crisis Home for the Region, but he mentioned his concerns as to whether a house would be accepted by the community; Mallard View, Inc. would not have that issue, could accommodate more people, and the cost per person of providing the service could be less. Neil believes there is more flexibility with Mallard View, Inc. and leaning toward their proposal.

Cecil Blum commented that since the subcommittee meeting, he has had different thoughts on how this should work. Cecil believes that renting and repurposing a house would not work and that the provider would have to look at building a house from the ground up. Cecil also believes that single occupancy rooms should be offered instead of roommates. He stated that Terry Johnson, of Genesis Development, is remodeling a facility, and a facility like that could bring a lower cost per person. The Region needs to do it right from the start and not hurry to meet a deadline of July 1, 2015 that we may not be able to be met.

Clay Adams, Wesco Ind., recognized that Cecil may have valid points; however, as a provider he believes the costs submitted are accurate and may in fact be too low for a project of this magnitude. Community integration and the setting are going to be a large part of future funding and planning. Community integration is the direction that the state is heading for all services.

Clay asked if the Department of Inspections and Appeals(DIA) allows that combination of services at Mallard View, Inc.. Shari Kitt of Mallard View, Inc. reported that DIA has

been contacted and has given authorization for both Crisis Services and RCF Services to be operated at the facility.

Neil Bock informed the Board that the Carroll County board has been updated and is in agreement that the building can be remodeled with Mallard View, Inc. bearing the cost, and that they would not increase the rent.

After much discussion regarding the willingness of Mallard View, Inc. to share costs as opposed to PAMHC, Dawn Mentzer stated that it is imperative that the board consider the actual proposals and the service that we are seeking. Dawn Mentzer reminded the board that the Region is already funding crisis service development through the block grant with PAMHC (Melissa Drey) so if Mallard View, Inc. is chosen it would require some type of a joint effort.

Dennis Bush stated that he is a non-voting member from the County Boards of Supervisors on the PAMHC board, and that they have always provided financial information. Dennis does not have a concern of how funds are spent or the lack of information. Dennis expressed the concern of the staffing requirements of Chapter 24, and for small agencies it may be hard to maintain required staff and professionals. PAMHC has proven that they can fill positions that are vacant. If Mallard View, Inc. can maintain a licensed professional on a 24 hour basis (even on call), and that person is not available, how long will it take them to find coverage?

Cecil Blum would like to see PAMHC do crisis services and Mallard View, Inc. provides transitional living, by working together.

Shari Kitt addressed the Board and informed them that Mallard View, Inc. has tried to contact Patrick Schmitz from PAMHC to discuss joint efforts and calls have not been returned. Neil Bock indicated that this shows Mallard View's willingness to cooperate and share financial records as opposed to PAMHC.

Paul Merten reminded the Board that the task is to discuss crisis center services not transitional living. This may not be the only home we need, we may need to expand in the future. Transition piece needs to be left out and considered later and that a residential setting in the community is a high priority on the list.

Dennis Bush, we have two proposals to decide on. Meshing them together was not the task of the subcommittee and that they were only to decide between the two proposals as submitted. Dennis supports the decision of the subcommittee.

Neil Bock commented that turnover at PAMHC in Carroll has been atrocious and that Mallard View, Inc. does not have an issue with staff turnover.

Karla Manternach stated that Counseling Services, LLC has agreed to help either provider with services. They have three full time LISW's and two part time LISW's to provide daily contact.

Shari Kitt reported that Mallard View, Inc. has been in contact with various providers to provide psychiatric services through telemedicine.

Cindy Wiemold stated that the Crisis Stabilization Task Force has provided many hours and good faith effort to make a good recommendation and it would be very lax for the Board to not take that recommendation. Neil Bock stated that while he appreciates the work of the Task Force, it is only a recommendation to the Governance Board and that it is not a stamp of approval and should be open to discussion.

Sandy Pingel believes that at the previous meeting, Patrick Schmitz's comments on providing information pertaining to all records of PAMHC, some may not be disclosed or open but those pertaining to block grants and regionally funded services would be.

Rhett Leonard, PAMHC has been open to providing information to their board, has no doubts in their ability and is confident that they can provide the services.

Neil Bock made the motion to accept the crisis center proposal of Mallard View, Inc. Second by Cecil Blum. Discussion: Neil Bock, they appear to be an organization that is willing to cooperate. Vote: Those in favor: Neil Bock. Those opposed: Rick Hecht, Paul Merten, Cecil Blum, Scott Jacobs, Rhett Leonard and Dennis Bush. Motion defeated with a 1-6 vote.

*Dennis Bush made the motion to award the crisis center proposal to Plains Area Mental Health Center. Second by Paul Merten. Discussion: none
Vote – those in favor: Rick Hecht, Paul Merten, Rhett Leonard and Dennis Bush. Those opposed: Scott Jacobs, Cecil Blum and Neil Bock. Motion carried with a 4-3 vote.*

6. New Business:

a. ICAP Renewal for Fiscal Year 2016

Renewal of the ICAP policy is due by May 1, 2015 or there would be a premium increase of 25%.

A motion was made by Cecil Blum to renew the policy with ICAP for one year. Second by Rhett Leonard. Vote: Those in favor: Rick Hecht, Cecil Blum, Neil Bock, Rhett Leonard and Dennis Bush. Those opposed Paul Merten and Scott Jacobs. Motion carried with a 5-2 vote.

b. Mileage Rate for Regional staff – Cecil Blum

Cecil Blum wants fair compensation but believes the current rate is too high. Crawford County is at .39 per mile and Carroll will be using 80% of the federal rate as of July 1, 2015.

Rick Hecht stated that if we consider a change he would like to revisit the rate if the gas price increases.

Neil Bock stated that the Carroll County rate would float with the changing prices.

A motion was made by Cecil Blum to change the mileage reimbursement rate as of July 1, 2015 to 80% of the federal rate. Second by Neil Bock. Discussion: none. Those in favor: Cecil Blum, Neil Bock, Rhett Leonard and Dennis Bush. Those opposed: Rick Hecht, Paul Merten and Scott Jacobs. Motion carried with a 4-3 vote.

c. FY'15 Financial Update

Dawn Mentzer has been providing a monthly claims listing to the Board. She provided an update regarding the current budget status:

FY'15 budget.....	\$2,794,046
Expenditures as of March 31, 2015.....	\$1,448,887
Projected expenditures (6/30/2015).....	\$1,931,849
Current fund balance:	\$2,148,107

d. Annual Audit for Regional Finances

The Regional 28E states that we will pay an independent agency to provide auditing services. Buena Vista County was given a proposal by their auditing firm, Hunzleman and Putzier to audit the Regional finances for \$1,000.

Rhett Leonard made a motion to approve the Hunzleman and Putzier to conduct the Regional audit at the expense of \$1,000. Second by Scott Jacobs. Motion carried.

e. Mental Health Advocate bill – Roger Sailer opinion

Dawn Mentzer provided an opinion by Roger Sailer concerning the mental health advocate and current legislation. Legislation reads the advocate is an employee of the county not the region. Discussion of setting guidelines, or a job description for the advocate and Rick Hecht suggested that the Regional Board could send a recommendation to the County Boards to set fair and unified guidelines for advocate(s). Also, the Region needs to set a list of reimbursable expenses as well as job duties.

7. Date for next meeting

May 20, 2015, Sac County Annex at 2:00 pm

Motion to adjourn by Dennis Bush, second by Rhett Leonard. Meeting adjourned at 4:10 p.m.

Minutes recorded by Louise Galbraith and Dawn Mentzer

