



Rolling Hills

Community Services Region

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

Governance Board Meeting

June 17, 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: Bob Paulsrud

Sac: Rick Hecht

Representatives from Advisory Board: Pam Haberl, Pat Laursen

Rolling Hills Staff: Dawn Mentzer, Lisa Bringle, Leisa Mayer, Louise Galbraith, Rosie Stotts

Guests: Terry Johnson, Diana Ossman, Tracey Jepsen, Melissa Drey

3. Minutes of Previous Meeting

Motion to approve minutes of previous meeting by Cecil Blum. Second by Bob Paulsrud. Discussion: None. Motion carried

4. Approval of Agenda

Motion to approve agenda as presented by Dennis Busch. Second by Scott Jacobs. Discussion: None. Motion carried

5. Old Business

- a. New Hope Village – Transportation Rate Increase Request**

NHV is requesting transportation rates that are in line with other providers within the Region. Dawn Mentzer is requesting that the rates be approved as requested. *Motion to approve the transportation rates of \$.57 per mile and \$9.29 per trip, as requested by New Hope Village by Cecil Blum. Second by Dennis Bush. Discussion: none. Motion carried.*

b. Crisis Stabilization Services Update – Patrick Schmitz

Melissa Drey reports that the abstract of the new home needs a few changes, they are working on hiring companies for remodeling, they are looking at furnishings and the advertisement for a director is out. Estimated start date is late summer to early fall.

Cecil Blum asked if the Region should be listed on the insurance policy for the home. Dawn Mentzer is waiting for a response from Roger Sailer concerning an agreement between PAMHC and the Region, and is hopeful that this document will cover the issue.

c. ID Waiver Waiting List Request for Reconsideration – Terry Johnson

Terry Johnson would like the board to reconsider taking action on funding those on the waiting list. Those needing funding would have minimal services while waiting for a waiver slot. We don't know how long the list will last, and students transferring out of school will be on a list and without services they will lose a lot of skills obtained in school. The Region could provide minimal services so people will not lose skills and go backwards. Discussion: Neil Bock stated the purpose is to provide services on the core list, if we start funding it (waiver waiting list individuals) now, the state will not take the responsibility back.

Dennis Bush, as long as no one has requested services he is fine with waiting to make changes to the previous board decision.

Dawn Mentzer reports that guidelines were established by a work group comprised of regional staff and providers, and are outlined in the April 2015 minutes. Dawn reports that we are the only region not funding services for those on the waiting list at this time.

Neil Bock stated that if the situation changes and a number of people come to the Region for funding it can come before the board for reconsideration.

Paul Merten – there is a compromise and safety net with the guidelines that were established. Paul wants to make sure that the core services are covered. The door is not closed to funding, however the pressure needs to remain with the state.

Terry Johnson asked if the board would look at individual cases to fund the safety net services. Terry is asking that the guidelines be approved (which were tabled in the April 2015 meeting) as a stop gap until managed care comes in January 1, 2016.

Motion to approve the guidelines for funding individuals on the ID waiver waiting list as presented at the April 2015 Board meeting by Paul Merten. Second by Dennis Bush. Discussion: when would it be implemented? Start date July 1, 2015. Vote: Yea: Cecil Blum, Rick Hecht, Dennis Bush, Paul Merten, and Scott Jacobs. Nay: Neil Bock, Bob Paulsrud. Motion carried 5-2

d. Mental Health Advocate Guidance

Dawn Mentzer requested an opinion from Roger Sailer which has not been received. It is recommended by ISAC that an advocate who serves more than one county be employed by one county in the region (by 28e, or motion of the county boards) and be given office space so they are not working out of their homes. Which county in the Region would want the responsibility? By following the job description, and not providing case coordination for those with a TCM, IHH team or regional coordinator, the hours of services provided by the advocate should greatly decrease.

Paul Merten attended a meeting and this issue was addressed and we are not the only region looking at this issue. The advocate would not be paid mileage to an office location, only to locations of services from the office not their home.

Cecil Blum questioned if a county took on the responsibility of employment and the person is terminated would the Region cover the unemployment expense. Dawn Mentzer answered yes as the Region would be reimbursing the county of record for all expenses of the position.

Neil Bock reminded the board that Carroll County does not share an advocate with the rest of the Region so they will not be included in this agreement.

Dawn Mentzer recommends that the county of record be one that has office space and oversight by a regional employee. The advocate would have to follow the job description and will be under the personnel policy of the county of record. The job description was based on the Code of Iowa so it cannot be more restrictive. County employment will start July 1, 2015.

Motion to accept the job description for the mental health advocate by Cecil Blum. Second by Paul Merten. Discussion: Dennis Bush would like to proceed with a 28e that included the job description. The Job description will be given to the county of record as a recommendation by the board. Motion carried.

Motion to appoint Crawford County as county of record for the mental health advocate by Paul Merten. Second by Dennis Bush. Discussion: the advocate is a regional expense reimbursed to the county by the region. The Crawford County Board would have to

vote on it as a recommendation by this board. Cecil Blum stated to simplify the process the fiscal agent should employ the advocate. Consensus of the board was that the fiscal agent bears a great deal of responsibility already and that the advocate could be an employee of any county, similar to the way that the Coordinators are employed and contracted. Should the person be centrally located? Is any other county willing to volunteer? If the advocate resigns or is terminated, will the new advocate stay with the same county? Dennis Bush withdrew his second to the motion. Motion died for lack of a second.

Scott Jacobs mentioned that Calhoun County has space and Leisa Mayer could supervise. Dawn Mentzer would like a letter from the Board, and the county of employment to the advocate, outlining all requirements and expectations of the position.

Motion to make the recommendation of Calhoun County to be the employer of record of the mental health advocate by Paul Merten. Second by Cecil Blum. Discussion: she would follow the personnel policy of Calhoun County. If a new advocate is hired at some point the county of record could change. Vote: all in favor. Motion carried.

Motion to pursue a 28e agreement for employment of the mental health advocate by Cecil Blum. Second by Dennis Bush. Motion carried.

Dawn Mentzer will draft a 28e and present to the county boards.

e. MH/DS funding through FY'17

There will be no equalization dollars and the current levy rate is extended for the next two years. The offset is eliminated and no payments will have to be made to the state.

6. New Business

a. Pam Haberl – Term Expiration 6/30/15 Re-appoint to two year term

Motion to appoint Pam Haberl for a two year term by Scott Jacobs. Second by Neil Bock. Discussion: none. Motion carried

b. FY'16 contracts with no change in FY'15 rates

- Family Resource Center
- Catholic Charities
- Mallard View, Inc.
- Home Care Options (includes previously approved block grant)
- Counseling Services, LLC

Motion to approve and for the Chair to sign the above contracts by Cecil Blum. Second by Bob Paulsrud. Discussion: none. Motion carried.

c. FY'16 contracts with rate increase requests

- **St. Anthony Regional Hospital – 6%**

The Region is not paying claims to St. Anthony (due to Iowa Health and Wellness) the increase will be cost neutral for the Region.

Motion to approve and the chair to sign the St. Anthony Regional Hospital contract at a 3% increase by Paul Merten. Second by Scott Jacobs. Discussion: none. Motion carried.

- **Howard Center – 3%**

Motion to approve and the chair sign the Howard Center contract with a 3% increase by Cecil Blum. Second by Neil Bock. Motion carried.

- **Cherokee County Work Services – 3%**

Motion to approve and sign the Cherokee County Work Services contract with a 3% increase by Neil Bock. Second by Bob Paulsrud. Motion carried.

- **Ida Services – 3%**

Motion to approve and the chair to sign the Ida Services contract with a 3% increase by Neil Bock. Second by Dennis Bush. Motion carried.

d. ICAP Liability Insurance Renewal

The quote for FY16 came in lower than the current contract with no change in coverage. *Motion by Cecil Blum to renew ICAP insurance. Second by Bob Paulsrud. Yea: Cecil Blum, Bob Paulsrud, Dennis Busch, Rick Hecht. Nay: Scott Jacobs, Paul Merten. Motion carried 5-2 vote.*

e. ISAC FY'16 HIPAA contract

No change in the rate or coverage. Leisa Mayer is attending meetings and is working on the draft of a plan that the Board will have to approve.

Motion to approve and sign the HIPAA contract with ISAC by Dennis Bush. Second by Scott Jacobs. Discussion: none. Motion carried.

f. Regional Audit / Recommendation from Jan Heikes

Dawn Mentzer has requested the county auditors to send fiscal reports to her. The Region will use the reports to reconcile Regional fiscal activity. Also, it was recommended that one person do all budgets for the counties. State auditor's office is recommending that an RFP be released for the audit of the Region. The Board previously approved using the auditing firm that Buena Vista is contracted with at a fee of \$1,000. In place of an RFP, the firm can submit a proposal to the region. Rick Hecht

stated that if the audit firm requires additional cost over than the \$1000 approved by the board, the Region should cover any additional expense.

Motion by Paul Merten to request a proposal to complete the audit, and for the Region to cover any additional costs. Second by Cecil Blum. Motion carried.

g. FY'13 Medicaid Case Management Cost Settlement – Dennis Bush

TCM was moved from fund 10 to fund 6 in the county budgets. Cost settlement can take 2 years for reimbursement from the state to the counties. The cost settlement received for FY13 was paid back for Buena Vista, Carroll, Cherokee and Sac Counties. Counties need the reimbursement (now to fund 6) to make up deficits. The funds have to be deposited into Fund 10 and then the Governance Board needs to approve the transfer of the funds from into fund 6 within the counties. It will not affect the Regional budget as the funds are still in the local counties. The totals for Buena Vista, Carroll, Cherokee and Sac total \$187,730.61.

A motion to allow Buena Vista, Carroll, Cherokee and Sac Counties to transfer FY 13 TCM cost settlement funds from fund 10 to fund 6 at the discretion of the local boards by Dennis Bush. Second by Neil Bock. Motion carried.

h. Code/28E requirement for evaluation of regional staff

An annual evaluation by the Board of the CEO as well as the CEO evaluations of the Coordinators need to be done in July. Paul Merten will obtain the evaluation used by Buena Vista County, and will send it to the board members to be returned prior to the next meeting.

Motion by Bob Paulsrud second by Cecil Blum to perform the CEO evaluation one hour in advance of the next meeting date. The CEO may request a closed session. Discussion: none. Motion carried.

Coordinator evaluations will be completed by the CEO and be made available to the Board at their request.

7. Schedule next meeting – July 16, 2015 2:00?

Board meetings will be held on Thursdays moving forward.

July 16, 2015 1:00 pm – CEO evaluation, possible closed session if requested by CEO.

2:00 pm - Board Meeting

8. Motion to adjourn at 4:32 pm by Dennis Bush. Second by Neil Bock. Motion carried.