



# Rolling Hills

## Community Services Region

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

### Governance Board

December 10, 2015 - 1:00 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:

Sac: Rick Hecht

Advisory Board Representatives: Pam Haberl

Regional Staff: Dawn Mentzer, CEO; Leisa Mayer, Louise Galbraith, Coordinators; Rosie Stotts, Social Worker

Guests: Patrick Schmitz, Melissa Drey, Ben Shuberg, Cindy Wiemold, Terry Johnson, Jim Coats

**3) Minutes of Previous Meeting**

*Motion to approve minutes of previous meeting by Paul Merten. Second by Scott Jacobs. Carried*

**4) Approval of Agenda**

*Motion to approve agenda as presented by Cecil Blum. Second by Dennis Bush. Carried*

**5) Old Business**

**a) Carosh Compliance Solutions – HIPAA Proposal**

Dawn Mentzer emailed and provided copies of the HIPAA proposal from Carosh Compliance Solutions.

Discussion: Neil Bock has information concerning Compliancy Group, as a possible agency to contact. Jasper and Greene Counties have done research on different agencies that provide the

service. Neil also contacted ICAP concerning insurance coverage in regard to HIPAA. Neil believes the Carosh proposal is high compared to other HIPAA compliance entities. We need to do something for HIPAA, but we need to explore other options to compare proposals and pricing.

Paul Merten contacted Group Services. They offer some services but he did not get the actual scope of what they can provide. Carosh is more targeted and sets us up for multiple years. With Buena Vista being the fiscal agent for the region, they would like to see something to ensure compliance.

Patrick Schmitz stated that PAMHC is going to use Carosh, but they have not committed to the second year at this time. They did negotiate and got a better rate than what was proposed. They negotiated out the travel and lodging costs.

*Neil Bock made the motion to direct Dawn to contact the Compliancy Group, Group Services, Gary Jones, and other companies for information and/or proposals concerning HIPAA compliance. Second by Dennis Bush. Discussion: None. Carried*

**b) Crisis Stabilization Services Update – Plains Area Mental Health Center**

**i) Deed/Operational Agreement/Renovation needs**

Patrick Schmitz and Dawn Mentzer met to discuss the operational agreement and PAMHC attorney drew up a document concerning ongoing and day to day operational expenses. The agreement is for a three year timeframe. Any expenses under \$1,000 will be at the discretion of PAMHC not to exceed the budget; any expenses between \$1,000 and \$5,000 will require the Regional CEO approval and over \$5,000, board approval. Rick Hecht contacted the Sac County Assessor and the home will be tax exempt.

*Motion by Cecil Blum to accept and for the Chair to sign the operational agreement between PAMHC and Rolling Hills Region. Second by Neil Bock. Discussion: none. Carried.*

Patrick Schmitz will send the approved agreement to his board and they can sign off on the deed to the Region within the next few weeks.

Progress on the house continues, construction on the deck and back room are in progress. The home was purchased for \$68,000, electrical was \$8,000 (\$3000 donated), \$1200 for plumbing, \$5500 anticipated for painting of the exterior, furnishing/decorating roughly \$23,000, with possibly another \$2,000. They are about \$6000 under budget and are looking at adding some safety features and a generator, eventually replace the outside doors and storm doors with ones that are shatter proof. Electronics, phone, computers, cable installation are continuing. One staff has been hired, with a possible three more in the next few days, training will start and more will be hired. PAMHC will bill the Region monthly until it is operational and quarterly after that point. New target opening date is officially

February 1, with a potential “soft opening” mid-January. It will not be delayed again. They have secured a vehicle from Calhoun County and will be working on the details. If this doesn’t work there is money in the budget to purchase a vehicle.

**c) Targeted Case Management/Managed Care**

Update by Dawn Mentzer: Sac, Cherokee and Buena Vista Counties will end TCM services as of 12/31/2015. Buena Vista County will retain one case manager for transition. Consequences of closures: offices are shared with regional staff, Dawn provided a breakdown of the costs to the Region. Linda White, administrative assistant in Buena Vista has been processing claims and providing clerical services for the Region at 65% cost to the Region and the remainder of her salary covered under TCM and General Relief. The bulk of Linda’s work has been for the Region. Dawn is proposing the Region increase her percentage to 95% (adding the TCM portion of her salary). Dawn Mentzer would like approval of the increases for Linda White’s salary and office expenses as presented to the Board.

*Motion by Dennis Bush to approve the proposal to increase the Buena Vista county clerical salary. Second by Scott Jacobs. Discussion: None. Carried.*

Cherokee County has been renting space, that office will be closed and Lisa Bringle will be located at the Buena Vista office. The phone line is under contract with Century Link through June 2017 and the disconnect penalty will be \$1200-\$1500. However, it will be cheaper to disconnect than to pay the monthly bill until the end of the lease. The copy machine will be moved to the Buena Vista office and the lease payment will be made by the Region. The region will also pick up the Verizon bill.

Sac County has no interest in maintaining the office so those expenses will cease. The law enforcement center has a meeting room that will be available for regional meetings if needed. Ken McClure, Sac County Sheriff, is working on office space in the Law Enforcement Center for Leisa Mayer.

*Motion by Paul Merten to accept the terms of the agreements with Cherokee County and approve the disconnection of the phone in current Cherokee office. Second by Neil Bock. Discussion: None. Carried.*

Dawn Mentzer would like the Board to consider the purchase the Buena Vista TCM vehicle for use by the Region.

Managed Care discussion: the MCO’s will be providing TCM services in house and that is what is leading to the closures of county units. General discussion of MCO’s: questions are not being answered at this point concerning coverage of exempt groups; IHH’s have not received finalized contracts, but the MCO’s have expressed that they may keep the program as it exists today.

## **6) New Business**

### **a) 2015 Annual Report**

Dawn provided a copy of the report submitted to DHS on December 1, 2015. A template was provided so all the regions would be consistent. The revenue page on 17, could be changed as the State wants it to reflect fund balances within each county combined with the regional balance. Other changes may be made as required by DHS. Dawn Mentzer also highlighted the summary of the work completed by the region and task forces that is in the report.

*A motion to approve the 2015 annual report as presented today by Cecil Blum. Second by Neil Bock. Discussion: none. Carried.*

The warehouse data reports have been approved by the State.

### **b) Regional Outcomes – 5 Star Quality Training**

About a year ago, providers and Regions began meeting concerning outcomes required by the State. Derrick Dufresne provides motivational training on Five Star Quality Outcomes. The region will be providing training with Derrick Dufresne on January 14 and 15, 2016. The training provides two opportunities for providers to access training for all employees. The cost to the Region is \$2,500 per day plus travel. The cost for providers is \$10 per person including lunches. The training will be held at the Sacred Heart Parish Center in Early and they will be providing the food.

### **c) FY'17 Budget Discussion**

Preliminary numbers show that we may be able to maintain the \$35 per capita rate. The transition to MCO's may be a factor when looking at eliminating work activity services on July 1, 2016. The preliminary budget includes funds for mobile response services if it is decided to pursue it within the next year. Permanent supported housing is also on the list of potential services to begin next year, Wesco is interested in this program. Budget target is at \$2,500,000. Dawn Mentzer is looking to other regions for potential costs of the new services to better project.

Paul Merten discussed that new services need to be sustainable.

Dennis Bush would like to see jail diversion rolled out to all counties and see the cost that may arise. So far there has not been a cost to jail diversion.

## **7) Schedule next meeting –Early January date due to budgets?**

Before adjournment, Dennis Bush asked if there was any legal work to move remaining TCM funds from fund 6 to fund 10. Dawn Mentzer will seek an answer to this situation.

Patrick Schmitz reports that the commission has approved the rules for the mental health advocate.

Next meeting will be held on January 13, 2016, at 10:00 am at the Sac County Annex.

*Motion to adjourn at 2:55pm by Scott Jacobs, second by Dennis Bush. Carried*