



# Rolling Hills

## Community Services Region

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

### Governance Board

March 23, 2016 - 2:00 pm

Sac County Law Enforcement Center, Sac City

### Meeting Minutes

**1) Call to Order – Chair, Rick Hecht**

Guests: Clay Adams, Deidra Brown, Justin Schieffer, Ben Shubert, Karla Manternach, Terry Johnson, Melissa Drey

Regional Staff: Dawn Mentzer, CEO; Lisa Bringle, Coordinator; Lisa Mayer, Coordinator, Louise Galbraith, Coordinator; Rosie Stotts, Social Worker

**2) Roll Call of Counties – Introductions**

Buena Vista: Dale Ahrens

Calhoun: Scott Jacobs

Carroll: Neil Bock

Cherokee: Dennis Bush

Crawford: Cecil Blum

Ida: Curtis Phillips

Sac: Rick Hecht

Advisory Board Representatives: Pam Haberl, Pat Laursen

**3) Minutes of Previous Meeting**

*Motion to approve the minutes of the previous meeting as presented by Dennis Bush. Second by Cecil Blum. Discussion: none. Motion Carried*

**4) Approval of Agenda**

*Motion to approve agenda as presented by Neil Bock. Second by Scott Jacobs. Discussion/additions: none. Motion carried*

**5) Old Business**

a) **ICAP Insurance Coverage for Crisis Home and Contents**

Dawn Mentzer provided copies of the insurance coverage for the Crisis Home property. Personal property (of the clients) would be covered under the \$1,000 deductible. \$25,000 in sewer back up coverage is included. Wind and hail does not have a separate deductible. The third party mentioned is Plains Areas Mental Health Center (PAMHC). Neil Bock asked if they are prorating for 6 months, why isn't it half the cost of the yearly rate? \$490.25 would be half the annual premium, if it is month to month then we will be over paying. Dawn Mentzer will follow-up with Stille, Pierce & Pertzborn concerning the prorated payment.

**b) Hunzelman, Putzier & Co., PLC Engagement Letter**

Last July, a proposal was submitted charging standard hourly rates with an estimate of \$8,000 for auditing the Region. The board approved the expense up to \$8,000. The engagement letter has been received. Dawn noted that the dates of reports being done by March 31, 2016 need to be extended to June 30, 2016 due to the counties who use State auditors and their reports will not be ready in that time frame.

*Motion to authorize the CEO and Chair to sign the Engagement Letter by Cecil Blum. Second by Curtis Phillips. Discussion: Dawn informed the board that an extension request has been submitted to the State Auditor's Office for a completion date by June 30, 2016. Motion carried*

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

Melissa Drey reports that 17 individuals have been served since opening February 1, 2016. Currently, there are 4 individuals at the crisis home. The relationships with the therapist, including Counseling Services are growing very strong and follow-up services are going well. Three individuals have come back to visit. Some of the policies and procedures have been changed and updated as the service is developing. They are also helping with Social Security and Medicaid issues as needed.

Discussion/Questions:

Cecil Blum asked what the average length of stay is and if any major revisions have been made.

Average length of stay is 7-15 days. Some have stayed 3-5 days, the length depends on the person and their needs. One policy change that has been made is that clients must have staff with them when outside of the crisis home.

Rick Hecht asked how many have needed a committal from the home?

One person has been committed from the home, and it could have been avoided by the county of residence.

Neil Bock asked if a per diem for individuals outside of the region has been set.

Patrick Schmitz would have to work with the board on the rate. There have been requests from outside of the region.

Neil Bock asked if we would we know how many would be referred from Jail diversion?

Dawn Mentzer stated that those referrals would be more from mobile response, when/if the service is in place, to avoid jail.

Cecil Blum asked if the longer length of stay is excluding people from the home (lack of room).

The 17 days is due to waiting for a bed at a dual diagnosis unit. Dual diagnosis for long term care is very difficult to find, the waiting times are up to 2 weeks or longer.

Cecil Blum asked if the police have been called to the home.

Yes, and PAMHC has changed policies and are meeting with law enforcement and EMS. The outcomes from the meetings were very positive. The Sheriff's department and EMS were very responsive and respectful of staff and clients.

Rick Hecht is concerned that the crisis home is not to become a homeless shelter. While the home is not at capacity it is not a problem but in the future it could be a concern.

They have let providers and referral contacts know the length of stay.

Cecil Blum asked if statistics are being kept.

They are tracking during stay and after.

Dawn Mentzer explained that the CEO's are looking for a better way to track the outcomes/statistics for block grants. Dawn has requested the names of those at the crisis home so we can track it in CSN against the block grant dollars. Jail diversion clients will also be entered in the system (CSN) at a \$0 payment so they can be tracked as well.

This way the dollars spent per person will be more accurate (and possibly lower).

Neil Bock asked if crisis stabilization would be a good candidate for fee for services in the future?

Dawn Mentzer answered that is the goal. This will depend on establishing a rate and approval for Medicaid funding and working with the MCOs.

Neil Bock thanked Calhoun County for the donation of the vehicle and asked how it was going.

They have used it for in and out of town transports and to take persons to appointments. No major repairs have been needed as of today.

**d) FY'16 Budget Update**

There was a duplicate entry on page one due to an error in CSN and that has been corrected.

Year to date totals:

Expenditures: \$2,356,918

Revenue: \$2,811,035

February Ending balance: \$3,213,727

**6) New Business**

**a) FY'17 Annual Service and Budget Plan Approval**

Dawn Mentzer presented the annual service and budget plan for approval. The FY17 budget has been approved, so the budget sections are the approved figures.

Dawn brought the following items forward:

\$100,000 for mobile response teams is included. A meeting with law enforcement within the region was held and a survey was completed to determine interest in the development of mobile response teams. There was a great response from the Regional law enforcement agencies. We are unsure if it can be developed within the next year as it will take a lot of work.

Rick Hecht stated this service has not been approved by the board and asked if it can be looked at for fee for service.

Permanent Supportive Housing, budget includes \$75,000, which is a service the State wants the Regions to start.

April 1, 2016 Jeff Schott will be coming to the Region to meet with the Advisory Board, providers, and the Board for a strategic planning session. The meeting will start at 9 am at the

LEC in Sac City. This meeting will help prioritize the services that our region will want to develop within the next 2-5 years.

Neil Bock noted that on page 3 the address of PAMHC needs to be changed for Carroll and Ida. Neil also commended Dawn for a well written report.

*A motion to approve the FY17 Annual Service and Budget Plan by Neil Bock. Second by Scott Jacobs. Discussion: none. Motion carried.*

**b) Clay Adams, Wesco Executive Director – Transition Services**

Wesco has expressed an interest in the program, and discussion has taken place. A house in Vail has been offered by the Catholic Church and Lisa Bringle and Dawn Mentzer toured it with Clay Adams and started discussion. This program can work in conjunction with the crisis home (long term stay), and will reduce RCF placements out of hospitals. This program will provide a place for persons to reside while seeking placement in a community within the region or in need of more stabilization time before returning home. Dawn asked Clay to present the vision/concept to the Board, a budget will be presented at a later date.

Clay Adams reported that the church in Vail came to Wesco wanting to know if Wesco could use the building. The home is approximately 6,000 square feet, has two stories, a full basement, and can provide 6-8 beds. The cost would be about \$500 per month to cover utilities, the church does not want to make any money on the rent of the home. The agreement with the church will be with Wesco on a yearly basis. The home is empty so will need to be furnished, some minor construction work, paint and appliances will be needed. Clay and Deidra presented a PowerPoint with pictures of the home.

Cecil Blum informed the Board that he, Louise Galbraith and Clay toured the home the other day and met with the parish caretaker. The caretaker assured that it would not be a distraction for the church. A concern is that Vail is small and does not have all the services needed. Clay explained that the people will be looking at other communities for housing, so this is a starting place for their journey. Cecil has a lot of faith in Clay based on the improvements in operations since he came to Wesco, and if the service is approved it will be open when projected.

Neil Bock asked what services would look like.

Wesco would provide SCL services, assist individuals with applying for Medicaid, Social Security, job placement and searching for housing. The persons could come from all over the region, including jail, hospitals and so forth. Other service providers can offer SCL services (from other counties in the region if the person is moving there), and they will work with regional staff, case managers and IHH coordinators.

Rick Hecht asked about the length of stay.

The stay could be as short as 30 days, or more long term 90 days. It will provide a safe place, food, shelter, medication, basic needs and set them up with future plans.

Scott Jacobs asked what staff would be needed.

Clay envisions that in the beginning 24-hour staff may be needed. Dawn Mentzer - If the person is eligible for Habilitation services it could be Medicaid funded.

Rick Hecht commented that it looks like a good opportunity and would like to see a budget/cost projection.

Dawn also noted that the people who live there could help contribute toward utilities and groceries if they do have income. Clay also believes that people need to have responsibilities and expectations to take care of house work, lawn and snow care if needed.

Neil Bock asked for a proposal by the next meeting, and if it can be given to Dawn a few weeks early so the board can look it over prior to the meeting.

Clay said that will be possible and will get the information to Dawn.

Other business, Cecil Blum brought it to the attention of the Board that some legislators are not in full understanding of the levy situation (SF2236), they believe it will be a large tax increase. Dawn reports that SF2236 has passed out of ways and means and needs to be debated on the house floor then over to the senate. ISAC is feeling confident it will pass. The CEO committee is providing financial information that is accurate, and Dawn has sent our Region's financial status that shows a decrease not an increase. Neil Bock and Carroll County has been in contact with the Farm Bureau, and their legislators.

**7) Next meeting - 4/27/16 – 2:00pm Sac County Law Enforcement Center**

*Motion to adjourn at 3:38 pm by Cecil Blum. Second by Dale Ahrens. Meeting adjourned*