



Rolling Hills

Community Services Region

ZOOM - Governance Board Meeting

May 27, 2020 – 2:30 p.m.

Minutes

- 1) **Call to Order –Chairman, Paul Merten**
- 2) **Roll Call of Counties – Introductions**

Buena Vista County: Paul Merten

Calhoun County: Scott Jacobs

Carroll County: Neil Bock

Cherokee County: Dennis Bush

Crawford County: Cecil Blum

Ida County:

Sac County: Brent Wilhelm

Woodbury County: Rocky DeWitt

Advisory board representative: Pam Haberl

Regional Staff: Dawn Mentzer, CEO; Louise Galbraith, Lisa Bringle, Leisa Mayer, Theresa Jochum, Julie Albright, Coordinators; Cindy Wiemold, Advocate

Guests: Jessica Stangl, Clay Adams, Deidre Brown, Shawn Stewart, Wesco; Amy Lord, Kathy Roberts, Mark Monson, Siouxland Mental Health Center; Jim France, ARC of Woodbury County; Gary Jones, Midwest Compliance Associates; Cindy Duhrkopf, Partnerships for Families; Karla Manternach, Counseling Services, LLC; Melissa Drey, Ashley Miller, Kim Keleher, Plains Area Mental Health Center; Steve Kremer, Juvenile Court Services; Jamaine Wamburg, Family Advocate; Jean Drey, Seasons Center; Morgan Dettbarn, Felicia Bates, I-START; Mindi Rotert, St. Anthonys; Jason Boyd, MidStep; Pam Haberl; Parent Rep; Teresa Magnussen; Crossroads; Joan Hansen, Prairie Lakes AEA; Kris Dam, Shesler Hall; Jay Ricke, ITP

- 3) **Minutes of Previous Meeting**

A motion to approve the minutes of the previous meeting by Neil Bock. Second by Rocky DeWitt.

Discussion: none. Motion carried unanimously

4) Approval of Agenda

Additions/Changes: None requested

A motion to approve the agenda as presented by Cecil Blum. Second by Dennis Bush.

Discussion: None. Motion carried unanimously

5) Comments from the Public: Everyone will have an opportunity to speak. Therefore, comments may be limited to three minutes on any one item.

None

6) Unfinished Business

a) Monthly Financial Report – Action

Dawn Mentzer presented the April 2020 financial report as summarized:

Beginning cash balance (4/1/20)	\$5,049,386.15
Revenues	\$ 885,427.98
Expenditures	<u>\$2,645,703.47</u>
Ending balance (4/30/20)	\$3,289,110.66
Total revenue to date	\$6,838,771.40
Regional Expenditures (7/1/19-4/30/20)	\$5,980,488.22

Ida County has caught up with their quarterly payments and will be reflected on the May 2020 report.

A motion to approve the April 2020 financial report by Scott Jacobs. Second by Rocky DeWitt.

Discussion: none. Motion carried unanimously

b) I-Start Update – Felicia Bates, I-Start Director

Felicia Bates gave an overview of the I-Start program. March of 2018 is when I-Start began in Rolling Hills Region. Changes have been made due to COVID, individuals are still being served, mostly virtually, due to their high needs this was important to stay involved. Morgan Dettbarn our area coordinator is now certified as an I-Start Coordinator and was recognized as the coordinator for the year throughout the US. Certification for the program will be done again next month. I-Start continues to work with MCO's and insurance companies to explore other funding options to lessen the cost of the program to the regions. Each state with I-Start is funding the program somewhat differently, some states are funded through Medicaid which is being explored.

c) Wesco Transition Service Expansion proposal– Clay Adams

Clay Adams, Sean Stewart, Deidra Brown, and Jessica Stangl represented Wesco. Clay Adams understands this is non-core, but with the history of the need in the region being consistent and positive outcomes there is a need to expand the facility. There is a second building behind Stepping Stones which is available for purchase or rent.

Stepping Stones #2 budget \$375,232.00 which includes the remodeling, which can be cut by Wesco providing the bulk of the labor, which should then be under \$25,000. Administration will be shared to conserve costs; rent would be \$500 per month to St. Ann's Church. The need is reflected in the waiting list, which has been as high as 18. Some referrals are not coming as the waiting list is long so they (providers) are not approaching them (Stepping Stones).

Neil Bock asked Clay to explain the vehicle expense and telephone, cable, internet. The vehicle is needed by adding 5 beds, Wesco may need another minivan if the current vehicles are not sufficient. The buildings are far enough apart that they will need separate phone, cable and internet services.

Dawn Mentzer asked how long it would take to get Habilitation funding in place for revenue as well as licensure for that specific building. Clay cannot guarantee MCO funding, they are licensed for Habilitation so that should not be an issue. Another concern would be the rates the MCO's approve and how long it may take for payment.

Dawn Mentzer would be in favor of any revenues that come in be reimbursed to the Region. Also, would like to look at expanding into Woodbury County due to the need there. There is a provider in Woodbury County who is interested in starting a program. Dawn has spoken to DHS Director Kelly Garcia and voiced her support for Transitional Living even as a non-core service it is meeting needs of our consumers across the region.

Cecil Blum asked if we went with the Stepping Stones #2 expansion, could this be bumped or moved to a different location? Dawn believes Woodbury County has their own needs and could benefit from their own program, and Stepping Stones #2 would benefit the whole region. Dawn does not think the elimination of non-core services is on the table now, and doesn't think it will be an issue in the next few years, but there is no guarantee.

Paul Merten voiced concern that even though we can show the need and have a successful program it may be an issue with the legislature.

Neil Bock questioned the income reported for Stepping Stones #1 and Stepping Stones #2 where is it coming from. Clay, all income is from Rolling Hills. In the initial contract (#1) a 3% yearly increase was built in, however, last year it was not needed, but next fiscal year it will be.

Cecil Blum asked about the timeline. Clay, the remodel will not take much time, up and running in 3-4 months. Both buildings are on a rental basis.

Brent Wilhelm questioned that if funding (Medicaid) is an option why hasn't it been done yet.

Clay responded that the first few years have been focused on program development. We are to a point that it is time to seek the funding, also the building has to be reduced to 5 beds.

Brent Wilhelm asked what percentage could come from MCO's.

Clay replied that it would be a guess, and there will be gaps as individuals do not always come in with funding in place and it takes time to get that set up. 50% or less come in with funding in place.

Dennis Bush asked about the discussion earlier about reducing beds from 8 to 5 for funding.

Clay – yes that is an option, get Stepping Stones #2 running first and then transition Stepping Stones #1 to 5 beds, or run #2 with 5 beds and Habilitation funding and leave #1 with 8 beds.

Cecil Blum made a motion to accept the Stepping Stones #2 proposal. Second by Dennis Bush.

Discussion: Neil Bock asked how long the funding would be needed (long term commitment for

financing). Cecil Blum has the same thought, but would hope the board will continue to support the program. Paul Merten stated that the legislature could change things, but the need is there and the program has proven itself. To make this work it would be for the long-term and a commitment from the board. Motion Carried unanimously.

d) FY'21 Supported Employment Incentive update – Dawn Mentzer

Dawn Mentzer updated the board concerning the incentives. Dawn sent out a proposal to decrease incentives by 50% for 6 months (ending 12/31/20), with payments made for the schedule they are on. With COVID many persons are furloughed, or not working, several providers returned the contracts with the new incentives signed, Dawn believes this was a good compromise. There is money in the budget for the expense. The program will sunset on December 31, 2020 and all incentives will end on that date.

e) Woodbury project updates-ARC of Woodbury County & Siouxland Mental Health Center-Dawn Mentzer

Dawn Mentzer updated the board concerning ARC funding. Due to COVID there will not be students this summer and Jim France is hopeful there could be a weeklong program possibly in July. The language states up to \$30,000 will be funded, so there will not be any payments made unless they are able to conduct some programming. Jim France voiced his appreciation to the region for continued support.

Dawn Mentzer received a request from Siouxland Mental Health Center concerning the Friendship House renovation funding. Renovations will not be completed within this year's contract; they are requesting to carry over to next fiscal year (extended) if possible. Kathy Roberts reports they are doing well with the project, but due to COVID it is not going as quickly as they would like but still moving along. The Friendship House is closed right now, but they are staying in touch with clients and doing online sessions and outreach. Brent Wilhelm, Rocky DeWitt and Scott Jacobs do not have any issues with extending the funding (up to \$100,000 and part of the Woodbury County budget that was separate budget this year) into next fiscal year. Dawn stated that it is in next year's budget.

f) 28E Agreement- Dawn Mentzer/Governance Board – Possible Action

Dawn Mentzer had provided a copy of the agreement with the proposed changes and reviewed them with the board. The main component in the Agreement was the weighted vote. ISAC was consulted concerning language and suggested each County Director would have one vote that is weighted at 3, non-county members have a vote weight of 1. Other changes were mostly adding the Children's Advisory. Paul Merten commented that another option is to add another director for each county, but would rather use the weighted vote (adding another county director could be an issue for counties with 3 supervisors.)

Neil Bock asked if any counties had issue with the weighted vote: Rocky DeWitt reported that Woodbury County has discussed it and agree. Brent Wilhelm has not shared this language but the board does want a weighted vote. Neil Bock replied that Carroll County is in agreement. Cecil Blum replied yes for Crawford County. Dennis Bush reported yes for Cherokee County and Buena Vista is

in agreement, and that if there would not be a weighted vote they may not sign on. Scott Jacobs replied that the Calhoun Board thought it was a good compromise and would vote in favor of the weighed vote. Neil Bock thinks the language in the 28E is well written. Paul Merten commented that with the votes of “those present” especially during budget, we need to make sure the counties are present. Cecil Blum commented that the 3 new members have the ability to bring motions forward and the weighted vote is a good compromise, as it is not stifling the flow of information or communication.

Dawn Mentzer will send the 28E to the County Auditors (the board will be cc'd) and they can take it to the County Attorneys if they feel necessary. Due to Covid-19, Dawn will not be meeting with the individual county boards for signatures but have the County Auditors present it to the boards.

A motion to advance the 28E to the county boards by Neil Bock. Second by Brent Wilhelm.

Discussion: none. Motion carried unanimously.

g) Mileage Stipend for new Governance Board Representatives / FY'21 Staff Salaries - Action

Dawn Mentzer is requesting that members who are not under an agency (such as a parent representative) mileage reimbursement be continued to be provided (to those who have no other reimbursement).

Staff salaries – Dawn Mentzer reminded the board that a 3% increase was in the budget. The staff are taking on the children’s coordination which eliminates hiring a new employee. Dawn is also requesting an increase in wage for Sandy Sweeney of \$5,000 to try and even it with surrounding county advocates. Leisa Mayer commented that she agrees with increasing the salary. Sandy is responsible for 7 counties and travels to all counties as the judges are requesting her to attend hearings, she has done a tremendous job making relationships, good team skills with Judges, agencies, attorney’s and regional staff. She is following up with individuals and gathering the team if needed.

Discussion: Paul Merten addressed the mileage, some board members are not requesting reimbursement from the Region (using county mileage), the three new members coming on should be treated the same and deserve the reimbursement. For salaries, bringing Sandy up in salary makes sense, would recommend 2% for increases based on what Buena Vista County has given. Cecil Blum replied that Crawford increased 2%, and would like to propose an extra \$1,000 for those working on Juvenile Mental Health (the 5 coordinators) Dawn is in agreement.

Neil Bock stated Carroll is at 2% and would go as high as 2.5%. Scott Jacobs reported Calhoun is at 3% increase to bring salaries up. Rocky DeWitt commented that an average of 2.75% across the board for Woodbury and would lean to 2 to 2.5% and supports Cecil’s idea of the \$1,000 increase for coordinators. Dennis Bush would lean to Cecil’s proposal of 2% and \$1,000 increase.

A motion to increase Sandy Sweeney’s salary by \$5,000 (to \$48,075) by Brent Wilhelm. Second by Rocky DeWitt. Discussion: none. Motion carried unanimously.

A motion to grant mileage to governance board representatives and advisory board representatives by Cecil Blum. Second by Neil Bock. Discussion: none. Motion carried unanimously.

Rocky DeWitt made a motion for 2.5% salary increase across the board with \$1,000 increase for the 5 coordinators. Motioned died for lack of second.

Cecil Blum made a motion for a 2% across the board salary increase, including Sandy Sweeney, and \$1,000 stipend for the 5 coordinators. Second by Neil Bock. Discussion: none. Motion carried unanimously.

7) New Business

a) Annual required HIPAA training – Gary Jones

Gary Jones provided the board with the yearly HIPAA training. Highlights include:

Providers, agencies, and regions have to report positive COVID cases to the IDPH.

The Region is doing well as all laptops are encrypted and passwords are getting changed (it is a work in progress and Gary will continue to work with County IT directors)

HIPAA is as important as ever, and the Region has done a good job, and the engagement will be cut in half which will save money going forward.

Paul Merten asked that with the virus, would it be a violation if we are aware of a county employee or their family who is positive to advise persons to avoid their work area (without giving a name). Gary stated that you cannot disclose a name or office, and they (county employees) will figure it out when the person is not at work. It is a violation to disclose a name.

b) FY'21 Provider Contracts- Action

-ARC of Woodbury County

No changes

-Catholic Charities

No changes

-Center for Siouxland

No changes

-Crawford County Memorial Hospital

No changes

-Cherokee Regional Medical Center

No changes

-Family Resource Center

No changes

-Home Care Options

No changes

-Manning Regional Medical Center

No changes

-Region 12

No changes

-Sanford Center

No changes

-Shesler Hall

Included an amount based on a request for an increase on the daily rate to \$9.80 and is accounted for in the budget.

-Sioux Rivers/Siouxland Mental Health Center/Rolling Hills

Changes the percentage from 75% to 80% Rolling Hills contribution next year for the assessment center.

-Stewart Memorial Hospital

No changes

Brent Wilhelm made a motion to approve the contracts with ARC of Woodbury County, Catholic Charities, Center for Siouxland, Crawford County Memorial Hospital, Cherokee Regional Medical Center, Family Resource Center, Home Care Options, Manning Regional Medical Center, Region 12, Sanford Center, Shesler Hall, Sioux Rivers/Siouxland Mental Health Center/Rolling Hills and Stewart Memorial Hospital as presented. Second by Dennis Bush. Discussion: none. Motion carried unanimously.

c) ICAP Liability Renewal - Action

Renewal notice was received at a cost of \$7,800 which is reduced to \$6,596.11 with credits and is due for payment in July.

Brent Wilhelm question the valuation of the Turning Point house as he believes it is high. Dawn Mentzer will check into the valuation that was done, she believes it was valued at \$225,000.

Cecil Blum commented that the higher amount may be the replacement cost.

Cecil Blum asked if Cyber Crimes are covered – Dawn will look into this.

A motion to accept the renew with ICAP at \$6,596.11 by Brent Wilhelm. Second by Neil Bock. Discussion: none. Motion carried unanimously.

8) Next meeting June 24, 2020 2:30 p.m. Cobblestone, Holstein

A motion to set the next meeting on June 24, 2020, 2:30 pm at Cobblestone, Holstein by Dennis Bush. Second by Cecil Blum. Motion carried unanimously.

A motion at adjourn at 4:41 pm by Brent Wilhelm. Second by Scott Jacobs. Motion carried unanimously.