



**Rolling Hills
Community Services Region
Governance Board Meeting
Cobblestone Inn and Suites, Holstein**

September 22, 2021– 2:30 p.m.

Minutes

1) Call to Order –Chairman, Paul Merten

2) Roll Call of Counties – Introductions

Buena Vista: Paul Merten

Calhoun: Scott Jacobs

Carroll: Rich Ruggles – via zoom

Cherokee: Wane Miller - Absent

Crawford: Jean Heiden

Ida: Creston Schubert

Humboldt: Sandy Loney

Pocahontas: Clarence Siepker

Sac: Brent Wilhelm

Woodbury: Rocky DeWitt

Joan Hansen (via Zoom)

JaMaine Wamberg (via Zoom)

Joleen Schmit (via Zoom)

Kim Keleher (nonvoting member) (via Zoom)

Steve Kremer (nonvoting member)

Regional Staff: Dawn Mentzer, CEO; Louise Galbraith, Lisa Bringle, Leisa Mayer, Julie Albright, Theresa Jochum, Alison Hauser, Coordinators

Guests: Kim Scorza, Crittenton Center; Melissa Drey, Plains Area Mental Health Center; Laurel Zoet, NW AEA; Todd Lange, Amerigroup; Amanda Weber, Howard Center; David Schmiedt; 3rd Judicial JCS; Jean Drey, Season's Center; Asley English, Brian McMillin, Neapolitan Labs; Anna Bertrand, Sky Ranch; Teresa Magnussen, Imagine the Possibilities; Amy Jeppesen, Trivium; Rob Aiken, DHS; Nicolle Eaton, Siouxland Mental Health Center; Mindi Rotert, St. Anthony's; Shawn Fick, Goodwill; Jessi Maxwell; Deb Burnette; Janene Gorsett

3) Minutes of Previous Meeting

A motion by Rocky DeWitt to approve the minutes of the previous meeting as presented. Second by Brent Wilhelm. Motion carried unanimously.

4) Approval of Agenda

Changes/additions: Dawn Mentzer would like to discuss the retirement of Administrative Assistant Linda White under new business item C2.

A motion by Rich Ruggles to approve the agenda as amended (Retirement of Administrative Assistant Linda White, under new business (d)). Second by Jean Heiden. 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.

Todd Lange from Amerigroup wanted to let us know about a training they are sponsoring. "Just In Time" is an in-person training for ID/DD providers, and direct line workers. Two trainings will be held, one in Fort Dodge on October 26 & 27 and the second in Sioux City on October 28 & 29. This is a free training and Dawn Mentzer will send an email out with information.

6) Unfinished Business

a) August 2021 Financial Report-Action

Dawn Mentzer presented the August 2021 financial report as summarized:

Beginning balance as of 8/1/21	\$5,247,803.04
Expenditures	\$ (550,833.97)
Revenue	<u>\$1,396,235.42</u>
Ending balance as of 8/30/21	\$6,093,204.49

Discussion:

A motion by Sandy Loney to approve the August financial report. Second by Creston Schubert.

Discussion: none. Motion carried unanimously.

b) Assessment Center Building Purchase Update

Dawn Mentzer provided an update on the building purchase. The property closed on August 31, 2021. All paperwork is signed, she has not heard about the filing of the deed yet, once she hears back on this it will be finalized.

Paul Merten noticed that the abstract fee was split between Sioux Rivers and Rolling Hills when it was agreed that Sioux Rivers would cover the cost. Jean Heiden said the seller usually pays to update the abstract, and the buyer an attorney to look it over. Dawn spoke to Sioux Rivers and they will reimburse us the \$267.00.

c) Adult and Children's Advisory Boards Update – Kim Keleher & Steve Kremer

Steve Kremer updated the board on the last Children's Advisory Committee meeting. The core services that need to be in place by July 2021 have been met. The committee has agreed to meet monthly to continue collaborating and moving forward. "Sesame Street" books (tool kits) were purchased and are being distributed in the counties. A meeting with the Crittenton

Center, Juvenile Court Services, regional staff and DHS was held to look at how to address gaps in services.

Kim Keleher updated the board on the last Adult Advisory Board meeting held on August 30. Alex Leu now representing Pocahontas County. Plans are moving forward with the Assessment Center, and Community Based Crisis Stabilization programs. Both PAMHC and SMHC are working on program development and are in process of hiring staff. Performance based contracts were discussed, regional CEO's and DHS are working on a contract that Dawn Mentzer will send out once it is received.

d) IRSH Development Update – Amy Jeppesen, Trivium

Amy Jeppesen gave an update on the IRSH program/development. Amy and Trivium are working with the State to figure a work-around concerning client choice. The way the rules are now, clients have a choice to be in the program and therapies. The clients who need this program most likely will not make that choice. Contracts with Amerigroup and Iowa Total Care are being worked on.

e) Rolling Hills website - Ashley English, Neapolitan Labs

Brian McMillin and Ashley English gave an update on the website development. Brian shared the website and walked us through it. The site should be up and running by the first week of October. The website can be linked to and from the County websites. Brian sees the county adding a link to the web site and the resource tab. We can send county IT department contacts to Brian to add to the individual sites. They will submit to Google, and it usually takes 4-5 weeks for them to add to the search results. The coordinators and staff will access to update the website, changing staff, adding documents and resources and so forth.

7) New Business

a) Turning Point Multi-Regional Contract / PAMHC Amended FY'22 Contract -Action

Sioux Rivers and Care Connection of Northern Iowa Regions are utilizing services at Turning Point. The contract outlines their participation, Sioux Rivers at \$18,000 and Care Connections of Northern Iowa at \$93,600. PAMHC has signed the contract and the other regions have it on their agendas to be signed. Dawn Mentzer added it is to be paid on a quarterly basis to the PAMHC contract. Both need action today.

A motion to approve, and the chair to sign the Turning Point Multiregional Contract, and the amended PAHMHC FY'22 contract by Brent Wilhelm. Second by Sandy Loney. Discussion: none. Motion carried unanimously.

b) Siouxland Mental Health Center Remodel -Action

Nicolle Eaton walked the board through the diagram of the remodel project. The addition will move the office space, there will be a provider space for SA and MH providers that come in, the Access Center will have a separate entrance. Parking in the back will be added with a driveway

from the front parking along the side of the building. They are hiring a care coordinator which they do not have now.

Paul Merten received the quote for \$400,000. The concrete contractor thought he could get the job in earlier so all board members were contacted. Trees have been removed and waiting for the city permits to level the area for the driveway and parking lot area. The Pride Group was an owner of the building prior to Sioux Rivers Region, and they are looking to see if they have blueprints of the building or if they were forwarded to Sioux Rivers when they purchased it. Brent Wilhelm has questions about change orders and payment terms (how much he will need upfront). Rich Ruggles suggested giving Dawn Mentzer authority to authorize up to 1/3 payment upfront.

The contractor joined the meeting via cell phone. Paul Merten asked him what payment terms are. He said usually ½ up front to cover all the deposits with sub-contractors. Jean Heiden asked how many jobs he has done this way – he said most all jobs with sub-contractor work are done this way so they will get started. He works with larger contractors who are all licensed and bonded. When the job is complete, they will be paid the other half. Paul Merten asked about how he will work a change order. Jason will talk to Nicolle, Dawn or the board if it is substantial and needs to be discussed. Paul also asked for a timeline. Jason is working with the city, he has an engineer, but they would really like the blueprints to the building to save cost with the engineer measuring and so forth. It is moving forward and it is now based on the city, once they start the work, it should be enclosed within 2 months.

A motion to proceed and authorize 50% (\$200,000) payment by Rocky DeWitt. Second by Rich Ruggles. Discussion: Motion carried 11-1, Jean Heiden voted opposed.

c) Crittenton Center Presentation

Kim Scorza gave an overview of the Center and presented a request for funds totaling \$208,682.63 for workforce development. They serve the toughest of the toughest kids. She wants the systems to come together and work together to serve kids that are in need. Her staff needs more training and supports. The proposal is to get a trainer so staff can continue to work with the kids. They are losing staff to manufacturing businesses as they are overwhelmed with the work at Crittenton Center. This is Kim's vision for her organization for the next 12-18 months. Kim offered tours of their facilities for those who are interested.

The trainer position would be time limited for about a year to provide intensive training for staff and supervisors (train the trainer). Kim has a few people in mind that might be willing to do this for a time-limited period. The trainer will be on site daily, shadowing the staff member and provide training while they are working. By the end of the 12-18 months, staff should be trained. With her proposed program, any new employees can be trained by supervisors who have been trained.

Dawn Mentzer asked if there are would be any other funds for this. Dawn would like the board to look at the proposal, with all of the other financial and program commitments, loss of funds, and core services development to make sure it can be afforded. She hopes that if it is funded it wouldn't cause a domino effect with other providers wanting the Region to fund trainers. Dawn asked Kim if there are items in the proposal that can be pared back and if so get her an adjusted proposal for the Board to consider at a later date.

d) Linda White, Administrative Assistant, retirement

Linda White, who processes claims, has worked with Dawn for 20 years and is retiring in November. Dawn is questioning if it is wise to hire a new employee right now with the changes in funding and such. Dawn met with staff last Friday to get their input. Lisa Bringle and Louise Galbraith have stepped up and offered to do claims and some of the work Linda currently does. For this to work, staff would have to be shifted to allow them time for the work. The options are hire a full-time position to replace Linda (she is part-time currently so there is not a full-time position in the budget), or have Lisa and Louise try it for a while to see how it works. If a full-time employee is recommended by the board, Buena Vista County would have to approve taking the position as employer of record. Dawn needs guidance from the board as Linda will be leaving in November.

Jean Heiden suggested taking what is budgeted for Linda to compensate the employees taking on extra work, but at what cost and how would it be done needs to be determined. She suggested giving the employees a chance to do the job. Dawn Mentzer said we can monitor it and hire someone if it doesn't work.

Recommendation of the board is move forward with adjusting current staff to absorb the position held by Linda White with compensation to be set at a future meeting.

e) Schedule Next Meeting: October 27, 2021 at 2:30

A motion by Brent Wilhelm to set the next meeting on October 27, 2021, at 2:30 pm. Second by Jean Heiden. Motion approved unanimously.

8) Adjourn

A motion to adjourn at 5:03 pm by Sandy Loney. Second by Jean Heiden. Motion approved unanimously.

Minutes recorded by Louise Galbraith, Coordinator of Disability Services