



**Rolling Hills
Community Services Region
Governance Board Meeting
February 23, 2022 at 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: absent
Carroll County: Rich Ruggles
Cherokee County: Wane Miller
Crawford County: Jean Heiden
Humboldt County: Sandy Loney
Ida County: absent
Pocahontas County: Clarence Siepker
Sac County: Brent Wilhelm
Woodbury County: Jeremy Taylor

Joan Hansen

JaMaine Wamberg

Joleen Schmit

Kim Keleher (nonvoting member)

Steve Kremer (nonvoting member)

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

Guests: Melissa Drey, Ashley Miller, Sheila Martin, Paula Klocke, Dan Reis, Amanda Weber, Nicolle Eaton, Kim Scorza

3) Minutes of Previous Meeting

Corrections: None

A motion to approve the minutes of the previous meeting as presented by Jean Heiden. Second by Sandy Loney.

Discussion: none. Motion carried unanimously.

4) Approval of Agenda

Changes/Additions: None

*A motion to approve the agenda as presented by Rich Ruggles. Second by Clarence Siepker.
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) January 2022 Financial Report-Action

Dawn Mentzer presented the January 2022 financial report as summarized:

Beginning balance as of 1/1/22 \$7,299,546.89

Revenue \$ 35,511.09

Expenditures \$ 148,646.14

Ending balance as of 1/31/22 \$7,186,411.84

*A motion to approve the January 2022 financial report as presented by Rich Ruggles.
Second by Sandy Loney. Discussion: none. Motion carried unanimously.*

b) Crittenton Center Funding Request – Action

The proposal has been revised and they have reached out to Sioux Rivers and Northwest Iowa Care Connections regions and are now proposing that the cost be split between the three regions. Now that it is a joint proposal and it is pared down to mental health needs, Dawn is in of favor funding. The amount requested would be \$35,000 to be split between the regions.

A motion to approve the Crittenton Center request to fund one third of the \$35,000 request by Jean Heiden. Second by Jeremy Taylor. Discussion: Wane Miller asked that if one of the other regions would not fund it will we still fund it? Kim Scorza replied that the other regions have approved it. Motion carried unanimously.

7) New Business

a) Access Center/Community Based Crisis Stabilization Update – Nicolle Eaton/Melissa Drey

Nicolle Eaton updated on the progress of the Access center. The building has walls and a roof they are making good progress. Application for accreditation for community-based crisis stabilization has been submitted by Siouxland Mental Health and are waiting to see if there will be any changes that need to be made, there isn't a timeline for the State to respond.

Melissa Drey reported that policies and procedures for community based crisis stabilization went to the PAMHC board for approval, application for accreditation has been made. They are working on staffing and how it will work in conjunction with mobile crisis.

c) Personnel Changes/Hiring/Sioux Rivers Contract Development – Action

Dawn Mentzer reported to the board that Louise Galbraith, coordinator for Carroll, Crawford and Ida counties, is resigning effective June 30, 2022. There needs to be discussion on replacing

the position or coverage of the three counties. Dawn would like to set a committee to explore options.

Louise is the expert user for the CSN program which will need to be covered as well. Sioux Rivers Region employee, Sue Duhn is willing to cover CSN expert user for our region. Dawn talked with Shane Walters, CEO of Sioux Rivers, about contracting for Sue's services at a cost of \$5,000 per year.

The other news is that Ann Landers, who processes claims, will be retiring June 30, 2022. Dawn would like to hire a person to be a claims processor/administrative assistant. This person can also do meeting minutes.

Dawn Mentzer made the following recommendations: set a committee to discuss hiring or coverage of coordinator duties for Carroll, Crawford and Ida; take action to allow Dawn to advertise and hire a claims processor/administrative assistant; take action to develop a contract with Sioux Rivers Region for CSN expert user functions.

Claims/administrative assistant:

Dawn Mentzer will get an application, advertisement and job description out to the counties within the next few days. She will also set a pay range \$17 to \$20 per hour based on a 40 hour week and experience. Wane Miller asked if we need to have a county that will commit to be the employer of record. Ann is also an assistant to the advocate in Woodbury County and Cindy Wiemold would like a person to continue helping with clerical work.

A motion to allow Dawn Mentzer to advertise for a claims processor/administrative assistant by Sandy Loney. Second by Joan Hanson. Discussion: none. Motion carried unanimously.

Committee for coordinator position and staffing needs: Sandy Loney, Brent Wilhelm, Rich Ruggles, Jean Heiden, Jeremy Taylor, Dawn will select staff to assist.

CSN expert user: recommendation to contract with Sioux Rivers Region at a cost of \$5,000 per year. Dawn would like action to develop a contract for approval at the March 2022 board meeting.

A motion to develop a contract with Sioux Rivers Region for CSN expert user functions, at a cost of \$5000 for one year beginning 7/1/22 by Sandy Loney. Second by Rich Ruggles. Discussion: none. Motion approved unanimously.

c) Schedule Next Meeting – March 23, 2022, 2:30 p.m.

A motion to set the next meeting on March 23, 2022, at 2:30 pm in Holstein by Rich Ruggles. Second by Jean Heiden. Discussion: none. Motion carried unanimously

f) Adjourn

A motion to adjourn at 3:30 pm by Sandy Loney. Second by Clarence Siepker.

Discussion: None. Motion carried unanimously.