



**Rolling Hills
Community Services Region
Governance Board Meeting
April 6, 2022 1:00 p.m.**

Meeting to be held via ZOOM only.

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: Rich Ruggles
Cherokee County: Wane Miller
Crawford County: absent
Humboldt County: Sandy Loney
Ida County: Absent
Pocahontas County: Clarence Siepker
Sac County: Brent Wilhelm
Woodbury County: Jeremy Taylor

Joan Hansen

Joleen Schmit

Kim Keleher (nonvoting member) Absent

Steve Kremer (nonvoting member)

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

Guests: Melissa Drey, PAMHC; Maggie Martinez, BVRMC; Sheila MartIn, SMHC

3) Minutes of Previous Meeting

A motion to approve the minutes of the previous meeting by Sandy Loney. Second by Wane Miller.

Discussion: none. Motion carried unanimously.

4) Approval of Agenda

Changes/additions: none

*A motion to approve the agenda as presented by Clarence Siepker. Second by Scott Jacobs.
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) None

7) New Business

a) Hiring of Administrative Assistant – Action

A motion by Sandy Loney to hire Kelsey Allen as Administrative Assistant as of April 18, 2022 with a wage of \$17 per hour, a 4% increase July 1, 2022 and a performance review with possible increase in 6 months. Second by Brent Wilhelm. Discussion: none. Motion carried unanimously.

b) Employer of Record Recommendation to County Board – Action

The position has been offered to Kelsey Allen, who lives in Fonda and will be working out of the Buena Vista County office. Pocahontas County does not want to be the employer of record since she will not be housed in their county. Paul Merten has discussed this with the Buena Vista County board, and they are willing to consider being employer of record.

A motion to recommend the Buena Vista County Board act on employee of record for Kelsey Allen, by Scott Jacobs. Second by Rich Ruggles. Discussion: none. Motion carried unanimously

c) Discussion of Start Date for Coordinator of Disability Services

Dawn Mentzer reported that a potential coordinator candidate was found during the interview process for the administrative assistant. The person has good experience and is eager to learn. However, this person had three interviews and three offers, she declined one and is considering ours and one other. If she were to take the position Dawn would like her to start by May 1, 2022.

Discussion took place concerning wage ranges. Sandy Loney reminded that Alison Hauser was hired at \$52,500 with the potential of an increase. If the new coordinator comes in higher, we need to consider Alison. Dawn indicated that it may be the time to look at wage adjustments for staff based on all that DHS is requiring to fulfill the terms of our Performance Based Contract in terms of Evidenced Based Practices. There was also much discussion concerning county employment versus regional employment.

The consensus of the board was for Dawn Mentzer to offer the position to potential applicant at a range of \$52,500 – 54,000 with action taken by the board at the next meeting.

g) Adjourn

A motion to adjourn 2:25 pm by Rich Ruggles. Second by Wane Miller. Motion carried.

Minutes recorded by Louise Galbraith, Coordinator of Disability Services