



**Rolling Hills
Community Services Region
Governance Board Meeting
April 27, 2022 at 2:30 p.m.
Cobblestone Inn, Holstein**

MINUTES

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

Buena Vista County: Paul Merten
Calhoun County: Scott Jacobs (via zoom)
Carroll County: Rich Ruggles
Cherokee County: Wane Miller
Crawford County: Jean Heiden
Humboldt County: Sandy Loney (via Zoom)
Ida County: absent
Pocahontas County: Clarence Siepker
Sac County: Brent Wilhelm
Woodbury County: Jeremy Taylor

JaMaine Wamberg – via Zoom

Joan Hansen – via Zoom

Joleen Schmit - absent

Kim Keleher (nonvoting member) via Zoom

Steve Kremer (nonvoting member) via Zoom

Regional Staff: Dawn Mentzer, CEO; Louise Galbraith, Leisa Mayer, Lisa Bringle, Theresa Jochum, Alison Hauser (via Zoom), Coordinators; Kelsey Allen, Administrative Assistant

Guests: Kris Glienke, Cherokee County Auditor; (VIA ZOOM) - Sheila Martin, SMHC; Melissa Drey, PAMHC; Amanda Weber, Howard Center; Gary Jones, Midwest Compliance; Lucas Mann, SMHC; Dan Ries, Seasons Center; Nicolle Eaton, SMHC; Ashley Miller, PAMHC; Karla Mandernach, Counseling Services; Sue Lloyd, BV Auditor; Rob Aikens, DHS

- 3) Minutes of Previous Meeting**

A motion to approve the minutes of the previous meeting as presented by Wane Miller.

Seconded by Brent Wilhelm.

Discussion: None

Motion approved unanimously.

4) Approval of Agenda

Additions/changes: Sandy Loney would like to add a mileage discussion, continued from last board meeting to add under unfinished business.

A motion to approve the agenda as amended to include a discussion of mileage reimbursement by Rich Ruggles.

Seconded by Jean Heiden.

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) March 2022 Financial Report-Action

Dawn Mentzer presented the March 2022 financial report as summarized:

Beginning balance as of 3/1/22	\$7,126,142.70
Revenue	\$2,413,177.90
Expenditures	<u>\$ 656,656.98</u>
Ending balance as of 3/30/22	\$8,882,663.62

Discussion: Rich Ruggles asked what is left to pay on the Access Center, Dawn reported \$200,000.00.

A motion to approve the March 2022 financial report as presented by Jeremy Taylor.

Seconded by Clarence Siepker.

Discussion: None

Motion carried unanimously.

b) Hiring of Coordinator of Disability Services/County Coverage changes/Six-month adjustment-Action

Dawn Mentzer stated interviews were conducted in March for Coordinator position, offered to Caylyn McCormick for 52,500-54,000, accepted offer with potential start date of 5/2/22 with her requested salary of 54,000. Caylyn McCormick will cover Buena Vista County and Crawford County. Leisa Mayer will cover Sac, Calhoun and Carroll Counties. Lisa Bringle will cover Cherokee and Ida Counties. Mentzer stated that we may need to look at wage adjustments for staff based on workload changes and performance.

A motion to approve the hiring of Caylyn McCormick as Coordinator with a starting salary of

\$54,000.00 by Brent Wilhelm.

Seconded by Jean Heiden.

Discussion: Paul Merten asked if there would be a step increase and if so it can be discussed at the next meeting.

Motion carried unanimously.

Sandy Loney commented about Alison Hauser's begeted salary for \$60,000.00 was decided to be \$52,500. She believes she should make more at \$54,000 as equal to the new hire to "be fair", retro-pay to Alison's hire date. If not possible, her 6-month bump should be \$61,500. Clarence Siepker would prefer an adjustment over the retro-payment, at \$61,500, starting July 1, 2022 on new budget year. Sandy Loney believes it should be immediately, she should have received her adjustment after 6 months from hire date of July 1, 2021 (did not receive). Rich Ruggles would like to know if both employees receive the same benefits, everyone treated the same. Financial discussion for all salaries at next month's meeting. Rich Ruggles asks if IPERS is affected with retro-pay. Jean Heiden asked if there was no motion to adjust at the 6 month, why is this a discussion now for retro-pay, this should be done next month. Jeremy Taylor prefers we provide Alison Hauser with retro-pay of January 1, 2022 and discuss more at next meeting.

A motion to raise Allison Hauser's salary to \$54,000.00 retroactive to January 1, 2022 with adjustment discussion next month by Jean Heiden.

Seconded by Jeremy Taylor.

Discussion: Wane Miller would like it in writing that salaries will not be adjusted every 6 months for every employee, when they are done annually in July.

Motion carried unanimously.

c) Regional Mileage

Sandy Loney believes we should increase the mileage from \$0.50 per mile to \$0.55 per mile due to the increase in gas prices. Discussion concerning miles driven by each County and the IRS suggested reimbursement rates (\$0.585). Sandy Loney suggests we split the difference at \$0.55 and revisit in three months.

A motion to increase to mileage to \$0.55 per mile effective May 1, 2022 and revisit in January 2023 by Sandy Loney.

Seconded by Jeremy Taylor.

Discussion: None

Motion carried.

Opposed: Scott Jacobs, Brent Wilhelm, Paul Merten

d) Plains Area FY'23 Crisis Service Budget Request – Action

Rob Aiken, DHS, discussed ending balance limitation. The ending balance limitation in SF619, for FY'22 shall be no more than 40% of expenditures. If the balance exceeds the expenditures, there

will be a withholding in the Q3 FY'23 payment. Based on the most current projected numbers DHS has the fund balance over, at \$598,000 withholding from the Q3 payment. The money that is withheld goes to the incentive fund that all regions can access when and if needed.

Dawn Mentzer would like this kept in mind when going through mental health center requests that his would be one time funding, but it won't be there going forward, and she doesn't want to over budget. Rich Ruggles asked what the rules are for accessing incentive funds. Rob Aiken can send the rules out to Dawn Mentzer for the board.

Kim Keleher, PAMHC, had to amend the budget to increase wages to attract qualified applicants for staff at Turning Point. They raised the starting wage to \$20 per hour and added on additional staff with the crisis stabilization program and one-time costs for camera/security at the crisis home. Total request is \$1,187,215.00, an increase of about \$300,000.00 from the current approved Block Grant. The current approved rate is \$882,793.00. Dawn Mentzer asked if they could do a partial request and keep the Medicaid funds they receive which are currently paid back to the region. Kim Keleher states that it doesn't come close to the \$300,000.00 increase. Jeremy Taylor asked in the \$365,000.00 increase will continue to the upcoming years. Kim Keleher said it could go down possibly by reimbursements back to the regions. Dawn Mentzer says we need to keep in mind, how are we going to live within our means (for next years budget) and if we have to make reductions how will that look. Sandy Loney asked if they can take in more people to bill for. Kim Keleher said the crisis stabilization can increase and mobile crisis is increasing, and it can take up to a year to know what crisis stabilization residential will bring in. Sandy Loney asked if we need to look at both providers what the numbers are and possibly combining into one organization to save money. Kim Keleher responded that the legislation has time frames they have to respond (60 minutes 60 miles for mobile crisis) and the size of the region.

Sandy Loney would like to table this. Kim Keleher does not want to move forward with adding the service if this will be voted down, and it is a core service.

Dawn Mentzer would like to consider this, but also sees the reality of what we will be facing.

Jean Heiden sees no choice but to fund this core service.

A motion to approve the PAMHC crisis service budget request of \$1,187,215.00 as presented by Brent Wilhelm.

Secoded by Rich Ruggles.

Discussion: Sandy asks if there is a possibility to work from home to save on costs.

Motion carried.

Opposed: Sandy Loney

e) Siouxland Mental Health Center Crisis Service Budget Request – Action

Nicolle Eaton went over the cost of services. \$1,399,896.00 total asking for all programs. The current budget is \$630,720 (our portion), \$227,351.00 for mobile crisis. \$650,000.00 increase for sub-acute and access center services. The other two counties would like a reduction in the cost

they are now contributing.

A motion to support this as presented by Jeremy Taylor. \$649,945.18 FY23. Total \$28,715.47 and \$37,387.56.

Seconded by Brent Wilhelm.

Discussion: Sandy Loney asked about usage and if people can work from home to cover more area.

Motion carried.

Opposed: Sandy Loney, Wane Miller. (Would like data on the costs and to speak about at a later time.)

f) Evidenced Based Practices/Data Analytics Update – Lisa Bringle/Alison Hauser

Lisa Bringle states that EBP got a new structure in place in January, all split up between Coordinators and meeting monthly to do fidelity. Fidelity reviews for other area may take staff out of office several days at a time. Update providers on what they are and how to implement.

Alison Hauser, Data Analytics. Collecting data by multiple spreadsheets, tracking clients, tracking days they are in these services, how many days they do not have clients, reasons for denial, how much money per person, how much is spent per month per program. Looking across the entire state to compare, not just our region. Will be meeting with each provider individually to ask these specific questions. Total outcome is to find out what could be done better. Find training to enhance their services. After meeting with the providers, will bring that data back to the board.

7) New Business

a) Turning Point Driveway replacement – Action

Rich Ruggles wants to know the delivery points. Brent Wilhelm states the 4" will not hold up and wonders if this is a want or a need. Ashley Miller states something needs to be done as the rock is non-existent, probably from snow removal, and believes it should be paved. Wane Miller asks if she was quoted for rock, she states yes but would need a new estimate as it has been a couple years (roughly \$1500-1600). Jeremy Taylor believes we should do this one-time funding as we have the funds this year. Paul Merten believes that this will add value to the residential facility if we ever sell the property.

A motion to approve the 6" quote from Dana Morris for \$12,075.00 as presented by Jeremy Taylor.

Seconded by Rich Ruggles.

Discussion: None

Motion carried unanimously.

b) MOU/Revised 28E- Gary Jones, Midwest Compliance Associates - Action

Gary Jones explained why our region would need an MOU versus changing the 28E. Costs are

the same, reimbursing the respected counties. Discussed how mileage will be paid. The point is to set it out between the county and the region. Using this is better for the county over revising the 28E agreement. This shows HOW.

Wane asked if this is a draft, Gary confirmed that it is. Rich ran this by his county attorney, had an issue with paragraphs 9 and 10, stating it may be “too loose”, recommending new verbiage “done on a consistent and reasonable basis,” Wanting governing board to have more say in it. Gary states that since adding counties, he believes we need to add into 28E about the Region should get their money reimbursed and disbursed through counties. Wane Miller, Cherokee County wants 28E not the MOU, also in favor of being Region employees; Paragraph 9, who’s responsible for Liability; Paragraph 5, County employees should not be fired by Region employees.

A motion to table this discussion to next month by Jeremy Taylor.

Seconded by Sandy Loney.

Discussion: None

Motion carried unanimously.

c) Service Needs Presentation – Jeremy Taylor

Jeremy Taylor presented a PowerPoint for Service Needs.

d) Seasons Center Special Projects Funding Request

Dan Ries, Seasons Center, is requesting an IT upgrade budget of \$25,439.33 (our portion). Dan Ries is also requesting a vehicle budget of \$100,000.00. Any maintenance provided will not be paid by the Region, all will be paid by Seasons Center. Care Connections has approved, waiting on other’s responses. Sandy Loney states she understands the IT request, but is unsure of the vehicles as it could cause others to request this as well. Brent Wilhelm and Dawn Mentzer have the same concerns about the vehicles. Dan Ries believes the vehicles would help with the mileage costs for their staff, also they cannot transport clients in their personal vehicles due to liability reasons. Jean Heiden states since this is not an ACTION item, we should discuss this next meeting. Dan Ries states he is asking the vehicle costs from all three NW Iowa Regions. Paul Merten believes we should not take action on this today.

A motion to table this one more month by Wane Miller.

Seconded by Brent Wilhelm.

Discussion: None

Motion carried unanimously.

e) Schedule next meeting: May 25, 2022 2:30 pm

A motion to schedule next meeting as presented by Brent Wilhelm.

Seconded by Rich Ruggles.

Motion carried unanimously.

f) Adjourn

A motion to adjourn at 5:19 PM by Clarence Siepker.

Seconded by JaMaine Wamberg.

Motion carried unanimously.

Minutes recorded by Kelsey Allen, Administrative Assistant