



## Rolling Hills

### Community Services Region

#### Governance Board Meeting

May 25, 2022 at 2:30 p.m.

Harry Rasmussen Building, 514 North 13<sup>th</sup> St. Sac City

*Please note change in location*

## Minutes

### 1) Call to Order –Chairman, Paul Merten

### 2) Roll Call of Counties – Introductions

Buena Vista: Paul Merten

Calhoun: Scott Jacobs

Carroll: Rich Ruggles

Cherokee: Absent

Crawford: Jean Heiden

Humboldt: Sandy Loney – via Zoom

Ida: Absent

Pocahontas: Clarence Siepker

Sac: Brent Wilhelm

Woodbury: Jeremy Taylor – via Zoom

Joan Hansen – via Zoom

Joleen Schmit - Absent

Kim Keleher (nonvoting member)

Steve Kremer (nonvoting member) via Zoom

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

Guests: Melissa Drey, Ashley Miller, PAMHC; Nicole Eaton, Sheila Martin, Joel Petersen, SMHC;

Gary Jones, MCA; Courtney Cook, AEA; Dan Reis, Seasons; Kim Scorza, Crittenton Center; Clay

Adams, Wesco; Bethany Murillo, Mike Paul, SMHC; Amanda Weber, Howard Center; Sheri Porter,

Simple Life; Rob Aiken, DHS; Liz Stanek, Partnerships for Families

### 3) Minutes of Previous Meeting

*A motion to approve the minutes of the previous meeting as presented by Clarence Siepker. Second by Rich Ruggles. Discussion: none. Motion carried unanimously*

**4) Approval of Agenda**

Changes/additions: addition of: 6d budget projection; 7a crisis services marketing costs; d1 Crittenton Center proposal: d2 IRSH proposal

*A motion to approve the agenda as amended by Brent Wilhelm. Second 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.**

Paul Merten mentioned that he and Dawn Mentzer received approval from DHS of the Annual Service and Budget Plan.

**6) Unfinished Business**

**a) April 2022 Financial Report-Action**

Dawn Mentzer presented the April 2022 financial report as summarized:

Beginning balance as of 4/1/22	\$9,065,720.85
Expenditures	\$2,641,065.56
Revenues	<u>(\$1,260,560.42)</u>
Ending balance as of 4/30/22	\$7,685,215.71

Discussion: All county payments have been received. Rich Ruggles spoke of the fund balances the county auditors will be sending the region by 6/30/22, however, they will keep the fund open for delinquent and deferred taxes. Rob Aiken stated that delinquent taxes can be collected for one year and sent to the Region, he suggested Dawn reach out to the Department of Management. Dawn will also check and see if fund 10 can stay open for this purpose.

*A motion to approve the April 2022 financial report by Scott Jacobs. Second by Rich Ruggles. Discussion: none. Motion carried*

**b) Seasons Center Special Projects Funding Request – Action**

Tabled from previous meeting. The request is for vehicles and IT upgrades. The amount of the request is based on the employees working within the region. 4 vehicles will be located in Rolling Hills to replace older vehicles and are used to transport and visit clients.

Discussion: Brent Wilhelm asked how the current vehicles were funded. They were from the general fund of Season's Center. Jean Heiden asked if the current vehicles will be sold. Some if they have value, some have mechanical issues, and others will be reallocated to other offices that do not have a high vehicle usage. They currently have 17-18 vehicles spread throughout their area. Sandy Loney agrees with the IT portion but not the vehicles.

*A motion by Brent Wilhelm to approve the Season Center request for IT of \$25,439.33. Second by Jean Heiden. Discussion: none. Motion carried unanimously.*

*A motion by Brent Wilhelm to deny the Seasons Center request for vehicles of \$100,000. Second by Rich Ruggles. Discussion: none. Motion carried unanimously.*

**c) MOU/Revised 28E/Bylaws-Action**

Gary Jones discussed the changes to the MOU since the last meeting: any employee of a county will be supervised by the CEO and any disciplinary action would be done in conjunction with the CEO and the county. If an employee is not needed by the region the county has the option to employ them in another capacity. Also, if an employee resides outside of the region a county close in proximity can employ them, Gary needs input. Sandy Loney would like the county the person would be working in to be the employer of record. Gary responded that employee may be moved to cover another county so at that time would the employer of record change? Jeremy Taylor would like to look at the persons residency and the closest county in the region be the employer of record. Scott Jacobs asked if the CEO and or board should be able to terminate an employee contract and then the county would have to decide to maintain that employee or not. Dawn Mentzer and Gary Jones agree that the region has the luxury to terminate at any time. Paul Merten asked if the MOU has to be unanimous or the majority of the board. Gary Jones believes it would be a majority vote of the governance board. Jean Heiden asked if the 28E would remain as is...Dawn replied there is a change concerning the division of assets if sold. If a county does not sign the MOU and insists on a 28E Gary suggests an addendum to the 28E. An addendum to the 28E would have to be signed by all counties. Rich Ruggles asked if the MOU passes, would a descending county be exempt from litigation. As for bylaws, Gary does not think we need a separate document as the 28E agreement is the structure of the organization and contains everything we need to conduct business. Jean Heiden asked if the MOU will be referenced in the 28E. Gary said the MOU would be referenced in meeting minutes to show it's existence. Otherwise, it can be done as the addendum to the 28E and all counties would need to vote on it. An MOU can be referenced in the 28E. Jean asked why it cannot be in the 28E, the board is concerned that not all counties will agree. If a county does not agree to the MOU they can still be an employer of record. Paul Merten asked if the MOU could be for one year and if the employees become regional vs. county, then the MOU is not needed.

*The consensus of the board is that bylaws are not needed. The 28E section 3.4 changes assets if sold has been updated the board would like it in the 28E rather than an addendum and add a link to the MOU.*

*Tabled until next meeting.*

**d) Budget Projection:**

Dawn Mentzer went over the budget projection through FY 2025. We are above the fund balance limit set by the state. \$2,840,000 is where we need to be in a fund balance and we are way over that. Dawn figured out the state payment reductions for FY23 due to overage in the fund balance, we will get down to the 5% (FY25) fund balance very quickly. The more we have in the fund balance the less we get from the State (withheld from 3<sup>rd</sup> and 4<sup>th</sup> quarter payments). We can't spend the money down just to spend it. Dawn asked Rob Aiken if we could encumber

funds for core services. Rob said yes, but not for general operational services, it can be for core services contracts that span fiscal years. The access center can be encumbered if a contract is in place. Rob would like to look at the access center contract to see if it would meet the criteria to encumber the funds.

## 7) **New Business**

### a) **Crisis Services Presentation, Nicolle Eaton, SMHC and Melissa Drey, PAMHC**

Nicole Eaton and Melissa Drey gave an overview of core services that are provided and those that are coming. They outlined the services, staffing needed for each, as well as the amount of coverage (beds and capacity).

Marketing: Siouxland Mental Health and Plains Area Mental Health are requesting \$26,025 for marketing materials as well as print, radio and TV ads throughout the 10 counties. Rich Ruggles asked if it will be on the Rolling Hills website, yes it will be. Jean Heiden asked if they are using a marketing group. They are going off past marketing experiences.

*A motion to approve the request of SMHC & PAMHC for marketing cost of \$26,035 by Jean Heiden. Second by Rich Ruggles. Discussion: none. Motion carried unanimously.*

### b) **FY'23 Contracts**

#### **\*Imagine the Possibilities**

\$8.00 for 15-minute unit for drive time for SCL, this is a correction in the contract

#### **\*Shesler Hall**

No changes

#### **\*Howard Center**

No changes

#### **\*Sanford Center**

No changes

#### **\*The ARC of Woodbury County**

No changes

#### **\*MidStep Services**

No changes

#### **\*Center for Siouxland**

No changes

#### **\*Cherokee Regional Medical Center**

No changes

#### **\*Stewart Memorial Hospital**

No changes

#### **\*Pocahontas Community Hospital**

No changes

#### **\*Plains Area Mental Health Center**

Already agreed on.

*A motion to approve and the chair to sign contracts for FY 23 with, Imagine the Possibilities, Shesler Hall, Howard Center, Sanford Center, The ARC of Woodbury County, MidStep Services, Center for Siouxland, Cherokee Regional Medical Center, Stewart Memorial Hospital, Pocahontas Community Hospital, Plains Area Mental Health Center by Clarence Siepker. Second by Brent Wilhelm.*

*Discussion: none. Motion carried*

**c) Evidenced Based Practice/Data Analytics Wage Discussion**

Dawn Mentzer discussed the two items and the work that is over and above the coordinators normal work. Paul Merten discussed a one-time bonus vs ongoing adjustment. Alison Hauser reports that data analytics will be ongoing and the EBP's will more than likely continue. This item was tabled until the June meeting.

**d) Siouxland Mental Health Center Funding Request**

The request is for IT enhancements, safety items, door locks, shatterproof glass and so forth. The total asking is \$83,126.33. Dawn Mentzer asked if any of this is duplicated from the CARES dollars already funded. Joel Petersen said that these are new and came from active shooter training that was held recently.

A motion to approve the Siouxland Mental Health Center request of \$83,126.33 by Scott Jacobs. Second by Brent Wilhelm. Discussion: none. Motion carried unanimously.

**i. Crittenton Center Request**

A request of \$41,745.00 was submitted for a group therapy room. Kim Scorza went over the proposal. Sioux Rivers Region approved the same amount for the girls side (boys and girls cannot comingle), and a request for a different room was submitted to Care Connection Region.

*A motion to approve the request of \$41,745.00 by Rich Ruggles. Second by Jean Heiden. Discussion: none. Motion carried unanimously.*

**ii. IRSH**

Dawn Mentzer went over the request, it is a joint project with Southwest Iowa Region. The regions would like to fund startup funds and once they are going it is a Medicaid funded service. The startup request from Trivium is \$174,073 and it will be split 50/50% with Southwest Iowa Region. The board questioned the line item of a vehicle for \$30,000. Stacy at Trivium is fine with the exclusion of the vehicle. A concern with the 50% cost share with Southwest Iowa and then we commit 50% of a home in their area that could be more than this amount. Dawn Mentzer will have a discussion with Southwest Iowa Region and Trivium to work out the details.

*Rich Ruggles made a motion to authorize Dawn Mentzer to enter an agreement with Trivium for the IRSH project startup costs up to \$144,073. Second by Sandy Loney. Discussion: none. Motion carried unanimously.*

**e) Schedule next meeting: June 22, 2022, 2:30 pm**

*A motion to set the next meeting on June 22, 2022, at 2:30 p.m. by Sandy Loney. Second by Jean Heiden. Motion carried unanimously.*

**f) Adjourn**

*A motion to adjourn at 5:09 pm by Brent Wilhelm. Second by Scott Jacobs. Motion carried unanimously. Meeting adjourned*

DRAFT