



## Rolling Hills Community Services Region

### Governance Board Meeting

Meeting to be held via Zoom only

March 20, 2025 at 2:30 p.m.

### Minutes

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

**2) Roll Call of Governance Board Members**

Buena Vista: Paul Merten

Calhoun: Scott Jacobs (absent)

Carroll: Gene Meiners

Cherokee: Cheryl Ellis (absent)

Pocahontas: Clarence Siepker

Woodbury: Daniel Bittinger

Education System: Joan Hansen

Calhoun County Public Health (Family Representative): Joleen Schmit (absent)

Mental Health Matters, LLC (Family Representative): Jamaine Wamburg (absent)

Plains Area Mental Health (Provider Representative): Kim Keleher

Juvenile Court Services: Robert Fritz

Law Enforcement Representative: Brian Flikeid

Children’s Provider Representative: Kim Scorza

Regional Staff: Dawn Mentzer, CEO; Kelsey Allen, Administrative Assistant; Lisa Bringle, Theresa Jochum, Alison Hauser, Coordinators.

Guests: Nicolle Eaton, Jodi Ryan, SMHC; Ashley Miller, PAMHC; Clay Adams, Wesco; Sandy Loney, Kathy Erickson, Humboldt County; Cindy Wiemold, Woodbury County MHA; Cindy Wilde, Goodwill; Karen Rosengreen, Seasons Center; Elizabeth Stanek, Linking Families; Jolie Corder, New Perspectives; Nita Hinrickson, Pocahontas County Auditor; Mindi Rotert.

**3) Minutes of Previous Meeting – Action**

*A motion to approve the January 8, 2025, minutes as presented by Gene Meiners. Second Kim Keleher. Discussion: None. Motion carried unanimously.*

**4) Approval of Agenda – Action**

*A motion to approve the agenda as presented by Clarence Siepker. Second Joan Hansen. 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) February 2025 Financial Report – Action**

Dawn Mentzer presented the February 2025 financial report as summarized:

Beginning balance as of 2/1/25	\$5,077,533.55
Expenditures	\$869,981.36
Revenues	<u>\$47,782.97</u>
Ending balance as of 2/28/25	\$4,255,335.16

Revenue from 7/1/24 – 2/28/25 was \$6,046,382.60. Expenditures from 7/1/24 – 2/28/25 were \$5,141,879.13 (40.93% remaining). FY'25 budget of \$8,705,303.00.

Dawn Mentzer shared that we will received our last payment of the year the first week of April.

*A motion to approve the February 2025 Financial Report as presented by Kim Scorza. Second Gene Meiners. Discussion: None. Motion carried unanimously.*

**New Business**

**a) Update on Disability Access Point RFP**

Dawn Mentzer shared that on February 25<sup>th</sup> the RFP was issued with four regions being selected, including us under Pottawattamie County with Suzanne Watson. Our district will be covering the western side of the state. The evaluation committee had recommended no award to HHS due to issues across all proposals, however, they were chose to select among those submitted to ensure continuity of care but are now on a year-by-year contract which they can renew for up to three years. The contract was approved that was signed by the Pottawattamie County supervisors on Tuesday, it is probably back to HHS by now. Paul Merten added that he attended a meeting with ISAC, DAP persons, and other county supervisors last week. They were shown the new map of our new district.

**b) Regional Operational Guidance – Discussion**

Dawn Mentzer gives a breakdown of the Regional Operational Guidance. (Please see the attachment for full guidance)

As of now, there is about \$27,000.00 in vacation payout for staff, this will most likely increase due to anniversary dates right before the end of region. We cannot exceed six months for the close-out, December 31, 2025, being the latest close-out date, however, Dawn believes time is of the essence. Cherokee and Independence Mental Health Institute claims will stay as the region or county's responsibility if the services were provided before July 1, 2025. Commitment and advocate fees will be paid by the county with reimbursement being sought by the ASO. Any equipment that was purchased for the region. Dawn is wondering who will be responsible for this if no regional staff are left. There will

need to be a final audit issued for FY'25 and Tammy Carlson has assured us that it will be complete by the end of June. Sandy Loney asked if the counties will be responsible for claims sent in after December 31, 2025 and Dawn confirmed that that is the case. Sandy Loney asked if they are allowed to tell them they cannot pay due to budget and state they need to have claims by November 30, 2025. Dawn Mentzer explained that MHI bills are mandated and she is not sure what the state will do if they are not paid as it is included in the House File. Sandy Loney asked for an estimated payment that will be requested. Dawn Mentzer stated that it depends on who is admitted in May and June as it is hard to predict. Dan Bittinger shared they have already cut nearly \$2,000,000.00 from their budget and will not have extra money. Sandy Loney shared that she was told to budget for the MHA's salary for the first quarter and they will be reimbursed. Dawn Mentzer has reached out to all county auditors to explain this.

**c) Development of Region Close Out Plan – Due to HHS 4/1/25**

Dawn Mentzer discussed the keypoints that need to be identified in the plan. Equipment has been discussed with employees as far as the need for property to be used for the DAP. Suzanne Watson is hoping laptops and some equipment can come with us but we need to know if there will be staff transferring to the DAP. If not, then what does the board want to do? The best-case scenario, we will still have Kelsey and Dawn to close out the region, which we will need to keep the copier and each will need a laptop. VA has expressed taking over the contract for the copier and arrangements will be made for this to occur.

The region currently pays for multiple cell phones, including Dawn and the advocates, we will work on getting those transferred to the proper counties. Any laptops being used are of little value due to their age and any staff transferring to the DAP may bring them with after IT clears data, if necessary. If Plains is not interested in the Zoom equipment, we will have Tyler with IT let it go to bid. Any equipment belonging to MHA's will remain with them and transfer to their appropriate counties. If there is no staff remaining to complete these duties, it has been decided that the Chair and Vice Chair will be responsible for the asset liquidation by December 31, 2025.

The biggest liability is the vacation payout for staff. Per HHS, unemployment falls under the responsibility of the counties due to HHS not being the employer of record. The board agreed it is best to keep liability insurance until the final closeout of the region on December 31, 2025. Dawn will reach out to Gary Jones and ask if he will agree to continue coverage through the closeout without a contract.

Dawn will be notifying providers of contract end dates and any outstanding obligations so they may be paid in a timely manner. All county remaining balances for the fourth quarter will be sent out next week. Any remaining funds need to be back to HHS by September 30, 2025.

Dawn will be reaching out to all providers to let them know that all claims will be due by August 31, 2025. Dawn has budgeted for two employees to stay on for a few months to assist with closeout. If there is no CEO remaining to closeout the region, the responsibility will fall to the Chair and Vice Chair of the board. The Dissolution of our 28E will be December 31, 2025.

Any institutional commitments are currently paid by the region or associated counties, however, after July 1, 2025, they will be the responsibility of the county. HHS may request a future audit on the region and it has been decided that Buena Vista County will maintain the records for five years.

The board agreed to extend the claims payout date to December 31, 2025.

There is a meeting on Tuesday with the coordinators and IPCA to discuss the transfer, Dawn will update everyone if there is any new information.

There is a contract between the Calhoun County MHA and Rolling Hills to share services that will need to be addressed prior to June 30, 2025. The Region has a bank account with Security National Bank that will need to be closed and a check issued back to HHS, Paul will reach out to Danelle at the Buena Vista Treasurer's office about handling this if there is no staff remaining.

The region needs to have the budget and closeout plan to the state by April 1, 2025.

#### **7) Schedule Next Meeting**

*A motion to schedule the next meeting tentatively TBD by Clarence Siepker. Second by Kim Keleher.*

*Discussion: None. Motion carried unanimously.*

#### **8) Adjourn**

*A motion to adjourn by Kim Keleher. Second Joan Hansen. Discussion: None. Motion carried unanimously.*

*Minutes recorded by Kelsey Allen, Administrative Assistant.*