

# CENTRAL IOWA COMMUNITY SERVICES

Regional Governance Board

July 21, 2014 @ 1:00PM

Public Meeting Room, Story County Administration Building

900 6<sup>th</sup> Street, Nevada, IA 50201

## Agenda

Welcome and Introductions

### Agenda & Minutes

Action

28E Agreement Update (Deb)

Informational

Liability Coverage (Deb)

Action

- Recommendation: Approve ICAP Proposal of \$9,938.52 for \$4 million of coverage

### Committee Reports

County Enterprise Services

Case Management Updates (Deb)

Informational

Eyerly Ball and Youth and Shelter Services IHH MOUs (Deb)

- Recommendation: Approve MOUs

Action

Community Life Program/Consultation Update(Deb/Jill/Russell)

Overview of Parker Dennison Report

Action

- Recommendations: See Attachment

Action

Public Comment

### Finance

RFP Development for the Transition of CLP Services (Deb)

- Recommendation: Approval of Contract Amendment to the Parker Dennison Consultant Agreement

Action

Friends Forever Waiver Home Update (Hamilton Co)

Informational

June Financials (Jill)

Informational

Fiscal Agent Update (Heidi)

Informational

Policy/Management Plan/Info/Public Affairs

Policies and Procedures Update (Jody)

Informational

Annual Budget and Service Plan (Jody)

Action

• Recommendation: Approve Annual Budget and Service Plan  
IT Contract Update (Russell/Jody) Informational

Jasper County Building Update (Dawn/Jody) Informational

Rate Setting/Contracting (Linn)

• Recommendation: Approve FY 15 contracts Action

**Regional Advisory Board** (Mary & Al) Informational

**HIPAA Protocol Update** (Russell) Informational  
County Responses to CICS Assistance with HIPAA compliance

**Supported Employment RFP Update** (Russell) Action  
• Recommendation: Approve MIW and Genesis Development  
Contracts

Central Iowa Juvenile Detention Center Transportation (Linn/Deb)  
• Recommendation: Authorize Chair to send a letter to member  
counties to gauge interest Action

**County Updates** Informational

**Public Comment**

**Adjourn**

***Recommendations from Central Iowa Community Services Regional Governing Board to the Story County Board of Supervisors Regarding CLP Services Transition***

General Recommendations

***CICS Governing Board:***

Recommends that there be ongoing service provision throughout the duration of the transition.

Recommends resuming referrals of clients to the extent possible based on available staffing levels.

Recommends Region provides a Transition Management Team who will work with CLP management to develop a billing and documentation compliance plan.

Recommends developing a team that includes legal representation to address retention and storage of CLP client records in accordance to HIPAA and other legal requirements.

Recommends Story County and CLP address upcoming CARF accreditation and possible extension.

Recommends a transition completion date of no later than June 30, 2015.

Recommends Story County develops the Transition Support Plan for Story County Employees. If the Plan involves Regional funding a request will need to be considered by the CICS Governing Board.

Recommends Story County assesses the impact of discontinuing CLP services on other county functions and departments.

Recommends Story County assess own needs and/or community needs for county cars, office equipment, and furnishings (outside of the RCFs) and transfer ownership accordingly.

## RFP Recommendations

### ***CICS Governing Board:***

Recommends proceeding with a Request for Proposal process.

Recommends requiring RFP bidders to address the transition of management functions in their proposal. This may include providing assistance to current CLP management prior to June 30, 2015.

Recommends awarding one contract for the former CLP services. This allows working with one contractor whose proposal may include subcontractors for other services/population groups.

Recommends bidder has cash flow equal to 25% of annual expenses. In the absence of this, bidder shall provide a plan that shows ability to meet expenses in an ongoing and consistent manner.

Recommends the 3 RCF properties and furnishings and handicapped accessible vans be made available to the selected bidder at favorable terms to support the transition of services.

Recommends Story County determines community need for CLP Administration Building. May be included in RFP if bidder indicates need for space and can support it at Fair Market Value.