

Central Iowa Community Services

Regional Governance Board

December 17, 2015 @ 1:00PM

Story County Administrative Building, Public Meeting Room

900 6th Street, Nevada, IA 50201

Tentative Agenda

Roll Call-- Welcome and Introductions

Agenda & Minutes

Action

Officers Reports:

Administration (Jody)

Inquiry on Member Conflict of Interest for this meeting

Informational

2016 Meeting Dates

Action

Request for Legal Opinion

Action

Recommendation on action to contact and hire

Ahlers and Cooney Attorneys regarding guidance on

Regional employment and hiring policy

Create an employment committee (Mike and Jody)

Action

Recommendation to appoint 2-3 Governing Board

Representatives and 3 Administrative team members

Finance (Jill)

October 2015 Financial Report

Informational

11/24/2015 & 12/8/2015 Claims

Action

Operations (Karla)

ASSET FY16/17 Funding Allocation

Action

Recommendation to approve allocation of \$430,718 for ASSET
budget process

Service Coordination (Betsy and Linn)

Case Management Staff update

Regional Advisory Board (AI)

Informational

County Updates

Informational

Public Comment

Adjourn

Scheduled and Potential meeting dates:

January 28, 2016

February 25, 2016

March 24, 2016

April 28, 2016

May 26, 2016

June 23, 2016

July 28, 2016

August 25, 2016

September 22, 2016

October 27, 2016

**Central Iowa Community Services
Regional Board Meeting Minutes
November 16, 2015 1:00 p.m.
Story County Human Services, Ames**

Board Members Present: Franklin-Mike Nolte (by phone); Story-Wayne Clinton; Hardin-Ronn Rickels; Warren-Dean Yordi (by phone); Poweshiek-Larry Wilson (by phone); Marshall-Bill Patten (by phone); Hamilton-Doug Bailey (by phone); Boone-Tom Foster (by phone); Jasper-Joe Brock (by phone); Advisory Board Reps.-Al Fagerlund (by phone).

Counties/Members Absent: Advisory Board Rep.-Pam Herrema.

Others Present: Alisa Wignall and Deb Schildroth.

Administrative Team Present: Jody Eaton, Linn Adams, Patti Treibel (by phone), Karla Webb, Betsy Stursma (by phone), Jill Eaton, Russell Wood (by phone), and John Grush.

Call to Order. Chair Nolte called the meeting to order.

Agenda and Minutes. Brock moved, Yordi seconded to approve the agenda. All voted aye. Foster moved, Clinton seconded to approve the minutes of the October 22, 2015 meeting. All voted aye.

Administration

Conflict of Interest. Jody Eaton reviewed contracts and other issues on the agenda today that may present a conflict of interest to Board members. Members are asked to abstain voting if a conflict is possible.

Finance

Claims. Following review, Patten moved, Rickels seconded to approve service claims paid for October 27th (\$239,445.03) and November 10th (\$105,357.27) by CICS. All voted aye on a roll call vote.

Operations

FY 15 Annual Report. Eaton reported on two revisions that will need to be made to the draft document that was sent out for review. On page 18, the providers listed in the box for "Permanent Supported Housing" should be listed in the above box for "Illness Management and Recovery." In addition, the revenue reflected on page 27 will need to be adjusted slightly when final figures are received from County Auditors. Webb reviewed each section of the report. Clinton asked that the heading on page 27 be clarified to reflect "funds returned" by counties. Following review, Clinton moved, Brock seconded to approve the Annual Report with the noted changes. All voted aye on a roll call vote. The report must be submitted to DHS by December 1st.

FY 16 Contracts.

- **Franklin County Home Care.** Webb reviewed the proposed contract for homemaker services. Yordi moved, Bailey seconded to approve the contract. Nolte abstained and all others voted aye on a roll call vote.

Planning

Region Program Management Staff Position. Wood reviewed a proposal to add a new support staff position of program management. The job duties were reviewed. There were comments regarding the hiring process required for some counties and the issue of collective bargaining units was addressed. The Story County Human Resource Director reviewed the process required for new positions and hiring in Story County. Jody Eaton explained that counties will need to follow their hiring practices for the new position. If added position is approved, Administrative Team will work on details and CEO will appoint a hiring committee and a SOU will be brought back to the Governing Board for approval. A job description will be developed. Salary is to be determined. The position will work with the Administrative Team under the direction of the CEO. Following discussion, Wilson moved, Clinton seconded to approve the Regional Support Staff Position for Program Management. All voted aye on a roll call vote.

Public Comment. None.

Next Meeting and Adjournment. December 17, 2015, at 1:00 p.m. at the Story County Administration Building in Nevada. Following the meeting at 2:30 the Board will meet with area legislators. Board members are encouraged to invite their legislators. With no further business Chair Nolte adjourned the meeting.

Minutes respectfully submitted by Linn Adams.

Linn Adams, Recording Secretary

Mike Nolte, Board Chair

FY16 Year to Date CICS Expenditure Report Through October 31, 2015

<u>COA</u>	<u>Description</u>	<u>Disability</u>	<u>YTD Through Oct 15</u>	<u>FY16 Budget</u>	<u>Budget Remaining</u>	<u>% Remaining</u>
03371	Information and Referral Services	40	\$ 14,642.89	\$ 75,000.00	\$ 60,357.11	80.5%
05373	Public Education Services	40	\$ 12,676.41	\$ 5,000.00	(\$7,676.41)	-153.5%
21375	Case Management 100% County	40	\$ 1,034.08	\$ -	(\$1,034.08)	
22xxx	Services Management	40	\$ 111,600.81	\$ 482,282.54	\$ 370,681.73	76.9%
31354	Transportation - General	40	\$ 34,702.52	\$ 250,000.00	\$ 215,297.48	86.1%
32320	Support Services - Home Health Aides	40	\$ 5,438.90	\$ 25,000.00	\$ 19,561.10	78.2%
32322	Support Services - Personal Emergency Response System	40	\$ 276.39	\$ 5,000.00	\$ 4,723.61	94.5%
32326	Support Services - Guardian/Conservator	40	\$ -	\$ 5,000.00	\$ 5,000.00	100.0%
32327	Support Services - Representative Payee	40	\$ 2,519.82	\$ 5,000.00	\$ 2,480.18	49.6%
32329	Support Services - Supported Community Living	40	\$ 57,888.90	\$ 2,200,000.00	\$ 2,142,111.10	97.4%
32399	Support Services - Other	40	\$ 214.50	\$ -	(\$214.50)	
33340	Basic Needs - Rent Payments	40	\$ 10,336.79	\$ 25,000.00	\$ 14,663.21	58.7%
33399	Basic Needs - Other	40	\$ 20,248.08	\$ 50,000.00	\$ 29,751.92	59.5%
41305	Physiological Treatment - Outpatient	40	\$ -	\$ 25,000.00	\$ 25,000.00	100.0%
41306	Physiological Treatment - Prescription Medicine/Vaccines	40	\$ 4,301.73	\$ 10,000.00	\$ 5,698.27	57.0%
42305	Psychotherapeutic Treatment - Outpatient	40	\$ 202,877.84	\$ 200,000.00	(\$2,877.84)	-1.4%
42306	Psychotherapeutic Treatment - Medication Prescribing	40	\$ 12,094.00	\$ -	(\$12,094.00)	
42366	Psychotherapeutic Treatment - Social Support Services	40	\$ 25,656.50	\$ 100,000.00	\$ 74,343.50	74.3%
42396	Psychotherapeutic Treatment - Community Support Programs	40	\$ 5,374.02	\$ 75,000.00	\$ 69,625.98	92.8%
42397	Psychotherapeutic Treatment - Psychiatric Rehabilitation	40	\$ 29,241.00	\$ 50,000.00	\$ 20,759.00	41.5%
43301	Evaluation (Non Crisis) - Assessment and Evaluation (LOCUS/SIS)	40	\$ -	\$ 120,000.00	\$ 120,000.00	100.0%
44301	Crisis Evaluation	40	\$ 38,109.01	\$ 200,000.00	\$ 161,890.99	80.9%
44302	Crisis Services - 23 Hour Observation and Holding	40	\$ -	\$ 800,000.00	\$ 800,000.00	100.0%
44304	Crisis Services - Emergency Care	40	\$ 880.00	\$ 500,000.00	\$ 499,120.00	99.8%
44305	Crisis Services - 24 Hour Crisis response	40	\$ 210.12	\$ 250,000.00	\$ 249,789.88	99.9%
44307	Crisis Services - Mobile Response	40	\$ 5,690.50	\$ 250,000.00	\$ 244,309.50	97.7%
44312	Crisis Services - Crisis Stabilization - Community Based	40	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	100.0%
44313	Crisis Services - Crisis Stabilization Residential Services	40	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	100.0%
44346	Crisis Services - Telephone Crisis Service	40	\$ 9,925.00	\$ 100,000.00	\$ 90,075.00	90.1%
44366	Crisis Services - Warm-Line	40	\$ -	\$ 150,000.00	\$ 150,000.00	100.0%
45323	Peer Family Support - Family Support	40	\$ -	\$ 100,000.00	\$ 100,000.00	100.0%
45366	Peer Family Support - Peer Support Services	40	\$ 1,567.77	\$ 100,000.00	\$ 98,432.23	98.4%
45373	Peer Family Support - Family Psychoeducation	40	\$ -	\$ 5,000.00	\$ 5,000.00	100.0%
46305	Mental Health Services in Jails	40	\$ 3,000.00	\$ 100,000.00	\$ 97,000.00	97.0%
46319	Iowa Medical & Classification Center (Oakdale)	40	\$ 26,828.47	\$ 200,000.00	\$ 173,171.53	86.6%
46399	Justice System - Involved Services - Other	40	\$ 7,631.04	\$ 500,000.00	\$ 492,368.96	98.5%
46422	Justice System - Involved Services - Crisis Prevention Trainine	40	\$ -	\$ 100,000.00	\$ 100,000.00	100.0%

50360	Voc/Day - Sheltered Workshop Services	40	\$	4,330.37	\$	10,000.00	\$5,669.63	56.7%
50361	Voc/Day - Vocational Skills Training	40			\$	10,000.00	\$10,000.00	100.0%
50362	Voc/Day - Prevocational Services	40	\$	4,495.86	\$	75,000.00	\$70,504.14	94.0%
50367	Day Habilitation	40	\$	39,311.84	\$	25,000.00	(\$14,311.84)	-57.2%
50368	Voc/Day - Individual Supported Employment	40	\$	83,163.34	\$	150,000.00	\$66,836.66	44.6%
50369	Voc/Day - Group Supported Employment	40			\$	20,000.00	\$20,000.00	100.0%
50399	Voc/Day - Day Habilitation	40	\$	3,263.50	\$	-	(\$3,263.50)	
63329	Comm Based Settings (1-5 Bed) - Supported Community Living	40	\$	50,254.93	\$	400,000.00	\$349,745.07	87.4%
64314	Comm Based Settings (6+ Beds) - RCF	40	\$	378,997.27	\$	825,000.00	\$446,002.73	54.1%
64316	Comm Based Settings (6+ Beds) - RCF/PMI	40	\$	43,164.66	\$	225,000.00	\$181,835.34	80.8%
64399	Comm Based Settings (6+ Beds) - Other	40	\$	46,527.89	\$	200,000.00	\$153,472.11	76.7%
71319	State MHI Inpatient - Per diem charges	40	\$	138,579.12	\$	350,000.00	\$211,420.88	60.4%
73319	Other Priv./Public Hospitals - Inpatient per diem charges	40	\$	13,457.74	\$	100,000.00	\$86,542.26	86.5%
74300	Commitment - Diagnostic Evaluations	40	\$	1,700.10	\$	-	(\$1,700.10)	
74353	Commitment - Sheriff Transportation	40	\$	72,325.35	\$	250,000.00	\$177,674.65	71.1%
74393	Commitment - Legal Representation	40	\$	17,771.64	\$	100,000.00	\$82,228.36	82.2%
75395	Mental Health Advocate - General	40	\$	55,442.76	\$	189,008.00	\$133,565.24	70.7%
21375	Case Management 100% County	42			\$	5,000.00	\$5,000.00	100.0%
22413	Service Management - Mileage	42	\$	3.50			(\$3.50)	
31354	Transportation - General	42	\$	16,822.61	\$	25,000.00	\$8,177.39	32.7%
32320	Support Services - Home Health Aides	42	\$	2,358.50	\$	10,000.00	\$7,641.50	76.4%
32325	Support Services - Respite	42			\$	10,000.00	\$10,000.00	100.0%
32326	Support Services - Guardian/Conservator	42			\$	20,000.00	\$20,000.00	100.0%
32327	Support Services - Representative Payee	42	\$	2,411.09	\$	5,000.00	\$2,588.91	51.8%
32329	Support Services - Supported Community Living	42	\$	19,159.47	\$	75,000.00	\$55,840.53	74.5%
33340	Basic Needs - Rent Payments	42			\$	10,000.00	\$10,000.00	100.0%
33399	Basic Needs - Other	42	\$	260.07	\$	10,000.00	\$9,739.93	97.4%
41306	Physiological Treatment - Prescription Medicine/Vaccines	42			\$	2,500.00	\$2,500.00	100.0%
42305	Psychotherapeutic Treatment - Outpatient	42			\$	5,000.00	\$5,000.00	100.0%
44301	Evaluation (Non Crisis) - Assessment and Evaluation (LOCUS/SIS)	42			\$	250,000.00	\$250,000.00	100.0%
45323	Peer Family Support - Family Support	42			\$	10,000.00	\$10,000.00	100.0%
45366	Peer Family Support - Peer Support Services	42	\$	175.10	\$	10,000.00	\$9,824.90	98.2%
45373	Peer Family Support - Family Psychoeducation	42			\$	10,000.00	\$10,000.00	100.0%
50360	Voc/Day - Sheltered Workshop Services	42	\$	11,957.80	\$	100,000.00	\$88,042.20	88.0%
50362	Voc/Day - Prevocational Services	42	\$	3,467.97	\$	100,000.00	\$96,532.03	96.5%
50367	Day Habilitation	42	\$	46,533.51	\$	50,000.00	\$3,466.49	6.9%
50368	Voc/Day - Individual Supported Employment	42	\$	112,261.35	\$	250,000.00	\$137,738.65	55.1%
50369	Voc/Day - Group Supported Employment	42			\$	20,000.00	\$20,000.00	100.0%
50399	Voc/Day - Day Habilitation	42	\$	4,013.28			(\$4,013.28)	
63329	Comm Based Settings (1-5 Bed) - Supported Community Living	42	\$	13,972.66	\$	125,000.00	\$111,027.34	88.8%
64314	Comm Based Settings (6+ Beds) - RCF	42	\$	39,905.76	\$	125,000.00	\$85,094.24	68.1%
74323	Commitment - Sheriff Transportation	47	¢	1,107.60	¢	2,000.00	¢1,907.00	¢9.10%

74393	Commitment - Legal Representation	42	\$	54.00	\$	1,000.00	\$946.00	94.6%
22xxx	Services Management	42	\$	42,582.00	\$	274,655.65	\$232,073.65	84.5%
31354	Transportation - General	43	\$	6,701.04	\$	50,000.00	\$43,298.96	86.6%
32322	Support Services - Personal Emergency Response System	43	\$		\$	1,000.00	\$1,000.00	100.0%
32326	Support Services - Guardian/Conservator	43	\$		\$	5,000.00	\$5,000.00	100.0%
32327	Support Services - Representative Payee	43	\$	344.89	\$	5,000.00	\$4,655.11	93.1%
32329	Support Services - Supported Community Living	43	\$	37,744.04	\$	100,000.00	\$62,255.96	62.3%
33340	Basic Needs - Rent Payments	43	\$		\$	5,000.00	\$5,000.00	100.0%
33399	Basic Needs - Other	43	\$	129.53	\$	5,000.00	\$4,870.47	97.4%
41306	Physiological Treatment - Prescription Medicine/Vaccines	43	\$	24.79	\$	5,000.00	\$4,975.21	99.5%
45323	Peer Family Support - Family Support	43	\$		\$	10,000.00	\$10,000.00	100.0%
45366	Peer Family Support - Peer Support Services	43	\$		\$	10,000.00	\$10,000.00	100.0%
45373	Peer Family Support - Family Psychoeducation	43	\$		\$	10,000.00	\$10,000.00	100.0%
50360	Voc/Day - Sheltered Workshop Services	43	\$	6,668.72	\$	20,000.00	\$13,331.28	66.7%
50361	Vocational Skills Training	43	\$	998.64	\$	20,000.00	\$19,001.36	95.0%
50362	Voc/Day - Prevocational Services	43	\$	23,946.39	\$	100,000.00	\$76,053.61	76.1%
50367	Day Habilitation	43	\$	11,862.52	\$	25,000.00	\$13,137.48	52.5%
50368	Voc/Day - Individual Supported Employment	43	\$	32,457.91	\$	200,000.00	\$167,542.09	83.8%
50369	Voc/Day - Group Supported Employment	43	\$	1,350.19	\$	6,000.00	\$4,649.81	77.5%
50399	Voc/Day - Day Habilitation	43	\$	1,941.97	\$	-	(\$1,941.97)	
64314	Comm Based Settings (6+ Beds) - RCF	43	\$	16,895.00	\$	20,000.00	\$3,105.00	15.5%
64316	Comm Based Settings (6+ Beds) - RCF/PMI	43	\$	11,025.00	\$		(\$11,025.00)	
64399	Comm Based Settings (6+ Beds) - Other	43	\$	2,004.00	\$		(\$2,004.00)	
74353	Commitment - Sheriff Transportation	43	\$	409.41	\$		(\$409.41)	
74393	Commitment - Legal Representation	43	\$	150.40	\$		(\$150.40)	
11xxx	Direct Admin - Salary & Benefits	44	\$	310,999.10	\$	862,200.32	\$551,201.22	63.9%
11xxx	Direct Admin - Office, Auto Expense	44	\$	55,808.21	\$	231,300.00	\$175,491.79	75.9%
12xxx	Purchased Admin	44	\$	98,477.60	\$	492,960.00	\$394,482.40	80.0%
13951	Distribution to MHDS Regional Fiscal Agent	44	\$	160,000.00	\$			
			\$	2,694,739.08	\$	15,680,906.51	\$13,146,167.43	83.8%

Total FY16 Budget
Combined
Counties & Region