

DATE	CONVENING TIME	LOCATION		
January 12, 2022	1:30pm	Henry Co. Emergency Management 900 West Washington St. Mount Pleasant, IA 52641 ZOOM		
Southoast Jowa Link Covarning Poard				

Southeast Iowa Link Governing Board Approved Minutes

Present: Rick Larkin, Jack Seward Jr., Marc Lindeen, Dee Sandquist, Fred Snakenberg, Randy Griffin, Mark Meek, Tracy Liptak, Cheryl Plank, Patricia Lipski, Ryanne Wood, Ken Hyndman, Sarah Berndt, Sandy Stever, Tami Gilliland, Bobbie Wulf, Leia Craff, Patty Brooks, Melissa Mace

1. Approve Agenda

The meeting was called to order at 1:30 pm. The agenda was reviewed via screenshare. There needs to be an addition to the agenda to consider the approval of Adult Advisory Committee designee adult services representative to the governing board.

Motion to approve the agenda with the addition of Adult Advisory Committee designee after agenda item #2

By Mark MeekSecond Dee SandquistMotion passes

2. Consider Approval of December 8, 2021 minutes

The minutes were reviewed via screenshare.

Motion to approve the December 8, 2021 minutes By Jack Seward Jr. Second Dee Sandquist

Motion passes

3. Consider Discuss and Consider Approval of Adult Advisory Committee Designee

The Adult Advisory Committee has a new member joining them, Cheryl Plank who is the new CEO for Hope Haven. The Adult Advisory Committee has designated Cheryl Plank as their designated adult services representative to the SEIL Governing Board.

Motion to approve the Adult Advisory Committee designated adult services representative to the SEILGoverning BoardBy Mark MeekSecond Fred SnakenbergMotion passes

4. Update from Adult and Children Advisory Committee Members

Adult Advisory reviewed the presentation on Unite Us, a platform for information and referral nationwide. This is a free platform for the region. This would provide referral data, allowing the region to know the outcome of a referral made through this platform. This would be useful data for the



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performance based contract with the Department of Human Services (DHS). Medicaid Services providers do have a cost to join the Unite Us platform, more information is being sought on this. There was discussion on the performance based contract with DHS which has the evidence based practices (EBP) component, and has led to having EBP groups meeting statewide. There are nine EBP in Iowa Code. Each region as well as DHS are participating in EBP subcommittees assessing what the EBP is, are the providers that have implemented the EBP doing this to fidelity, does it make sense that the EBP remains in the Iowa Code and making sure continuity of care is provided. As a state the goal is to see if these EBP's should be followed or is there more current practices that can be provided that may have a better outcome. The subcommittees will make recommendations to legislators if it is determined there is a need to modify the EBP's in Iowa Code or Administrative Rules. Cheryl Plank was introduced as a new member of the Adult Advisory Committee, she replaces Bob Bartles as the CEO of Hope Haven.

Children's Advisory Committee talked about SF619, discussed the children's crisis stabilization residential services is still in the construction phase. There are children's community based crisis stabilization services available in Jefferson, Keokuk and Van Buren Counties; they have not received any referrals. In February the Children's Mental Health and Wellbeing Coalition presentation will be regarding the crisis assessment center. The committee has to recruit a children's pediatrician; nurse practitioners are not sufficient to fill that role. They discussed how to fill this vacancy. Applications are being sent out to comeback February First. The application will be reviewed by members of the Children's Advisory Committee, and they will present their findings to the governing board. The Children Advisory Committee discussed recommending the SEIL Governing Board explore and lobby to expand designation from pediatrician to a pediatric ARNP. Other regions are having difficulty filling the pediatrician role. They did vote to support the CAMI for Kids legislative priorities, which include insure the continued development of Iowa children's mental health system to meet the unique developmental needs of children, maintain telehealth flexibility, establish a regular ongoing Medicaid reimbursement rate review process, expand programs that have proven successful and cost efficient, implement formal monitoring of the children's mental health system, recruit and train the behavioral health workforce by providing loan forgiveness and low interest loan consolidation programs for direct care and behavioral health providers, provide enhanced mental health training to primary care and frontline workers and provide a state income tax credit for people working in direct care and behavioral health. Discussed that the Future Ready Iowa Child Care Challenge grant funding decisions were released this morning and approximately ten grants in the SEIL region were funded. In March the Children's Advisory Committee is hoping to have a free program for stakeholders called We Can Prosper. This is a resilience training that is a two and a half hours long.

5. Consider Approval of Claims as per Running Totals Document- December

The document was reviewed via screenshare. All reports were received from member counties and fiscal agent. Expenditures match governing board approved fiscal agent claims in December. Revenues for member counties include property tax dollars. All counties requested to submit payments to the



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fiscal agent have done so. The third quarter State allocation of \$639,011.29 was received. Decat revenue and expenses were reviewed. This report balanced to the fiscal agent.

Motion to approve claims running totals document for DecemberBy Marc LindeenSecond Jack Seward Jr.Motion passes

6. Consider Approval of Claims for Fiscal Agent Account as per Claims 1-12-2022 The document was reviewed via screenshare. Mandated claims totaled \$4,617.47, expenditure claims totaled \$307,358.44 and Decat claims totaled \$42.00. Total claims to be paid is \$312,017.91.

Motion to approve claims for fiscal agent account per claims document 1-12-2022By Jack Seward Jr.Second Mark MeekMotion passes

7. Receive and File Fiscal Agent Report- December

The document was reviewed via screenshare. Keokuk County made payment to the fiscal agent in the amount of \$99,800.18. Third payment from the State was received in the amount of \$639,011.29. A payment of \$108.80 was received for the Children's Wrap reimbursement. No interest payment for December has been made. The December expenditures totaled \$309,893.31 which match the governing board approved claims. There was an adjustment in November to the fiscal agent revenues reflecting interest.

Motion to receive and file the fiscal agent report for DecemberBy Randy GriffinSecond Mark MeekMotion passes

8. Discuss and Consider Approval of SEIL Chair

All executive board positions are up for appointment, there are no term limits in the 28E for those positions.

	Motion to appoint Rick Lar	kin as chair		
	By Marc Lindeen	Second Mark Meek	Motion passes	
9. Discuss and Consider Approval of SEIL Vice Chair Motion to nominate Jack Seward as vice chair				
	By Dee Sandquist	Second Marc Lindeen	Motion passes	
10	. Discuss and Consider App Motion to appoint Marc Lir	•		
	By Mark Meek	Second Dee Sandquist	Motion passes	



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11. Discuss and Consider Approval of CEO evaluation

The document, which is a CEO self-evaluation, was reviewed via screenshare. Ryanne Wood CEO acknowledged this can be a closed session and she does not want a closed session. The CEO of the region is required to have an evaluation by the governing board. The evaluation was reviewed by the SEIL Management Team. Comments from the governing board members were Ryanne included a comprehensive summary of the work she has done over the last year, the evaluation is a good summary of what the region experienced last year. Ryanne does an excellent job of being on top of mental health and disabilities services issues, she has excellent communication internal to the region and external to the region. The governing board consensus was they are exceptionally satisfied with the CEO's performance for the last year. Patricia is not getting the documents for the governing board meeting, and this will be resolved.

Motion to approve the CEO evaluation as exceptionally satisfied with the job performanceBy Mark MeekSecond Marc LindeenMotion passes

12. Discuss and Consider Approval of County employee salaries

The document was reviewed via screenshare. The finance committee looked at what the state pays for a comparable position, which is a Public Service Manager I. The salary range on an annual basis for this position is \$62,795.00 to \$111,000.00. The finance committee established a base salary of \$62,795.00, the next column is the percentage of MHDS work each employee does, the base salary was reduced by the percentage that is not MHDS. Consideration was given for longevity pay as current employees have been with the region since its inception. If there is a new hire what person would start at the base wage. Consideration was given for the extra job functions performed by the employees and an additional pay rate was established. The CEO has been given a wage differential for that additional function of CEO for several years now. There are CDS's who have program management and they are given three thousand fourteen dollars for each employee they supervise. The CDS with the children's coordination responsibility or covering additional counties are given a wage adjustment of twelve thousand five hundred fifty-nine dollars. Two thousand dollars per additional job function was established as part of the wage adjustment. This reflects total wage and benefits the state would pay for region employees. The salary is standard across all employees the benefits will vary by county. State is taking over funding the system and employee pay should be at a state wage. The base pay is the low end of the Public Service Manager I wage range with the consideration for program management, additional job functions and longevity pay this brings the wage up to the higher end of the wage range. If the region has good people, they should be compensated appropriately. The CDS's are a cohesive team. This wage is a pass through and no cost to counties as SF 619 says this is to be paid by the state. There wasn't any consultation with a human resource professional on establishing a salary. County budgets are underway, sub fund 6 is a fund in the county not of the county, trying to make the region budget timeline workout with when county budgets are due has been a challenge as Sub Fund 6 does impact other budgets within the county. There was a request for something in writing to take to local board of supervisors to explain



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the salary increases. Marc and Jack will work on an explanation letter to send to member county board of supervisors by the end of the week.

Motion to approve the six county employee salaries as they are presented in the excel spreadsheetBy Patricia LipskiSecond Jack Seward Jr.Motion passes

Motion to have a roll call voteBy Mark MeekSecond Jack Seward Jr.

Motion passes

Rick Larkin yes Dee Sandquist yes Patricia Lipski yes Jack Seward Jr. yes Randy Griffin yes Marc Lindeen yes Mark Meek yes

13. Discuss and Consider Approval of County/Region asset policy

The document was reviewed via screenshare. The proposed policy sets out the basic guideline for how the region is going to handle assets. Naming, numbering, appraising assets and applying this is a separate function. Any asset the region has is showing on member county asset inventory lists. Discussed the assets of the MHDS system were purchased out of Fund 10 or out of the regional fiscal agent. There was a question is there a long list of buildings and cars along with a request to see a list of assets. There was a question if this needed to be approved today and it does not, however, the decision made by the governing board may have impact on county budgets. Assets purchased and maintained by Fund 10 stay with the region. An example was given if a vehicle was purchased with Fund 10 funds the vehicle would retain the county title because it will still be used by a county employee. After this fiscal year the fiscal agent account 4150 pays ongoing expense for a county vehicle. When a vehicle needs to be replaced that will be at the expense of the region.

Assets include:

Three buildings in Des Moines County. One has been purchased and maintained mainly with Fund 10 the other two there was a joint cost share.

Des Moines County has four vehicles.

Jefferson County has one vehicle.

Keokuk County has one vehicle.

Other assets include computers, printers, iPads, cell phones and the Owls.

Items like desks and file cabinets etc. will have to be taken out of the county inventory/asset list. Each county handles the asset cost threshold differently. There was a question should be the member counties be surveyed to see what their inventory threshold is? Most equipment is depreciated out after five years. The Governmental Accounting Standards Board (GASB) was reviewed to identify how to maintain assets at the county level. GASB pertains to when Fund 10 was a fund of the county, Sub Fund 6 will not be a fund of the county. The legislation states anything purchased out of Fund 10 can't be



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relinquished back to county because Fund 10 was a designated fund. When Fund 10 goes away the region doesn't know what that means as it relates to the legislation. The Department of Management Finance Committee gave guidance this needs to be dealt with locally between the county members in the 28E region. Assets purchased with Fund 10 budget were bought with county tax dollars and should be retained by the county. The county could choose to let the region use the equipment. The region doesn't have a set aside account to maintain a building. A vehicle can easily be liquidated, a building can't. Encumbrance isn't an answer either, as it is described, it is a one year contractual agreement of carry forward to get a program or service up and running. The region may need a standardized rate across the region for vehicle use. If an asset is over five years old and depreciated to zero, there wouldn't be any problem turning it back over to the county. Under agenda item fifteen the governing board can figure out a way for the county to charge for the use of the asset if it is used by a CDS. This should be checked on with the local auditor as to where the asset lists are and if the assets or equipment the region will be charged for that use. A request was made to table this to February.

Motion to table By Dee Sandquist

Second Marc Lindeen

Motion passes

14. Discuss and Consider Approval of First Resources Contract Amendment

The document was reviewed via screenshare. The amendment doesn't change the maximum amount the region will pay to First Resources for crisis stabilization residential services (CSRS). The change from a five bed rate to a single bed rate. First Resources CSRS has become accredited, and they are working towards getting Medicaid payments, they need to get contracts with the MCO's. This would reduce the cost the SEIL Region is paying. This updates the language to use the Medicaid daily rate of \$360.19 to bill the other regions using the CSRS. SEIL pays the crisis homes their actual monthly expenses for the service. There will be a new MOU with South Central Behavior Health to identify this updated daily rate.

Motion to approve the First Resources contract amendment					
By Marc Lindeen	Second Jack Seward Jr.	Motion passes			

15. Discuss 28E content and timelines

The document was reviewed via screenshare. ISAC provided the draft language for the 28E. With all the changes that are occurring SEIL will have to pursue a 28E agreement modification and amendment. This is a draft 28E addendum to the current SEIL 28E agreement which adds in the contractual relationship between each member county for employees as well as additional costs for use of office space, county equipment etc. Timeline wise it takes time to get the 28E to a final draft and out to member counties to take action giving their representative to the governing board permission to sign the Modified 28E. The 28E will have to be amended on an annual basis to update costs. Work needs to begin in February to modify the 28E and have it finalized by March, April at the latest. The annual



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service and budget plan is due April 1st to DHS. Having the 28E finalized allows for the negotiated costs to be reflected in the annual service and budget plan. The 28E is also subject to DHS approval. A first draft 28E is needed for review as soon as possible.

16. Discuss and Consider Approval of adding administration cost to mandated claims cycle to avoid late fee

The management team has started to rollout paying county Fund 10 administration claims through fiscal agent account. The goal is to have all administrative claims transferred to fiscal agent for payment by July 1st. Some administrative claims paid out of Fund 10 have the potential of acquiring late fees, we need to avoid the late fees. The request is for all administrative costs be permissible to run with mandated claims process to avoid late fees. The change to running all claims through the fiscal agent will change the claims volume and check fee that is paid to the fiscal agent.

Motion to approve adding administration cost to mandated claims cycle to avoid late feesBy Jack Seward Jr.Second Mark MeekMotion passes

17. New Business

Melissa Mace was introduced as the newly hired justice involved services coordinator hired to work in the Des Moines County Jail.

18. Adjourn

Motion to adjourn		
By Randy Griffin	Second Mark Meek	Motion passes

Minutes submitted by Marc Lindeen, Secretary, January 25, 2022. MLsb