



**SOUTHEAST IOWA LINK (SEIL)  
MENTAL HEALTH AND  
DISABILITY SERVICES REGION**

**DES MOINES, HENRY, JEFFERSON,  
KEOKUK, LEE, LOUISA, VAN BUREN  
& WASHINGTON COUNTIES**

DATE	CONVENING TIME	LOCATION
February 9, 2022	1:30pm	Henry Co. Emergency Management 900 West Washington St. Mount Pleasant, IA 52641 ZOOM

**Southeast Iowa Link Governing Board Approved Minutes**

Present: Rick Larkin, Jack Seward Jr., Marc Lindeen, Tom Broeker, Dee Sandquist, Fred Snakenberg, Randy Griffin, Mark Meek, Mark Schneider, Patricia Lipski, RYANNE Wood, Ken Hyndman, Sarah Berndt, Sandy Stever, Tami Gilliland, Leia Craff, Cheryl Plank

**1. Approve Agenda**

The meeting was called to order at 1:33 pm. The agenda was reviewed via screenshare. There is an amendment to the agenda to discuss and consider approval of a children’s services provider to the to the governing board after agenda item three to be reflected as agenda item 3.1.

Motion to approve the agenda with the amendment to discuss and consider approval of children’s services provider to the governing board as item 3.1

By Jack Seward Jr.                      Second Mark Meek                      Motion passes

**2. Consider Approval of January 12, 2022 minutes**

The document was reviewed via screenshare.

Motion to approve the January 12, 2022 minutes

By Randy Griffin                      Second Mark Meek                      Motion passes

**3. Update from Adult and Children Advisory Committee Members**

The Adult Advisory Committee did not meet today.

The Children’s Advisory Committee talked about the CSRS contract with American Home Finding, they are working on a start date. Discussed that the SEIL Region is working on the FY 23 budget. Ezra Allen with Lutheran Social Services (LSI) made application to be the children’s services provider representative to the governing board. Mr. Allen is a host homes coordinator for LSI. The Children’s Advisory Committee approved recommending Mr. Allen’s appointment to the SEIL Governing Board as the Children’s Services Provider. There is a We Can Prosper Dealing with Changes and Adversity Resilience Training scheduled for May 11<sup>th</sup> at 9:00 am. On March 22<sup>nd</sup> at 2:00 pm there will be a Zoom presentation with Dr. Stephen Loyd on addiction and recovery.

**3.1** Motion to approve Ezra Allen of Lutheran Social Services as Children’s Services Provider to the governing board

By Jack Seward Jr.                      Second Mark Schneider                      Motion passes

**4. Consider Approval of Claims as per Running Totals Document- January**

The document was reviewed via screenshare. Expenses by county and fiscal agent were reviewed. Member counties are still receiving property tax revenue. No revenue was posted to the fiscal agent for January.



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Interest for December was posted to the fiscal agent. The fund balances for the member counties and fiscal agent were reviewed, and they balance with the county auditors. There were no Decat expenses or revenue for January.

Motion to approve the claims per running totals document for January  
By Jack Seward Jr.                      Second Tom Broeker                      Motion passes

**5. Consider Approval of Claims for Fiscal Agent Account as per Claims 2-9-2022**

Mandated claims totaled \$1,197.20, expenditure claims totaled \$286,267.97, children's wrap around claims totaled \$31.50 and total for all claims to be paid is \$287,496.67.

Motion to approve claims for fiscal agent account per claims 2-9-2022  
By Tom Broeker                      Second Marc Lindeen                      Motion passes

**6. Receive and File Fiscal Agent Report- January**

The document was reviewed via screenshare.

Motion to receive and file fiscal agent report for January  
By Jack Seward Jr.                      Second Mark Meek                      Motion passes

**7. Discuss and Consider Approval of County/Region asset policy**

The document was reviewed via screenshare. Capital assets remain county property which the county still carries insurance on, and it is listed in the county inventory. The details of assets, for example, a car can still be accessible to the employee, can be identified in the memorandum of understanding (MOU) that goes with the 28E. The MOU spells out counties and region are in agreement on use of assets.

Motion to approve the county/region asset policy  
By Randy Griffin                      Second Marc Lindeen                      Motion passes

**8. Discuss and Consider Approval of Reimbursement policy**

The document was reviewed via screenshare. The federal milage rate is fifty-eight and a half cents. The state rate for mileage is thirty-nine cents. Which rate the region should use would be a good question to ask the Department of Human Services (DHS). There is a different Iowa Code section that addresses mileage rates for the sheriff departments, which states they can charge mileage up to the federal mileage rate. There are also public transit mileage rates. Ryanne will be at a meeting with DHS staff tomorrow and will ask about mileage rates.

Motion to table until the March governing board meeting  
By Tom Broeker                      Second Marc Lindeen                      Motion passes

**9. Discuss and Consider Approval for the development of cost formula and/or processes relating to the Region's use of county space to perform Region designated work**

The finance committee discussed this prior to the governing board meeting. Nothing indicates if the county's have to charge rent. Ryanne Wood is going to ask other region CEO's if their county's are charging rent to the region for office space. Jack Seward is going to pose the question at the state supervisors meeting. Both will



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update the governing board with what they learn. If rent is charged for office space, rent rates are different in each community. There is a need to survey the average cost for administrative office space. There can be an adjustment of the rent amount to include phone, utilities and IT. The MOU would have to state each access office has to be open to the public and each county access office have to be treated separately in establishing a rental rate. It was thought DHS has a formula how they reimburse for space. DHS is supposed to send the formulary for their rent cost they will pay to Jefferson County Board of Supervisors. Washington County sets the rate DHS pays for rent. The rent rate amount should be taken back the member county board of supervisors to discuss. Having rent cost would increase the administration expenses and down the road it is uncertain if there will be a cap put on how much administrative cost the region is allowed.

The annual service and budget plan is due to DHS April first so the governing board will need to approve that at the March meeting. Knowing cost soon will be very helpful, if we wait until March Tami Gilliland won't have enough time to build that part of the region budget. Jack and RYanne can share what they learn with the finance committee. The finance committee could come up with an idea about what SEIL need to do to be in consensus with other regions and build a budget based on that information. This would be brought back to the governing board for final approval and adjustments.

Motion to have the finance committee develop a space cost for the SEIL budget  
By Marc Lindeen                      Second Tom Broeker                      Motion passes

**10. Discuss and Review Draft 28E and MOU**

- The document was reviewed via screenshare. The changes to update the 28E were highlighted in the document. The updated 28E has submitted to DHS for review. Changes reviewed included:
- Page 2 section 3.4 added disbursed per code back to the State of Iowa or as otherwise required.
- Page 3 section 4.2b added or as soon as practical when a committee appointed director is identified.
  - 4.3 changed quorum from seven to six and clarified voting is done by voice vote or roll call when requested. Removed proxy voting and attendance via electronic means language.
- Page 5 section 4.5 removed to receive funds from each member county.
- Page 6 section 5.1b added equipment and furnishings.
- Page 7 section 5.1 removed to contribute funds as required by this agreement. Section 5.2c added or amend.
- Page 8 section 5.5a removed withdrawal language and member county obligation to pay their share of expensed incurred during the fiscal year they withdrew.
- Page 9 section 5.6 removed language if a member county fails to make payment. Section 6.1 updated The language under 6.1 selection process of CEO.
- Page 10 section 6.2 removed language regarding time period to select a substitute CEO and removed with member county. Section 6.3 updated language on employment of region employees, updated education requirements.
- Page 12 section 7.1b updated fiscal agent bid process. Removed language regarding the member county per capita payments to the fiscal agent.
- Page 13 member county MHDS accounts removed language referencing the Fund 10 financial Practices.
- Page 14 cash flow removed the forty percent fund balance language updated to reflect cash flow allowance in Iowa Code.



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The MOU was reviewed via screenshare. This will be the regions governing board document and not attached to the 28E. It reflects the agreement between the region and member counties. There will be changes once the answers to space charge questions have been shared. Not all MOU's will be the exact same language for each member county. Exhibit A will have the varied details.

**11. Update on Commission and Legislative Review**

MHDS Commission Update of January 20, 2022 meeting considered approval of Administrative Rules regarding IAC 441 Chapter 25 Disability Services Management Region Incentive Rules and Approval for Notice of Administrative Rules regarding IAC 441 Chapter 24, Accreditation of Providers of Services to Persons with Mental Illness, Intellectual Disabilities or Developmental Disabilities Community Mental Health Centers. Received an update from the Advisory Council on Brain Injury, update on Children's System State Board and State MHDS.

Update given on noteworthy legislation House File (HF) Senate File (SF)- HF 2003 relating to reimbursement rates for substance abuse treatment , HSB 530 relating to reimbursement of psychiatric intensive inpatient care under the Medicaid program, HSB 531 relating to the expansion of bed capacities at state mental health institutes, HF 2033 relating to reimbursement of providers under the Medicaid program, SF 2067 relating to the reimbursement of providers under the Medicaid program, SF 2075 relating to suicide prevention hotline information on student identification cards, SF 2116 relating to reimbursement rates for providers of substance use disorder treatment services, SF 2118 relating to mental health and disability services increase the amount of funds may regions carryforward, HF 2101 relating to reimbursement of substance use disorder services at a critical access hospital, HF 2125 relating to reimbursement of psychiatric intensive inpatient care under the Medicaid program, HF 2137 relating to the establishment of a mental health practitioner loan repayment program, HF 2157 relating to a state-funded psychiatric residency program at the state mental health institutes and the Iowa medical and classification center at Oakdale, SF 2216 relating to the establishment of state intensive psychiatric units at the state mental health institutes, SSB 3118 relating to electronic meetings of governmental bodies, HSB 663 relating to electronic meetings of governmental bodies, SSB 3116 increasing the amount of cash reserves mental health and disability services regions may have before affecting quarterly payment amounts and incentive fund eligibility. There was a question if LSA has been requested to do a fiscal note on SF 2118 and SSB 3116.

**12. New Business**

None

**13. Adjourn**

Motion to adjourn

By Tom Broeker

Second Marc Lindeen

Motion passes

Minutes submitted by Marc Lindeen, Secretary, February 22, 2022. MLsb