



**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  |
|-----------------|----------------|---|
| August 11, 2021 | 1:30pm         | Henry Co. Emergency Management<br>900 West Washington St.<br>Mount Pleasant, IA 52641<br><br>ZOOM |

**Southeast Iowa Link Governing Board Meeting  
Approved Minutes**

Present: Jack Seward Jr., Marc Lindeen, Tom Broeker, Dee Sandquist, Randy Griffin, Dale House, Rochelle Phelps, Patricia Lipski, Ryanne Wood, Ken Hyndman, Sarah Berndt, Sandy Stever, Tami Gilliland, Bobbie Wulf, Laigha Camren

- 1. Approve Agenda** the meeting was called to order at 2:01 pm, delay was due to establishing a quorum. The agenda was reviewed via screen share.

Motion to approve the agenda

By Tom Broeker

Second Marc Lindeen

Motion passed unanimously

- 2. Consider Approval of July 14, 2021 minutes**

The minutes were reviewed via screen share.

Motion to approve the July 14, 2021 minutes

By Tom Broeker

Second Dee Sandquist

Motion passed unanimously

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

Due to Bob Bartles resignation the Adult Advisory Committee will have recommendations for a new designate and alternate to the governing board next month.

The Children's Advisory Committee heard an update on the SEIL Governing Board. Discussed the request for proposal for crisis services that has been released by the SEIL Region. The Stakeholder and advisory groups are going to collect data regarding workforce shortage in the region. This is being done to explain the impact this has on availability of services and access to core services that are mandated. The asset map is close to being finished. There was a technology problem when the final version was completed. Tami Gilliland will be working to correct these issues. The Children Advisory Committee discussed holding joint meetings with the Adult Advisory Committee when both committees need to make recommendations to the governing board. A parent has been selected to by the Children Advisory Committee to be the designated member to the SEIL Governing Board.

- 4. Discuss and Consider Approval of Advisory Committee designated members**

The Children's Advisory Committee has selected Patricia Lipski to be their parent of a child receiving services as the designate to the SEIL Governing Board. Mrs. Lipski resides in Washington with her husband and children, has children under the age of eighteen, has familiarity accessing services in the



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children and adult service array, professionally she is an attorney doing primarily juvenile court work and is a member of the DHLW Early Childhood Area Board.

Motion to accept the appointment of Patricia Lipski as the Children Advisory Committee designate to the SEIL Governing Board

By Marc Lindeen                      Second Dee Sandquist                      Motion passed unanimously

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

The documents were reviewed via screen share. The final report for FY 21 was reviewed. The FY 22 financial information reflected in the July report matches the financial reports from the member county auditors. All member county budgets are complete and information in those budgets was cross checked with the county budget information submitted to the Department of Management (DOM). The revenue information was obtained from the DOM web site due to the property tax levy being reduced to \$21.14 per capita. Less than one hundred dollars was reported in property tax revenue across all eight member counties during July. The Decat funds reported are based on the FY 21 balance to reflect what has been paid and what is still owed.

Motion to approve the claims running totals document for July

By Tom Broeker                      Second Marc Lindeen                      Motion passed unanimously

**6. Discuss and Consider Approval of Governing Board signatory on claims**

Motion to approve the vice chair or board member who is acting as the chair for the meeting as the signatory on claims

By Dee Sandquist                      Second Marc Lindeen                      Motion passes unanimously

**7. Consider Approval of Claims for Fiscal Agent Account as per Claims 8-11-2021**

The document was reviewed via screen share. Mandated claims totaled \$5,511.64, service expenditure claims totaled \$342,546.70 and Children's Wrap claims totaled \$246.50 for a total claims to be paid of \$348,304.84. There is an exception to policy payment included in the claims to be paid. Agenda item 14 was moved up in order on the agenda, discussed and acted on then action was taken on approval of claims.

Motion to approve claims for fiscal agent account per claims 8-11-2021

By Marc Lindeen                      Second Tom Broeker                      Motion passed unanimously

**8. Receive and File Fiscal Agent Report- July**

The report was reviewed via screen share. Revenues include a SSI reimbursement in the amount of \$1,528.00, the state allocation of \$639,011.30 and a Children's Wrap reimbursement of \$505.90. Expenses paid were \$358,047.09 which match the amount approved by the governing board for July.

Motion to receive and fil the fiscal agent report for July

By Tom Broeker                      Second Marc Lindeen                      Motion passed unanimously



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**9. Discuss and Consider Approval of Resolution (#1-2021) pertaining to Attorney Fees**

The document was reviewed via screen share. There was legislation passed associated with attorney fees related to 229 hospitalizations for persons with mental illness. The hourly rate attorneys can charge has increased from \$63.00 per hour to \$66.00 per hour. The current Iowa Code citation has been inserted into the resolution.

Motion to adopt resolution #1-2021

By Tom Broeker                      Second Jack Seward Jr.                      Resolution is adopted

Roll Call Vote

Jack Seward Jr.-Yes    Dee Sandquist-Yes    Patricia Lipski- Abstained  
 Marc Lindeen- Yes    Randy Griffin- Yes  
 Tom Broeker- Yes    Dale House- Yes

**10. Discuss and Consider Approval of Letter of Engagement with Anderson, Larkin, &CO. P.C. for FY21 Audit**

The letter was reviewed via screen share. Anderson, Larkin, and Co. P.C. will continue to provide audit services to the SEIL Region as required of a 28E per legislation.

Motion to approve the letter of engagement with Anderson, Larkin and Co. P.C. for the FY21 audit

By Marc Lindeen                      Second Dee Sandquist                      Motion passed unanimously

**11. Discuss and Review FY20 Audit**

The audit was provided to the governing board members via email with the meeting documents. The negative opinion was due to the region not accruing outstanding liabilities related to employees unused leave time. This is due to the employees being county employees not region employees. The final audit will be sent to the Department of Human Services as directed in the Iowa Code.

Motion to acknowledge the fiscal year 2020 audit report

By Tom Broeker                      Second Dee Sandquist                      Motion passed unanimously

**12. Discuss and Consider Approval of Optimae contract amendment**

The contract was reviewed via screen share. Optimae needed to amend their budget for recovery center services to reflect monthly rent of \$500.00 and indirect costs of \$100.00. Jail diversion was amended to include the costs related to Optimae providing jail diversion services at the Henry County Jail. The management team reviewed the budget changes requested by Optimae and recommends approval of the contract amendment.

Motion to approve the Optimae contract amendment

By Marc Lindeen                      Second Tom Broeker                      Motion passed unanimously



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**13. Discuss and Consider Approval of SIACC contract**

The contract was reviewed via screen share. The SIACC contract was overlooked when contracts were presented to the governing board for approval in May and June. This contract is a renewal and reflects an hourly rate increase of seventy-eight cents and an increase to FICA and IPERS. The contract is for transportation for access center services and returning home.

Motion to approve the SIACC Contract

By Dee Sandquist

Second Tom Broeker

Motion passed unanimously

**14. Discuss and Consider Approval of Exception To Policy (ETP) for payment of service to Park Place beyond time guidelines- Bobbie**

A request is being made for an exception to policy (ETP) to pay Park Place who is a provider of residential care facility (RCF) and residential care facility for persons with mental illness (RCF/PMI) services. Washington County had a client transferred to this RCF/PMI and was funding services pending habilitation funding being approved. The provider contacted the coordinator of disability services in June to say they had not been paid for February services. After review of the situation the provider had emailed the invoice on March 5<sup>th</sup>, but the email went to drafts and was not actually sent out. The management team reviewed the ETP and recommend this request go to the governing board for approval to pay.

Motion to approve the exception to policy for payment of services to Park Place

By Tom Broeker

Second Patricia Lipski

Motion passed unanimously

**15. Discuss ICAP Grant awarded SEIL \$1000 for purchase of Meeting Owl Pro**

The SEIL Region is a member of ICAP and a grant request to ICAP submitted. SEIL was awarded \$1,000 which was used to purchase a Meeting Owl Pro. This was needed to accommodate virtual meetings.

**16. Discuss and Consider Approval of Finance Committee recommendation and County Auditor letter for Department of Management Guidance letter**

The letter was reviewed via screen share. Prior to the governing board meeting the Henry County and Washington County Auditors reviewed this draft letter and supported it being sent to the Department of Management. Due to changes in Iowa law with fund ten going away member counties are not sure how the coordinators of disability services will be paid. The Department of Management (DOM) has stated that the Department of Human Services (DHS) was to give regions guidance on how to address paying employees with no fund ten at the county level beginning with fiscal year 2023. DHS has not provided guidance; they don't have control over budgets and are hesitant to issue guidance. If regions want answers to their questions those questions have to be submitted in writing to the DOM. Two regions have privatized, Polk and County Social Services. Three other regions moved county employees under the fiscal agent county to become employees of the fiscal agent county.



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Four options to address employees include:

1. Employees go under the fiscal agent county
2. Retain coordinators under the county employer that are the current employers and request DOM guidance on how to accomplish this
3. Privatization
4. Move current coordinators and staff under another 28E or IPERS eligible entity

Two options are not available due to timing, privatizing and moving all employees underneath one county employer. Currently county employees doing region work may have multiple assigned duties with their county employer. Removing those employees from county employment could create a shortfall at the county level in personnel and financing. Figuring out how to delink employees from the county is an issue. At this time it is unknown if the law will be changed with the new legislative session. Legislators have stated the current legislation was passed with no intention to disrupt the region organizational structure. Each governing board member is asked to take this letter to their county auditor to ask them to sign and send the letter to the DOM. The document will be a word document so the sending authority from the county can modify the letter. The counties will be starting budget work in December and answer to the letter is needed before December. Language was added to the letter stating guidance prior to December 1, 2021 is required to accommodate the county budgeting process. The address for DOM will be sent in the email with the letter.

Motion to approve the language in the letter to the Department of Management dated August 11, 2021 as modified

By Jack Seward Jr.

Second Dee Sandquist

Motion passed unanimously

**17. New Business**

None

**18. Adjourn**

Motion to adjourn was made at 3:01 pm by the chair and the motion passed unanimously.

Minutes submitted by Marc Lindeen, Secretary, August 19, 2021. MLsb