



# 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
October 11, 2017	2:30pm	Henry Co. Emergency Management 900 West Washington St. Mount Pleasant, IA 52641

## Southeast Iowa Link Governing Board Meeting

### Approved Minutes

Present: Rick Larkin, Jack Seward Jr., Marc Lindeen, Tom Broeker, Dee Sandquist, Michael Berg, Chris Ball, Mark Meek, Kristin Helm, Don Ross, Ryanne Wood, Sarah Berndt, Ken Hyndman, Sandy Stever, Tami Gilliland, Bobbie Wulf, Phil Miller

#### 1. Approve Agenda

The meeting was called to order at 2:30 pm.  
Welcome and introductions

There is an addition of claims to agenda item 5.

Optimae:	Van Buren Job Opportunities:
\$1,620.00	\$3,253.26
\$1,190.00	
\$5,333.00	Total of additional claims:
\$3,404.64	\$17,370.90
\$2,570.00	

Motion to approve the agenda with the addition of Optimae and Van Buren Job Opportunities claims  
By Michael Berg                      Second Dee Sandquist                      Motion passes

#### 2. Consider Approval of September 13, 2017 minutes

Motion to approve the September 13, 2017 minutes  
By Chris Ball                      Second Jack Seward Jr.                      Motion passes

#### 3. Update from Advisory Board members

The focus of the Advisory Board has been to review the Community Services Plan. The Advisory Board met this afternoon to address some of the feedback Ryanne received from the Department of Human Services. The Advisory Board approves the Community Services Plan and recommends it be submitted to the State. They want to add the statement that there needs to be the resources provided to the regions to carry out the plans to best serve individuals with complex needs otherwise the plan won't go very far without the means to carry it out.

#### 4. Consider Approval of Claims- September

The claims for September aggregate report was view via overhead projector. Because of the July 1<sup>st</sup> roll out of the new CSN system there was a delay in claims entry. The region is trying to catch up with



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getting claims entered. It was also noted that the claims approved during the governing meeting don't show up the month the governing board approves due to the auditor's claim cycle.

Motion to approve September claims

By Mark Meek

Second Michael Berg

Motion passes

### 5. Consider Approval of Claims for Fiscal Agent Account-

Counseling Associates	\$1,044.00
Counseling Associates	\$4,110.00
First Resources Corp.	\$9,667.00
First Resources Corp.	\$10,944.40
Great River Mental Health (GRMHA)	\$2,172.21
Henry County Transition Link	\$14,189.68
Hillcrest Family Services	\$6,685.83
Hillcrest Family Services (Washington CMHC)	\$441.17
Hope Haven Area Development Corp.	\$74,302.96
Mt. Pleasant News	\$120.85
Optimae LifeServices	\$9,800.00
Optimae LifeServices	\$3,100.00
Optimae LifeServices	\$240.00
Optimae LifeServices	\$1,875.90
Tenco	\$35,280.00
Tenco	\$45,880.00
Optimae LifeServices	\$1,620.00
Optimae LifeServices	\$1,190.00
Optimae LifeServices	\$5,333.00
Optimae LifeServices	\$3,404.64
Optimae LifeServices	\$2,570.00
Van Buren Job Opportunities	\$3,253.26
<b>Total</b>	<b>\$237,224.90</b>

Motion to approve the Fiscal Agent claims

By Marc Lindeen

Second Tom Broeker

Motion passes

### 6. Receive and File Fiscal Agent Report- September

The report was reviewed via overhead projector. There were no expenses for September paid from the Fiscal Agent account. Revenues included interest of \$222.66 and a payment for contracted services from Van Buren County in the amount of \$100,000.00.

Motion to receive and file the Fiscal Agent report

By Mark Meek

Second Jack Seward Jr

Motion passes



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#### **7. Receive and File Quarterly Expenditure Report- Tami**

The budget will be inflated due to the member counties budgeting for contracted services before the decision was made to pay contract service through the Fiscal Agent. Fiscal Agent budget was also amended to allow for payment of contracted services. This will change for fiscal year 2019 and contracted services will only be reflected in the Fiscal Agent budget. Most of the member counties have submitted payment to the Fiscal Agent for their portion of contracted services. There is still one member county that needs to pay and another member county needs to make another partial payment. Payments from member counties to the Fiscal Agent account will be adjusted annually. Contract dollars equals encumbered dollars so the region wants to contract for services.

Motion to receive and file the quarterly expenditure report

By Chris Ball

Second Mark Meek

Motion passes

#### **8. Discuss and Consider Approval of NACO membership**

There is no region membership option with NACO. The membership fee for the region would be the county rate for each region member county. Membership dues are based on per capita of the county. Counties that are not NACO members are Keokuk, Lee, Louisa and Van Buren. The Lee County membership dues would be \$750.00 and the other three counties would be \$450 each. The region has an interest in having a NACO membership. Counties would benefit by paying from local fund 10 accounts and this would give all county staff access to NACO. For non-member counties, the membership dues should be paid immediately. Des Moines County membership is due in October, but they were not sure if they will renew. Jefferson County membership comes due in November. If SEIL Region member counties are not going to renew membership then they should talk to their coordinator of disability services about paying the membership dues. If the local coordinator of disability services has an interest in they can pursue payment through fund 10. There was a suggestion to wait until July 1 and pay all eight counties membership dues. NACO provides access for training opportunities, webinars, grants, jail diversion and Stepping Up Initiative. Jefferson County is sending 5 representatives to the Stepping Up Initiative meeting in Des Moines this month.

Motion to table until the November governing board meeting

Motion was not seconded and died

Motion to authorize coordinator of disability services (CDS) to fund NACO membership fees through fund 10 if the CDS see it as advantageous

By Jack Seward Jr

Second Mark Meek

Motion passes

#### **9. Discuss and Consider Approval of MHI payments from Fiscal Agent Account**

When the region did the cost projection that didn't include payments to the Mental Health Institutions for county residents. If the cost of those services is paid out of the Fiscal Agent account it will be easier to project costs. The auditors of SEIL's member counties have authorized the information sheets from the MHI's to be sent to the region instead of the auditor of the individuals county of residence. This is



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allows for a centralized process. One person in Lee County will receive the data sheets, enter the information into CSN, upload the data sheet into CSN and then set up the claim for payment.

Motion to approve the MHI payments from the Fiscal Agent account

By Marc Lindeen

Second Tom Broeker

Motion passes

### **10. Discuss and Consider Approval of increased staff for Transition Link to facilitate in jail coverage, CIT, etc.**

Sarah Berndt provided an overview of the need for hiring staff. It has become more than two staff can manage serving six jails. With three staff, they would be assigned two jails each. Staff serving Des Moines and Lee County are becoming overwhelmed. Deb reports she will get to the Lee County jail there will be eight new people she needs to see, plus the inmates she is already working with and she will have thirty requests from inmates that need to see here. Deb is in Louisa County jail one day, Des Moines County jail two and one-half days and Lee County one and one-half days. Sarah would like to provide service in Lee County two to three days in Lee County and two days in the Des Moines County jail with new staff serving Louisa County and one day in the Des Moines County jail. There is also data tracking and data entry into the Community Services Network data base along with all the individuals that need to be seen. Transition Link needs to have staff work on crisis intervention training (CIT), working with the CIT trainers to develop the CIT curriculum, and coordinating the logistics getting people to CIT trainings. Elley went to a CIT international conference and the recommendation was that twenty to twenty-five percent of law enforcement officers should be CIT trained and the rest of the law enforcement officers should be given Mental Health First Aid training (MHFA). Elley is a MHFA for law enforcement trainer so she can provide that training to law enforcement. Elley's goal is to provide a training once a month to a law enforcement agencies until all law enforcement have had MHFA training. The need for additional staff has been discussed with the coordinators of disability services of the six counties transition link serves and they supported hiring. This was discussed at the Transition Link stakeholder meeting and hiring was supported at that meeting. Hiring was discussed at the SEIL Management Team Meeting and the management team approved hiring an additional staff for Transition Link.

The approximate capacity of the jails Transition Link currently serve is:

Des Moines 68 runs higher and they are housing off site

Henry 8 runs higher and they are housed off site

Keokuk 15 house females off site

Lee 92 running at higher capacity

Louisa 24 usually below capacity

Washington 72 runs below capacity

During FY 2017, the program provided services 481 times. Contacts per jail for last fiscal year are:

Des Moines 175

Henry 72

Keokuk 34 they came into the program in October



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Lee 123

Louisa 13

Washington 64

During FY 2018 Transition Link staff will be focusing on data tracking and outcomes. As part of The Community Services Plan staff will be focusing on the difficult to serve inmates.

Transition Link is now using a reentry software program called Orbis and it is great for identifying those inmates who may reoffend. The program also helps with post discharge tracking of offenders. Due to the caseloads staff have not been able to complete the post discharge follow up so we can track outcomes and recidivism. Our goal is to make a contact at one month, three months and six months.

Transition Link has also had some difficulty serving the Henry County Jail. Due to the limited bed space at the Henry County jail the jail administrator took on the role of arranging for substance abuse evaluations and residential treatment to move inmate out of their jail. Transition Link had issues fine tuning the program to meet their needs in the way they want. Henry County put jail diversion services on hold. The human resources consultant for Henry County come in and worked through the issues and put on paper what the foundation expected for the Henry County jail. Hopefully in five to ten days we will know where the Henry County Sheriff is with restoring the program. The sheriff was informed there was another jail diversion program that serves the region and offered a brochure for that program. Regardless of what the Henry County jail decides our program needs to add staff now.

Copy of the budget was provided to the governing board and reviewed in detail. The budget allows Transition Link to have two full-time staff and one half-time staff providing jail diversion and then a half-time staff providing crisis intervention training coordination. A CIT coordinator has been put into the Community Services Plan as well.

There was discussion of how inmate contacts will be tracked and that is now tracked each time staff meet face to face with an inmate. An example given would be if an inmate is seen five or more times in one month by a community transition coordinator they might be a difficult to service individual.

There was a question of how the Transition Link program compares to the Optima program. Sandy Stever provided a description of the Optima jail diversion program. Optima plans to use the Orbis tracking software and there may need to be a budget amendment as software program was not budgeted for in the Optima budget. Both jail diversion programs started out as post booking jail diversion and have become justice involved programs and the cost of both programs is going to grow.

There was discussion about providing services that the region can financially sustain long term. Included in that discussion was encumbrance of funds and contracted services are encumbered funds. As part of The Community Services Plan Ryanne did some cost projections and the budgets developed are on a worst-case scenario.



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There was a suggestion to table the request to hire until there could be a comparison of the Transition Link jail diversion program and the Optima jail diversion; Transition Link seemed very expensive compared to Optima. The two programs provide services differently. Optima provides ten hours a week of jail diversion and included in that is program development. Transition Link has jail diversion have two staff working seven and a half hours a day five days a week.

There was discussion of the importance of crisis intervention training and how important it is to the region. The Fairfield Police Department has two CIT officers who have done an excellent job of providing CIT intervention in their community. There will need to have oversight for the regional crisis intervention team.

There was a suggestion to include in the motion to allow the increased time to be dedicated to CIT. Sarah Berndt stated that without increased staffing for the jail diversion program it will fail. The community transition coordinator is overwhelmed with inmates needing to be seen in Des Moines and Lee Counties. Currently there isn't enough staff time available to adequately meet the needs of the Des Moines and Lee County jails.

Motion to approve the increased staff for Transition Link

By Michael Berg

Second Marc Lindeen

Motion passes

### **11. Discuss and Consider Approval of law enforcement co-trainer for MH first Aid**

Mental Health First Aid (MHFA) was discussed earlier as a companion to CIT. This is an 8-hour course that is intense training. The ideal presentation has two co-presenters. Since this is MHFA for law enforcement ideally one of the presenters should be from law enforcement so they can speak from the law enforcement perspective. There was a discussion of how the intensive the training is and that the individuals must present a portion of MHFA to the class. Not all participants will be certified at the end of the training. MHFA has three components adults, children and law enforcement. There was a statement from a board member that MHFA is good training that is well attended when it is offered.

There has been a Burlington City police officer identified as a good candidate for a co-trainer. Brian Carper has 22 years in law enforcement, is CIT trained and will be one of the CIT trainers for our region. The officer will have to go through the application process and if approved the cost is \$2,000.00 for the training. The trainings are held in various locations nationwide so there will be travel costs estimated at \$1,800.00 depending on the training location. With the two trainers, the program can be trained to fidelity. This request has been vetted with the management team and approved at that level. Currently Elley is training MHFA through the SIACC jail school. The training will be offered to all law enforcement agencies in our region initially. Then it would be offered a few times a year to train new officers.

Motion to approve paying for training and travel cost for a law enforcement officer to become a Mental Health First Aid co-trainer

By Chris Ball

Second Tom Broeker

Motion passes





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Motion to approve the revised Community Services Plan to submit to the Department of Human Services

By Michael Berg

Second Mark Meek

Motion passes

#### **15. Discuss SF504 financial implications and strategy for Region/County members.**

If the region doesn't get fund balances to twenty-percent in fiscal year 2021 and there is, for example \$100,00.00, above the twenty-percent then the next fiscal year the levy must be reduced by \$100,000.00 or the amount that is over the twenty-percent limit. This will impact operating cash flow. If the fund balance needs to be below twenty-percent and then there is potential to not have a way to pull the fund balance back up to twenty-percent. This applies to each county and the region fiscal agent accounts. The regions fund balance has to be allocated to each county on-paper. There are different ways the region can attribute the fund balance to the member counties. The definition of encumbrance also plays a role in how much fund balance is identified. Three months of operating expenses could be encumbered. There is potential to have the levy yo-yo effect if the fund balance, encumbrance and expenditures are not carefully managed or the counties will need to look at all their levy capacity to minimize the levy yo-yo effect with the mental health levy.

Discussed Medicaid funding and the Managed Care Organizations (MCO) inability to expand Medicaid services due deficit spending. By federal law Medicaid cannot be subsidized. If a Medicaid service isn't available then a region could fund that service. That would not be considered subsidizing Medicaid. The SEIL Region cannot afford to fund services that should be funded by Medicaid.

There needs to be an agenda item to vote on how to consistently allocate region fund balance to member counties.

#### **16. New Business**

None

#### **17. Adjourn**

Next governing board meeting is November 8<sup>th</sup>.

Motion to adjourn

By Marc Lindeen

Second Chris Ball

Motion passes

Minutes submitted by Marc Lindeen, secretary, October 31, 2017. MLsb