



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
April 12, 2017	1:30pm	Henry Co. Emergency Management 900 West Washington St. Mount Pleasant, IA 52641

Southeast Iowa Link Governing Board
Draft Meeting Minutes

Present: Rick Larkin, Jack Seward Jr., Marc Lindeen, Lee Dimmit, Michael Berg, Chris Ball, Mark Meek, Kristin Helm, Ryanne Wood, Sarah Berndt, Ken Hyndman, Sandy Stever, Bobbie Wulf

1. Approve Agenda the meeting was called to order at 1:31 pm

Motion to approve the agenda

By Michael Berg

Second Tom Broeker

Motion passes

2. Consider Approval of March 22, 2017 minutes

Motion to approve the March 22, 2017 minutes with the noted correction

By Michael Berg

Second Jack Seward Jr

Motion passes

3. Update from Advisory Board members

During the advisory board meeting, they reviewed the tax levy legislation that is in process. There are concerns about the region being able to sustain current services and expand services. They discussed the 28E agreement and support pooling funds.

Discussed new habilitation and Home and Community Based Services waiver residential assessment. There is a requirement individuals go through the assessment process and if their service plans are not integrated they may lose funding.

4. Consider Approval of Claims- March

The claims report was reviewed via overhead projector. March expenses were \$320,715.42. There is still work being done with Jefferson County to get their ending fund balance to match. The fund balances were reviewed and it was noted most member counties are significantly over the 25% fund balance limits. Senate File 504 and House Study Bill 194 were briefly discussed. The member county budgets have growth built into them for existing services and to broaden the service array for fiscal year 2018. The Department of Human Services is identifying our region needs to broaden our crisis services array. Projected expenditures are going to be less on they are looked at on a cash basis than they would be on a GAAP accrual basis.

Motion to approve March claims

By Marc Lindeen

Second Tom Broeker

Motion passes



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5. Consider Approval of Claims for Fiscal Agent Account-
a. Mt. Pleasant News- \$148.66 Public Posting

Motion to approve the Fiscal Agent claims

By Mark Meek

Second Tom Broeker

Motion passes

6. Receive and File Fiscal Agent Report- March

The report was reviewed via overhead projector. Fiscal agent expenses were \$3,826.83 which included publication of the board meeting minutes, CIT travel expenses and travel expenses to attend the value based contracting training. Revenue was interest in the amount of \$206.76.

Motion to receive and file the Fiscal Agent Report for March

By Jack Seward Jr

Second Tom Broeker

Motion passes

7. Receive and File Audit Extension approval from State Auditor

Each member county budget is submitted to the Department of Management. The region budget is submitted to the State Auditor. Not all the audits at the county level have been completed so the region budget/audit cannot be submitted to the State Auditor. The letter was provided to inform the governing board of the situation.

8. Discuss and Consider Approval of protocols for accessing CIT via SEIL FA funds

The CIT Committee has met. A request form for funding to attend CIT training has been developed. The information on the form was reviewed with the governing board. There is a requirement for actual receipts to be submitted and the region travel reimbursement protocol is on the back of the request form. A running totals spreadsheet has been developed to track the remaining funds available. The request form will be submitted to Elley Neuzil and she will review it to determine we have officers being trained across the region. Elley will add travel expenses to the spreadsheet and forward that to Sarah and Tami for review and report to the governing board. Officers who are going to the trainings are being required to agree to be trainers in our region and to participate with the CIT Committee also. The gatekeeper for the CIT request for funding will be either Elley Neuzil and Tami Gilliland or Elley Neuzil and Bobbie Wulf that is still to be determined.

Motion to approve the protocols for accessing CIT funds from the SIEL Fiscal Agent

By Marc Lindeen

Second Michael Berg

Motion passes

9. Discuss and Consider Approval Fiscal Agent funds in FY17 to be used for CIT training purposes

For fiscal year 17 there was \$7,500.00 approved for law enforcement officers and coordinators of disability services to attend CIT trainings to observe. There has been a request from the CIT Committee to utilize the funds remaining in fiscal year 17 for officer training through June. There is



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11. Discuss and Consider Approval of recommended changes to 28E language to facilitate pooling of region funds to more effectively manage contract claims processing and business/financial management of the region.

The most current draft of the region 28E was sent to the governing board to review the latest updates. The Des Moines County Attorney has no suggestions for the 28E. The comments from the other county attorneys were noted as well.

The document was reviewed via overhead projector and changes noted. There was discussion on the CEO employment and compensation, employee language and pooling of funds. Pooling could start with funds to pay contracted services. There was also discussion of the change of the per capita from \$1.00 to up to the maximum levy of the member county. The governing board would need to vote to take the full levy from the member counties and deposit that into the Fiscal Agent account.

There was discussion of how employees would be paid and who would be required to carry workman's compensation insurance on the employee. There was discussion about counties retaining employment of the staff or if the region becomes an employer and hires the staff.

The governing board would have to approve the 28E and then it is taken back to the local board of supervisors to approve their governing board member to sign the updated 28E. If all member counties pass a resolution the governing board members sign the 28E, it is enacted and it is uploaded to the Secretary of State web site. If a local board of supervisors doesn't pass the resolution, then it fails and can't be enacted. If a board of supervisors don't pass a resolution their representative to the governing board would need to be prepared to explain what was in the 28E that lead them to deny passing the resolution.

Motion to approve the 28E to start the process

By Chris Ball

Second Marc Lindeen

Motion passes

12. New Business

None

13. Adjourn

Next governing board meeting is May 10th, 2017.

Motion to adjourn

By Chris Ball

Second Mark Meek

Motion passes

Minutes submitted by Marc Lindeen, April 25, 2017 MLsb