



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
December 14, 2016	1:30pm	Henry Co. Emergency Management 900 West Washington St. Mount Pleasant, IA 52641

Draft Minutes

Present: Rick Larkin, Jack Seward Jr., Marc Lindeen, Tom Broeker, Becky Schmitz, Michael Berg, Chris Ball, Kristen Helm, Ryanne Wood, Sarah Berndt, Ken Hyndman, Sandy Stever, Tami Gilliland, Bobbie Wulf

1. Approve Agenda

The meeting was called to order at 1:30 pm

Motion to approve the agenda

By Michael Berg Second Becky Schmitz

Motion passes

2. Consider Approval of November 9, 2016 minutes

Motion to approve the November 9, 2016 meeting minutes

By Michael Berg Second Becky Schmitz

Motion passes

3. Update from Advisory Board members

The Advisory Board discussed the strategic plan and identified an area of concern with lack of transportation in our region. There is a need for transportation to get people to crisis evaluations and voluntary hospitalizations. That committee is looking at creating a fund to get donations for transportation. The ARC would manage the funds and would allow for the donations to be tax deductible due to them being a non-profit organization. There are advisory board members working on a letter to request donations and they will have the region management team look at the letter also.

Discussed experiences with the MCO's covering transportation. There was a notice from one of the MCO's identifying changes that individuals living in 24 hour sites would no longer be eligible for funding for transportation. The MCO's were saying providing transportation was in the contracts with providers for the provider to provide that service. The site homes would have to take on the role of providing transportation and this may not be feasible for a site home. This MCO denying covering transportation has been put on hold for now but there may be changes in the provision of transportation. If the need arises to draft letters to support continuing transportation services through Medicaid that request will be brought to the Governing Board.

4. Consider Approval of Claims- November

The claims report was reviewed with the board being directed to look at the percent of budget expended at five months into the fiscal year. Spending should be at forty percent and counties are spending on trend. There was discussion about Jefferson and Van Buren County's financial situation to ensure they



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will be able to meet their budget obligations. There was also discussion of how to mitigate financial risk for counties if they get into precarious financial situations. For example, CSN dues are now paid by the region and not each county. There was discussion of the need for legislators to adjust the levy so that equalization can happen. The Department of Human Services wants to see funds pooled and for smaller regions to merge.

Motion to approve the November claims

By Jack Seward Jr Second Marc Lindeen

Motion passes

5. Consider Approval of Claims for Fiscal Agent Account-

- a. Mt. Pleasant News- \$93.99**
- b. APSE training- \$9,000.00**
- c. Planet Technologies- \$3,047.04**
- d. Mt. Pleasant News- \$216.90**

The Mt Pleasant News claims are for publishing the draft governing board minutes, APSE was the supported employment training for our region providers and Planet Technologies is for the Office 365 share point and email system for the management team.

Motion to approve claims a, b, c and d

By Tom Broeker Second Michael Berg

Motion passes

6. Receive and File Fiscal Agent Report- November

Claims totaled \$10,070.60 and revenue was interest of \$311.22. The reports reflect claims that have been approved earlier and they are just now being reflected in the reports. This is due to timing with when the claims are submitted to the auditor and the auditor claim payment schedule.

Motion to acknowledge, receive and file fiscal agent report

By Jack Seward Jr Second Becky Schmitz

Motion passes

7. Discuss and consider Approval of the SEIL Annual Report for Fiscal Year 2016- Ryanne

The report has been submitted and accepted by the Department of Human Services. We did have one round of corrections and had to explain why services entered that under a chart of account code that are to be tied to an individual were not reflecting the individual served. This was because the rules didn't come out until six months into the fiscal year and claims were already entered.

The report was reviewed. Outcomes data on social determinate SEIL ranked number one in the state. The region ranked second for data being entered on the individuals served. The region expenditures



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were two million less than the maximum amount the region could levy. Fund balances are slowly being spent down. There was discussion about two areas identified as unmet in the report section Core Service/Access Standards. The report will be sent out to all the providers in the region.

Motion to approve the Annual Report for Fiscal Year 2016

By Jack Seward Jr.

Second Becky Schmitz

Motion passes

8. Discuss and Consider Approval of updated SEIL Management Plan- Sarah

The SEIL Management Plan updates were reviewed. The plan has been updated to reflect how the region is functioning currently and should not need updated unless there is legislative action that changes Iowa Code.

The updates include provider contracts focus on outcomes and performance measurements and utilizing established Medicaid rates for services. Provides for 30 days transition funding for services when individuals who move from the SEIL region and establish residency in a county in another region. Provides direction for accessing region risk pool funds when a member county needs financial assistance. A process for State Psychiatric Papers from the University of Iowa was added. Clarifies that if an individual was receiving ongoing services and continued funding was denied they may continue receiving funding for the services while an appeal is in process, if the request is for new services funding will not be provided while the appeal is in process. The individual may have to pay the region back if the funding denial is upheld. The region uses a formal request for proposal process for new services or enhancement of services already offered. The ninety day limitation for residential care facilities was modified and will eliminate requests for exceptions to policy for this service.

Motion to approve the updates to the SEIL Management Plan

By Marc Lindeen

Second Tom Broeker

Motion passes

9. Discuss and Consider Approval of recommendation for County Levies- FY18 Budget (35.05 per capita) and budgeting strategy

The per capita for fiscal year 2016 was \$35.00 so the request was only increased by five cents. Counties can levy higher than the \$35.05 recommendation if needed. This should allow for sustainable funding with the anticipation of the rollout of some additional services.

Motion to approve the recommendation for county levies for FY18 budgets

By Tom Broeker

Second Marc Lindeen

Motion passes



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10. Discuss and Consider Approval of Governing Board representative to the Advisory Board for 2017

Becky Schmitz will no longer serve as the Advisory Board representative due to retiring. The advisory board meets at 11:00 am on the same day as the Governing Board meeting. Tom Broeker was asked due to his knowledge of the mental health system and service on the MHDS Commission and he did state he would be willing to accept this appointment.

Motion for Tom Broeker to be the representative to the Advisory Board for 2017

By Becky Schmitz

Second Jack Seward Jr

Motion passes

11. Discuss and Consider Approval of Van Buren County transition plan related to designation of Coordinator of Disability Services

The CEO sent a letter inquiry and guidance on what needs to be considered in appointing another coordinator of disability services to perform region functions in Van Buren County. This was sent to all three Van Buren County Board of Supervisors. The letter from the CEO indicated that Van Buren County needs to take action by January 1st 2017. At this time, it is unknown what decisions have been made by the Van Buren Board of Supervisors. There was a brief discussion of what follow up needs to occur with Van Buren County. There was discussion about sending out a follow up letter from the Governing Board inquiring about progress and what steps the Governing Board will take if Van Buren County does not take action.

Motion to authorize the Governing Board Chair to get assistance to draft a letter to the Van Buren County Board of Supervisors as a follow up to the letter sent by the SEIL CEO and sign on behalf of the Governing Board and send to the Van Buren County Board of Supervisors, the finance committee will review the letter before it is mailed out

By Jack Seward Jr

Second Tom Broeker

Motion passes

12. Presentation and Discussion of CEO evaluation to Governing Board

CEO completed a self-evaluation of their performance over the last year. The management team also completed self-evaluations and discussed them. It identified strengths and areas to work towards improving. The management team is the strength of the region and the reason why our region looks good.

CEO strengths stays abreast of MHDS issues, organized, assessable to the Governing Board, goal oriented. CEO areas to develop or expand on include the use technology to improve public image, data compliance and communication. The management team is under using Office 365. SEIL is in process of developing a region web site. CEO needs to increase knowledge of contracting and rate setting strategy that incorporates values based and quality measure outcomes; this is important as it relates to Medicaid. CEO needs to work on facilitating grant acquisition. There are opportunities for grants; NACBD has a listing of grants that members have access to. Regional Planning could assist with grant



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writing. Pathfinders also writes grants. CEO's unique contributions include thing of tasks in a systems process with attention to goal achievement, open to suggestions and constructive guidance and the capacity to bridge necessary task detail to future process realization.

The Advisory Board also completed an evaluation of the CEO. Becky Schmitz went over that evaluation with the Governing Board. Overview noted that the respondents were exceptionally satisfied with the CEO performance. The CEO is very knowledgeable and communicates well, instrumental in making things happen, voices a clear understanding of where the region is moving and how to get there, is open to suggestions and does an exceptional job of guiding the management team.

Motion to receive and accept presentation and discussion of CEO evaluation both the self-evaluation and the Advisory Board evaluation

By Jack Seward Jr. Second Marc Lindeen

Motion passes

13. Discuss and Consider Approval of stipend payment to SEIL CEO

The stipend is up to \$20,000.00 and is based on a calendar year.

Motion to pay the stipend based on the evaluations for \$20,000.00 to be paid in January 2017

By Becky Schmitz Second Jack Seward Jr.

Motion passes

14. Receive, Discuss, and File overview of First Quarter Outcomes and Data- Sandy

Sandy Stever handed out a data report and provided an overview of the report. Ken Hyndman and Sandy Stever are on the statewide QSDA Committee. The focus in on accountability and drives how the region does business. This report will be presented on a quarterly basis to the governing board. The annual report will have the cumulative information.

Motion to accept the Outcomes and Data report

By Marc Lindeen Second Becky Schmitz

Motion passes

15. New Business

Tom Broeker attended a CIT committee meeting this week. Law enforcement from Washington, Lee, Jefferson, Keokuk and Des Moines Counties where at the meeting. They talked about the next steps for developing CIT in our region. Johnson County will be having CIT trainings, San Antonio will be having a CIT training and there is a training scheduled in Kirksville and committee members are going to observe. The committee would like to have the region pick up the some of the expenses to go and observe these trainings. Some of the law enforcement offices are very small and don't have the budget for the extra expense to go and observe. It is anticipated that twelve to fifteen people would go attend the 40-hour class, six law enforcement and six providers and they would become the trainers for the CIT



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program in our region. The region would be asked to pay for travel cost from the fiscal agent fund and the law enforcement agencies would pick up the staff wages to attend. Tom asked for this to be put on the agenda for January for approval from the governing board to pay up to \$15,000.00 from the fiscal agent funds. CIT works very well where it has been implemented. Our region doesn't envision training all law enforcement offices. There would be a few trained per shift. Once our region implements CIT the cost for mental health services may go up, however, other county costs may go down. CIT is a training and our region supports training for our providers and it makes sense that we would also train law enforcement.

Becky Schmitz shared an email from Ben Wright former Tenco Director. He is now working in Wisconsin and he has been able to compare how mental health services are provided in different areas. In Jefferson County, and the region, there is much more support for those individuals in need. He also noted a lot of success for Jefferson County is due to Sandy Stever's hard work. It was asked that this email be shared with Dave Heaton at the meeting scheduled with him next week.

16. Adjourn

Motion to adjourn

By Tom Broeker

Second Becky Schmitz

Motion passes

Minutes submitted by Marc Lindeen, Secretary, December 22, 2016 MLsb