



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
January 11, 2017	1:30pm	Henry Co. Emergency Management 900 West Washington St. Mount Pleasant, IA 52641

Draft Meeting Minutes

Southeast Iowa Link Governing Board meeting

Present: Rick Larkin, Richard Young, Marc Lindeen, Tom Broeker, Dee Sandquist, Michael Berg, Chris Ball, Mark Meek, Kristin Helm, Ryanne Wood, Sarah Berndt, Sandy Stever, Tami Gilliland, Bobbie Wulf

1. Approve Agenda

The meeting was called to order at 1:30 pm.

There is an addition to agenda item number five claim for the Fiscal Agent account for the Mt Pleasant News publication of the governing board meeting minutes.

Motion to approve the agenda with the addition of the Mt Pleasant News claim

By Tom Broeker Second Mark Meek Motion passes

2. Consider Approval of December 14, 2016 minutes

Motion to approve the December 14, 2016 minutes

By Michael Berg Second Tom Broeker Motion passes

3. Update from Advisory Board members

There was discussion regarding the uncertainty of funding for programs such as crisis services and how the Affordable Care Act changes may impact services the region will be funding. There are concerns about the reduction in services for Optima with Jefferson County having proposed contract changes and reduction of the budget to be able to operate those services. There was a request for continued advocacy with regards to Chapter 24 rules for education requirements for crisis home staff and crisis assessment team staff. There was discussion if the crisis homes would be able to meet the Chapter 24 rules and seek reimbursement for services that could free up funding for other crisis services. With Chapter 24 rules college educated staff and it is difficult to obtain that level of staffing in that setting. This issue has been worked on at the MHDS Commission also. The Advisory Board is requesting the Governing Board write a letter to Theresa Armstrong and CC Director Palmer to advocate for a rule change in education requirements.

Motion to send a letter to the Department of Human Services attention Theresa Armstrong and cc Director Palmer advocating to amend the Chapter 24 rules level of education requirements for crisis staff

By Tom Broeker Second Marc Lindeen Motion passes



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4. Consider Approval of Claims- December

The report was reviewed via overhead projector. A column was added to the report to show projected ending fund balances. This allows the Governing Board to know what the anticipated end of year finances will look like for the region. The percentage is based budgeted expenditures and not actual expenditures; it is a cash projected year-end balance.

Motion to approve the December 2016 claims

By Tom Broeker

Second Michael Berg

Motion passes

5. Consider Approval of Claims for Fiscal Agent Account-

a. Des Moines County Auditor- \$450.00

b. RYANNE WOOD- \$20,000

c. Lee County- \$216.00 (Reimbursement of purchase of website domain to SquareSpace)

d. Mt Pleasant News- \$209.67

Motion to approve the Fiscal Agent claims a, b, c, and d

By Marc Lindeen

Second Michael Berg

Motion passes

6. Receive and File Fiscal Agent Report- December

The report was reviewed via overhead projector. Expenditures totaled \$12,359.42.

Motion to accept the Fiscal Agent report

By Richard Young

Second Mark Meek

Motion passes

7. Receive and File Quarterly Region Financial Report- Tami

Tami Gilliland went over the CSN to Auditor report for the last quarter. There were some errors identified and corrections have been made. In the second quarter expenditures the total amount expended is not accurate. The Fiscal Agent is having to move \$6500.00 into another COA and there was fund 16 expenses entered under fund 10. These errors are in the process of being corrected. Auditing the financials monthly allows for them to be corrected right away and not at the end of the year when the region is preparing the annual report. The reports identify the costliest expenses are crisis house and drop in center services. There was a question about the amount of administrative fees. This is the payment between Louisa and Washington for the administration function provided by Washington County to Louisa County. This should be reported under county provided services so that the expense doesn't get reflected twice in the expenditures.

Motion to receive and file the quarterly report

By Marc Lindeen

Second Tom Broeker

Motion passes



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8. Discuss and Consider Approval of Governing Board Chairperson for 2017

Motion to reelect the entire current officer slate

By Tom Broeker

Second Michael Berg

Motion passes

9. Discuss and Consider Approval of Governing Board Vice Chairperson for 2017

Action taken in agenda item 8.

10. Discuss and Consider Approval of Governing Board Treasurer/Secretary for 2017

Action taken in agenda item 8.

11. Discuss and Consider Approval of Fiscal Agent Budget Amendment

Tom Broeker explained the CIT committee would like \$15,000.00 to be available in FY 2018 to train CIT trainers. The CIT Committee didn't feel they would be able to accomplish this during this fiscal year. If the Governing Board is interested in picking up the expenses for a some of the CDS's who might not have funds in their budget or law enforcement offices who don't have that in their budget to go and observe one of the trainings funds could be made available from the Fiscal Agent. There will be twelve to fifteen people who will be sent to San Antonio, Kirksville or Saint Louis and they will be trained and come back and become the trainers for our own trainings. Some people might want to go and observe the trainings. The cost was discussed to send individuals to San Antonio and it was anticipated that would be about \$1,200.00 per person. Henry County noted that they have funds in their budget to pay the travel expense to go and observe the San Antonio training. The funds being discussed are for counties with smaller budgets and would be available for individuals to go to observe any of the trainings being offered during this fiscal year. Tom stated the funding requested for FY 18 would be to send a dozen or so people from law enforcement agencies and providers to attend the full forty hour trainings and come back and be region CIT trainers. There was a question was this funding limited to CDS's or anybody. It was noted it should be for CDS's and law enforcement and would be for travel expenses only and would not cover wages for those who go and observe. There was discussion that there might be a need for \$7,500.00 to send people to observe. Those planning to observe the San Antonio training this month are Jared Schneider, Washington County Sheriff, Sarah Berndt, Henry County CDS and program director for Transition Link, Elley Neuzil, Community Transition Coordinator for Transition Link and possibly Heather Boatman from Great River Medical Center.

Motion to send coordinators of disability services and law enforcement officials to observe CIT trainings up to \$7,500.00 for travel expenses

By Tom Broeker

Second Marc Lindeen

Motion passes

The budget amendments for this agenda item are to get approval from the Governing Board to increase spending authority within this current fiscal year budget. CSN dues have been paid out of the fiscal agent which was not included in the budget for fiscal year 17. Instead of each county paying the dues the Governing Board approved paying all the dues out of the Fiscal Agent funds. Dues and memberships



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need to reflect an amount of \$58,855.00. The justice involved services would add \$15,000.00 for upcoming CIT related expense; that doesn't mean those funds need to be fully expended. The budget amendments for fiscal year 2017 will align our fiscal year 2018 budget to reflect the needed level of funding authority.

Motion to approve the amendments to the fiscal agent budget as presented
By Tom Broeker Second Marc Lindeen Motion passes

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

Mark Meek reported Van Buren County has designated Sandy Stever, Jefferson County Coordinator of Disability Services to take care of their CDS services. They are in negation to establish an MOU or other agreement. Sandy has gotten their current situation under control for the time being. It was noted it was appreciated the work Van Buren County Board of Supervisors has to resolve the issues. The Governing Board needs to be patient and mindful there are things that occur in an employee, employer relationship that are not for public knowledge.

Motion to accept the Van Buren County transition plan and designation of coordinator of disability services
By Michael Berg Second Marc Lindeen Motion passes

13. Discuss and Consider Approval of Crisis Intervention Training (CIT) for law enforcement partners \$15,000

This was discussed in agenda item 11 this is for fiscal year 18 to send law enforcement and providers to train. It is for travel costs, transportation, motel and meals for law enforcement and providers. The fiscal agent won't be paying any salaries. The law enforcement agencies will pick up any over-time or whatever costs are incurred for someone to be gone. If we have an excess amount of people who want to be trained the committee would decide who would be trained. The vision is there will be a handful of people in each department who will be trained to respond to calls requiring crisis intervention. Trained officers are called in to take over the situation and the patrol officers are able to return to patrol.

Motion to approve crisis intervention training for law enforcement and providers in the amount of \$15,000.00 for fiscal year 2018
By Tom Broeker Second Michael Berg Motion passes

14. Discuss and Consider Approval of Transition Link MOU

When Regional Planning was having difficulty hiring staff for the program there was a discussion among the stakeholders using and funding the service to bring the program to the county. This was brought to the Governing Board for approval and at the time it was undecided what document should be used to establish the roles and responsibilities between the partners funding the service and those utilizing the service.



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The MOU was reviewed by the county sheriff's, the coordinator of disability services who are the partners using the service, the Henry County Board of Supervisors reviewed the MOU and the Henry County Attorney reviewed by ensure it was in an acceptable format to bring to the Governing Board. There was a suggested change to contract language by the Keokuk County Attorney; there were three words in the last paragraph he felt locked the partners into not being able to get out of the MOU. It is not the intention to lock anyone into an MOU if they want to discontinue the service. The Keokuk County Attorney comments were sent to the Henry County Attorney, however, he has not provided any feedback. It was discussed with the CEO to present the MOU for signature as is today and then address language change and some additions to the MOU when the region begins the contract process. This MOU contains the program budget as well.

Motion to approve the Transition Link Memorandum of Understanding

By Tom Broeker

Second Chris Ball

Motion passes

15. New Business

At the next Governing Board meeting there is a potential contract amendment for Optima as reported during the advisory committee report. It is a proposal to reduce services based on the budget at the local level for Jefferson, Van Buren and Lee Counties and the anticipated complications with Jefferson and Van Buren Counties budgets. This raises to question that the contracts are held by the Region under the authority of the Governing Board. All of the funds regardless of where they are held, fiscal agent or county level are under the obligation and spending authority of this Board. What needs to be looked at is insuring region services and region contracts are being maintained the way the Region believes they should be maintained based on what is good for the region, not under the scope of the old county system. If there is fund balance for the region and there is discussion of reducing a contract to a region contract provider because of a local budget issue that is a concern for the region. At the last Governing Board meeting it was asked if we have ways to mitigate that risk to the region. There are ways to mitigate risk, in part by pooling funds, looking at measures to introduce partial pooling of funds for specific services or specific functions of the region that will alleviate budgetary issues from local accounts. The Optima amended contract will be on the agenda next month. The Governing Board does need to discuss how to do risk mitigation for financial situations that occur at the local accounts that are under the discretion of the Governing Board. It was noted that pooling money needs to occur and this is what the region should be striving for. A directive to pool is likely coming down from the State so the region needs get ahead of this. This should be on next month's agenda for further conversation.

Each CDS performs functions on behalf of the region and there are trainings that could be beneficial for CDS's to attend but they may not have the funds at the local level. Specifically, QSDA is sending some people to a training on value based contracting that Sandy Stever has been asked to attend. The training is in February and some indication of support from the Governing Board needs to be given now so that registration fees can be paid and travel arrangements made. The region CDS's need to attend national trainings because the work they are doing involves national initiatives and those trainings are not offered in Iowa. From the state level it is being highly recommended to attend this training and DHS is one of the partners identifying regions need to know this. The consensus from the Board was move forward



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with registering and making travel arrangements. This will be placed on the agenda for February so the Governing Board can take formal action to approve attending the training.

16. Adjourn

Motion to adjourn

By Michael Berg

Second Tom Broeker

Motion passes

Minutes submitted January 19, 2017 by Marc Lindeen, Secretary MLsb