

**REGIONAL SERVICE AREA OF DES MOINES, HENRY, JEFFERSON, KEOKUK, LEE,  
LOUISA, VAN BUREN & WASHINGTON COUNTIES  
SOUTHEAST IOWA LINK**



DATE	CONVENING TIME	LOCATION
July 13, 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, Randy Griffin, Mark Meek, Bob Bartles, Ryanne Wood, Sarah Berndt, Sandy Stever, Leia Craff, Tami Gilliland, Susan Frey

**1. Approve Agenda**

The meeting was called to order at 1:33 pm.

Motion to approve the agenda

By Michael Berg                      Second Mark Meek                      motion passes

**2. Consider Approval of June 8, 2016 minutes**

Motion to approve the June 8, 2016 minutes as submitted

By Michael Berg                      Second Randy Griffin                      motion passes

**3. Update from Advisory Board members**

There was a collective impact training and it was a very good training. The attendees were engaged and action plans were developed that will have positive impact on Change Agent.

Tracy Liptak shared with Ryanne Wood that the two family representatives to the SEIL Governing Board were not able to attend due other obligations.

**4. Consider Approval of Claims- June**

The running totals Bobbie sent out didn't have the Jefferson County budget amendment. Jefferson County has not overspent their budget. A revised copy will be sent out. Bobbie will request the budget amendment information from the Jefferson County Auditor to update the spreadsheet. The Department of Management doesn't reflect any budget amendments made during the fiscal year.

June expense is \$856,772.92 and revenue was \$85,300.29. Discussed percent of budget spent for the region counties.

The 25% reference on the report is the legislative mandate and most regions are still greatly above the 25% requirement. Once there is a stable funding source the region will work on spending down the fund balances.

Motion to approve the claims for June

By Jack Seward Jr.                      Second Becky Schmitz                      motion passes

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

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- a. **Merlin \$140.00 (Reimbursement for mileage cost for travel to Governing Board Meetings)**
- b. **Des Moines County Auditor \$150.00 (Claims processing fees)**
- c. **Anderson, Larkin & Co, PC \$10,000 (Region audit)**

Motion to approve the claims for the Fiscal Agent account

By Marc Lindeen                      Second Tom Broeker                      motion passes

**6. Receive and File Fiscal Agent Report- June**

The only expense was travel expense for the Peer Support Supervisor training attended by two provider agencies and the Henry County CDS. Revenue was interest income of \$277.23.

Motion to acknowledge and file the Fiscal Agent report for June

By Jack Seward Jr.                      Second Becky Schmitz                      motion passes

**7. Discuss and Consider procedure for review and signature of completed Region Audit**

A draft copy of the audit was sent to the Region Governing Board. Ryanne explained how the Fiscal Agent audit was conducted. There is still no final draft of the audit. Ryanne was requested to sign off on the audit since the region does not have a single county auditor. The signature is a signature of receipt of the audit. Ryanne is requesting authorization to sign when she receives the final audit.

Motion to authorize the acting CEO to provide the signature of receipt of audit for the region audit

By Mark Meek                      Second Randy Griffin                      motion passes

The standard rate for an audit is \$10,000.00. The audits at the local level are registered with the Department of Management and region audit will be registered with the State Auditor. No deficiencies were noted in the report. The 28E code was cited that identified governing board meeting minutes need to be published. It was noted publishing in eight county newspapers seems excessive. The region will need to pick one newspaper and make it known where the minutes will be published. The Burlington Hawkeye covers four counties in the region and Golden Triangle Publishing publishes the newspapers in Fairfield, Mt Pleasant and Washington. The newspaper that is published in Mt Pleasant is the newspaper recommended for publication of minutes since the meetings are in Mt Pleasant.

**8. Discuss and Consider Approval of Region publication of meeting minutes- Ryanne**

Marc Lindeen will approve the draft minutes and then Sarah Berndt will submit the minutes to the Mt Pleasant News for publication within the timeline of twenty days identified in the 28E code. A resolution will be approved at the August governing board meeting to identify the official newspaper of the region.

Motion to use the Mt Pleasant News as the official newspaper for the region to publish minutes

By Mark Meek                      Second Randy Griffin                      motion passes

**9. Discuss and Consider Approval of Exception to Policy Client ID #99251-Bobbie/Ryanne**

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This was to be placed on the agenda last month but there was no letter of support from the IHH coordinator. This individual is at Hillcrest RCF/PMI in Dubuque. The IHH coordinator did submit a letter of support of the level of care. The individual be referred to RCF's that are Medicaid funded. Referrals were made to Hope Haven and Tenco. This individual has high behavior needs and has been in MHI placement, county jail system and multiple inpatient treatments. The individual is in the level of care needed to meet their treatment needs and is making progress. Since the ETP was not reviewed last month the request is to back date funding approval to when the NOD expired. The provider has continued to provide services without a NOD and the individual has been in and out of the hospital recently and the provider when discharged from the inpatient unit. Bobbie Wulf and Rynanne Wood support approving the ETP.

Motion to approve the ETP #99251

By Michael Berg

Second Marc Lindeen

motion passes

**10. Discuss and Consider Approval of the Exception to Policy Client ID #185311- Ken/Rynanne**

This was an ETP from Henry County previously this the individual that has the immigration status issues. The individual moved from being a Henry County resident to Des Moines County. Ken shared the issue with the Des Moines County attorney and was advised fund 10 funding cannot be used for criminal cases. In order to change the immigration status the attorney was going back to get criminal convictions overturned and the county attorney felt that was unlikely and should not be a fund 10 expense. The public defender office would be able to provide legal services for overturning the convictions. The county attorney also noted that if the convictions get over turned then they could revisit using fund 10 for the immigration status issue.

**11. Discuss and Consider Approval of First Resources Contract- Sarah**

The contract is for drop in center services in Henry and Washington Counties. Keokuk County has made arrangements to provide transportation to get their residents to the Washington County center. There was a group of individuals from Keokuk County attending the Washington center. By having Keokuk individuals attend the Washington center this will allow for a core group to develop and then the service could be expanded to Keokuk County. The cost for Washington County would be a shared cost with Keokuk on Tuesday and Wednesday. Our region doesn't fund transportation as a service but in a rural area with limited public transportation we do include transportation cost in the rate to ensure people can attend the program. The Henry County center showed an increase in cost of 3% to 4%. The program has been efficient in their expenses and for FY 16 they came at a cost less than what was estimated in their budget. This will be adjusted in FY16.

Motion to approve the First Resources contract

By Jack Seward Jr.

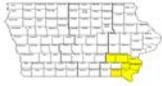
Second Tom Broeker

motion passes

**12. Discuss and Consider Approval of Hope Haven Contract- Ken**

The Hope Haven is much the same as last year. The crisis services are funded by per capita for the costs when the program has open beds. Beds that are utilized are billed at a daily rate to the resident county of the individual in the program. The daily rate \$1,522.00 for five beds. The referral agencies are community mental health centers and the emergency departments. There is a needs assessment completed to determine that is an appropriate level of care before the referral is made to the crisis house.

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The other contracted service is drop in center services provided in Lee and Louisa Counties. Transportation is included in the cost of these programs.

Motion to approve the Hope Haven contract

By Marc Lindeen

Second Randy Griffin

motion passes

**13. Discuss Region functionality and future planning- Big Picture discussion of region system development and course of action to get to region goal(s)**

The region has been working together for two full years. This last year the governing board has gained an understanding of goals and what needs to be done. What is the future and will funds be pooled. The region needs to look at what the state is asking or forcing regions to do in the future and plan to be ahead of the States expectation and be proactive.

There was verbal assurance at the end of last legislative session that there would be an allowance of up to \$47.28 per capita. The county at the local level would be allowed to identify what levy rate is needed. There was also legislation passed to allow 3/8 of a penny sales tax for conservation and that mental health may be allowed a portion of that tax. The governing understands region funding needs and costs. The region has a financial reports that show the governing board what services expenditures are supporting.

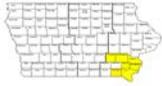
Jefferson County is not in a position to expand the service array offered at this time. Jefferson and Van Buren County are looking at a proposal to reduce the cost of the services they are funding. The region also has to look at the administrative costs being reflected in expenditures. The administrative cost is not justified by the amount of expenditures being paid out by the region. The high administrative costs was thrust upon the region by changes directed by the state. Instead of 8 counties completing the same functions the CDS's need to begin to focus on their specialty areas.

There may be fewer providers serving the state because of the managed care organization implantation. If the system continues to fail in providing for acute care and residential services there will be a crisis. Crisis beds don't control this. We are seeing an increase of people coming out of inpatient psychiatric units who are homeless. They are not discharging with supports in place to have a chance at being successful.

The MCO impact on the overall service delivery system won't be known for another 2-3 years and they may pay for services outside the Medicaid realm over time. The region needs to consider what role we will play in funding services that will never be in the Medicaid array or funded by the MCO. The region needs to figure out what is the value of having a region system in the overall system and what is the niche role that a region can play and become the experts in the delivery of that work. Whatever the MCO's can absorb the State is going to want them to absorb that.

There are problems with our financial information for example Des Moines County has case management expense is showing in fund 10 but is paid from fund 16. Van Buren County hasn't entered claims into CSN for three months but claims have been paid by the auditor's office. July first the new claims process begins.

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Pooling funds has created simplification in the regions who have pooled from the financial side and at some point our region needs to pool or the state is going to tell regions to pool. Pooling will also help with outcomes measurements. By not pooling we have duplication of expense with patient advocate and jail diversion. Washington and Louisa County relationship causes a duplication of costs and income. A centralized bank account is more efficient with time and resources than what nine are. This may also require a new RFP for a fiscal agent. There is only one other region operating like SEIL in that they don't pool. The rest of the regions have varied models in how they pool funds and utilize county employees for region functions.

The region is still young in its efforts to perform as a region. We internally need to look at how we act as a region and perform our duties. Our region functions are attached to the auditor system. The auditor system and the CSN system need to look alike. The region and management team need to have operations and accountability to sustain the region. One county cannot collapse seven counties and the fiscal agent account. This impacts the finance decisions of the region.

There was also discussion of having regional employees. Moving forward the region may not be able to sustain the number of county employees focusing on regional functions. Adjustments of employees come with long range plans. There are three options identified. One is to keep the business processes the way they are and reduce employees by attrition, retirement or people leaving county employment. The second option is the state comes in and tells regions what their business practice is going to look like. The third is to figure out where the region needs to go and how we need to do it and implement that now not wait. There needs to be an operations manual developed and brought back to the governing board and this may impact the employer employee relationship between the county and region. There was question raised about how many employees would be needed to perform only region functions. There was also the discussion of maintaining local access points.

This topic should be placed on the governing board agenda again when the management team says it needs to be put on the governing board agenda for discussion.

**14. New Business**

None

**15. Adjourn**

Next meeting is August 10<sup>th</sup>.

Motion to adjourn at 3:18 pm

By Michael Berg

Second Mark Meek

Motion passes

Minutes submitted by Marc Lindeen, July 2016. MLsb