



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 13, 2021	1:30pm	Henry Co. Emergency Management 900 West Washington St. Mount Pleasant, IA 52641 ZOOM

Southeast Iowa Link Governing Board Meeting
Approved Minutes

Present: Rick Larkin, Jack Seward Jr., Marc Lindeen, Tom Broeker, Dee Sandquist, Fred Snakenberg, Mark Meek, Tracy Liptak, Rochelle Phelps, Mark Schneider, Patricia Lipski, Ryanne Wood, Ken Hyndman, Sarah Berndt, Sandy Stever, Tami Gilliland, Bobbie Wulf

1. Approve Agenda

The meeting was called to order at 1:40 pm.

Motion to approve the agenda

By Mark Meek

Second Jack Seward Jr.

Motion passes

2. Consider Approval of September 8, 2021 minutes

The document was reviewed via overhead projector/screen share.

Motion to approve the September 8, 2021 minutes

By Jack Seward Jr.

Second Tom Broeker

Motion passes

3. Update from Adult and Children Advisory Committee Members

The Adult and Children Advisory Committees met jointly. The workforce survey was reviewed. There were forty-nine responses to the survey, eighty percent of the responses reflect job openings, and this effects the providers ability to provide services. There was a suggestion to release another survey after the federal vaccine mandate goes into effect to see that effect has on the providers ability to recruit people to work. The Department of Human Services (DHS) going around the state having Town Hall meetings, maybe the survey results could be presented at that meeting. The governing board will be provided a copy of the results of the workforce shortage survey.

SEIL CEO Ryanne Wood shared the DHS performance based contract. The final draft is expected to be done in November and goes into effect January 1, 2022. SEIL does face a challenge moving forward with the contract as not all the core services are available in the region. The Advisory Committee recommendation to the SEIL Governing Board is to accept the standard contract language. The contract was looked over by the committees, no vote was taken on a recommendation to the governing board. The paragraph on indemnification is a concern. The core services not available in the SEIL Region are mobile response, crisis stabilization community based for adults and children and crisis stabilization residential services for children. SEIL has access to 23 hour observation through another region on the west side of the region, however, would like the service available in our region. Assertive Community Treatment (ACT) is not available in all counties in the region. SEIL has access to subacute services. Intensive residential service homes are not available anywhere in the state yet. SEIL is behind in having all core services available compared to other regions. There is an eighty-five percent compliance requirement in the DHS contract, what this means wasn't made clear and there was discussion about whether this should be spelled out in the contract.



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4. Discuss and Consider Approval of Advisory Committee designated members

No new designated members.

5. Consider Approval of Claims as per Running Totals Document- September

This report was reviewed via screen share/overhead projector. There was a missing report from Keokuk County at the time this report was prepared. This report has been submitted and all member county reports have been received. The expenditures reflect normal administrative and service expenditure costs. Fiscal agent expenditures match the September claims approved by the governing board. Property tax revenue is starting to be reflected and the second quarter payment from DHS has been received. There is fund balance available in each member county accounts and the fiscal agent account. Decat September expenses are \$46.80, revenue is \$551.90. Ending cash balances match the county auditor ledgers.

Motion to approve the claims running totals document for September

By Tom Broeker

Second Mark Meek

Motion passes

6. Consider Approval of Claims for Fiscal Agent Account as per Claims 10-13-2021

The document was reviewed via screen share/overhead projector. Mandated and court ordered claims totaled \$12,988.81, expenditure claims totaled \$338,420.33 and children's wrap claims totaled \$62.00. Total claims for approval to pay is \$351,471.14.

Motion to approve claims for the fiscal agent account per claims 10-13-2021

By Jack Seward Jr.

Second Mark Meek

Motion passes

7. Receive and File Fiscal Agent Report- September

Revenues include the DHS payment of \$639,011.30 and a Decat payment of \$551.90. Claims paid for September was \$296,061.09 and matches the claims amount approved by the governing board.

Motion to receive and file the fiscal agent report for September

By Tom Broeker

Second Jack Seward Jr.

Motion passes

8. Discuss and Consider Approval of Southern Iowa Mental Health Center Access Center Memorandum of Understanding (MOU)

The document was reviewed via screen share/overhead projector. South Central Behavioral Health Region (SCBH) holds the contract with Southern Iowa Mental Health Center (SIMHC) for the access center located in Ottumwa. The SIMHC Access Center has been designated by the host region. SCBH Region, County Rural Offices of Social Services Region (CROSS) and Southeast Iowa Link Region (SEIL) enter into a memorandum of understanding (MOU) for the services provided at the SIMHC access center. This makes all access center services available to SEIL Region residents. It was noted that the SEIL Region isn't specifically identified on the first page of the MOU they are only listed on the signature page. This is done so that if there are changes to participating regions the MOU won't have to be reissued and approved by participating regions.

Motion to approve the Southern Iowa Mental Health Center Access Center Memorandum of Understanding

By Jack Seward Jr.

Second Tom Broeker

Motion passes



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9. Discuss and Consider Approval of Brain Health Proclamation

The document was reviewed via screen share/overhead projector. Several regions came together and used their CARES Act funds to purchase a way to fight against the stigma of mental health/mental illness. The concept of brain health was a way to address the stigma. The initiative is to help the public know you should not be ashamed of having a brain health issue. There is a web site Brain Health Iowa which address stigma issues and has links to the mental health and disability services regions. Spelling and grammar corrections were noted on the proclamation.

Motion to approve the Brain Health Proclamation

By Mark Meek

Second Mark Schneider

Motion passes

10. Discuss and Consider Approval of SEIL credit card

Most of the coordinators of disability services (CDS) have access to a county credit card. When fund 10 goes away there will need to be access to a region credit card. It is felt that it would be proactive to have region credit cards issued through Des Moines County available to the CDS's. Des Moines County would have a credit card use policy that would apply to the region credit card.

Motion to approve a region credit card, under the guidance of Des Moines County, subject to approval of the fiscal agent county auditor

By Marc Lindeen

Second Tom Broeker

Motion passes

11. Discuss Region/DHS Performance Based Contract

Items to address in the contract include pages four and five where it states the Region will meet the access standards for services for adults and children at a level of eighty-five percent. What does eight-five percent mean, how is this measured and should that be stated in the contract. What about structural barriers if a service is budgeted for but providers can't hire a qualified workforce to provide the service. Services are not provided due to lack of workforce, lack of a quality workforce, geographical area and financial issues. Providers will have to be paid more for the services they provide so they can afford to offer a wage people will want to work for.

No action taken, the DHS performance based contract will be on the November governing board agenda for approval. Discussed that legislators should be invited to the November governing board meeting to hear the real issues regions are facing. Ryanne will reach out to invite local legislators. Governing board members were also encouraged to reach out to legislators as well.

12. New Business

The Iowa Finance Committee met, and Tami Gilliland and Rick Larkin listened in to the meeting. Essentially, they learned region guidance comes from the Department of Human Services (DHS) and county auditor guidance comes from the Department of Management (DOM). Audit questions should be referred to the SEIL auditing firm. It was suggested there be a 28E with each member county and the region. The 28E lists reimbursement for salaries, percent of time the employees completing mental health work verses other county duties i.e. general assistance work. The region can control salaries of county employees, however, what the region doesn't control are the different benefits at the county level, work hours and insurance benefits. Fund 10 goes away and DOM is leaning towards fund 6 to be the pass through to pay region employee salaries, benefits and other mental health related expenses. Counties can't use any funds to pay for region expenses. The 28E will have to have start-up costs listed. The county cannot withhold any funds for start-up costs from the fund balance that is to be transferred to the region in June. Discussed there needs to



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be an employee time study for auditing purposes. Buildings purchased with mental health funds become property of the region. The county can't incur any expense for those capital assets. Regions can't pay for anything in advance, that is illegal. The fiscal agent can't incur cost and bill region quarterly. At the end of the year it is money in and money out and the account has to balance to zero. Tami is doing an inventory of fund 10 assets. The region must reimburse county expense related to regions at one hundred percent. Regions have to reimburse the county for information technology time and space costs for the region. All CDS's have been encouraged to start paying administration expenses at the fiscal agent level and not at the county level from fund 10. This year every county has to do a budget amendment to include the funds to be transferred to the fiscal agent. Counties will be doing a budget amendment when they are doing the American Rescue Plan Act amendments and can include the fiscal agent funds to be transferred at that time. CDS's are to be gather contract information for copier contracts and other MHDS contracts for administrative expenses. This should be put on the November agenda for legislators to hear this. DHS says they need regions as they don't have the workforce to take on region work. Discussed if there is going to be a draft boiler plate for the 28E between county and region. DOM says 28E and DHS says contract between counties and regions. Discussed Early Childhood Iowa and Decat Boards are money in money out with state funds, why can't regions process the state funding similar to those programs.

Discussed holding a special meeting with legislators prior to the November governing board meeting. Decision was to schedule a zoom meeting for legislators to join at 2:00 pm on November 10th. SEIL business can be conducted from 1:30 pm to 2:00 pm. Legislators can attend via Zoom or in person. Invite the county auditors to the governing board meeting also.

Sarah Berndt gave a Mental Health and Disability Services Commission (Commission) meeting update. At the September Commission meeting Optima requested an interim community mental health center designation. The Commission did not grant their request. The Commission is working on Chapter 25 MHDS Region Rules SF619 Regional Service System issues to note are around encumbrance. Regions aren't able to encumber employees accrued leave time and the other issue is a need to clarify regions can't prepay for services or reoccurring operating expenses, but they can encumber. In the rules an acceptable encumbrance is cash flow for which a commitment is imposed and binding, this doesn't count towards ending fund balances. There is a list of acceptable encumbrance circumstances in the rules. There was discussion about the timeframe stating an encumbrance has to be spent within the fiscal year it is encumbered for. That may not be a realistic timeframe for a large scale project. A two year timeframe to spend the encumbered funds is being recommended by the Commission.

Dee Sandquist got a letter she was appointed to the Medical Assistance Advisory Committee.

13. Adjourn

Motion to adjourn

By Mark Meek

Second Jack Seward Jr.

Motion passes

Minutes submitted by Marc Lindeen, Secretary, October 28, 2021. MLsb