

**Sioux Rivers Regional MHDS Governance Board**  
**Minutes**  
**October 27, 2015**

The Sioux Rivers Regional MHDS Governance Board Meeting was held Tuesday, October 27, 2015 at the Plymouth County Courthouse Annex Building, 215 4<sup>th</sup> Avenue SE, Le Mars, Iowa.

1. Chairman Dennis Wright called the meeting to order at 1:30 p.m.

Members present: Mark Loutsch, Jim Henrich, Mark Sybesma, Dennis Wright, Mark Monson, Matthew Ung, Shane Walter, Mike Wood, Julie Albright.

Others present: Patty Erickson-Puttmann, Sharon Nieman, Aaron Haverdink, Dennis Butler, Jim Rixner, Rebecca Mangold, JoAnn DeYoung, Dan Gillette, Don Nore, Patrick Schmitz, Shawn Scholten.

2. Motion by Mark Monson, second by Matthew Ung to approve the minutes of the September 29, 2015 Board meeting as presented. Motion carried 3-0. (Sybesma absent for vote)
3. CRISIS SERVICES/DIVISION ST. BUILDING UPDATE/REVIEW AND APPROVAL OF CONTRACT WITH SMHC.
  - A. Three contractors were contacted and have toured the Division St. building.
    - i. One contractor backed out due to lack of time.
    - ii. The other contractors will be submitting their final quotes by Friday.
  - B. Big items that need to get replaced are all of the windows and the roof.
  - C. The Region has been in contact with Jim Rixner and Joel Peterson from Siouxland Mental Health Center regarding the budget for the Crisis Stabilization program and it is coming in around one million dollars, as anticipated.
  - D. Jim Rixner spoke regarding the staffing of the Crisis Center.
    - i. They have received many qualified applications for all positions.
    - ii. Planning on hiring a director the first part of December and then go through the remainder of the hiring process, getting the rest of the staff hired by January 1.
    - iii. The entire staff will go through a two week training in January, with the plan of opening the facility mid-January.
    - iv. SMHC has recruited a registered nurse practitioner. This person will be able to provide medical backup either by Skype, phone or in some cases in person. This will reduce the liabilities and guarantee a higher level of care.
  - E. Mike Wood commented he would like to see the hiring of persons with lived experience for a tech or other appropriate position at the Crisis Center.
  - F. The contract with Siouxland Mental Health is close to being confirmed, but not ready for approval today. The contract will be presented for approval at the next Governance Board meeting.
4. WORK ALTERNATIVES WORKGROUP UPDATE
  - A. A meeting will be held on November 3 at Hope Haven to talk about progress and how each of the five agencies is doing as far as goals and objectives.
5. MCOs AND WOODBURY COUNTY CASE MANAGEMENT UPDATE.
  - A. The managed care organizations have commenced taking over the health provision for the state of Iowa and they will be providing their own case management.
    - i. The Woodbury County Case Management unit will be done effective December 31, if not sooner.
    - ii. Eight of eleven case managers in the Woodbury County office have resigned and have been hired by the managed care organizations.

- iii. The case managers under the MCO's will carry caseloads from one hundred-eighty to two hundred-twenty people.
  - iv. A letter of Discontinuation of the Woodbury County Case Management Program and Chapter 24 Accreditation is going before the Woodbury County Board of Supervisors later today.
6. AMEND POLICIES & PROCEDURES FOR DESIGNATION OF DHS AS TARGETED CASE MANAGEMENT PROVIDER.
- A. The Sioux Rivers Policies and Procedures Manual now states that the Governance Board designated Woodbury County as the TCM provider. This needs to be amended, changing it to DHS as the designated TCM provider for Woodbury County.
    - i. DHS will provide Targeted Case Management effective January 1 through June 30 (or possibly longer), until the MCOs take over on July 1.
    - ii. Sioux and Plymouth counties already have DHS as their TCM provider so no changes need to be made.
  - B. Motion by Jim Henrich, second by Mark Monson to amend the Policies and Procedures Manual. Motion Carried 3-0.
7. UPDATE ON REGIONAL ATTORNEY.
- A. Regional Attorney is Craig Bauerly out of Le Mars.
    - i. Sharon Nieman has sent him a copy of the 28E so he can see how the Region is structured.
    - ii. Craig has agreed to bill the Region only for the times his services are utilized, without a retainer fee.
    - iii. He will be introduced to the Board at next month's meeting.
8. CONSIDERATION AND DESIGNATION OF FISCAL AGENT FOR CY16.
- A. Currently Woodbury County (Dennis Butler) is the Fiscal Agent for the Region.
  - B. Motion by Mark Sybesma, second by Mark Monson to approved Woodbury County as Fiscal Agent for calendar year 2016. Motion carried 3-0.
9. AMEND SERVICE AND DELIVERY PERSONNEL CONTRACT.
- A. A request was made to the Board to amend the Service and Delivery Personnel Contract effective January 1. The proposed changes:
    - i. Changing the Social Worker position from 25% regionally funded to 100% regionally funded.
    - ii. Changing the Administrative Assistant/Office Manager position from 60% regionally funded to 100% regionally funded.
  - B. Patty Erickson-Puttmann and Shane Walter discussed with the Board why these position percentages should be increased to benefit the Region.
    - i. A full time Regional social worker will be needed to help those individuals that are not eligible for coverage under the managed care organizations. The Region is mandated by law to take care of its citizens.
    - ii. Those with intellectual disabilities on the Waiver waiting list will be coming to the Region to fund needed services. It would be the social worker's responsibility to make sure those qualifying services are funded and being delivered in a cost effective manner.
    - iii. The social worker is needed to advocate for consumers in the Region to make sure they are getting the support and services that they need; to hold the MCOs accountable to pay for the services they should be paying for; and also to assist and direct consumers in accessing other available funding sources.
    - iv. The Sioux River's Woodbury County office is eliminating a full time receptionist/office assistant position. The administrative assistant/office manager will be assuming the duties that the receptionist performed including, answering phones, assisting walk-in traffic, scanning and file management, as well as performing all of her current duties. These additional duties will increase the administrative assistant/office manager's workload and she will be 100% utilized by the Region.

- C. Board members and attendees discussed at length the percentage changes and how that will impact the next year's budget.
- D. The changes will be incorporated into budget and brought before the Board at next month's meeting.
- E. A discussion was had among the Board Members, the CEO and attendees regarding whether this item should be voted on by the Governance Board first and then sent on to the Woodbury County Board of Supervisors for their approval or whether it should start with the Woodbury County Board.
  - i. It was the general consensus among the Chairman, Board members and the CEO that the vote needs to start with the Governance Board before going to the Woodbury County Board.
- F. Motion by Mark Sybesma, second by Mark Monson to approve amending the Service and Delivery Personnel Contract to reflect that both the Social Worker and Administrative Assistant/Office Manager positions be 100% regionally funded. Motion carried 3-0.

#### 10. FY17 MENTAL HEALTH SERVICES BUDGET/LEVY RECOMMENDATIONS

- A. The budget is getting reworked and will be provided to Board Members for review prior to the next meeting.
  - i. This budget will offer expounded definitions of onetime budget items.
  - ii. Shane Walter asked if the Board would consider an increase in the portion of his salary that the Region pays. An increase would allow him to be paid commensurate to the CEOs in other Iowa Regions.
  - iii. The Board requested that Shane send them a comparison.

#### 11. 28E LANGUAGE UPDATE

- A. No additional information has been received. The county attorneys are still waiting to hear back from the Attorney General's office.

#### 12. CEO/LEGISLATIVE UPDATE

- A. Shane Walter updated on what is currently going on at the capitol and the priorities.
  - i. They are working towards levy equity. This would allow a vast majority of the counties to lower their levy rates, while other counties who are already very low, can raise theirs up.
  - ii. They have been working on cleaning up some language with the Redesign.
    - a) Mental Health Advocate language
    - b) 812 Commitment language
    - c) Residency language
- B. Additional meetings are being held next month, including Fall School. Shane will bring back more information after these meetings.

#### 13. SEPTEMBER REGIONAL MENTAL HEALTH EXPENDITURES

- A. Motion by Mark Loutsch, second by Mark Monson to accept the claims as presented. Motion carried 6-0.

#### 14. FISCAL AGENT REPORT – DENNIS BUTLER

- A. The administrative Fund 110 report was presented.
  - i. This is the fund where taxes are collected, as each county is collecting taxes, and also carryovers
  - ii. The beginning balance in Fund 110 is \$2,471,493.92. Woodbury County will be paying the Region taxes soon. Current amount of taxes collected so far is \$1,430,150.59. \$135,942.92 we will be given back from case management, leaving a total revenue balance of \$4,159,641.53.
- B. The Sioux Rivers Region Fund 720 was presented.
  - i. Currently the balance is \$1,862,413.14. This is all of the money that has come in so far and includes the operating budget and the revenue coming in.
  - ii. Next month Sioux and Woodbury will have their balances transferred into Fund 720.
- C. A couple of the supervisors requested a Five Year Carryover Plan which Dennis presented to the Board.

- D. Shane Walter asked that Dennis come up with a Fiscal Agent fee for the Region to pay him. Mark Monson asked for a comparable study.
- E. Motion by Jim Henrich, second by Mark Monson to approve the Fiscal Agent reports as presented. Motion carried 3-0.

15. ADJOURNMENT

- A. Motion by Mark Monson, second by Mark Loutsch to adjourn the meeting. Motion carried 3-0.

***Next meeting will be Tuesday, November 24<sup>th</sup> at 1:30 p.m., at the Plymouth County Courthouse annex building.***



Julie Albright, Secretary

**November 24, 2015: Approved by Board 2 to 1  
(Woodbury County opposed)**