

Eastern Iowa MH/DS Region
Governing Board of Directors Board Meeting
Scott County Administrative Center

Room 605

Meeting held in person or by phone/computer through Zoom

July 18, 2022

3:00-5:00pm

The MH/DS Governing Board of Directors meeting was called to order at 3:00pm by Chair Beck. Beck, Irwin, Sorensen, Willey and McGovern were present. Arrived Late: Roome and Nauman. Absent: Smith. Fiscal Agent: David Farmer, Absent. Management Team Present: Bopes, Elam, Eskildsen and Tischuk. Absent: Gradert and Toppert. Guests Present: Tiffany Anderson, Jen Craft, Wade Stierwalt, Todd Noack, John Frey, Amy Groth, Linda Gill, Waylyn McCulloh, Megan Tabor, Charla Hollowell, Cheri Sexton, Richard Whitaker, Norlan Hinke and other call-in guests not identified.

Moved by Sorenson, seconded by Willey to approve the agenda as presented. Ayes-Beck, Irwin, Sorenson, Willey. Absent-Roome and Smith.

Moved by Irwin, seconded by Sorenson to approve the minutes from the June 20, 2022 Governing Board Meeting. Ayes-Beck, Irwin, Sorenson, Willey. Absent-Roome and Smith.

Lori Elam, CEO, presented the Statement of Revenues, Expenditures and Changes in Fund Balances/Governmental Funds for the period ending June 30, 2022. Revenue as of June 30, 2022 is \$11,481,493.00 which is less than FY21 but significantly higher than FY20. \$4.7 million came from the State due to the State started giving the Region payments. Expenditures as of June 30, 2022 were \$8,572,452.00, which is significantly lower than FY21 and FY20. Lori stated there were CARES dollars in FY21 and FY20, which is why the numbers are a little more inflated. Lori shared there are bills that are still coming in for FY22 and will not close the books until end of August/mid-September so that number will change. At the next meeting, there will be an updated FY22 and hoping it will be the wrap-up totals. FY22 starting fund balance was \$5,148,000.00 and the FY22 ending fund balance so far is a little over \$8 million. Lori shared that the Region is at a 94% fund balance, which is \$4.6 million over the 40% mark that legislation wants. There are expenses that are still coming in for FY22 to help lower the fund balance. Lori shared that when the Region submits the annual report December 1, 2022, DHS will review and determine whether the Region will be receiving State payments. If the Region is over 40% the State will withhold money that is equal to the dollar amount that it is over. Lori shared that the Region may not get payment January 2023 or April 2023. Lori is working on the Encumbrance Application that is due July 31, 2022. Lori shared that if approved the Region could encumber about \$4.6 million so then it would become a wash and the State would not hold anything over 40% against the Region because it would be encumbered into FY23. Lori shared that by June 30, 2023, the Region will have to be at a 20% fund balance. There will be a significant amount of money the Region will need to invest in services and providers. Discussion was held. Lori was asked by the Governing Board to relay to the affiliates through the ISAC Annual Conference that the fund balance needs to be at 20% instead of 5%. The Governing Board also asked Lori if David Farmer, Fiscal Agent, could run the next three (3) Fiscal Years to determine what amount of funds are going to be needed for cash flow through the first quarter of each of those years. Moved by Sorenson, seconded by Willey to approve the financial report presented. Ayes-Beck, Irwin, Sorensen, Willey, Roome. Absent-Smith.

Lori Elam, CEO, shared with the Governing Board that on July 7, 2022 she sent a memo that went to the Governing Board, County Auditors, County Financial Staff and Management Team explaining that the Region is changing the process with how to reimburse the expenses of county employees doing regional work. Money will be going out to individual counties monthly like "petty cash". Lori stated that each county will submit their claims on a monthly basis. They will be reimbursed so each county will always have that dollar amount every month for staff and expenses. The Memorandum of Understanding (MOU) for Reimbursement from The Eastern Iowa Mental Health Disability Services Region for County Employees that was originally signed talks about being reimbursed on a quarterly basis but now has to be reimbursed on a monthly basis. Lori will update the MOU and get them out to the counties to be signed. Discussion was held. The Governing Board agreed by consensus to revise the MOU to reflect the changes.

Lori Elam, CEO, discussed the Encumbrance Application that is due July 31, 2022. On the application, there are dollar amounts listed for part of the Solution Point + Contract, Robert Young Center Crisis Stabilization Residential Services, Robert Young Center Bridge Prescriber Appointments, Robert Young Center Crisis Stabilization Community Based Services for Adults, Robert Young Center Crisis Stabilization Community Based Services for Children, Eastern Iowa MH/DS Region Direct Administrative and Purchased Administrative. Lori stated that she is still waiting on a couple of services to add such as expansion of mobile crisis teams, which would be close to the \$4.6 million that is currently over the 40%. Lori is still waiting on Robert Young Center contracts. Robert Young Center has sub-contracts with providers. Lori will have to attach Governing Board Minutes and all contracts to go with the application. This does not need to be signed by the Governing Board. Lori stated that all of this information will be sent to DHS by July 31, 2022. DHS has to approve and notify regions by August 31, 2022. There are only four (4) regions completing the Encumbrance Application. Discussion was held.

There is no update at this time from Gary Metivier on the Marketing Plan due to Gary being absent from meeting.

Lori Elam, CEO, discussed the request from Todd Noack, Life Connections Peer Recovery Services, to sell the hotel. Lori sent questions to Nyemaster Goode, P.C., regarding the 28E Agreement the Region has with Life Connections Peer Recovery Services. Eric Tubbs, Attorney for Nyemaster Goode, P.C., replied to Lori's email stating that his opinion of the Region's 28E Agreement does not deal with anything but the home. John Frye, Attorney for Life Connections Peer Recovery Services, advised the issue with the City of DeWitt is the hotel cannot be used for respite care. Their ordinance does not specifically recognize the hotel as the type of respite care facility that Life Connections Peer Recovery Services is providing. John provided a handout showing the Real Estate Closing Statement and Checklist. If the motel were to be sold, the Region would have remaining assets of \$175,000.00 for the house and office. The security would be kept, and the Region would move to first position on the mortgage. The remaining dollars from the sale of the motel and paying off the initial loan would be kept in a trust over the next five (5) years and Todd could use it for operating expenses. Discussion was held. Moved by Sorensen, seconded by Irwin to approve the request that remaining proceeds from the sale of the hotel be put into an Escrow Account with reduction over the next five (5) years in accordance with the original contract. Any interest accumulated can be used by Life Connections Peer Recovery Services for operations. In consideration for the Escrow, the Board will agree to a partial release of mortgage applicable to the property sold. Ayes-Beck, Irwin, Sorensen, Willey, Roome. Absent-Smith.

Lori Elam, CEO, presented three (3) FY23 Contracts to the Governing Board today for review and approval of rates for the coming year. Discussion was held. Moved by Willey, seconded by Sorensen to approve agenda item nine (9) A-C FY23 Contracts as presented to the Governing Board. Ayes-Beck, Irwin, Sorensen, Willey, Roome. Absent-Smith. The following contracts were approved: Transitions Mental Health Services for the 7th Judicial District Mental Health Court, Hillcrest Family Services – Maquoketa Office, Eagle View Behavioral Health.

Lori Elam, CEO, presented a copy of the Second Amended Intergovernmental (28E) Agreement. She worked with the Management Team on this agreement and sent to DHS to review. Areas listed in red in the document were added to the agreement. Those areas added were Children's Services and DHS Performance Based Contract language. There was language added for distribution of assets due to DHS needing clarification. DHS is asking for a statement in the Governance Section of Iowa Code (Pg. 4, Ltr. G) be added stating, "The membership of the Governing Board shall not include employees of the Department of Human Services or a nonelected employee of the county." Clarification was needed regarding the Code Sections of the Adult Advisory Committee and the Children's Advisory Committee and had to add the quorum for each. DHS advised the Region needs a statement about who will pay for the arbitration. Lori asked DHS what other regions have done, and DHS stated that they usually split this between the county and the region that the dispute is coming from. DHS wanted us to change The Memorandum of Understanding (MOU) for The Eastern Iowa MHDS Region Performance Based Contract regarding funding reimbursement. Language was updated for the following areas that Lori reviewed: Decisions that Require an Individual Member Votes, Member County Withdrawal/Removal, General Functions and Responsibilities, Management & Expenditure of Funding, Administrative Funding & Resources, Use of Savings for Reimbursement, Process for Annual Independent Audit and Entire Agreement. The five (5) county Board of Supervisors Meeting is not mandatory each year. This will be submitted to DHS for review. When DHS has completed the review, it will need to be approved by the Governing Board and then will go to the five (5) county Board of Supervisors to sign. Once this is completed, Lori will send the document to DHS to file with the State of Iowa. Discussion was held. Moved by Sorensen, seconded by Willey to approve the Second Amended Intergovernmental (28E) Agreement. Aye-Beck, Irwin, Sorensen, Willey, Roome. Absent-Smith.

Ken Beck, Chair, discussed that the Scott County Employee Special Occasion Bonus Payment in Reward for Service was passed by the Scott County Board of Supervisors. Ken shared that Scott County Employees are going to receive a 1% base salary/wages bonus and one extra day of vacation. Ken reminded the board that this was tabled at the last meeting for discussion today. Ken advised approval is needed for Lori Elam, CEO, to receive this bonus and the additional day of vacation. Moved by Willey, seconded by Roome for approval of the CEO receiving the Scott County Employee Special Occasion Bonus Payment in Reward for Service and the additional day of vacation. Aye-Beck, Irwin, Sorensen, Willey, Roome. Absent-Smith.

Jill Westhoff, RYC, reviewed the financials for June 2022. Salaries and benefits for children and adult services continue to gradually increase as more staff are hired. Jen Craft began her review with discussing MCSA and peer drop-in center had two (2) vacancies that have been filled. One employee started July 11, 2022 and the other starts July 25, 2022. Jen Craft began her review of the metrics by discussing the June 2022 monthly scorecard. Jen noted that data from Eagle View Behavioral Health has been submitted and is now current. Jen discussed Clinton Law Enforcement Crisis Response currently has twenty (20) hours of coverage, current staff are leads and community-based care coordinators. Once the Co-Responder Contract is in place, executed and staff are hired, it will be 40 hours per week in all five (5) counties. Jen discussed Vera French Crisis Stabilization Residential occupancy rate for June 2022. Jen discussed Rhonda's House occupancy rate and the reason why it dropped in June is that on June 1, 2022 they went from three (3) beds to five (5) beds. Jen discussed the Fiscal Year Training Log, which shows every training that has been done since end of September 2021. Lori Elam, CEO, stated that this information is reported to DHS as well because it is part of our Eastern Iowa MH/DS Region Performance Based Contract that we provide education and awareness to providers and individuals in our community. Christine Gradert, Children's Care Coordinator, was not present at meeting but Jen Craft reported her activities for June 2022.

Lori Elam, CEO, stated that she didn't have anything new to add to the CEO Report in the Board Packet. Lori introduced Jennifer Ybarra as the new Region Administrative Assistant beginning July 1, 2022. Jennifer will be taking meeting minutes, helping with contracts and spreadsheets, and will be contacting providers as needed, along with other duties.

Other: Next month's Governing Board Meeting will be held August 15, 2022 at 3pm. Julie Tischuk, HIPAA Privacy Officer, will bring the Pledge of Confidentiality forms to the next Governing Board Meeting to have them signed for the year.

Public Comment: Todd Noack, Life Connections Peer Recovery Services, thanked the Board for their help with the hotel and discussed upcoming trainings. Norlan Hinke, Farm and Ranch Wellness Program Specialist with Project Recovery Iowa at ISU Extension and Outreach Office, which is funded by the USDA, discussed the Project Recovery Iowa Program. Norlan specializes in assisting with farm stress and mental health. Rich Whitaker, Vera French, reported that Same Day Access saw 185 people in June. This is the highest number of people served in one month over the past several years. There were 2,209 new mental health evaluations this year, 18 people in Crisis Stabilization in June, 24 people in the IPS Program in June in which eleven (11) were employed, 42 people were served in the clubhouse in June and 75 people were in the drop-in center in June. Rich advised that Vera French has a SAMSHA Grant that is helping Vera French do a partner program with the Department of Corrections in Scott County and they were able to serve 36 people in this program. Vera French is working with the Department of Corrections Liaison serving people that are on pre-release status to be connected to services and post-release status to make sure they are actually getting the services that they were connected with. Rich reported that Assertive Community Treatment Team (ACT) helped 38 people in June and there were 80 people experiencing homelessness in the month of June.

Moved by Roome, seconded by Willey to adjourn meeting at 4:30pm. Ayes-Beck, Irwin, Sorensen, Willey Roome. Absent-Smith.


Dawn Smith, Secretary, Eastern Iowa MH/DS Region