

Sioux Rivers Regional MHDS Governance Board
Minutes
June 23, 2015

The June Sioux Rivers Regional MHDS Governance Board Meeting was held Tuesday, June 23rd at the Plymouth County Courthouse Annex Building, 215 4th Avenue SE, Le Mars, Iowa.

1. Chairman Dennis Wright called the meeting to order at 1:30 p.m. and introductions were made.

Members present: Dennis Wright, Mark Loutsch, Jim Henrich, Matthew Ung, Mark Monson.

Absent: Mark Sybesma

Others present: Shane Walter, Patty Erickson-Puttmann, Sharon Nieman, Aaron Haverdink, Julie Albright, Ann Landers, Dennis Butler, Jolie Corder, Dan Gillette, Gary Turbes, Greg Stallman, Jim Rixner, Dan Alt, Stuart Dekkenga, Mike Van Otterloo, Dave Drew, Nate Vander Plaats, Jan Heikes, Shawn Scholten, Don Nore.

2. Motion by Mark Monson, second by Mark Loutsch to approve the minutes of the May 26, 2015 Board Meeting as presented. Motion carried 5-0
3. Motion by Jim Henrich, second by Mark Loutsch to approve the County/Regional Mental Health expenditures for May, 2015. Motion carried 5-0
4. PURCHASE AGREEMENT FOR PRIDE GROUP'S DIVISION ST. PROPERTY FOR USE AS CRISIS SERVICES CENTER.
 - A. Patty Erickson-Puttmann, Dennis Wright, Jim Henrich, Shane Walter and Aaron Haverdink met with Jillian Britt of Pride Group as well as four of their board members. The Pride Group's asking price for the property is \$275,000, which is exactly what the Pride Group has invested in the property.
 - B. As directed by the Governance Board, a home inspector was contacted and the property was inspected. The report came back with no major issues. Things will have to be done to make it work for crisis services, such as locking mechanisms, some window replacement and other small repairs.
 - C. The Crisis Center should become operational fairly quickly.
 - D. The property is assessed quite a bit higher than the asking price.
 - E. It was recommended to the Governance Board that they proceed to do a purchase agreement with Pride Group for the Division Street property.
 - F. Motion by Jim Henrich, second by Matthew Ung to proceed in purchasing the property for \$275,000. Carried 5-0
5. MENTAL HEALTH ADVOCATE REGIONAL AGREEMENT
 - A. HF 469 passed and was signed by the Governor. This made mental health advocates the responsibility of the counties/regions. The law says the counties need to use the same mental health advocate that is currently in this role.
 - B. On June 30th, the county boards will need to appoint Connie Barrett as the advocate for Sioux, Plymouth and Woodbury counties.
 - C. A proposal was presented that an agreement be made that all three counties in the Region would contract together to utilize her services. She will be an employee of Woodbury County. This position is part-time, averaging 20-24 hours per week.
 - D. Motion by Mark Monson, second by Jim Henrich that the Regional Board approve this agreement. Carried 5-0

6. SHESLER HALL FY16 SERVICES AGREEMENT
 - A. A three year contract agreement was presented for Shesler Hall. It is the same contract that is being used for all other Regional contracted providers. Rates will be reviewed each year of the contract.
 - B. Motion by Mark Loutsch, second by Mark Monson to approve the Shesler Hall Agreement. Carried 5-0
7. APPROVAL OF THE 2016 ANNUAL SERVICE AND BUDGET PLAN
 - A. Shane reported that a letter was received indicating that the 2016 Annual Service and Budget plan was approved for the next fiscal year.
8. APPROVAL OF 28E AGREEMENT
 - A. The Regional 28E Agreement became effective on June 5, 2015; 10 days after the tally of votes.
 - B. It has not yet been filed with the Secretary because signature pages have not yet been received.
9. CONTRACT AND JOB DESCRIPTIONS FOR REGIONAL SUPPORT STAFF
 - A. Motion by Jim Henrich, second by Mark Loutsch to approve the contract and job descriptions for the Regional support staff as written, with the correction of one typo. Carried 5-0
10. DISCUSSION REGARDING CONTRACTING WITH ISAC FOR HIPAA TRAINING
 - A. The Region, because mental health services provided, are governed by HIPAA statutes. There is a need to adopt policies and procedures for HIPAA and make certain that our regionally contracted employees are trained properly.
 - B. ISAC provides these training services.
 - I. A template for policies and procedures
 - II. Yearly training for all staff
 - III. Legal consultation
 - IV. Training offered via webinar
 - V. Cost would be \$2,000 annually to the Region
 - C. Motion by Jim Henrich, second by Matthew Ung to contract with ISAC for HIPAA training. Carried 5-0
11. BUSINESS ASSOCIATE AND CARE COMPACT WITH PLAINS AREA MHC
 - A. Motion by Mark Loutsch, second by Mark Monson to approve the Business Associate Agreement and Care Compact between IHH and Plains Area Mental Health Center. Carried 5-0
12. SIOUX RIVERS WEBSITE – www.siouxrivers.com
 - A. The Sioux Rivers website was presented to the Board and meeting attendees.
 - B. It was suggested that information regarding the new Jackson Recovery's Child and Adolescent Recovery Hospital be added to the website.
13. ADVISORY COMMITTEE UPDATE
 - A. Advisory Committee met on Monday, June 22nd.
 - I. Discussed frustrations with the HCBS waiting list. Currently there are over 700 people Statewide on the waiting list. The Advisory Board has agreed to fund two individuals who are currently on the waiting list.
 - II. Because the Committee lost board members when Cherokee left the Region, they are going to add two new board members. Jim Rixner has been recommended and is willing to serve on the Advisory Board. The Committee is also going to ask an individual who is a trained peer to peer support person to be on the Board.
 - III. The federal government came out with the ABLE Act for people on disability. The Able Trust protects the disabled person by allowing them to have more than \$2,000 and still maintain their Medicaid and other benefits.
 - IV. Pat Lange shared with the Advisory Committee that two consumers have come off the BI Waiver waiting list.
 - V. Next Advisory Board meeting will be September 9th at 9:00 a.m. at the Plymouth Courthouse Annex.

14. FISCAL AGENT REPORT – DENNIS BUTLER

- A. Fiscal Agent report as of June 23, 2015 was presented.
- B. Meeting was held this morning regarding the budget for the next year. Dennis, Shane, and the Service Coordinators along with Jan Heikes from DHS went through the budget that was set up for the Region, Fund 720.
 - I. Currently each county has their own budget. As of July 1st, the counties come together in one regional fund, with the exception of salaries, benefits and office expenses; those each county will pay.
 - II. The counties/Region will be operating under two budgets for the first two months of the fiscal year due to expenses that occur prior to July 1 that need to be accrued back to the old budget. Any expenses after July 1 will go to the new budget.
- C. There will need to be two audits for the current year; one for the Region and one for the Fiscal Agent. Williams & Co. is currently contracted with Woodbury, Sioux and Plymouth Counties to perform audits.
- D. The Region will need take bids for contracting with an auditing firm. This will be added to the next meeting agenda.
- E. Jan Heikes: The auditors are being trained on regional auditing in July. The Department of Management and the State Auditors are proposing a method and they have sent out paperwork as a template. The regional audit has to include the Fiscal Agent and all of the accounts that are in the counties because all of those are part of the regional fund. The regional audit does not have to go into the counties and do a separate audit; they take from the audit that is done in the counties and accept that as part of the regional audit. The regional audit will not be official until all of the county audits are official.
- F. Dennis Butler: Reports the Board will be receiving in the future under the new system are the Fund 720 Operating Statement, which will show where the money is being spent, and Fund 721 Operating Statement which will show how the wages are going out. Those items will be in meeting packets starting in August.
- G. Shane Walter: The expenditures that the Service Coordinators have been sending individually each month will now be consolidated, so there will not be separate expenditures from each county in the meeting packets, just one for the Region.

15. OTHER BUSINESS

- A. Mark Monson raised concern to Jan Heikes regarding an email he received concerning transportation. The Siouxland Regional Transit System (SRTS) and Ida County Transportation received letters dated June 18, 2015 stating that all medical transportation must be provided through the non-emergency medical transportation broker under contract with Iowa Medicaid Enterprise. The understanding is that it will be \$3.00 per trip and goes into effect July 1. Jan Heikes will check on this and get back to Shane. Shane will pass on information received from Jan to all providers and Board members.

15. Motion to adjourn by Jim Henrich, second by Mark Monson. Carried 5-0

Next meeting will be Tuesday, August 25, 2015 at 1:30 p.m., at the Plymouth County Courthouse annex building.



Julie Albright, Secretary

Approved by Board: 07/28/15