



SIoux RIVERS REGIONAL MHDS

GOVERNANCE BOARD MINUTES

TUESDAY, NOVEMBER 29, 2022

The Sioux Rivers Regional MHDS Governance Board met only via zoom due to winter weather conditions. Those in attendance include: Sue Duhn, Kim Keleher, Brenna Koedam, Lisa Rockhill, Tim Schumacher, Kristen Triplett (Creative Living Intern), John Pluth, Don Kass, Kim Wermersen, Beth Will, Mark Sybesma, Doug Smit, Jerry Birkey, Abby Wallin, Sarah Jackson, Tim Overmire, Brenda Langstraat, William Leupold, Dayton Vogel, Shawn Scholten, Crystal McHugh, Dennis Vanden Hull, Ryan Dokter, Brenda Iliff, Tammy Bruinsma, Steven Slye, Carl Vande Weerd, Jim McManaman, Denise Driesen, Cory Altena, Barry Whitsell, Jamison Van Voorst, Karen Rosengreen, Nicky Eaton, Mike Van Otterloo, Taylor Wadsworth (ITP).

1. WELCOME AND INTRODUCTIONS-

Wermersen welcomed the group and called the meeting to order at 1:30 pm.

2. APPROVE AGENDA-

Pluth made a motion to approve the agenda. Kass seconded the motion. The motion carried with all ayes.

3. REVIEW AND APPROVAL OF 10/25/22 MEETING MINUTES-

Vande Weerd made a motion to approve the minutes. Birkey seconded the motion. The motion carried with all ayes.

4. FISCAL AGENT REPORT AND REGIONAL EXPENDITURES-

Dokter reported on the October 2022 expenditures. At the end of October, the fund-balance is a little more than 4.6 million. Leupold made the motion to approve the report. Altena seconded the motion. The motion carried with all ayes.

5. DOKTER LEAVING-REPLACEMENT-

Koedam thanked Dokter for his time working with the region. Dokter's last day for Sioux County will be December 23, 2022 with his last day in the office being December 2, 2022. Dokter has accepted the position of finance manager with Sioux Center Health. Linda will be stepping into Dokter's role at this time.

6. APPROVAL OF CLAIMS-

Vande Weerd made a motion to approve the claims. Kass seconded the motion. The motion carried with all ayes.

7. IT MOU UPDATE-

Koedam presented the updated IT MOU. Essentially, the IT Individual has been replaced with Signature County so that the money goes to the county and the county decides what to do with it. The last line was removed which stated all counties needed to sign the MOU to be valid. Altena believes this will be ok

going forward. Vanden Hull concurred and believed O'Brien County should be on board as well now too. The MOU will need to go to each county for approval. Duhn and/or Koedam will make sure the MOU gets to each county for board action and signature. Pluth made a motion to approve the IT MOU. Kass seconded the motion. The motion carried with all ayes.

8. CERTIFY FY22 YEAR END FUND BALANCE-

Koedam reported on the FY22 fund balance. It was explained this is a close estimate as there are still some items that need to be completed such as the Emmet County GAAP report. Because of the overage of fund balance, the state will be keeping a portion of the third and fourth quarters. HHS has not yet let us know what that amount is. Koedam would like to certify as is, with the understanding the amount may change slightly. Vande Weerd made a motion to approve the FY22 certification of fund balance contingent on approval of dollars. Schumacher seconded the motion. The motion carried with all ayes.

9. FY22 ANNUAL REPORT-

Koedam discussed the annual report. Similar to the certification page, the annual report will have some adjustments that need to be made once DHS notifies the region what those are. As an example, the FY23 first quarter dollars to the counties were paid in FY22. HSS would like those moved to FY23. However, at this time, HHS is not ready for us to move those dollars. Kass made a motion to approve the annual report with the dollars to be changed and corrected as needed in the future. Vande Weerd seconded the motion. The motion carried with all ayes.

10. POLICY UPDATES-

Koedam discussed the change in the per diem policy. This has been adjusted to \$50 per day with receipts required. This policy provides for a better description of when a meal is reimbursed. Schumacher asked about a specific dollar amount for meal. Koedam explained this was put in so the entire \$50 was not spent one meal. Wermersen likes that all staff were included in the discussion. Altena made a motion to approve the meal policy. Van Otterloo seconded the motion. The motion carried with all ayes.

Koedam discussed the Vehicle Use Policy. The policy lays out liability issues, what happens if there are damages, the need to provide documentation staff is a licensed driver, etc. Leupold asked if the insurance covered the employee. Koedam stated yes, that staff were insured through ICAP. Leupold made a motion to approve the policy. Schumacher seconded the motion. The motion carried with all ayes.

Koedam discussed the credit card usage policy. All regional staff members have a regional credit card. Any charges over \$100 must be preapproved, except for fuel and lodging if you are staying at a hotel with a state employee rate. All purchases must have a receipt with a requisition form. Vande Weerd asked if

the hotel would need to be a hotel that has been trained on sex trafficking. Schumacher confirmed this came from the auditors as a state rule. Vande Weerd made a motion to approve with adding certification of sex trafficking rule. Kass seconded the motion. The motion carried with all ayes.

Koedam discussed the HIPAA notification document. The region is required to have a notification to send to clients notifying the clients who they can contact if they believe their health information has been shared. Koedam is the privacy officer at this time. At some point, all staff and board members will need to be trained. Consumers will be given the information as part of their application packet, and will need to sign off on the form as well. Van Otterloo made a motion to approve. Bruinsma seconded the motion. The motion carried with all ayes.

11. IRSH FUNDS UPDATE AND REQUEST-

Koedam reported that in June the Governance Board approved an encumbrance of 1.2 million dollars for the IRSH home. However, it was discovered the application was not completed and therefore the region does not have the encumbrance of those funds. However, Koedam did state, at this point it does not matter as the state is holding some of the third and fourth quarter funds anyway. There is money to pay to get that second IRSH home up and running. Vande Weerd made a motion to approve the request from Lakes Lifeskills. Kass seconded the motion. The motion carried with all ayes.

12. CEO UPDATE-

Koedam reported the staff would be moving into budget mode next. With those provider meetings have been scheduled to get the providers together to discuss needs, wants, gaps, etc. Those meetings will be held December 14 and 15th. There will be a separate meeting for children and adult providers. There have been a few providers come to Koedam with some new ideas already.

13. STAFF SALARIES FOR FY24, GENERAL ASSISTANCE, OFFICE SPACE-

Koedam discussed the request to start thinking about FY24 salaries, general assistance, and office space needs. Koedam stated she has been working hard to make this a region, without county lines. With the state providing all the dollars, the counties no longer have a say in what is being spent on wages, etc. With that, Koedam would like to provide a percentage increase across the board this next year with a potential for merit-based wages going forward. Vande Weerd stated the Sioux County compensation board does not meet until next week. Both Wermersen and Kass concurred their county compensation boards had not yet met either. At this point, it was believed to be too early to set the percentage rate increase until the compensation boards met. Koedam would like the option to hold a special meeting if needed to set the increase for county budgets. It was agreed to table until a later meeting. Koedam did



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ask the board members to discuss with their counties their current rent needs for office space as well as if the county would like General Assistance to continue has it has this past year.

14. GENERAL DISCUSSIONS/UPDATES-

No additional updates or discussions were provided.

15. ADJOURN GOVERNANCE BOARD MEETING-

Birkey made the motion to adjourn the meeting. Kass seconded the motion. The motion carried with all ayes. The meeting adjourned at 2:37pm.

Sue Duhn, Secretary

A handwritten signature in cursive script that reads "Sue Duhn".

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