COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA

To: County Social Services Board Members

From: Mary McKinnell Date: February 23, 2022

Re: County Social Services Board Meeting

Date: February 23, 2022

Time: 10:00 A.M.

Place: 260 E Prospect, Public Health Building, New Hampton, IA.

Board members are encouraged to attend in person. If unable to attend in person, please join us via the GoTo Meeting link below.

CSS February Board Meeting

Wed, Feb 23, 2022 10:00 AM - 12:00 PM (CST)

Please join my meeting from Google Chrome on your computer.

https://meet.goto.com/795084221

CSS February 2022 Board Meeting Agenda:

1. Call County Social Services Board Meeting to order.

- 2. Approve today's agenda and the minutes of January 26, 2022. Discussion/Action.
- 3. Adult Services Provider Representative, Brittney Montross. Feedback.
- 4. Consumer Representative, Eric Donat. Feedback.

Human Resources

- 5. Pat Murray has requested to step down from the HR Committee since he is now part of the Executive Board. The HR Committee is looking for another member. Discussion/Action.
- 6. Recommendation from HR Committee that CSS COVID-19 Policy and Leave Guidelines expire Wed February 23rd, 2022. Discussion/Action.
- 7. FY2023 benefits renewal presentation: Samantha Gudenkauf, Group Benefit Partners

Programs

- 8. Intensive Residential Service Home (IRSH) progress update. Discussion.
- 9. North Iowa Regional Services, NIRS, expansion update. Discussion.
- 10. Inspiring Lives update. They may experience financial strain due to potentially significant rent increase. Discussion.
- 11. Update on MHDS contracting with SolutionPoint+ for state wide Crisis Intervention Training, CIT. Discussion/Action.

Organization

12. Financial report for January of 2022. Discussion/Action.

- 13. January and February claims. Discussion/Action.
- 14. FY23 Budget. Discussion with possible Action.
- 15. Veterans Memorial Hospital, VMH, request for \$200,000. This funding would assist with costs associated with opening a behavioral health clinic. Discussion/Action.
- 16. Review and action on Exceptions to Policy.
- 17. Adjourn; next meeting will be March 23, 2022, 10AM, in Clayton County.

January 2022 COUNTY SOCIAL SERVICES BOARD MINUTES

The January 2022 County Social Services Board Meeting was held in Butler County at the Butler County Courthouse on Wednesday, January 26, 2022, 10:00 am and via GoTo Meeting.

Board Members Present: Craig White, Black Hawk, Greg Barnett, Butler, Jacob Hackman, Chickasaw, Heidi Nederhoff, Grundy, Mark Hendrickson, Mitchell, Larry Vest, Tama, Brittney Montross, Adult System Provider Rep, CSS CEO Mary McKinnell. Via GoTo Meeting: Larry Schellhammer, Allamakee, Sharon Keehner, Clayton, Roy Schwickerath, Floyd, Pat Murray, Howard, Gary Rustad, Winneshiek, Eric Donat, Adult System Consumer Rep, Kristi Aschenbrenner, Children's Education System Rep. Absent: Jeanine Tellin, Fayette, Katie Wahl, Children's System Provider Rep, June Klein-Bacon, Children's System Parent Rep.

- 1. Chair White called County Social Services Board Meeting to order.
- 2. Motion by Hackman, Chickasaw, second by Barnett, Butler, to approve today's agenda. Motion carried.
- 3. Motion by Barnett, Butler, second by Hackman, Chickasaw to move Greg Barnett to 2022 CSS Board Chair and Jacob Hackman to Vice Chair. Motion carried. Motion by White, Black Hawk, second by Vest, Tama to nominate Pat Murray, Howard, to Secretary/Treasurer. No other nominations from the floor. Motion carried.
- 4. 2021 Board Chair White handed the meeting over to 2022 Board Chair Barnett.
- 5. Adult Services Provider feedback by Brittany Montross.
- 6. Consumer Representative feedback by Eric Donat.
- 7. Motion by Hackman, Chickasaw, second by White, Black Hawk, to approve Board HR Committee's recommendation of a 5% cost of living increase for all CSS staff effective the first pay period after July 1, 2022. Motion carried.
- 8. Congratulations to Megan Taets, CSS Training & Development Specialist, for her SHRM-CP certification (Society for Human Resource Management-Certified Professional).
- 9. CEO McKinnell gave an update on the progress of Intensive Residential Services for Inspiring Lives. They are very close with just a few more hurdles to overcome. Bob Lincoln from Elevate CCBHC shared that Elevate still has plans to provide this service, as well, and is working on securing funding for a building.
- 10. Sam Hudson, North Iowa Regional Services, gave an update on their expansion and remodeling project. He also stated they continue to look for a viable location to provide youth crisis stabilization residential services.
- 11. CEO McKinnell gave an update on the Butler County CSS office space. Our staff has successfully moved into a building with DHS at 713 Elm Street in Allison. The move went very smoothly and was completed on Monday, Jan. 24.
- 12. Motion by Hackman, Chickasaw, second by Nederhoff, Grundy, to accept the Financial Reports for November and December 2021. Motion carried.
- 13. Motion by Hackman, Chickasaw, second by White, Black Hawk to accept Claims Runs for December 2021. Motion carried.
- 14. Budget work session. Board discussed projects for FY2023. No action was taken.
- 15. Motion by Hackman, Chickasaw, second by Murray, Howard, to approve November and December 2021 Exceptions to Policy. Motion carried.
- 16. Motion by Hackman, Chickasaw, second by White, Black Hawk, to approve fund balance reimbursement to 7 counties that exited the Region 6/30/2021. Motion carried.
- 17. Motion by Murray, Howard, second by Hendrickson, Mitchell, to approve the release of our contract with UIHC for I-START to Elevate CCBHC and for chair to sign. Motion carried.
- 18. Motion by Schwickerath, Floyd, second by Hackman, Chickasaw, to approve request by Elevate CCBHC for FY2022 funding of I-START services and technical assistance and for remodeling of the IRSH building and initial staffing costs if Elevate secures the property, total not to exceed \$998,710, as outlined in plan presented. Motion carried.
- 19. Discussion on the fact that Fund 10 will no longer exist after 6/30/2022 and what that means for counties. Karen Dowell and Lori Evans will be working with County Auditors to ensure a smooth transition.
- 20. Motion by Vest, Tama, second by Murray, Howard, to allow up to 5 CSS staff to attend County Day on the Hill. Roll Call vote:

Allamakee – absent	Black Hawk – yes	Butler – yes	Chickasaw - yes	Clayton – yes
Fayette – asent	Floyd – yes	Grundy – yes	Howard – yes	Mitchell – yes
Tama – no	Winneshiek – yes	Donat – yes	Aschenbrenner –	Klein-Bacon -
			absent	absent

- 21. Motion by Hackman, Chickasaw, second by White, Black Hawk, to approve letter of support for Imagine the Possibilities to convert six ICF/ID homes to ID and BI waiver 5-bed sites and authorize chair to sign. Motion carried.
- 22. Motion by White, Black Hawk, second by Hackman, Chickasaw, to authorize the Chair to sign the 2022 ISAC Wellness Program Agreement. Motion carried.
- 23. Discussion on the frequency of Board Meetings. It was discussed to consider not to make any changes at least through the first year of the contract with DHS and then review as needed. Discussion will continue.
- 24. Motion by Schwickerath, Floyd, second by Hackman, Chickasaw, to adjourn. Motion carried. Next meeting will be Wednesday, February 23, 2022, 10:00 am at 260 E. Prospect in New Hampton, Chickasaw County.

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					113,3		
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	\$ 35,797.49	\$ 28,333.33	(14,262.14)	7,464.16 \$	\$ 21,726.30	+	Southwest lowa MHDS Region
			(2,208.52)	1,155.84 \$	1		Southern Hills Regional Mental Health
			(12,258.53)	6,415.56 \$	\$ 18,674.09		SEIL
			(6,025.43)	3,153.44 \$	\$ 9,178.87		South Central Behavioral Health Region
	ω	\$ 28,333.33	(8,586.22)	4,493.64 \$			Sioux Rivers MHDS
			(16,267.13)	8,513.48 \$	\$ 24,780.61	212,837	Rolling Hills Community Services Region
			(37,777.88)	19,771.24 \$	\$ 57,549.12	494,281	Polk County MHDS Region
			_	2,524.96 \$	\$ 7,349.53	63,124	Care Connections of Northern Iowa
	_	\$ 56,666.67	-	24,195.52 \$	\$ 70,427.10	604,888	MHDS-ECR
		_	(8,650.42)	4,527.24 \$	\$ 13,177.66	113,181	Heat of Iowa Region
The septem party contract	40.321.01	_		11,987.68 \$	\$ 34,893.13	299,692	Eastern Iowa MHDS Region
LEA .04 per capita = \$11 654 78	39,987.61	\$ 28,333.33	(22,268.41)	11,654.28 \$	\$ 33,922.69	57/30/8	CSS
				3,111.76 \$	\$ 9,057.55	77,794	CROSS
	3.64	\$ 85,000.00	(33,578.82)	17,573.64 \$	\$ 51,152.46	439,341	CICS
Notes	Region Totals N	General CIT		ILEA			
						\$ 0.116	Per Capita Amount
						3,163,561	Statewide 2020 Population Estimate
						1 000/00000	

Revenue	Budget	P	rior Month	Cu	rrent Month	YTD	% YTD	
Property Tax Revenue	\$ 8,998,237	\$	-01	\$	-	\$ 3,096,472	34%	
Regional Service Payment	\$ -	\$	1,161,543	\$	-	\$ 3,484,628	#DIV/0!	
Medicaid Reimbursement (TCM)	\$ 115,600	\$	13,114	\$	10,336	\$ 65,504	57%	
I-START	\$ 362,325	\$		\$	·	\$ 8,000	2%	
Misc. and Interest	\$ 62,800	\$	5,818	\$	4,498	\$ 43,450	69%	_
Total Revenue	\$ 9,538,962	\$	1,180,475	\$	14,834	\$ 6,698,055	70%	=
Expenditure Domain								
Core								
Treatment	\$ 675,000	\$	165,998	\$	8,451	\$ 356,852	53%	
Crisis Services	\$ 2,000,000	\$	131,222	\$	113,060	\$ 643,411	32%	
Support for Community Living	\$ 2,002,000	\$	129,439	\$	153,083	\$ 885,373	44%	
Support for Employment	\$ 350,000	\$	23,355	\$	22,508	\$ 149,084	43%	
Recovery Services	\$ 30,000	\$	-	\$		\$ -	0%	
Service Coordination	\$ 3,500	\$	280	\$	280	\$ 2,524	72%	
Sub-acute Services	\$ 250,000	\$	18,000	\$	15,600	\$ 74,000	30%	
Evidence Based Treatment	\$ 510,000	\$	1,226	\$	1,379	\$ 8,069	2%	
Mandated	\$ 525,000	\$	25,133	\$	21,304	\$ 150,454	29%	
Additional Core								
Justice System Involved Services	\$ 320,000	\$	26,222	\$	36,229	\$ 132,577	41%	
Evidence Based Treatment	\$ 100,000	\$	565	\$	10,085	\$ 37,600	38%	
Other Informational Services	\$ 270,000	\$	64,630	\$	170	\$ 165,809	61%	
Essential Community Living Support Services	\$ 2,108,200	\$	212,041	\$	136,055	\$ 1,082,247	51%	
Other Congregate Services	\$ 825,000	\$	97,639	\$	128,755	\$ 548,540	66%	
Administration	\$ 1,310,000	\$	103,739	\$	67,337	\$ 697,709	53%	
County Provided Case Mangement	\$ 115,600	\$	11,394	\$	13,187	\$ 75,234	65%	
County Provided Services (I-START)	\$ 450,000	\$	-	\$		\$ 79,956	18%	
Total Expenditures	\$ 11,844,300	\$	1,010,882	\$	727,483	\$ 5,089,437	43%	

January Payroll/Benefits Breakdown:

ТОТ	AL \$147,56	34
Insurance (Employ	ver) \$22,85	59
IPERS (Employ	/er) \$10,08	34
FICA (Employ	/er) \$7,79	94
Gross Pay	roll \$106,82	26

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 29.78

	Balance Fwd from prior FY	\$	162,347
		F	Revenue
	Employer Contributions	\$	254,979
	Employee Contributions	\$	32,142
	Flex - Employee Contributions	\$	7,708
Fund 8500 Health Reimbursement Account		\$	294,829
Fiscal YTD (12/31/2021)		Ex	penditure
	Health Insurance Pmts (ISAC)	\$	296,119
	Medical Claims Pmts (Auxiant)	\$	27,401
	Flex Claims (Auxiant)	\$	3,353
		\$	326,873
	BALANCE	\$	130,304

CSS Budget: FY2022 Initial Re-estimate and FY2023 Proposed

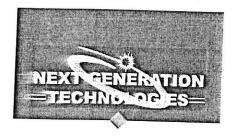
Expenditure Domain		FY2022		FY2022	Ľ	FY2023	
		Budget	ď	Re-estimate	0	2000	
Core				o commune		rioposed	Notes
Treatment	S	675,000	49	1,224,000	S	1.070.000	MHI costs hirb: \$200 000 \/24M
Crisis Services	U	000 000 6	e	000000		00010 :01:	""" costs ingit, azuc, und vet Mem Hosp proposal FY22
)	2,000,000	/	2,072,000	ω	3,736,922	\$275,000-NIRS Expansion Project (\$275,000 FY22;
Support for Community 1::	-	8					\$1.35M FY23). FY23-Elevate \$100,000 request for 23 Hour Obs
Capportion Community LIVING	₩.	2,002,000	↔	3,002,000	€9	2,702,000	FY22: \$751,210 Elevate building; FY23: \$600,000 Flevate
Support for Employment	es	350 000	G.	350 000	6	444 000	request
Recovery Services	S	30,000	6	30,000	9 6	441,000	FY23 \$100,000 IPS investment - hopeful
Service Coordination	S	3 500	· ·	20,000	9 6	99,000	FY23 \$39,000 WRAP request-BHGMHC
Sub-acute Services	8	250,000	€ .	270,000	→	000,070	TOO OF THE PERSON OF THE PERSO
Evidence Based Treatment	63	510,000	8	310,000	9 69	160.000	F122 & F123: \$70,000 NIRS Expansion
Mandated	8	525,000	69	525.000	G.	530,000	
Additional Core	-					000,000	
rvices	\$	320,000	S	330.000	€.	352 000	352 000 JEV23: \$40 000 CIT -1:1: :: \$55
int	↔	100,000	\$	100,000	5	200,000	FY23: Peer Wellness Centers invocated
Other Informational Services	S	270,000	\$	270,000	\$		FY23: \$250,000 Children's Behavioral Health
Essential Community Living Support Services	€9	2,108,200	es.	2,170,500	\$	2,107,540	2,107,540 FY22: 5 months I-START; FY23: 4 months I-START
Other Congregate Services	6	825,000	6	4 000 000			
	•	022,000	Ð	1,200,000	``	1,200,000	Taking a long time to get people onto Medicaid funding
	8	1,310,000	\$	1,310,000	\$	1,370,000	NGT-Information Security project (\$650/month)
	ss	115,600	8	116,200	S	116,900	
County Provided Services (I-START)	S	450,000	\$	79,956	69		
Total Expenditures	S	11,844,300	5	13,366,656	\$ 14	14,682,362	

Total Projected Funds Available for FY22		\$20,142,724
FY22 Projected Regional Expenditures		\$13,366,656
Projected Accrual Fund Balance as of 6/30/22	50.7%	\$6,776,068

FY 2023 Proposed Budget	County Social Services MHDS Region			
Revenues		到的作品		
teapple apple to	Projected Fund Balance as of 6/30/22	Destination	\$	6,776,068
	Local/Regional Funds		\$	41,000
10XX	Property Tax Levied	\$0		DE MINEL
12XX	Other County Taxes	\$0		ALCOHOLD I
16XX	Utility Tax Replacement Excise Taxes	\$0		
25XX	Other Governmental Revenues	\$0	的超相 可	FROM UND
4XXX-5XXX	Charges for Services	\$10,000	Mark.	
	Client Fees	\$0	Facility of	
60XX	Interest	\$1,000		有对数据证 处
6XXX	Use of Money & Property	\$0	and the last	and the second
8XXX	Miscellaneous	\$30,000		
92XX	Proceeds /Gen Fixed assests sales	\$0		
	State Funds	the designations	\$	11,071,696
21XX	State Tax Credits	\$0		
22XX	Other State Replacement Credits	\$0	1000000	加强制度
2250	MHDS Equalization	\$0		Aller ter
24XX	State/Federal pass thru Revenue	\$0		PER THE
2644	MHDS Allowed Growth // State Gen. Funds	\$11,071,566		
2645	State Payment Program	\$0		
29XX	Payment in Lieu of taxes	\$130		
	Federal Funds		\$	116,900
2344	Social services block grant	\$0		
2345	Medicaid	\$116,900		
	Other		13	
	Total Revenues		\$	11,229,596

Total Funds Available for FY22	\$18,005,664.00
FY22 Projected Regional Expenditures	\$14,682,362.00
Projected Accrual Fund Balance as of 6/30/23	\$3,323,302.00

22.6%



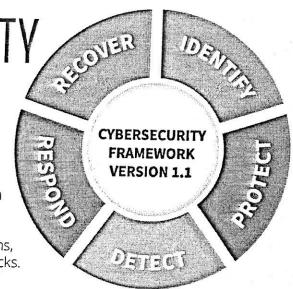
205 North Main Street, Buffalo Center, Iowa 50424 220 West Main Street, Lake Mills, Iowa 50450 www.ngtnet.net | www.facebook.com/ngtnet

INFORMATION SECURITY

The bad guys are busy, and they are not letting up. The issue is in the news nearly every day.

Having an information security program is the process that allows a cycle to Identify, Protect, Detect, Respond and Recovery.

> It addresses this by first knowing the information assets and then finding where the risks are. It is the practice of defending computers, servers, mobile devices, electronic systems, networks and data from malicious attacks.



IS MY IT DEPARTMENT

DOING THIS? Information Security doesn't exist just in the IT realm.
There's things Information Technology needs to do, but Information Security is not Information Technology.

INFORMATION **IECHNOLOGY**

INFORMATION SECURITY

TOP PRINRITY

Ensure hardware and software allows everyone access to the data

Protects data from people that should not have it

RESPONSIBILITY

Hardware and software stability and speed

Systems and process risks

Knowledge

Up-to-date with new hardware and software

Up-to-date on new threats and mitigations

MENTALITY

FIX IT

SECURE IT



Information Security Program

BRONZE

SILVER

GOLD

RISK ASSESSMENT AND STRATEGIC PLAN	第23章 医	全国的国际发展,不是被 。	
Complete Qualitative Risk Assessment using National Institute of Standard and Technology (NIST) and review with Client management or IT committee	A		
Work with Client to create Strategic Plan with a mitigation strategy based on Risk Assessment results	313	*	
Cyber Insurance Review with Client	♦	♦	
INFORMATION SECURITY PROGRAM	D. 4. 19 19 19 19 19 19 19 19 19 19 19 19 19 		
Information Security Program, including the following policies to be reviewed quarterly at IT meeting:		Base Policy/Program	Advanced/Quantitative
- Asset Risk Assessment		*	
- Vendor Management		♦	•
- Incident Response Program		•	•
- Business Continuity Program		tan Arija Val.♦ tagarin t	•
- Access/Attack Protection		•	•
- Information Management		•	•
- System Security Policy		♦	♦
- Audit/Review			
Training		和基础和企业的	
Security Information Awareness (NGT Blog)	♦	•	•
HR/Training - General Video Access	*	*	
HR/Training - Client Specific - Video/In Person		•	•
Auditing and Testing			
Business Continuity/Disaster Recovery and Incident Response		Annual BIA Review	Custom
Cyber Security Incident Testing		Annual Review	Custom
User Rights Review		Annual Review	Custom
Vulnerability Scan and Resolution Review	Add-On Service	Add-On Service	Custom
Restoration Testing	Add-On Service	Add-On Service	Custom
Social Engineering Testing – Monthly	Add-On Service	Add-On Service	Custom
Penetration Testing and Resolution Review	Add-On Service	Add-On Service	Add-On Service
Third-Party Audit for General Controls Adequacy and Compliance	Third-Party Service	Third-Party Service	Third-Party Service
Backup Security and Auditing	See Appendix B	See Appendix B	See Appendix B

Under 25 Users

26-50 Users 51-100 Users FREE with Monthly Support Agreement

\$500/month \$650/month \$750/month

Over 100 Users requires Gold

\$2,400/month

Audit and Testing TBD based on plan created



Behavioral Health Renovation Project Project Narrative and Budget Narrative

Total Construction Cost: \$499,312.96

Requested Funds: \$200,000

Project Overview:

Veterans Memorial Hospital is requesting \$200,000 to assist with the construction of a new Behavioral Health Clinic. The new Clinic will be located within the Veterans Memorial Hospital Medical Clinic-Waukon. The space that will be renovated currently houses abandoned radiology and laboratory space. This section of the clinic is optimal because of its location that allows for privacy and adequate space for office/treatment rooms.

The main parking lot, registration and reception areas of the clinic will be utilized for patients to make appointments and get registered for their appointments. Because the behavioral health clinic is located within the medical clinic, patients have easy access to both behavioral health treatments and primary medical treatments. Also, both clinics will be using a unified Electronic Record System that will allow care Providers to efficiently treat a variety of issues for each patient.

Budget Narrative:

Base Bid and Alternates: \$408,800

The base bid includes demolition of the current space, removal of lead lined walls, the addition of three offices/treatment rooms, as well as a larger group treatment room that includes a kitchenette and a furniture storage area. The clinic space will require an upgraded HVAC system, Fire suppression equipment, panic/alarm system and an IT infrastructure. The two alternates in this project include floor to deck office walls and additional sound boarding in ensure HIPAA compliance.

Furniture/Fixtures/Equipment: \$21,500

Each office/treatment room will include a desk, chairs, chair mat, computer, tele-meeting equipment, small conference table and panic/alarm system.

Design and Engineering Fees: \$60,000

All architectural and design fees, civil engineering fees, HVAC engineering fees and construction documents are included.

Signage: \$2,500

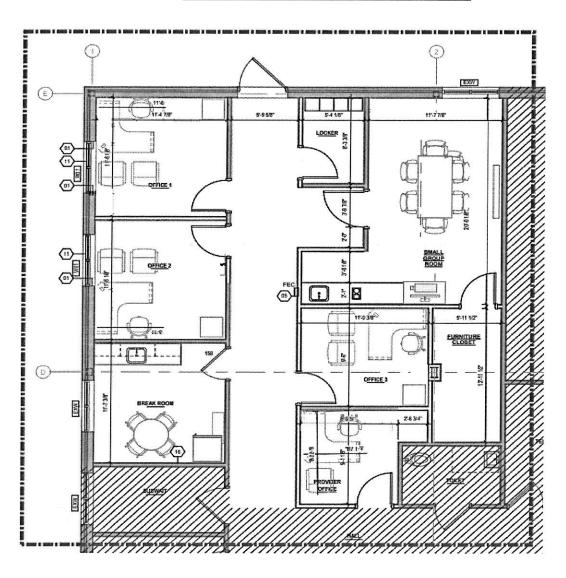
Room signage, directional signage and installation is included. Signage in the new space will be consistent with the rest of the facility signage.

IT Supplies/Equipment: \$6,512.96

The clinic will require a camera security system, a panic/alarm system, wireless access points, computers, copier, and other related IT equipment.

Bas	e Bid	Alt 1		Alt.	2	Total	
\$	400,000.00	\$	6,300.00	\$	2,500.00	\$	408,800.00
Trea	atment						
Roo	ms, Group	Exten	d Interior	Addi	tional Wall		
Roo	m, Furnature	Walls	to Roof	Boar	d for Sound		
Roo	m Only	Deck		Cont	rol		

Total Costs		Base and	All Alternatives
Base Bid and All Alternates		\$	408,800.00
Furnature/Fixtures/Equipment		\$	21,500.00
Design and Engineering Fees		\$	60,000.00
Signage		\$	2,500.00
IT Supplies/Equipment		\$	6,512.96
	Total	\$	499,312.96



County Social Services Exceptions to Policy and Reconsiderations - January 2022

Clients	Service	Decision	Impact
1	Support Services - Guardian/Conservator	Member is on the waiting list with lowa's Department on Aging (IDA) Office of Public Guardian, #78 on the list.	\$150.00
2	Transportation	Transportation to and from day hab, as that is not a covered service under habilitation.	\$486.00
3	Basic Needs - Rent	Currently member does not have any income. Appealing Social Security Administration's disability decision with an attorney.	\$245.00
4	Transportation	Transportation to and from day hab, as that is not a covered service under habilitation.	\$50.00
5	Transportation	Transportation to and from day hab, as that is not a covered service under habilitation.	\$95.00
6	Transportation	Transportation to and from day hab, as that is not a covered service under habilitation.	\$336.00
7	Transportation	Transportation to and from day hab, as that is not a covered service under habilitation.	\$594.00
8	Transportation	Transportation to and from day hab, as that is not a covered service under habilitation.	\$337.50
9	Basic Needs - Rent	Member would be homeless without rental support. Social Security is pending.	\$400.00
10	Day Habilitation	Member's waiver does not fund day hab programming.	\$2,409.65
11	Basic Needs - Rent	Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved.	\$500.00
12	Basic Needs - Rent	Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved.	\$515.00
13	Supported Community Living	Current waiver does not fund member's services, member is applying for a funding source that will fund the services needed.	\$3,632.25
14	Basic Needs - Rent	Member needs assistance with rent to avoid homelessness. Member is working part time and will be responsible for \$90 per month of member's rent cost.	\$185.00
15	Basic Needs - Rent	Member is unable to live safely with housemates due to member's diagnoses. Member's team is looking for affordable housing.	\$700.00

Approximate monthly impact: \$ 10,635.40