

COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA

To: County Social Services Board Members

From: Mary McKinnell

Date: May 23, 2022

Re: County Social Services Board Meeting

Date: May 25, 2022

Time: 10:00 A.M.

Place: Maynard Public Library: 245 Main Street West, Maynard IA.

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

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/959637229>

You can also dial in using your phone. United States: +1 (872) 240-3311

Access Code: 959-637-229

CSS May 2022 Board Meeting Agenda:

1. Call County Social Services Board Meeting to order.
2. Approve today's agenda and the minutes of March 2022. Discussion/Action.
3. Adult Services Provider Representative, Brittney Montross. Feedback.
4. Possible future Consumer Representative, Bruce Grant. Introduction.

Human Resources

5. Appoint HR Committee Chair/Vice Chair
6. Review Job Descriptions
 - Human Resource Director – note change in reporting structure
 - Payroll and Benefits Specialist
 - Communications Coordinator
 - Intake Coordinator
7. Presentation of CSS Salary and Benefits Survey Summary Report and Recommendations from the HR Committee

Programs

8. Intensive Residential Service Home (IRSH) progress update. Discussion.
9. North Iowa Regional Services (NIRS), expansion update. Discussion.
10. Inspiring Lives is closing their Rehabilitative Care Facility, Heritage. Discussion.
11. ISTART – Department of Human Services Request For Proposal was released. Discussion.
12. Review and action to authorize the Chair to sign a letter of support for a 5-bed waiver site in Waterloo for Exceptional Persons, Inc.
13. Exceptional Persons, Inc. (EPI) is launching Host Homes in the CSS Region. Presentation by Tom Engelbrecht of EPI.

Organization

14. Financial report for March and April of 2022. Discussion/Action.
15. April and May claims. Discussion/Action.

Pmt Date	\$ Amount
4/5/2022	\$813,384.30
4/12/2022	\$143,111.66
4/19/2022	\$189,365.56
4/26/2022	\$150,848.99
Total	\$1,296,710.51

Pmt Date	\$ Amount
5/3/2022	\$206,926.91
5/10/2022	\$189,919.90
5/17/2022	\$88,341.22
5/24/2022	\$157,530.79
Total	\$642,718.82

16. Review Exceptions to Policy.
17. Request from Charlie Woodcock, Northeast Iowa Mental Health Center, for assistance to purchase a Bamboo Health system. The cost is not to exceed \$10,000. Discussion/Action.
18. Review and action to authorize the Chair to sign ICAP Member Proxy for FY2023.
19. Review and action to authorize the Chair to sign provider agreements and/or rate requests with:
 - Allen Memorial Hospital Corporation (Black Hawk-Grundy Mental Health Center)
 - Cedar Valley Community Support Services
 - Choice Employment Services
 - Comprehensive Systems, Inc.
 - Counseling & Family Centered Services
 - Exceptional Persons, Inc.
 - Families First Counseling Services
 - Goodwill Industries of Northeast Iowa
 - Guardians of NE Iowa
 - Heart and Solutions, LLC
 - Inspiring Lives
 - Iowa Northland Regional Transit Commission
 - North Iowa Regional Services
 - North Star Community Services
 - Opportunity Homes, Inc.
 - Pathways Behavioral Health
 - Plugged-In Iowa

20. Adjourn; next meeting will be June 22, 2022, 10AM, in Floyd County.

March 2022 COUNTY SOCIAL SERVICES BOARD MINUTES

The March 2022 County Social Services Board Meeting was held in Clayton County at the Clayton County Conservation on Wednesday, March 23, 2022, 10:00 am and via GoTo Meeting.

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

1. Chair Barnett called County Social Services Board Meeting to order.
2. Motion by Hackman, Chickasaw, second by Keehner, Clayton, to approve today’s agenda and the minutes from February 23, 2022. Motion carried.
3. Adult Services Provider feedback by Brittany Montross.
4. Consumer Representative feedback was not given due to absence of Eric Donat.
5. Megan Taets and Human Resources Committee gave update on CSS Staff Salary Survey.
6. CEO McKinnell and Laura Peyton from Inspiring Lives gave update on Intensive Residential Services.
7. CEO McKinnell gave update on North Iowa Regional Services expansion update. NIRS has purchased property and hopeful to close within month.
8. Motion by Hackman, Chickasaw, second by Schwickerath, Floyd, to accept the Financial Report for February 2022. Motion carried.
9. Motion by Keehner, Clayton, second by Vest, Tama, to accept Claims Runs for March 2022. Motion carried.
10. Motion by Hackman, Chickasaw, second by Rustad, Winneshiek, to accept FY2022 amended budget. Motion carried.
11. Motion by Hackman, Chickasaw, second by Keehner, Clayton to accept FY2023 Annual Service and Budget Plan. Motion carried.
12. Motion by Schwickerath, second by Tellin, Fayette, for all future Exceptions to Policy be presented to CSS Board as discussion item to keep Board informed; however this will no longer need action by Board. Motion carried.
13. Motion by Hackman, Chickasaw, second by Keehner, Clayton, to accept ISAC Group Benefits Program 28E Agreement. Roll Call Vote results below. Motion carried.

Allamakee -Yes	Black Hawk – Yes	Butler - Yes	Chickasaw - Yes	Clayton – Yes	Fayette – Yes
Floyd – Yes	Grundy – Yes	Howard - Absent	Mitchell – Yes	Tama – Yes	Winneshiek – Yes
Donat – Absent	Aschenbrenner - Absent	Klein-Bacon – Yes			

14. Motion by Hackman, Chickasaw, second by Schwickerath, Floyd, to approve FY2022 second half property tax allocation request from member counties. Motion carried.
15. Motion by Rustad, Winneshiek, second by White, Black Hawk, to authorize Chair to sign Brain Injury Awareness Month proclamation. Motion carried.
16. Motion by Schwickerath, Floyd, second by Hendrickson, Mitchell, to adjourn. Motion carried. Next meeting will be Wednesday, May 25, 2022, 10:00 am at Fayette County.



**County Social Services
Human Resource Director
Job Description**

Position Title: Human Resource Director
Reports To: CSS CEO/CSS Board HR Committee
Location: CSS MHDS Region
FLSA: Exempt
Shift: As needed to meet the obligations of the position
Salary Range: \$65,000-\$85,000
Legal Reference: Iowa Code Chapter 331 Section 390 (3) (b)

POSITION SUMMARY:

The Human Resource (HR) Director oversees the daily human resource functions for CSS which includes managing and communicating the CSS Employee Handbook policies with co-workers and keeping these up to date. This position serves as the point person to the CSS Board HR Committee and serves as the CSS Privacy Officer. The HR Director also chairs several other CSS committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location and throughout the Region in order to perform assigned tasks.
- Support team leaders in effective recruiting, interviewing, hiring, and onboarding employees.
- Complete exit interviews with employees who leave the organization for any reason.
- Plan, implement, and evaluate employee relations and human resources policies, programs, and practices.
- Schedule, organize, and lead CSS Board HR Committee meetings on a monthly basis.
- Draft, review, and maintain the CSS Employee Handbook in collaboration with the CSS Employee and CSS Board HR Committees.
- Serve as the liaison to CSS contracted HR legal counsel
- Maintain the work structure by updating job requirements and job descriptions for all positions to comply with all local, state and federal regulations and to align with CSS's mission and values.
- Support the CSS leadership team and the training committee to develop team members to be the most effective in their job and positively represent the CSS organization.
- Encourage and monitor performance feedback from all CSS employees
- Active role on Employee Committee and Chair of the Share Point Governance Committee
- Plan, organize, and lead CSS All-Staff Meetings
- Review compensation and benefit levels through the Employee Committee and make recommendations to the HR Committee when necessary.
- Investigate any employee issue that is a possible violation of policy or law and report to CSS CEO and the HR Committee if a perceived conflict of interest exists.



- Hearing and resolving employee grievances and meeting with employees and supervisors for all employee matters.
- Ensure the organization's legal compliance with local, state, and federal employment regulations by monitoring and implementing applicable human resource federal and state requirements, conducting investigations and maintaining records.
- Complete relevant Continuing Education and attend trainings to increase knowledge and growth in coordination with your supervisor.
- CSS Privacy Officer and Chair of the HIPAA/IT committee to ensure HIPAA compliance within state and federal laws and regulations through review and training.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

NA

SUPERVISION RECEIVED:

Supervision is received from the Chief Executive Officer (CEO) and/or the Chair of the HR Committee.

QUALIFICATIONS:

- Bachelor's Degree or higher in a human resource, human services-related or administrative-related field, including but not limited to social work, psychology, nursing, or public or business administration from an accredited college or university.
- Minimum of two (2) years' experience in the human resource field.
- Effective verbal and written communication skills
- Demonstrated proficiency in Microsoft Office
- Ability to create a culture of diversity, inclusion, equity, collaboration and teamwork
- Experience with analyzing data to guide strategic employment planning
- Thorough knowledge of local, state, and federal laws/regulations pertaining to employment
- Ability to render independent and appropriate judgment and decisions
- Ability to represent County Social Services in a professional manner
- Ability to interact and effectively communicate with employees, stakeholders and the general public.
- SHRM certification preferred or equivalent education and experience
- Must possess a valid Iowa driver's license and be insurable under CSS guidelines.

(Note: the requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment of the position.)

LANGUAGE SKILLS:

Must be welcoming and kind in contacts with others. Must have strong writing skills and the ability to communicate effectively both verbally and in writing.



REASONING ABILITY:

Must have the ability to apply common sense to solve problems and achieve work objections.
Must have the ability to recognize work situations that require special attention.

CERTIFICATES, LICENSES, REGISTRATIONS:

Original proof of credentials by diploma, license, and transcripts is required, Must clear criminal background, abuse registry, and Medicaid fraud checks for consideration of this position.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires frequent interaction with clients, potential clients, outside agencies, and other Region employees
- Position requires frequent exposure to stressful situations
- Work is performed primarily indoors
- Position requires frequent use of hands/fingers

County Social Services is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CSS will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. CSS has adopted a policy in compliance with the 2008 Smokefree Air Act.



**County Social Services
Job Description
Payroll & Benefits Specialist**

Position Title: Payroll & Benefits Specialist
Reports to: Chief Operations Officer
Location: CSS MHDS Region Office
FLSA Status: Non-Exempt
Shift: As needed to meet the obligations of the position
Salary Range: \$20.33/hour - \$28.33/hour
Legal Reference: Iowa Code Chapter 331 Section 390(3)(b)

Position Summary:

Individual is responsible for ensuring accurate and timely processing of CSS payroll on a bi-weekly basis including data entry, calculating, verifying information or data. Maintains and audits appropriate records to ensure accuracy and timely reporting of wage and benefit information to outside agencies. Performs benefits administration in accordance with CSS policies and applicable state and federal laws.

Essential Duties and Responsibilities:

- Must be capable of regular and predictable attendance in order to perform assigned tasks.
- Maintains employee payroll and timecard records in ADP. Adds and edits payroll information including insurance and tax information, deductions, direct deposit, ensures all documentation is properly completed and is consistent with applicable laws and contracts.
- Processes CSS payroll on a bi-weekly basis through ADP. Reviews payroll register prior to accepting payroll through ADP.
- Sends payroll summary to Finance Manager every pay day.
- Evaluates ADP timecard information submitted by CSS employees ensuring that time submitted is accurate and consistent with federal and state employment laws and Region policies.
- Assists employees with problems and questions regarding payroll and benefits.
- Assists with maintenance of ADP. Ensures data integrity by verification of input on a routine basis.
- Prepares all necessary payroll reporting requirements for IPERS, uploads this report and informs Finance Manager when report is released and ready for payment.
- Submits payroll contribution report for participating employees to the Deferred Compensation provider and submits ACH payment. Sends payment confirmation to Finance Manager on each payday.
- Responsible for ensuring the accuracy and withholding of special deductions such as wage garnishments and child support orders.



- Responds to requests for payroll and wage verification information from internal and external sources.
- Works with Human Resources to maintain accurate employee records, to ensure accurate pay information and ensure necessary payroll and benefit policies are enforced.
- Responsible for reviewing quarterly and year-end reports including W-2's, social security, and state and federal taxes that are calculated in ADP.
- Generates Service Coordination monthly contact spreadsheet and sends to Finance Manager at the beginning of the following month.
- Receives Mental Health Advocate (MHA) payroll reports from the local counties, generates MHA spreadsheet each quarter and sends to Finance Manager.
- Assists in training on payroll system changes and procedures when necessary.
- Serves as the primary CSS contact for employee benefits.
- Works closely with contracted Benefits Administrator to ensure CSS' benefits are accessed and administered precisely.
- Coordinates and conducts the region's benefits open enrollment activities and works with contracted Benefits Administrator to provide proper tools to assist employees in benefits selection; ensures all required annual notice and filing requirements are completed correctly and timely.
- Other duties as assigned

Supervision Received:

Supervision is received from CSS Chief Operations Officer.

Supervision Exercised:

No functional or administrative supervision is exercised over support staff.

Qualifications:

- High School Diploma or equivalent required.
- Associates degree in business, accounting or related field or four (4) years of job-related experience in accounting/payroll preferred.
- Previous experience with computerized payroll systems and reporting is preferred.
- Ability to pay attention to details, maintain confidentiality and prioritize tasks to ensure completion of strict deadlines.
- Demonstrate ability to utilize general office equipment, personal computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs, ACH and web-based money transfer systems and department specific software packages.
- Strong mathematical skills to analyze detailed numerical information and make accurate calculations.
- Knowledge of IRS and Iowa Code regarding payroll and IPERS regulations.
- Ability to establish effective working relationships with all employees of the CSS Region.



- Effective written, verbal and listening communication skills are required to be able to have one-on-one or group interactions with co-workers.
- Ability to exemplify professionalism by his/her actions.

Work Schedule:

Typical office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Language Skills:

Must be welcoming and positive in contacts with others. Must have strong writing skills and the ability to communicate both verbally and in writing.

Reasoning Ability:

Must be able to assess multiple complex disability needs and determine effective supports and interventions to alleviate or manage those needs. Must have the ability to apply common sense to solve problems and achieve work objections and have the ability to recognize work situations that require special attention.

Certificates, Licenses, Registrations:

Original proof of credentials by diploma, license, and transcripts are required. Must clear criminal background, abuse registry, and Medicaid fraud checks for consideration of this position.

Work Environment and Physical Demands:

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires frequent interaction with clients, potential clients, outside agencies, and other region employees
- Position requires frequent exposure to stressful situations
- Work is performed primarily indoors
- Position requires frequent use of hands/fingers

County Social Services is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CSS will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. CSS has adopted a policy in compliance with the 2008 Smokefree Air Act.



**County Social Services
Communications Coordinator
Job Description**

Position Title: Communications Coordinator
Reports to: Chief Operating Officer
Location: CSS MHDS Region Office
FLSA: Non-Exempt
Shift: As needed to meet the obligations of the position.
Salary/Wage: \$16.20-\$25.00 per hour
Legal Reference: Iowa Code Chapter 331 Section 390(3)(b)

Position Summary:

County Social Services (CSS) seeks an organized, self-starter, with great communication skills and ability to multi-task as the CSS Communications Coordinator. This position performs all CSS communications duties including CSS website administration, SharePoint data platform, CSS Facebook page, tracking of all CSS equipment inventory and assists with other day to day operations of business within an office setting.

Essential Duties and Responsibilities:

- Must be capable of regular and predictable attendance in order to perform assigned tasks
- Operate various computer and data systems
- Perform various means of communication on behalf of CSS
- Point person who oversees the CSS website
- Process confidential claims in a timely manner
- Manage email distribution lists and sends out all necessary organizational emails
- Monitor, maintain, and tracking of all CSS office equipment
- Monitor, maintain and tracking of all CSS vehicles and insurance
- Positive communication and networking with service provider agencies, IT contracting agency, co-workers, and the general public
- Chairperson for CSS Communications Committee
- Perform other duties as assigned

Supervision Received:

Supervision is received from the CSS Chief Operations Officer (COO) or other designated staff.

Qualifications:

- High school diploma or equivalent required
- Associate's degree in business, accounting or related field with 1-2 years experience preferred
- Ability to pay attention to details, maintain confidentiality and prioritize tasks to ensure completion of strict deadlines.
- Demonstrated ability to utilize general office equipment, personal computers and various software applications.
- Ability to work under pressure, make informed decisions, plan workload effectively and follow detailed procedures.



- Possess strong interpersonal skills, excel in time management, and be self-motivated and capable of working with little supervision.
- Ability to represent County Social Services in a professional manner.
- Ability to interact and build relationships with all CSS employees, stakeholders and the general public.
- Effective written, verbal, and listening communication skills are required.
- Must possess a valid Iowa driver's license and be insurable under CSS guidelines.

(Note: The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment of the position.)

Work Schedule: Typical office hours are 8:00am-4:30pm Monday through Friday.

Language Skills:

Must be welcoming and positive in contacts with others. Must have strong writing skills and the ability to communicate both verbally and in writing.

Reasoning Ability:

Must be able to assess multiple complex disability needs and determine effective supports and interventions to alleviate or manage those needs. Must have the ability to apply common sense to solve problems and achieve work objectives, and have the ability to recognize work situations that require special attention.

Certificates, Licenses, Registrations:

Original proof of credentials by diploma, license, and transcripts is required. Must clear criminal background, abuse registry, and Medicaid fraud checks for consideration of this position.

Work Environment and Physical Demands:

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires frequent interaction with clients, potential clients, outside agencies, and other region employees
- Position requires frequent exposure to stressful situations
- Work is performed primarily indoors
- Position requires frequent use of hands/fingers

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**County Social Services
Intake Coordinator
Job Description**

Position Title: Intake Coordinator
Reports to: Chief Operating Officer
Location: CSS MHDS Region Office
FLSA: Non-Exempt
Shift: As needed to meet the obligations of the position.
Salary/Wage: \$16.20-\$25.00 per hour
Legal Reference: Iowa Code Chapter 331 Section 390(3)(b)

Position Summary:

County Social Services (CSS) seeks an organized, self-starter, with great communication skills and ability to balance multiple tasks as the CSS Intake Coordinator. This position performs all CSS eligibility determination, administrative duties, funding for special programs, data entry, and assists with day to day operations of business within an office setting.

Essential Duties and Responsibilities:

- Must be capable of regular and predictable attendance in order to perform assigned tasks
- Point person for all CSS Intakes
- Operate various computer and data systems
- Determine CSS eligibility based on income/resources, disability, county of residence, etc
- Generate and distribute all Notices of Decision
- Review funding for Access Center services
- Prepare the data received from Mobile Crisis Services provider for billing
- Perform duties as an Expert User in the CSN statewide database; participate in Expert User trainings as required to maintain this role
- Maintain positive communication and networking with service provider agencies, co-workers, and the general public
- Perform other duties as assigned

Supervision Received:

Supervision is received from the CSS Chief Operating Officer (COO) or other designated staff.

Qualifications:

- High school diploma or equivalent required
- Associate's degree in business, accounting or related field with 1-2 years experience preferred
- Ability to pay attention to details, maintain confidentiality and prioritize tasks to ensure completion of strict deadlines.
- Demonstrated ability to utilize general office equipment, personal computers and various software applications.
- Ability to work under pressure, make informed decisions, plan workload effectively and follow detailed procedures.



- Possess strong interpersonal skills, excel in time management, and be self-motivated and capable of working with little supervision.
- Ability to represent County Social Services in a professional manner.
- Ability to interact and build relationships with all CSS employees, stakeholders and the general public.
- Effective written, verbal, and listening communication skills are required.
- Must possess a valid Iowa driver's license and be insurable under CSS guidelines.

(Note: The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment of the position.)

Work Schedule: Typical office hours are 8:00am-4:30pm Monday through Friday.

Language Skills:

Must be welcoming and positive in contacts with others. Must have strong writing skills and the ability to communicate both verbally and in writing.

Reasoning Ability:

Must be able to assess multiple complex disability needs and determine effective supports and interventions to alleviate or manage those needs. Must have the ability to apply common sense to solve problems and achieve work objections, and have the ability to recognize work situations that require special attention.

Certificates, Licenses, Registrations:

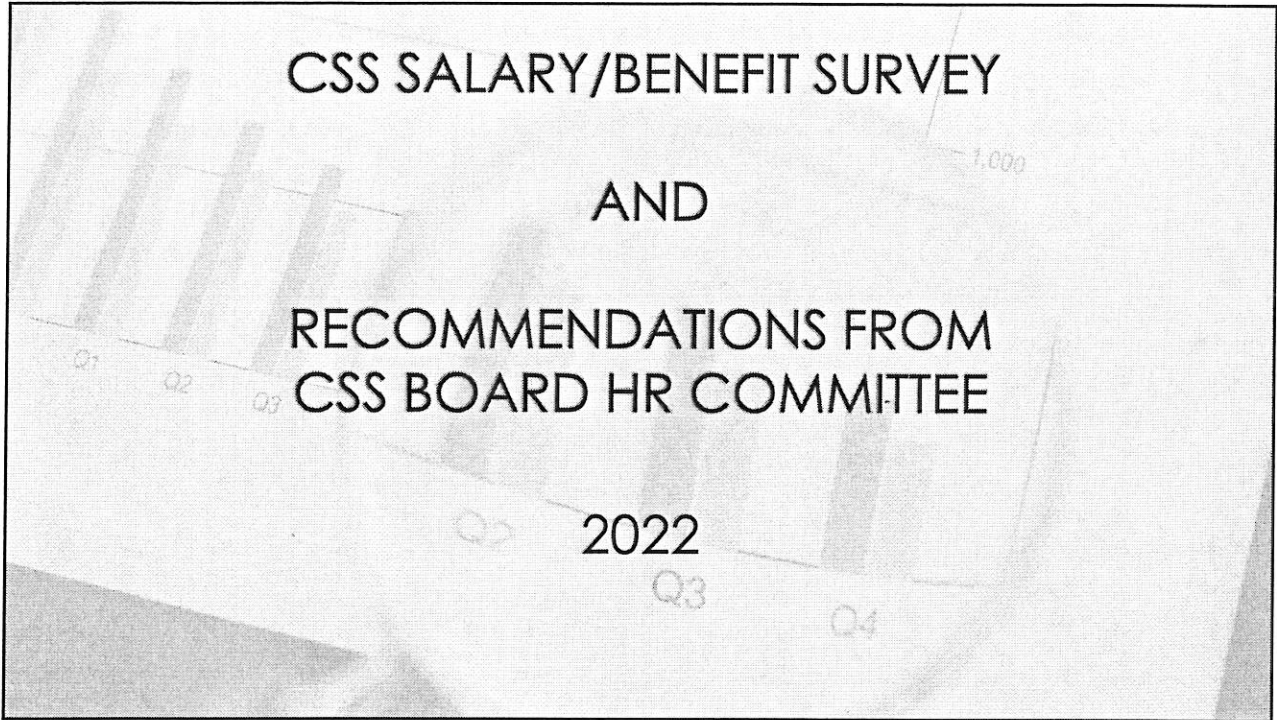
Original proof of credentials by diploma, license, and transcripts is required. Must clear criminal background, abuse registry, and Medicaid fraud checks for consideration of this position.

Work Environment and Physical Demands:

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- Position requires frequent exposure to stressful situations
- Work is performed primarily indoors
- Position requires frequent use of hands/fingers

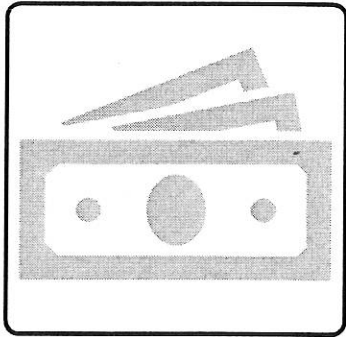
County Social Services is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CSS will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. CSS has adopted a policy in compliance with the 2008 Smokefree Air Act.



1

SALARY SURVEY PURPOSE

	Help determine wage/salary levels for job positions based on:	Labor market Job responsibilities Education level Experience
	Uncover wage trends in compensation	
	Identify compensation structure	Base pay Benefits Retirement plans



2

SURVEY RESPONDENTS



11 Survey Responses



Various Organizations within CSS Region and other MHDS Regions



9 respondents disclosed agency name- survey results were sent to those 9 respondents

3

SALARY INFORMATION

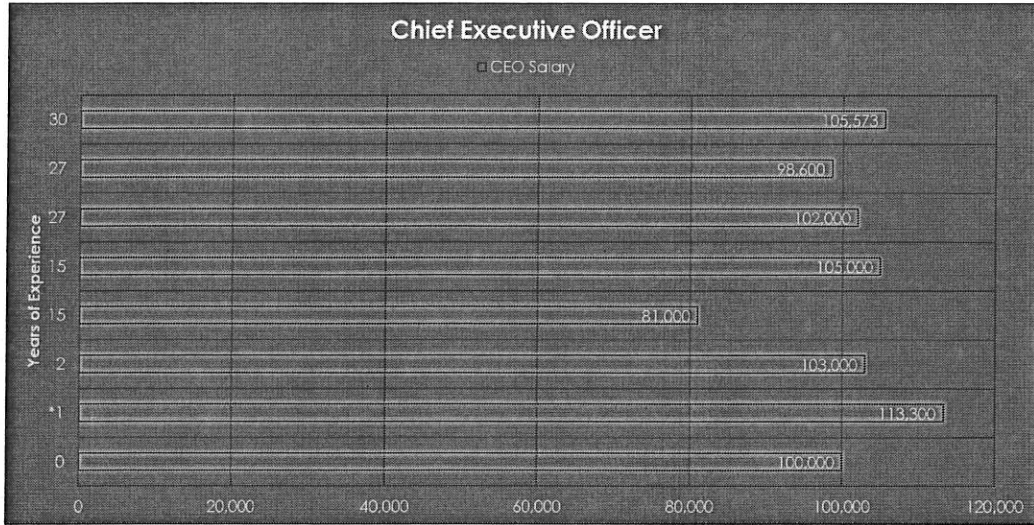
BENCHMARKED

15 CSS
POSITIONS
WITHIN SURVEY

*=CSS DATA
EFFECTIVE
2/2022

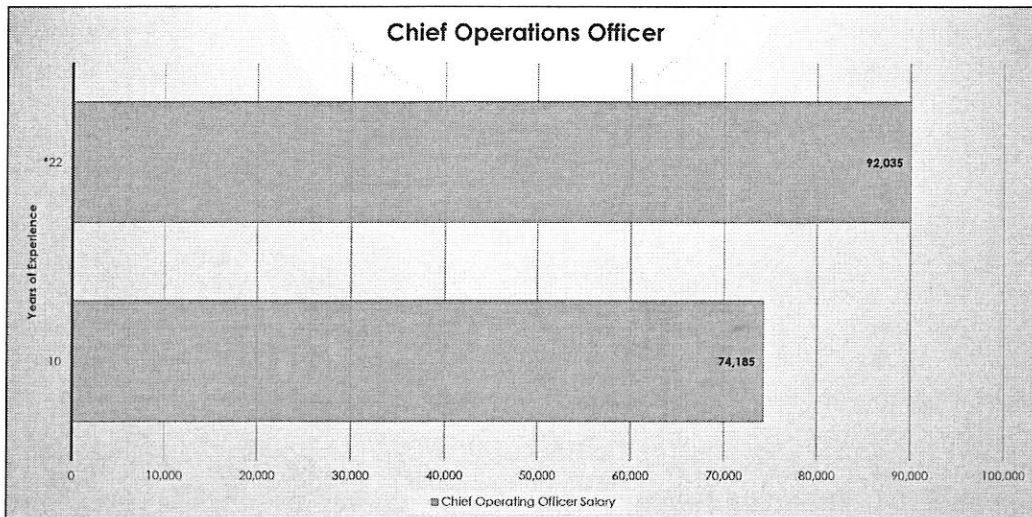
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CHIEF EXECUTIVE OFFICER



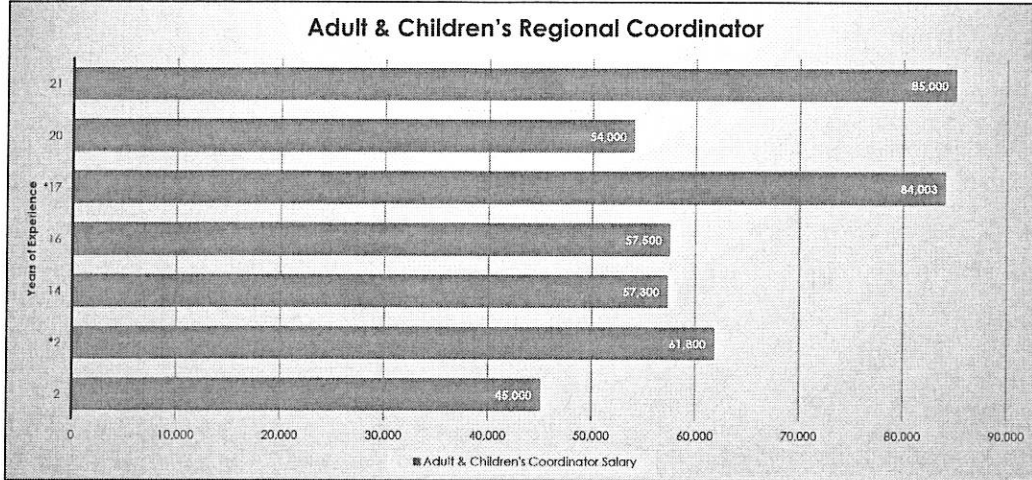
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CHIEF OPERATIONS OFFICER



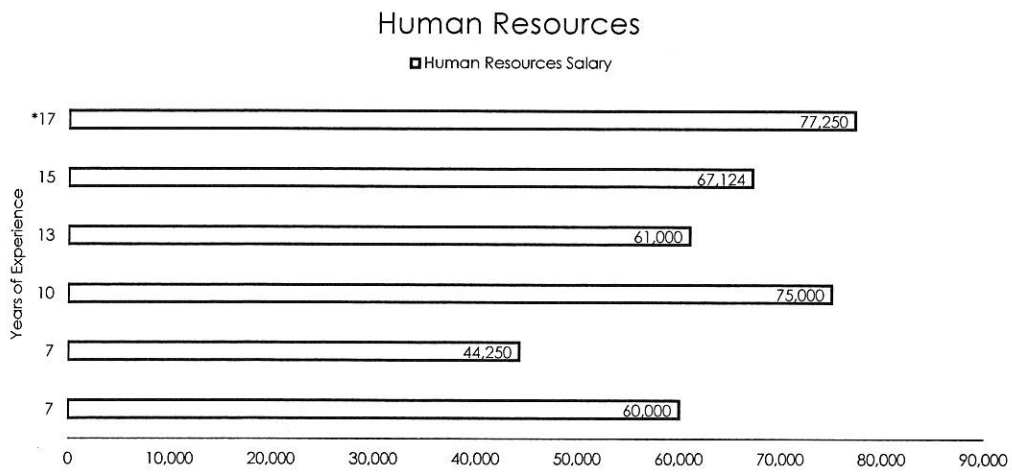
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ADULT & CHILDREN'S REGIONAL COORDINATOR

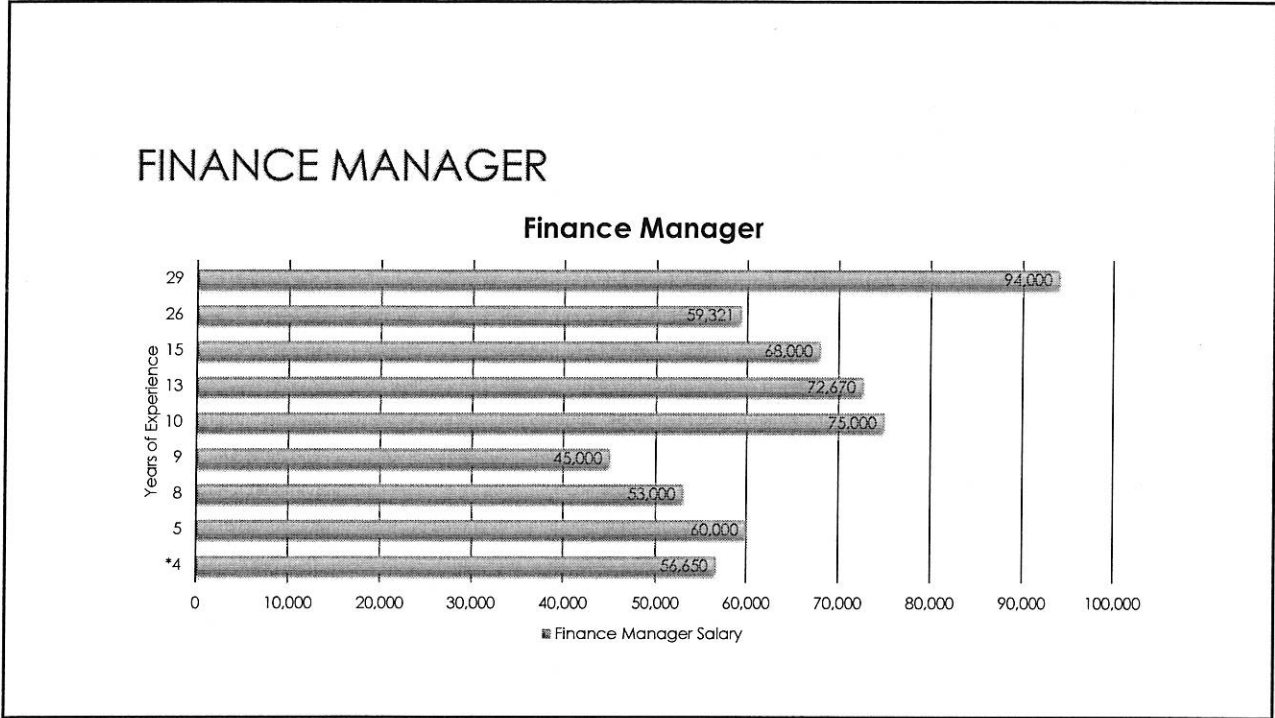


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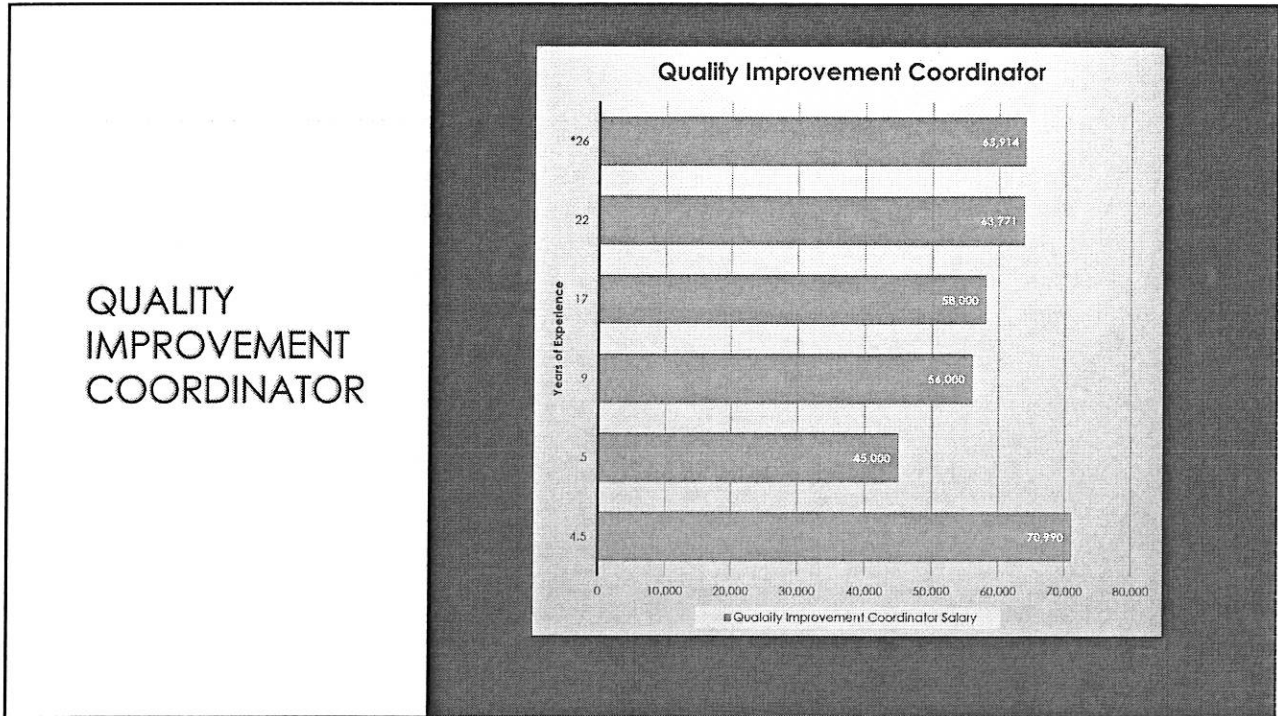
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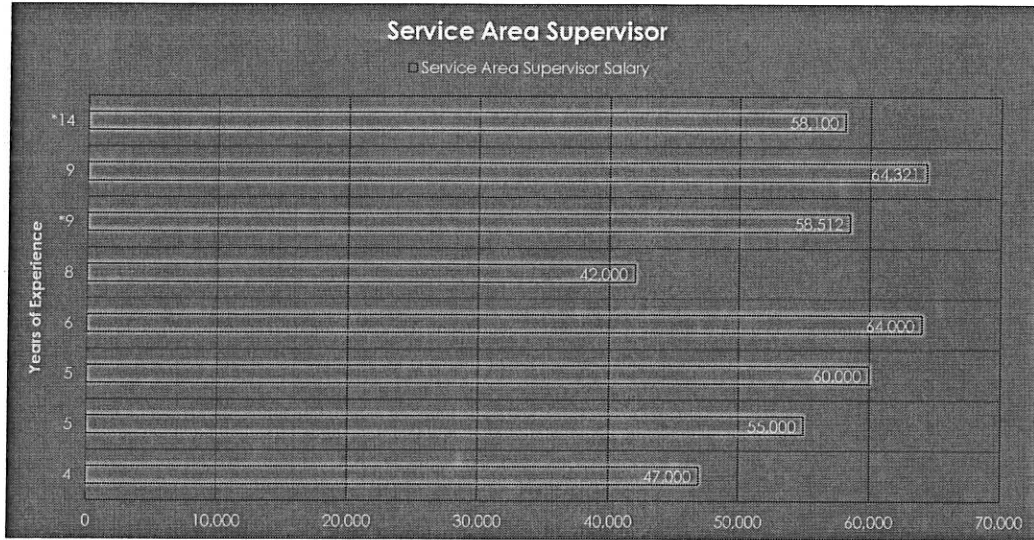


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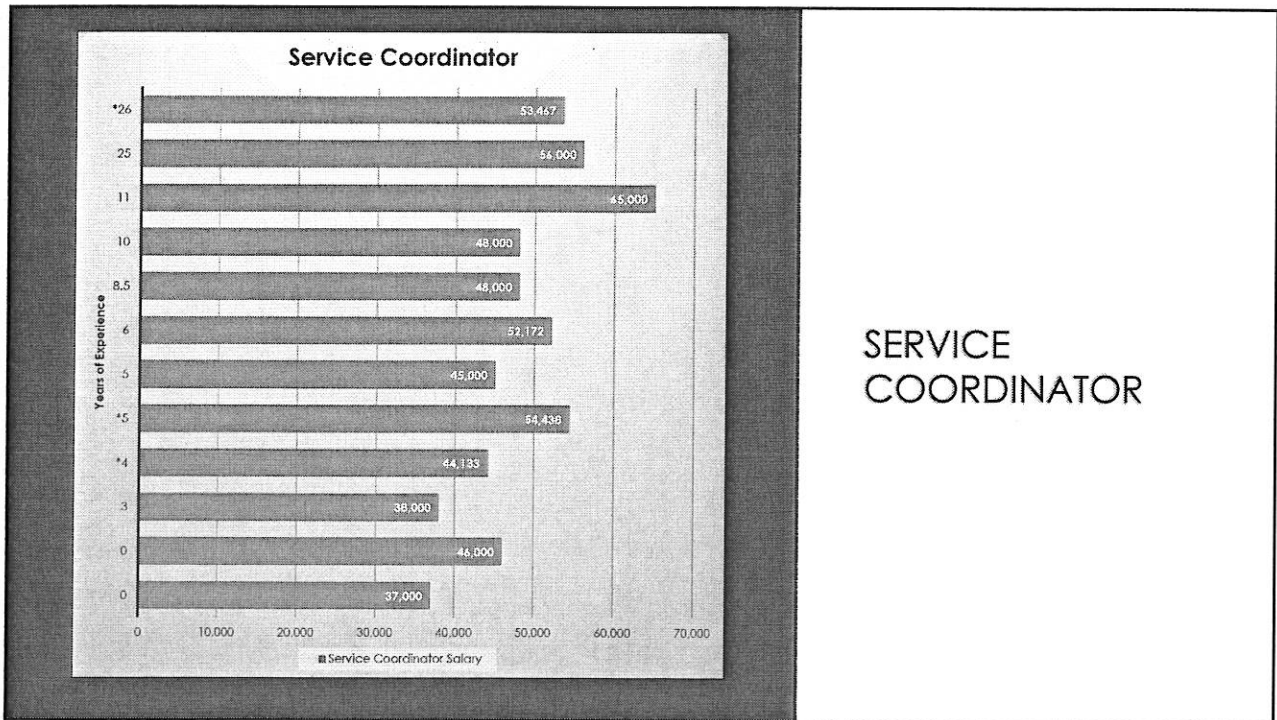


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SERVICE AREA SUPERVISOR

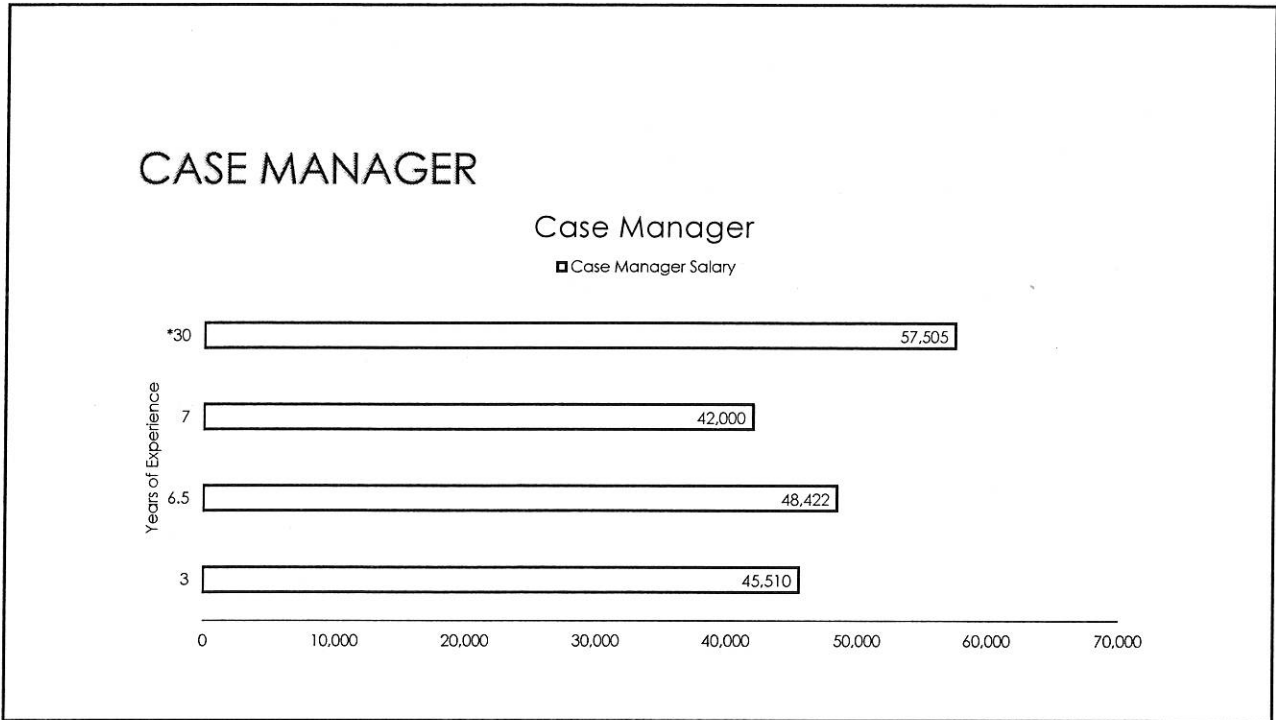


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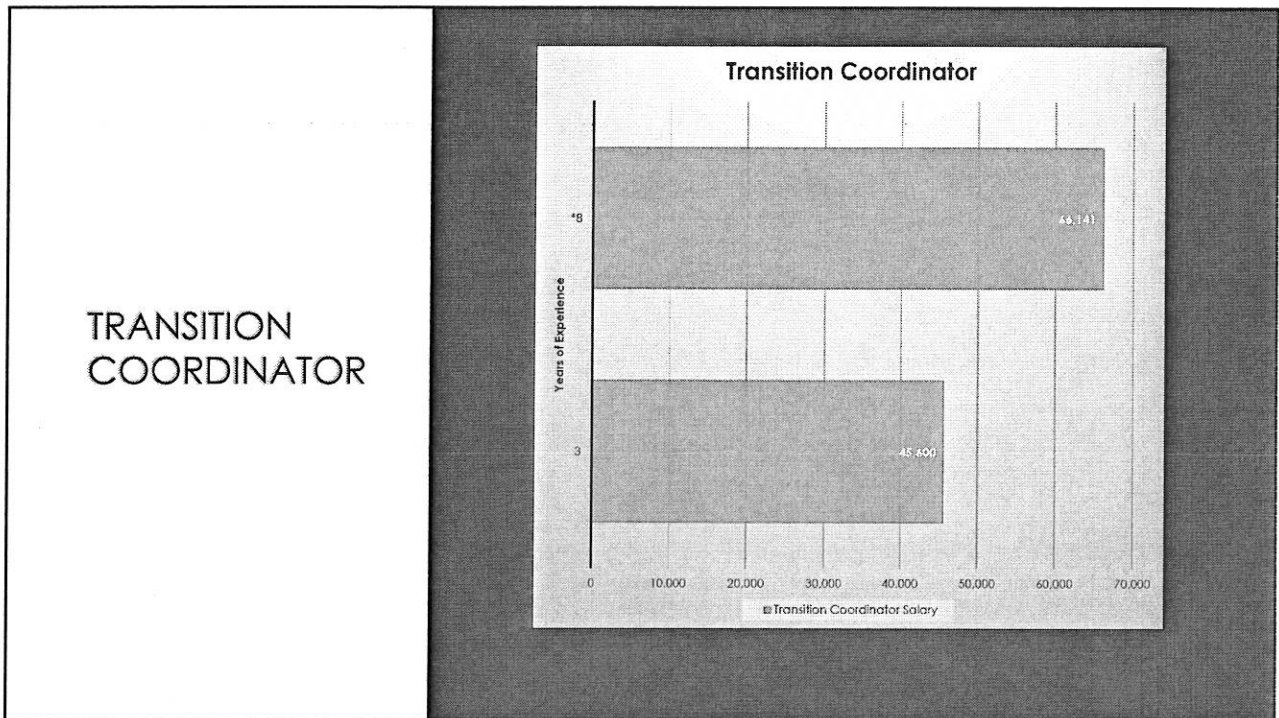


SERVICE
COORDINATOR

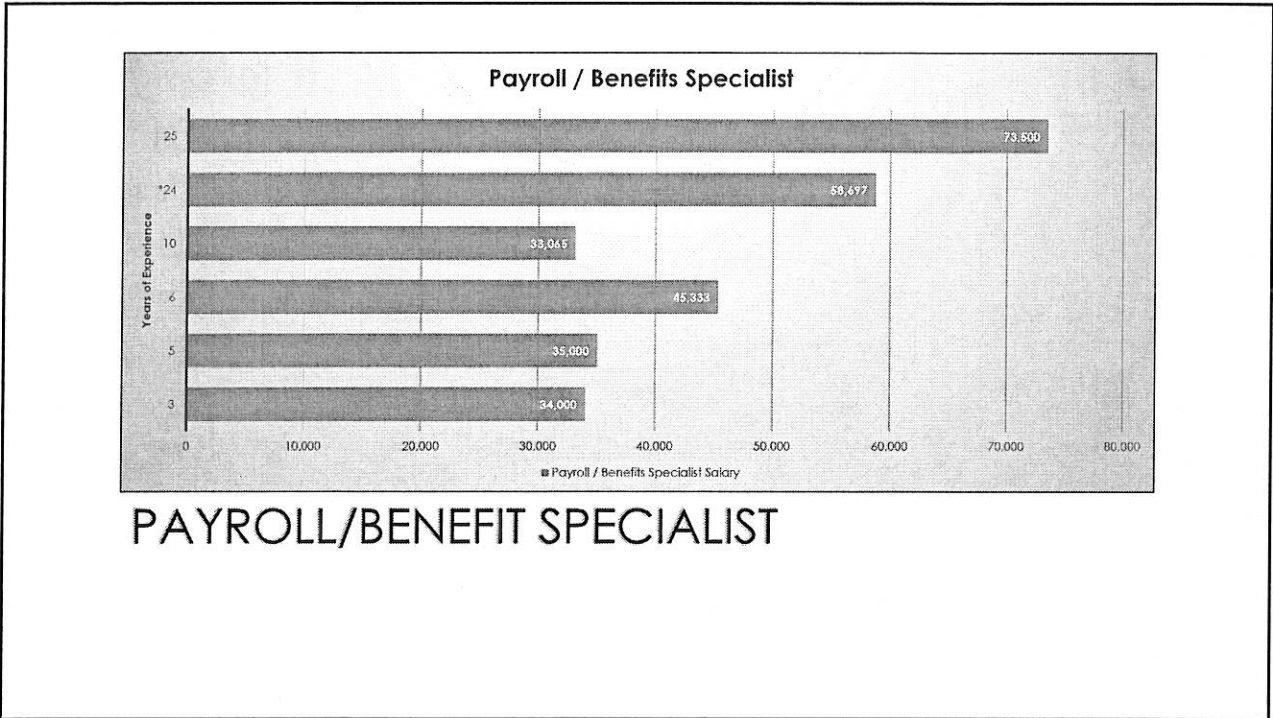
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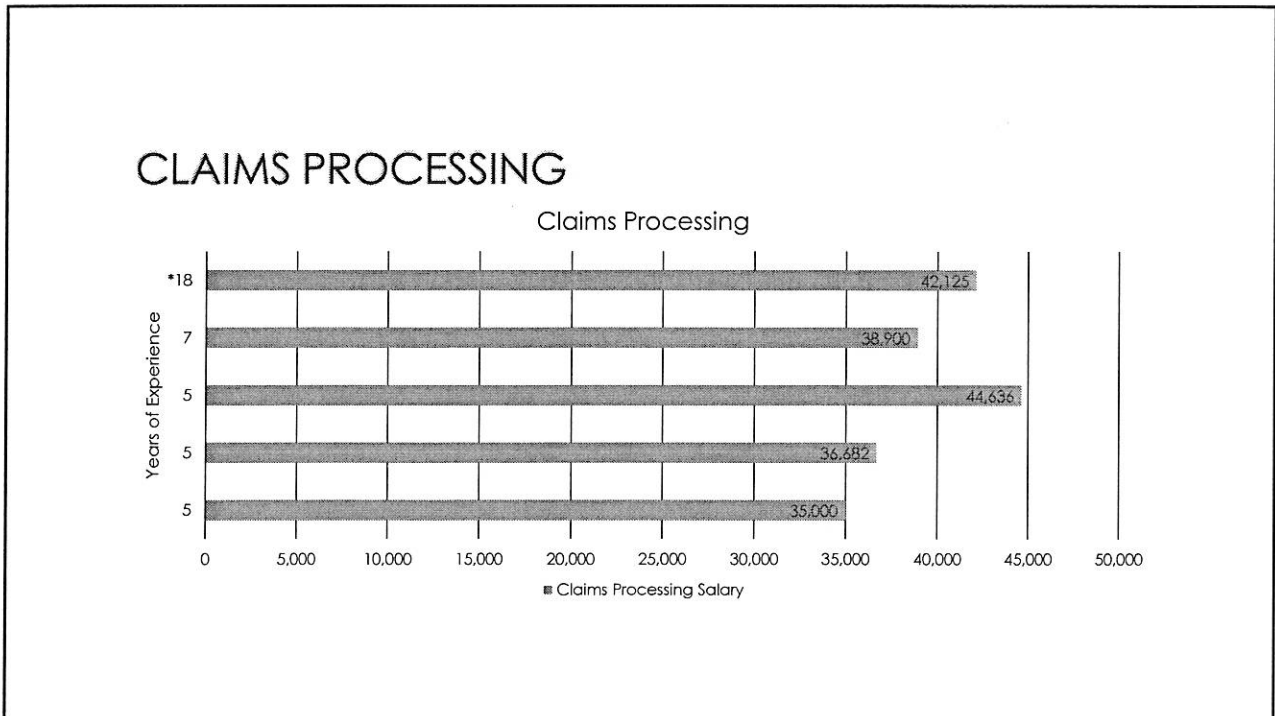
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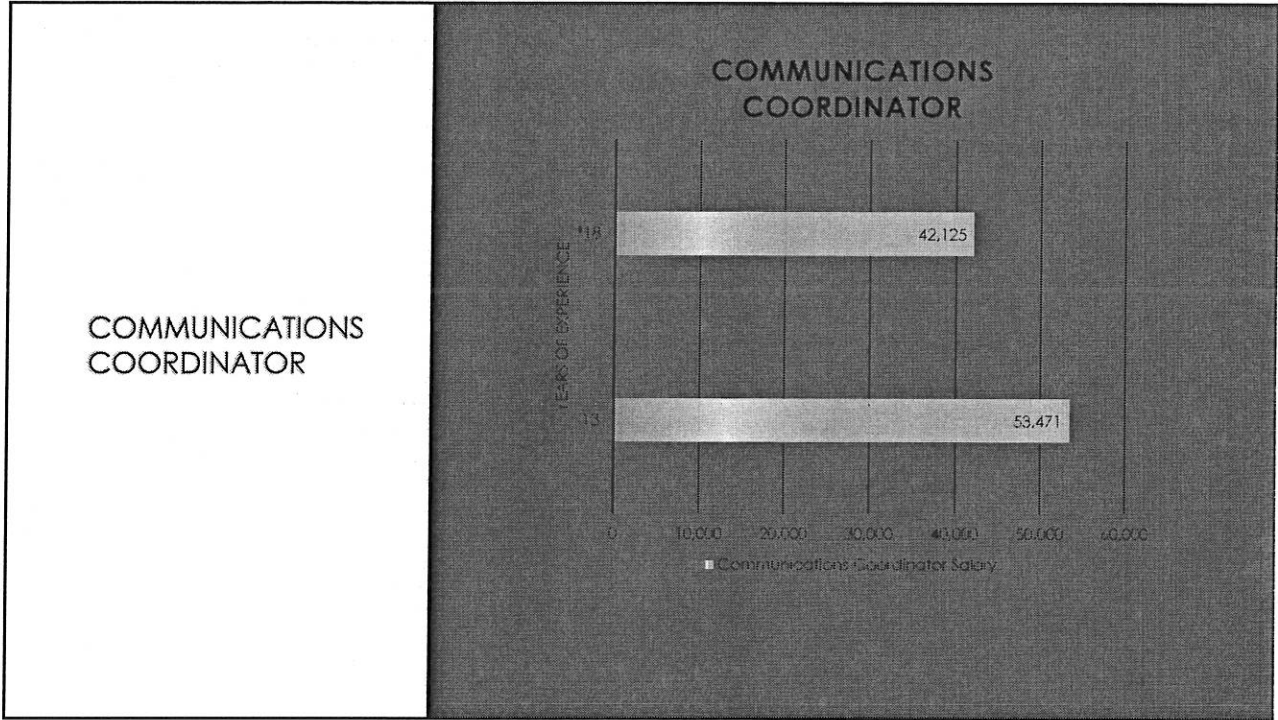
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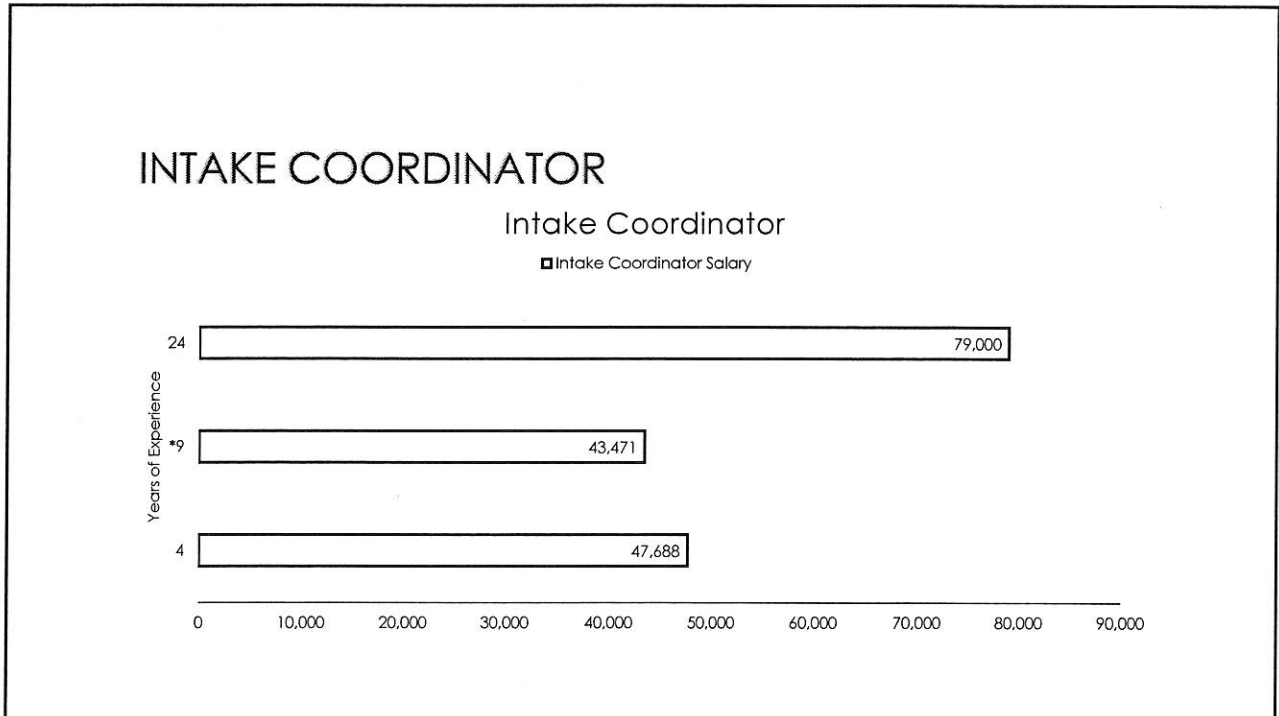
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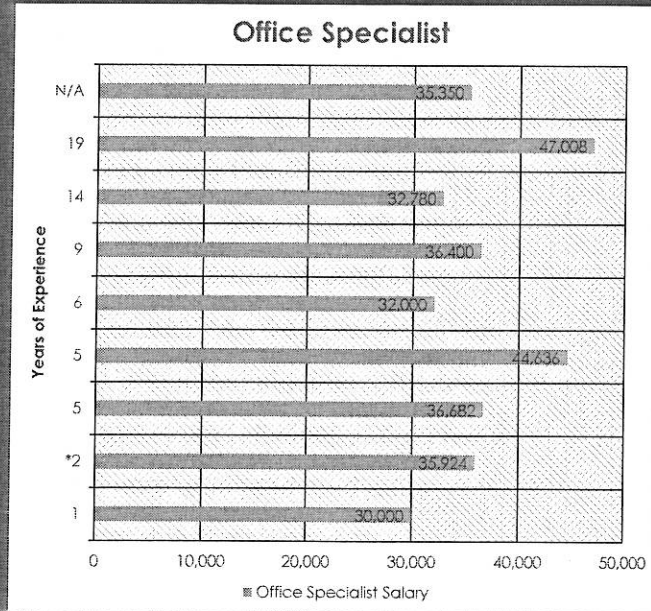


17



18

OFFICE SPECIALIST



19

BENEFIT INFORMATION

Health insurance

Dental insurance

Retirement

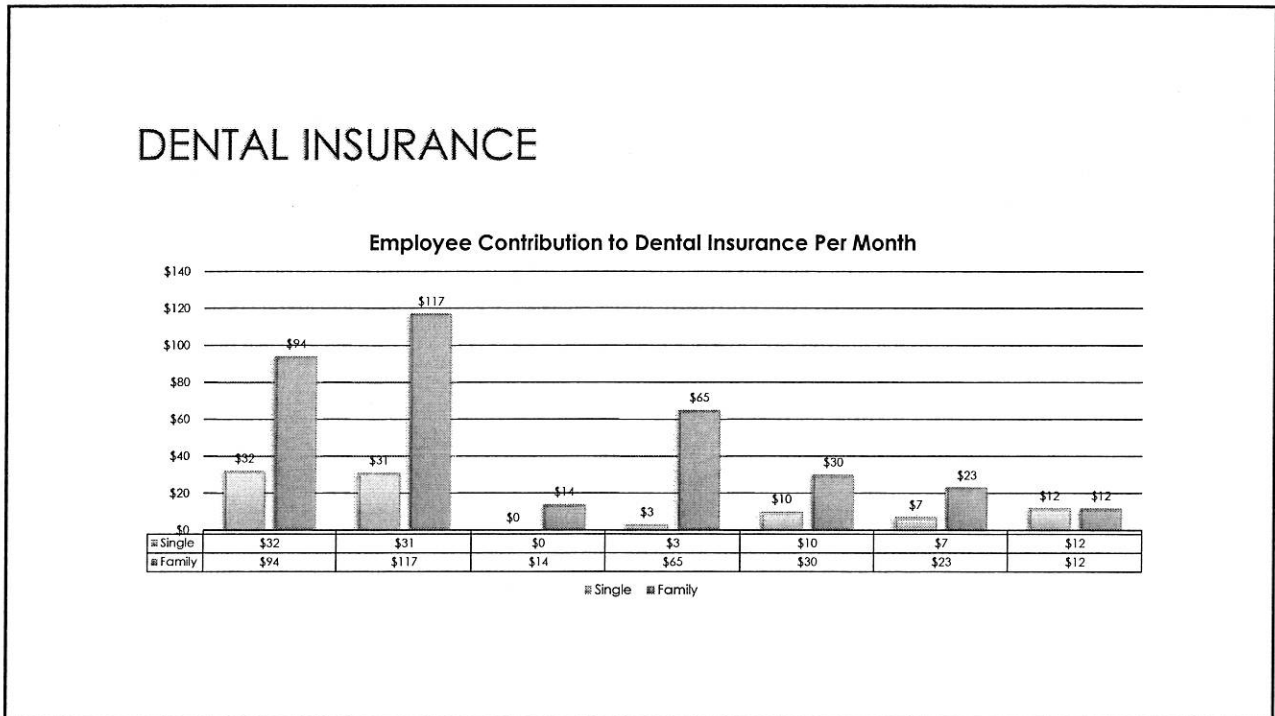
Time away from work

Holidays

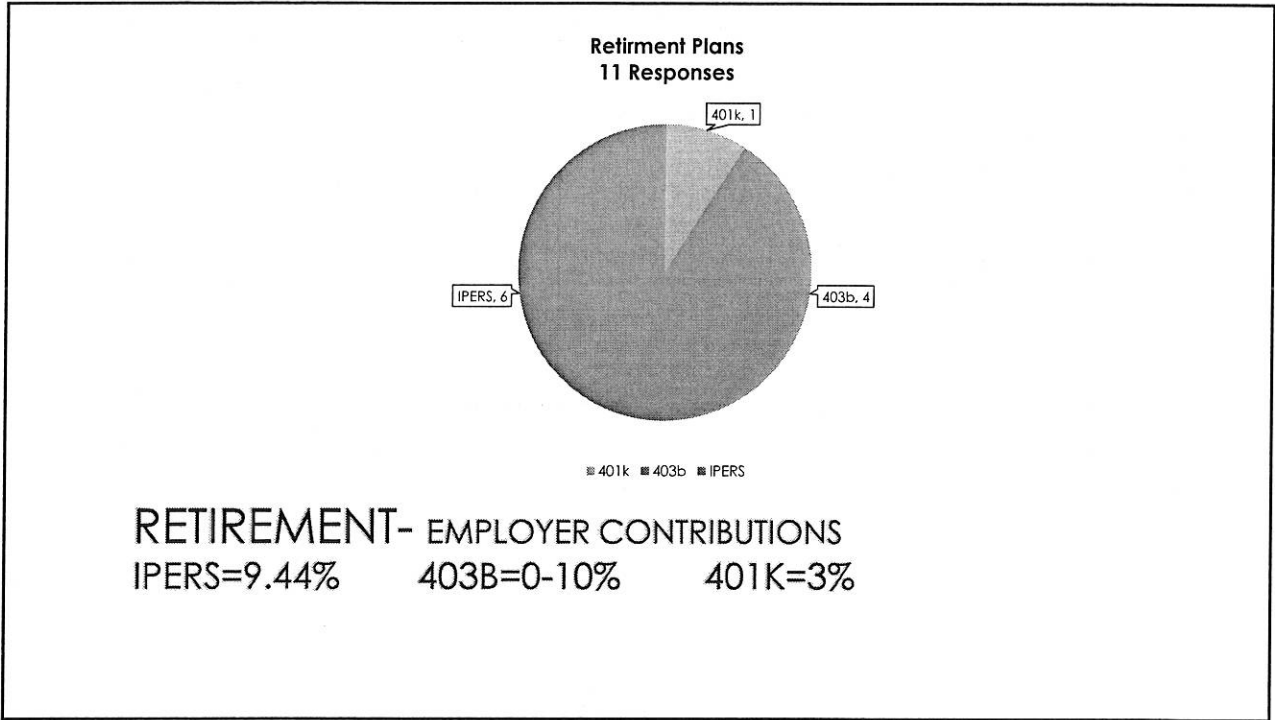
20



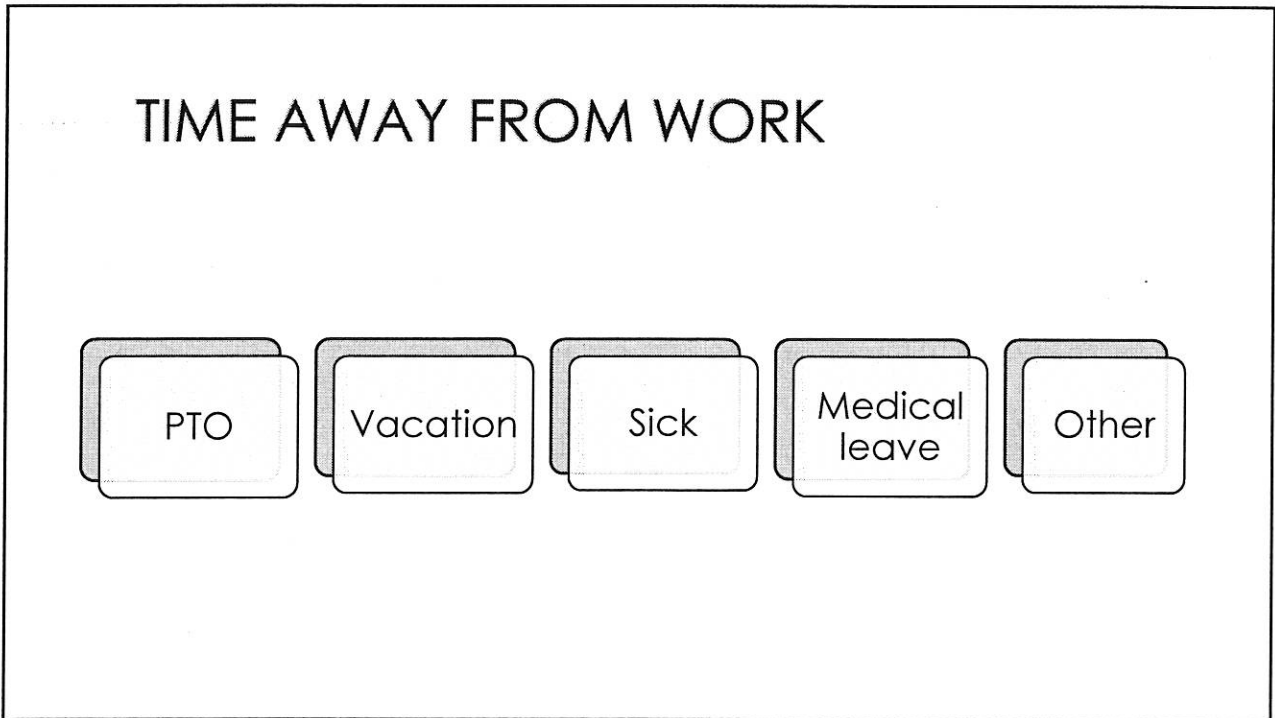
21



22



23



24



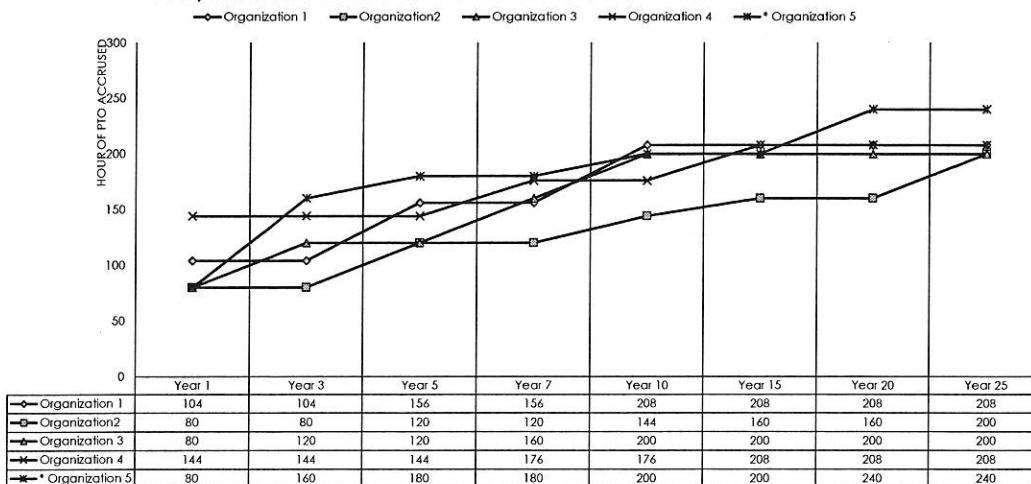
TIME OFF COMPARISONS

3 AGENCIES ALSO OFFER 24 HOURS (3 DAYS) OF PERSONAL/CASUAL TIME

25

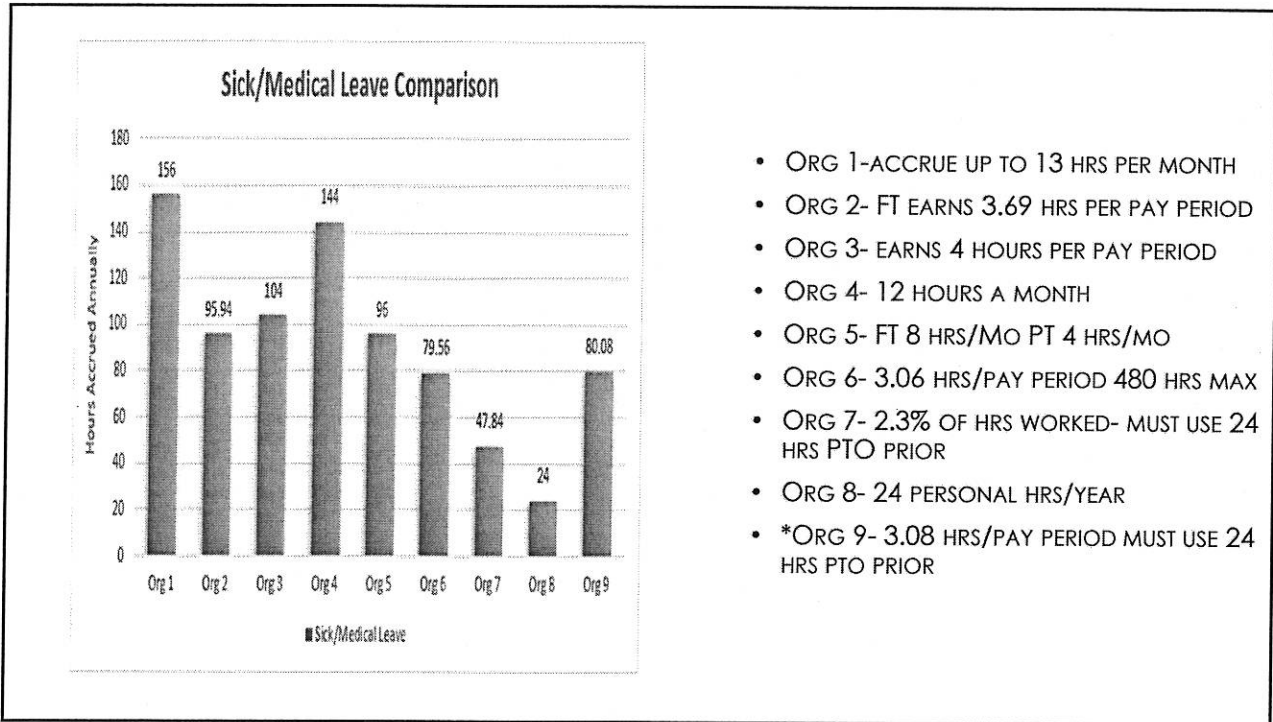
PTO/VACATION PER YRS OF SERVICE

PTO/VACATION ACCRUAL PER YEARS OF SERVICE

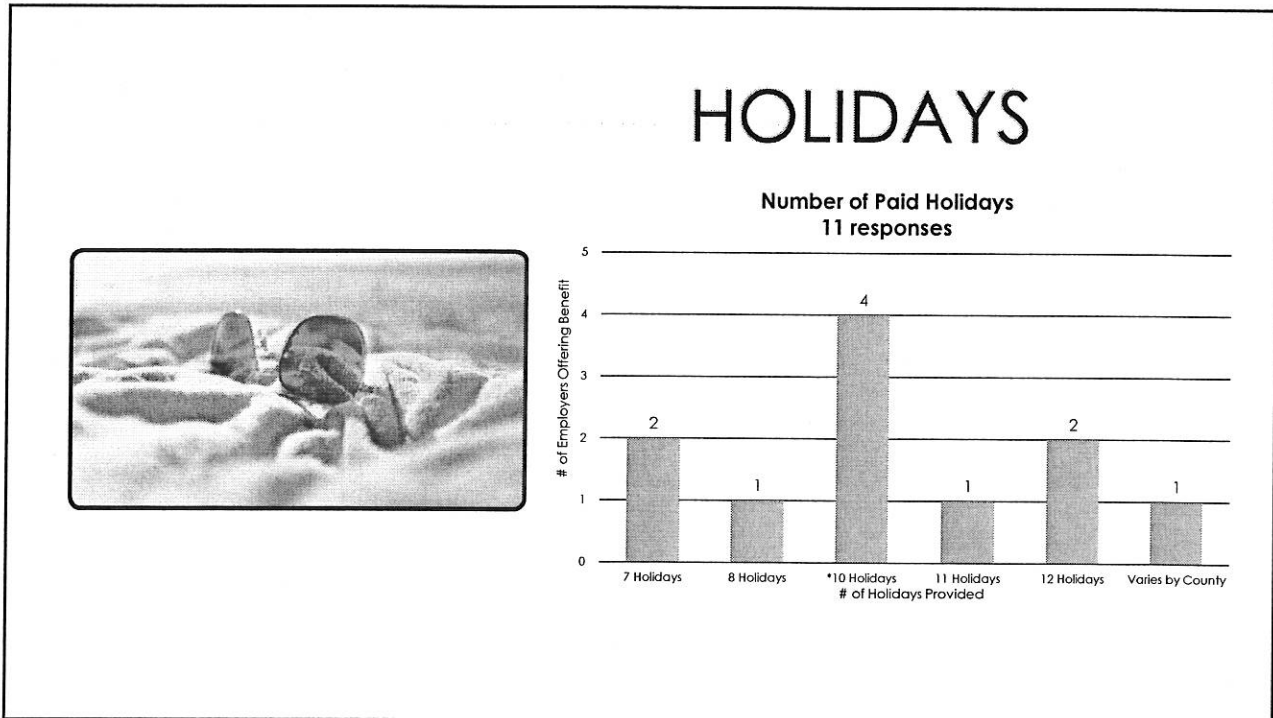


AGENCIES PROVIDED SPECIFIC DATA REGARDING THEIR PTO ACCRUALS FROM 0-25 YEARS OF SERVICE.

26



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28



OTHER SALARY/BENEFIT DATA

29

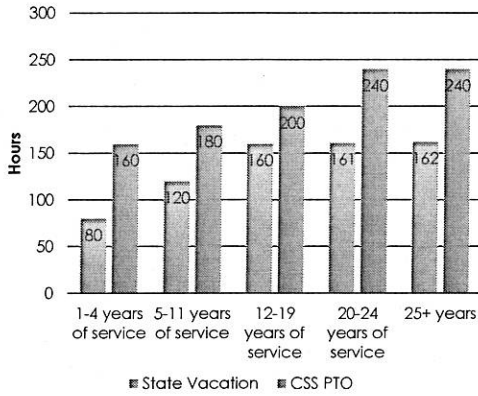
CSS Positions	Starting Wages/Salary	Another MHDS Region Positions	Starting Wages/Salary
Office Specialist	\$16.20/hr=\$33,696	Admin Support II	\$18.31/hr
Communications Coordinator	\$16.20/hr=\$33,696	IT Director	\$68,578
Intake Coordinator	\$16.20/hr=\$33,696		
Payroll/Benefits Coordinator	\$20.33/hr=\$42,286		
Case Manager	\$18/hr=\$37,440		
Service Coordinator	\$18/hr=\$37,440	Service Coordinator Specialist/Justice	\$47,507.00
Transition Coordinator	\$46,079		
Regional Coordinator	\$58,634		
Children's Behavioral Health Coordinator	\$58,634		
Finance Manager	\$48,000	Finance Officer	\$77,166-\$101,920
Quality Improvement Specialist	\$57,000	Program Manager	\$53,684
HR/Training and Development Specialist	\$65,000	Planning & Development Officer	\$77,166-\$101,920
Chief Operating Officer	\$80,000	Operations Officer	\$77,166-\$101,920
Chief Executive Officer	\$96,000	Chief Executive Officer (CEO)	\$107,120- starting and current salary
Service Area Supervisor	\$49,000	Service Coordination Supervisor	\$55,140
Service Broker	\$18.00/hr=\$37,440		

CSS STARTING WAGES/SALARIES VS ANOTHER MHDS REGION STARTING WAGES/SALARIES

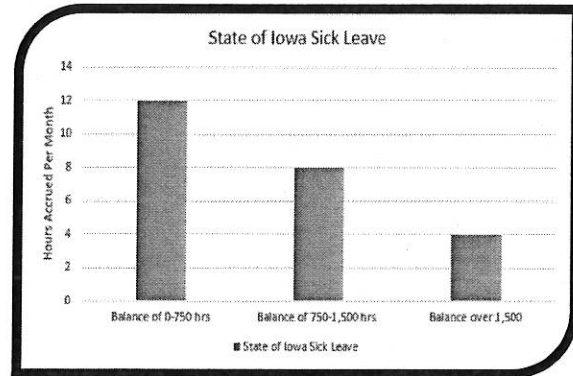
30

STATE OF IOWA & CSS COMPARISON

VACATION AND PTO

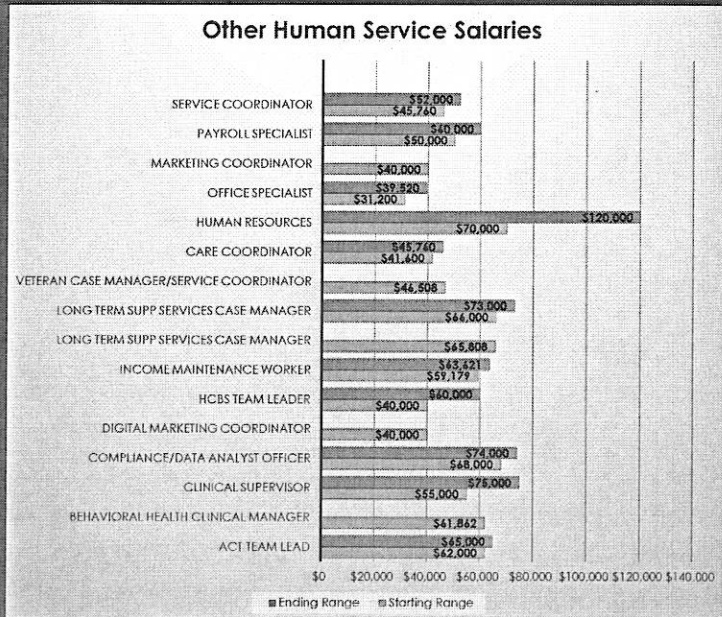


CSS 3.08 HRS PPP MEDICAL LEAVE AND STATE OF IOWA SICK LEAVE

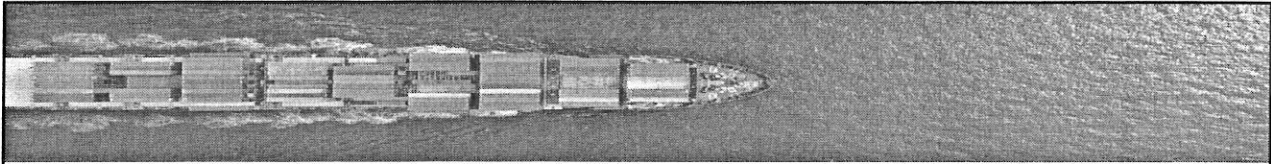


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OTHER HUMAN SERVICE FIELD SALARIES



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RECOMMENDATIONS FROM CSS BOARD HR COMMITTEE

- SALARY RECOMMENDATIONS FOR CSS EMPLOYEES

- SALARY STEP SCHEDULE

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SALARY RECOMMENDATIONS (EFFECTIVE FIRST PAY PERIOD AFTER JULY 1, 2022)

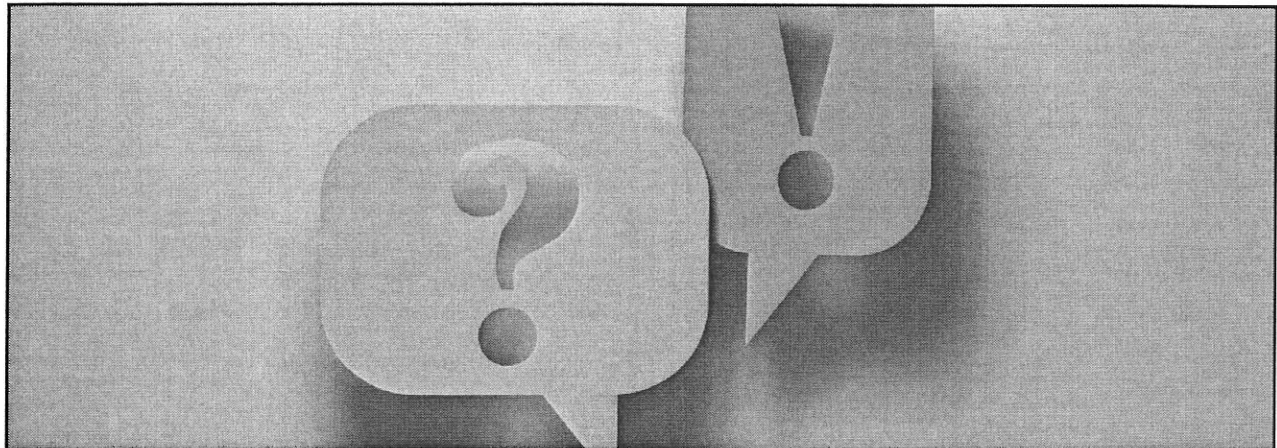
Position	Yrs of Experience	Proposed Salary
Service Coordinator	26	\$60,008.00
Service Coordinator	5	\$57,159.00
Service Coordinator	5	\$57,159.00
Service Coordinator	6	\$57,159.00
Service Coordinator	4	\$57,159.00
Service Coordinator	4	\$57,159.00
Service Coordinator	4 mo	\$51,459.00
Service Coordinator (PT- 28 hrs/wk)	5	\$40,011.00
Service Broker	5	\$57,159.00
Case Manager	30	\$60,380.00
Service Area Supervisor	14	\$69,448.00
Service Area Supervisor	9	\$69,448.00
Transition Coordinator	8	\$69,448.00
Payroll & Benefits Specialist	23	\$61,632.00
Intake Coordinator	9	\$47,840.00
Communications Coordinator	18	\$44,321.00
Office Specialist	2	\$41,600.00
Chief Executive Officer	1	\$118,965.00
Chief Operations Officer	22	\$96,637.00
Regional Coordinator	17	\$88,203.00
Childrens Behavioral Coordinator	2	\$74,890.00
Human Resource Director	17	\$88,203.00
Quality Improvement Coordinator	26	\$70,000.00
Finance Manager	4	\$65,000.00
TOTAL		\$ 1,560,447.00
<i>Increase Difference</i>		<i>\$97,926</i>

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SALARY STEP SCHEDULE -IMPLEMENTATION 7/1/2023 (FY24)

CSS POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Chief Executive Officer	\$108,638.14	\$114,070.05	\$119,773.55	\$125,762.23	\$132,050.34	\$138,652.85	\$145,565.47	\$152,784.77	\$160,424.00	\$168,445.20
Chief Operations Officer	\$77,598.47	\$81,478.40	\$85,552.53	\$89,830.16	\$94,321.47	\$99,037.75	\$103,989.64	\$109,189.12	\$114,448.58	\$120,381.01
Regional Coord of Disabilities	\$69,838.81	\$73,330.75	\$76,997.29	\$80,847.15	\$84,889.51	\$89,133.99	\$93,590.69	\$98,270.22	\$103,183.73	\$108,342.92
Children's Beh Health Coordinator	\$69,838.81	\$73,330.75	\$76,997.29	\$80,847.15	\$84,889.51	\$89,133.99	\$93,590.69	\$98,270.22	\$103,183.73	\$108,342.92
Human Resource Director	\$77,598.47	\$81,478.40	\$85,552.53	\$89,830.16	\$94,321.47	\$99,037.75	\$103,989.64	\$109,189.12	\$114,448.58	\$120,381.01
Finance Manager	\$58,199.00	\$61,108.95	\$64,144.40	\$67,372.62	\$70,741.25	\$74,278.31	\$77,992.23	\$81,891.84	\$85,986.43	\$90,285.75
Quality Improvement Coordinator	\$58,199.00	\$61,108.95	\$64,144.40	\$67,372.62	\$70,741.25	\$74,278.31	\$77,992.23	\$81,891.84	\$85,986.43	\$90,285.75
Service Area Supervisor	\$58,199.00	\$61,108.95	\$64,144.40	\$67,372.62	\$70,741.25	\$74,278.31	\$77,992.23	\$81,891.84	\$85,986.43	\$90,285.75
Transition Coordinator	\$58,199.00	\$61,108.95	\$64,144.40	\$67,372.62	\$70,741.25	\$74,278.31	\$77,992.23	\$81,891.84	\$85,986.43	\$90,285.75
Service Coordinator	\$46,559.20	\$48,887.16	\$51,331.52	\$53,898.10	\$56,593.00	\$59,422.65	\$62,393.78	\$65,513.47	\$68,789.14	\$72,228.60
Case Manager	\$46,559.20	\$48,887.16	\$51,331.52	\$53,898.10	\$56,593.00	\$59,422.65	\$62,393.78	\$65,513.47	\$68,789.14	\$72,228.60
Service Broker	\$46,559.20	\$48,887.16	\$51,331.52	\$53,898.10	\$56,593.00	\$59,422.65	\$62,393.78	\$65,513.47	\$68,789.14	\$72,228.60
Communications Coordinator	\$40,351.31	\$42,348.88	\$44,487.32	\$46,711.68	\$49,047.26	\$51,499.62	\$54,074.60	\$56,778.33	\$59,617.25	\$62,598.11
Office Specialist	\$38,799.34	\$40,739.07	\$42,776.04	\$44,914.84	\$47,140.58	\$49,518.61	\$51,994.54	\$54,594.27	\$57,323.98	\$60,190.18
Payroll & Benefits Specialist	\$46,559.20	\$48,887.16	\$51,331.52	\$53,898.10	\$56,593.01	\$59,422.66	\$62,393.79	\$65,513.48	\$68,789.15	\$72,228.61
Intake Coordinator	\$42,679.27	\$44,813.23	\$47,053.89	\$49,406.59	\$51,874.92	\$54,470.77	\$57,194.31	\$60,054.03	\$63,056.73	\$66,209.57
15% Salary Step										

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QUESTIONS? DISCUSSION

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May 25, 2022

Brian Wines
Iowa Medicaid Enterprise
100 Army Post Road
Des Moines, IA 50315

Dear Mr. Wines,

This letter is in support of Exceptional Persons, Inc.'s request for approval of a 5-bed waiver home. The site is located at 555 Brentwood in Waterloo and is owned by a community member. The house is ideal for people who have mobility issues and is in a safe neighborhood. With the cost of rent, having five people living at this location will help keep rent at an affordable cost.

Exceptional Persons, Inc. does not believe that this will result in an overconcentration of supported community living units in the Waterloo community.

Thank you for your consideration of the request.

Sincerely,

Greg Barnett, Chair
County Social Services Board

Mary McKinnell, CEO
County Social Services MHDS Region

SERVING PEOPLE IN THE FOLLOWING IOWA COUNTIES

Allamakee County	Chickasaw County	Fayette County	Mitchell County
Black Hawk County	Clayton County	Floyd County	Tama County
Butler County	Grundy County	Howard County	Winneshiek County

Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Property Tax Revenue	\$ 8,998,237	\$ -	\$ -	\$ 3,096,472	34%
Regional Service Payment	\$ -	\$ -	\$ 1,161,543	\$ 4,646,171	#DIV/0!
Medicaid Reimbursement (TCM)	\$ 115,600	\$ 12,726	\$ 12,339	\$ 90,569	78%
I-START	\$ 362,325	\$ -	\$ -	\$ 8,000	2%
Misc. and Interest	\$ 62,800	\$ 6,482	\$ 7,044	\$ 57,010	91%
Total Revenue	\$ 9,538,962	\$ 19,208	\$ 1,180,926	\$ 7,898,222	83%

Expenditure Domain

Core

Treatment	\$ 675,000	\$ 49,345	\$ 88,386	\$ 494,583	73%
Crisis Services	\$ 2,000,000	\$ 132,269	\$ 207,872	\$ 983,552	49%
Support for Community Living	\$ 2,002,000	\$ 95,305	\$ 121,113	\$ 1,101,791	55%
Support for Employment	\$ 350,000	\$ 20,136	\$ 19,315	\$ 188,535	54%
Recovery Services	\$ 30,000	\$ -	\$ -	\$ -	0%
Service Coordination	\$ 3,500	\$ 280	\$ 280	\$ 3,084	88%
Sub-acute Services	\$ 250,000	\$ 14,400	\$ 33,600	\$ 122,000	49%
Evidence Based Treatment	\$ 510,000	\$ -	\$ 25,302	\$ 33,371	7%
Mandated	\$ 525,000	\$ 67,861	\$ 30,589	\$ 248,905	47%
Additional Core					
Justice System Involved Services	\$ 320,000	\$ 13,207	\$ 54,504	\$ 200,287	63%
Evidence Based Treatment	\$ 100,000	\$ 565	\$ 11,625	\$ 49,790	50%
Other Informational Services	\$ 270,000	\$ -	\$ 3,194	\$ 169,003	63%
Essential Community Living Support Services	\$ 2,108,200	\$ 140,487	\$ 137,332	\$ 1,360,066	65%
Other Congregate Services	\$ 825,000	\$ 51,663	\$ 93,083	\$ 693,286	84%
Administration	\$ 1,310,000	\$ 105,350	\$ 70,184	\$ 873,242	67%
County Provided Case Mangement	\$ 115,600	\$ 7,442	\$ 7,437	\$ 90,114	78%
County Provided Services (I-START)	\$ 450,000	\$ -	\$ -	\$ 79,956	18%
Total Expenditures	\$ 11,844,300	\$ 698,311	\$ 903,817	\$ 6,691,565	56%

March Payroll/Benefits Breakdown:

Gross Payroll	\$104,431
FICA (Employer)	\$7,623
IPERS (Employer)	\$9,858
Insurance (Employer)	\$22,357
TOTAL	\$144,269

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 30.46

Fund 8500 Health Reimbursement Account Fiscal YTD (3/31/2022)	Balance Fwd from prior FY	\$ 162,347
	Revenue	
	Employer Contributions	\$ 314,799
	Employee Contributions	\$ 39,546
	Flex - Employee Contributions	\$ 9,616
		\$ 363,961
	Expenditure	
	Health Insurance Pmts (ISAC)	\$ 353,779
	Medical Claims Pmts (Auxiant)	\$ 35,754
	Flex Claims (Auxiant)	\$ 4,293
	\$ 393,826	
BALANCE	\$ 132,481	

Ending Checking Account Balance 3/31/22 (Funds 4150 and 8500) \$ 8,644,918

Revenue	Budget	Amended Budget	Prior Month	Current Month	YTD	% YTD
Property Tax Revenue	\$ 8,998,237	\$ 6,403,304	\$ -	\$ 2,477,408	\$ 5,573,880	87%
Regional Service Payment	\$ -	\$ 4,646,171	\$ 1,161,543	\$ -	\$ 4,646,171	100%
Medicaid Reimbursement (TCM)	\$ 115,600	\$ 116,200	\$ 12,339	\$ 13,243	\$ 103,812	89%
I-START	\$ 362,325	\$ 8,000	\$ -	\$ -	\$ 8,000	100%
Misc. and Interest	\$ 62,800	\$ 66,800	\$ 7,044	\$ 11,527	\$ 68,537	103%
Total Revenue	\$ 9,538,962	\$ 11,240,475	\$ 1,180,926	\$ 2,502,178	\$ 10,400,400	93%

Expenditure Domain

Core

Treatment	\$ 675,000	\$ 1,224,000	\$ 88,386	\$ 50,323	\$ 544,906	45%
Crisis Services	\$ 2,000,000	\$ 2,642,000	\$ 207,872	\$ 697,958	\$ 1,681,510	64%
Support for Community Living	\$ 2,002,000	\$ 2,502,000	\$ 121,113	\$ 204,230	\$ 1,306,022	52%
Support for Employment	\$ 350,000	\$ 350,000	\$ 19,315	\$ 24,270	\$ 212,805	61%
Recovery Services	\$ 30,000	\$ 30,000	\$ -	\$ 439	\$ 439	1%
Service Coordination	\$ 3,500	\$ 7,000	\$ 280	\$ 280	\$ 3,365	48%
Sub-acute Services	\$ 250,000	\$ 200,000	\$ 33,600	\$ 6,000	\$ 128,000	64%
Evidence Based Treatment	\$ 510,000	\$ 310,000	\$ 25,302	\$ 2,893	\$ 36,264	12%
Mandated	\$ 525,000	\$ 525,000	\$ 30,589	\$ 18,536	\$ 267,441	51%
Additional Core						
Justice System Involved Services	\$ 320,000	\$ 330,000	\$ 54,504	\$ 36,283	\$ 236,570	72%
Evidence Based Treatment	\$ 100,000	\$ 100,000	\$ 11,625	\$ 565	\$ 50,355	50%
Other Informational Services	\$ 270,000	\$ 270,000	\$ 3,194	\$ 4,479	\$ 173,482	64%
Essential Community Living Support Services	\$ 2,108,200	\$ 2,170,500	\$ 137,332	\$ 188,758	\$ 1,548,824	71%
Other Congregate Services	\$ 825,000	\$ 1,200,000	\$ 93,083	\$ 128,820	\$ 822,106	69%
Administration	\$ 1,310,000	\$ 1,310,000	\$ 70,184	\$ 76,376	\$ 949,619	72%
County Provided Case Mangement	\$ 115,600	\$ 116,200	\$ 7,437	\$ 7,756	\$ 97,870	84%
County Provided Services (I-START)	\$ 450,000	\$ 79,956	\$ -	\$ -	\$ 79,956	100%
Total Expenditures	\$ 11,844,300	\$ 13,366,656	\$ 903,817	\$ 1,447,968	\$ 8,139,533	61%

April Payroll/Benefits Breakdown:	
Gross Payroll	\$104,019
FICA (Employer)	\$7,611
IPERS (Employer)	\$9,819
Insurance (Employer)	\$20,402
TOTAL	\$141,851

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 33.34

Fund 8500 Health Reimbursement Account Fiscal YTD (4/30/2022)	Balance Fwd from prior FY	\$ 162,347
	Revenue	
	Employer Contributions	\$ 342,920
	Employee Contributions	\$ 43,007
	Flex - Employee Contributions	\$ 10,480
		\$ 396,407
	Expenditure	
	Health Insurance Pmts (ISAC)	\$ 383,353
	Medical Claims Pmts (Auxiant)	\$ 39,801
	Flex Claims (Auxiant)	\$ 4,350
	\$ 427,504	
BALANCE	\$ 131,250	

Ending Checking Account Balance 4/30/22 (Funds 4150 and 8500) \$ 9,720,233

County Social Services Exceptions to Policy and Reconsiderations - March 2022

Clients	Service	Decision	Impact
1	Community Support Service	Requested funding after service was provided.	\$170.00
2	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
3	Basic Needs - Rent	Member is working but does not earn enough to cover rent. Since member has income CSS will fund \$200, member will pay \$50.	\$200.00
4	Basic Needs - Rent	Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved.	\$515.00
5	Support Services - Guardian/Conservator	Member is on the waiting list with Iowa's Department on Aging (IDA) Office of Public Guardian, #78 on the list.	\$150.00
6	Supported Community Living	Current waiver does not fund member's services, member is applying for a funding source that will fund the services needed.	\$4,022.25
7	Day Habilitation	Member's waiver does not fund day hab programming.	\$2,409.65
8	Basic Needs - Rent	Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved.	\$500.00
9	Basic Needs - Rent	Currently member does not have any income. Appealing Social Security Administration's disability decision with an attorney.	\$245.00
10	Basic Needs - Rent	Member will be evicted if rent isn't caught up.	\$550.00
11	Basic Needs - Rent	Member would be homeless without rental support. Social Security is pending.	\$400.00
12	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: \$ 10,046.90

County Social Services Exceptions to Policy and Reconsiderations - April 2022

Clients	Service	Decision	Impact
1	Support Services - Guardian/Conservator	Member is on the waiting list with Iowa's Department on Aging (IDA) Office of Public Guardian, #78 on the list.	\$150.00
2	Basic Needs - Rent	Currently member does not have any income. Appealing Social Security Administration's disability decision with an attorney.	\$250.00
3	Basic Needs - Rent	Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved.	\$500.00
4	Basic Needs - Rent	Member would be homeless without rental support. Social Security is pending.	\$400.00
5	Basic Needs - Rent	Member will be evicted if rent isn't caught up.	\$550.00
6	Supported Community Living	Current waiver does not fund member's services, member is applying for a funding source that will fund the services needed.	\$4,022.25
7	Day Habilitation	Member's waiver does not fund day hab programming.	\$2,409.65
8	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
9	Transportation	IHH worker failed to request funding from 10/21 - 2/22.	\$1,050.00
10	Supported Community Living	Provider doesn't accept member's waiver, member is applying for a different waiver that the provider will accept	\$384.40
11	Basic Needs - Rent	Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved.	\$515.00
12	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

Approximate monthly impact: \$ 11,116.30



Member Proxy

Be it known, that the undersigned representative of the Governmental Sub-Division (hereafter referred to as MEMBER) by resolution of the governing body, a copy of which is attached hereto, hereby nominates and appoints the following individual and alternate to represent the MEMBER with the Iowa Communities Assurance Pool (hereinafter referred to as the POOL). The individual and alternate shall act as liaison between MEMBER and the POOL for the purposes of relating risk reduction and loss control information, and any other loss information or instructions concerning the obligations of the MEMBER imposed by signing the Iowa Risk Management Agreement and the rules and regulations established thereunder, to the same extent and with like effect as the undersigned thereunder, to the same extent as the undersigned could do if personally present and the undersigned does hereby ratify and confirm and adopt all action done or taken by the individual or alternate.

Primary Contact:	<u>Karen Dowell</u>	Alternate Contact:	<u>Megan Taets</u>
Title:	<u>Chief Operating Officer</u>	Title:	<u>Training & Development Specialist</u>
Address:	<u>1407 Independence Avenue, 4th Floor</u>	Address:	<u>415 Pleasant Street</u>
Address:	<u></u>	Address:	<u></u>
City, State, Zip:	<u>Waterloo, IA 50703</u>	City, State, Zip:	<u>Osage, IA 50461</u>
Email:	<u>kdowell@countysocialservices.org</u>	Email:	<u>mtaets@countysocialservices.org</u>
Telephone:	<u>3192922271</u>	Telephone:	<u>6418322615</u>

In witness whereof, this proxy was executed on the 25th day of May, in the year 2022, by the undersigned duly authorized officers of the Governmental Subdivision indicated below:

Governmental Subdivision: County Social Services

Member ICAP #: 0649

By: _____

Title: Board Chair

By: _____

(~~City Clerk/County Auditor/Board Secretary~~)