

COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA

To: County Social Services Board Members

From: Mary McKinnell

Date: June 22, 2022

Re: County Social Services Board Meeting

Date: June 22, 2022

Time: 10:00 A.M.

Time and Location: Wednesday, June 22, 2022, 10:00 am at the Floyd County Fossil & Prairie Center, 1227 215th Street, Rockford, IA.

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

County Social Services Board Meeting

Wed, Jun 22, 2022 10:00 AM - 12:00 PM (CDT)

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

<https://meet.goto.com/382428221>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 382-428-221

CSS May 2022 Board Meeting Agenda:

1. Call County Social Services Board Meeting to order.
2. Approve today's agenda and the minutes of May 2022. Discussion/Action.
3. Adult Services Provider Representative, Brittney Montross. Feedback.
4. Children's Advisory Committee. Reappoint Kristi Aschbrenner as the School Representative and Katie Wahl as the Provider Representative for the term of 7/1/22 through 6/30/24. Discussion/Action.

Human Resources

5. Revise the motion from the May Board meeting regarding salary adjustments. Iowa Department of Human Services, following the meeting, stated that they do not need to approve as stated in the motion. Motion to approve salary adjustments that were reviewed during the May Board Meeting to be effective July 1, 2022.
6. Mileage reimbursement rate. The Executive Committee would like to recommend an increase to 57 cents per mile. Discussion/Action
7. CSS Work from Home Policy. Discussion/Action
8. Trial period to allow all CSS employees the option to work from home 1 day per week; will review in December 2022. Update

9. Allow employees to use 24 hours of Medical Leave per fiscal year for the following reasons:

1. An employee's appointments for a chronic medical/brain health condition
2. Family medical appointments when they require assistance
3. An employee's child is sick and cannot be left alone

This will be reviewed in December 2022. Discussion/Action

Programs

10. Intensive Residential Service Home (IRSH) progress update. Discussion.
11. North Iowa Regional Services (NIRS), expansion update. Discussion.
12. Mobile Crisis Response (MCR) data presentation - Raina Kellogg and Karen Dowell
13. Elevate is requesting additional Mobile Crisis Response funding. Elevate billed \$80,058.00 for May and only \$77,689.49 is remaining. This is a shortage of \$2,368.58 for May and June is not yet billed. Our contract indicates "If CSS and third-party reimbursement together do not cover the cost of the service for the time period indicated, additional CSS subsidy not exceeding \$100,000 may be explored." Discussion/Action.

Organization

14. Financial report for May of 2022. Discussion/Action.
15. June claims. Discussion/Action.

Pmt Date	\$ Amount
6/7/2022	\$351,397.59
6/14/2022	\$261,417.35
6/21/2022	\$92,458.10
Total	\$705,273.04

*There will be one more claims run on 6/30/22

16. Review Exceptions to Policy.
17. Annual ISAC Conference. Information.
18. Service Coordination Conference. Information.
19. Informational only. CSS' FY2023 ICAP Renewal Premium came in 19%, or \$5,743, over what was budgeted. Our rate increased 25% over FY2022 due to insurance

marketplace and increased expenditures. See attachment “County Social Services 2022-2023 Renewal Premium Comparison.”

20. Due to the change in funding for the Region, the Department of Management recommends that regions and member counties that share staff develop a written agreement to be in effect 7/1/22. CSS staff perform county General Assistance in Butler, Floyd, Grundy, and Mitchell Counties. Review and action to authorize the Chair to sign Memorandums of Understanding with Butler, Floyd, Grundy, and Mitchell Counties (see attachments).

21. Review and action to authorize the Chair to sign provider agreements and/or rate requests with:

- Black Hawk Judicial Hospitalization Referee Agreement with First Judicial District and Black Hawk County (1.1% increase from FY2022)
- Catholic Charities
- Elevate Housing Foundation, dba Elevate CCBHC, LLC
- Foundation 2 for Mobile Crisis Response Dispatch (\$0.25 per capita, \$72,839.25)
- Inspiring Lives
- Integrated Telehealth Partners
- MercyOne Northeast Iowa
- Northeast Iowa Behavioral Health
- Northeast Iowa Community Action Transit
- Optimae LifeServices
- Plugged-In Iowa
- Resources for Human Development
- Rise Ltd.
- The Spectrum Network
- Unlimited Services, Inc.

22. Adjourn; next meeting will be July 27, 2022, 10AM, in Grundy County.

May 2022 COUNTY SOCIAL SERVICES BOARD MINUTES

The May 2022 County Social Services Board Meeting was held in Clayton County at the Maynard Public Library in Maynard, IA, on Wednesday, May 25, 2022, 10:00 am and via GoTo Meeting.

Board Members Present: Greg Barnett, Butler, Jacob Hackman, Chickasaw, Craig White, Black Hawk, Jeanine Tellin, Fayette, Roy Schwickerath, Floyd, Heidi Nederhoff, Grundy, Pat Murray, Howard, Mark Hendrickson, Mitchell, Larry Vest, Tama, Gary Rustad, Winneshiek, Kristi Aschenbrenner, Children’s Education System Rep, Brittney Montross, Adult System Provider Rep., CSS CEO Mary McKinnell. Via GoTo Meeting: Larry Schellhammer, Allamakee, Sharon Keehner, Clayton, June Klein-Bacon, Children’s System Parent Rep, Absent: Eric Donat, Adult System Consumer 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 White, Black Hawk, to approve today’s agenda and the minutes from March 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. Introduction of Bruce Grant, potential new Adult Consumer Rep, once approved by Adult Advisory Committee in August 2022.
5. Board HR Committee has appointed a new chair, Larry Vest, and vice-chair, Sharon Keehner.
6. Motion by Hackman, Chickasaw, second by White, Black Hawk, to approve the four job descriptions as presented by Human Resonrces. Motion carried.
7. Megan Taets and Human Resources Committee presented results of the CSS Staff Salary Survey. Motion by Schwickerath, Floyd, second by Hackman, Chickasaw, to approve the recommendation of the HR Committte for salary increases effective the first payroll following July 1, with the stipulation that it is approved by Iowa Department of Human Services. Roll call vote was requested. Motion carried.

Allamakee - Absent	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 - Yes	Klein-Bacon – Abstain			

8. CEO McKinnell and Molly Heldt from Inspiring Lives gave update on Intensive Residential Services. Both Inspiring Lives and Elevate CCBHC are moving forward with their plans to open in FY2023.
9. CEO McKinnell gave update on North Iowa Regional Services expansion update. They hope to be able to open the Youth Crisis Stabilization Center by October 1, but no later than January 1, 2023.
10. CEO McKinnell gave update on the closing of Inspiring Lives’ Heritage Residence Residential Care Facility in New Hampton. Most residents have found new homes; facility will be closed by June 30, 2022.
11. CEO McKinnell mentioned that the DHS Request for Proposal to provide services in the state similar to the ISTART program has been released and Elevate is expected to submit a proposal.
12. Motion by Hackman, Chickasaw, second by Murray, Howard, to authorize the Chair to sign a letter of support for a 5-bed waiver site in Waterloo for Exceptional Persons, Inc. Motion carried.
13. Presentation by Tom Engelbrecht of Exceptional Persons, Inc. on Host Homes. EPI is launching this service in Black Hawk County.
14. Motion by Hackman, Chickasaw, second by Rust, Winneshiek, to accept the Financial Reports for March and April 2022. Motion carried.
15. Motion by White, Black Hawk, second by Schwickerath, Floyd, to accept Claims Runs for April and May 2022. Motion carried.
16. March and April 2022 Exceptions to Policy were reviewed.
17. Motion by Keehner, Clayton, second by Vest, Tama, to approve request from Northeast Iowa Behavioral Health for the first year payment of Bamboo Health System software, not to exceed \$10,000. Motion carried.
18. Motion by Hackman, Chickasaw, second by White, Black Hawk, to authorize the Chair to sign the FY2023 ICAP Member Proxy.

19. Motion by Schwickerath, second by Tellin, Fayette to authorize the Chair to sign provider agreements as presented.
20. Motion by Schwickerath, Floyd, second by White, Black Hawk, to adjourn. Motion carried. Next meeting will be Wednesday, June 22, 2022, 10:00 am at the Floyd County Fossil & Prairie Center, 1227 215th Street, Rockford, IA.



CSS Work from Home Policy

Policy Statement

CSS supports employees working from home as an alternative to traditional working arrangements at a CSS office location by partially replacing the employee's worksite and commute. It is the purpose of this policy to allow CSS employees with guidelines for working from home to attract and retain a talented workforce, reduce costs, improve employee morale and productivity, and better address an employee's work-life balance. This policy applies to both full-time and part-time employees.

Eligibility Requirements

A CSS employee must be employed for at least 180 days, CSS Orientation Period in order to be eligible. Work from home arrangements may not be suitable for all positions therefore it is at the discretion of the employee's supervisor to authorize and direct such arrangements. All work from home arrangements will be made on a case by case basis, focusing first on the organizational and business needs of CSS.

Once authorization is granted by the employee's supervisor, the request must go to CSS Human Resources and Information Technology (IT) who are responsible for verifying if the arrangement is suitable for final approval.

Policy

Working from home allows an employee to work at home, or at a satellite location in a secure environment for all or part of the employee's regular workweek. Working from home is a work alternative that may not be appropriate for all employees or for all positions and therefore will be determined by each employee's supervisor. Working from home is not an entitlement, it is the organization's benefit and in no way changes the terms and conditions of employment with CSS.

Employees desiring to request a work from home arrangement shall make a request in writing to their Supervisor including:

1. Days and hours they are requesting to work from a home office
2. Location identified of home office
3. Reason for request
4. Any other information pertinent to the request
5. Supervisor will communicate decision to HR

Upon receipt of the employee's request, the Supervisor will take into consideration their workforce needs and budgetary limitations before approving or denying the request. The Supervisor's decision will be communicated in writing within ten (10) working days, when possible, of the employee's original request. The CSS Work from home policy shall be reviewed annually for viability of its continuation.



The availability of working from home for an employee of County Social Services can be discontinued at any time at the discretion of the CSS Supervisor/Human Resources. Physical presence at CSS office locations may be necessary. There may be instances when no notice is possible.

Performance Expectations

The employee is expected to communicate regularly and effectively with supervisors, co-workers and individuals they serve to the same degree that would be achieved if working from their CSS office. The employee must demonstrate an understanding about time management, productivity and accountability for their work quality and deadlines.

Employees who work from home are expected to make dependent care arrangements during the workday unless an unforeseeable situation is communicated with their supervisor. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective work from home employees are encouraged to discuss expectations of working from home with family members prior to entering into a trial period.

Employees may, at the discretion of their immediate supervisor be called to work to their CSS office or within the community to meet workload demands. If an employee is working from home during the workday and he/she comes into their CSS office, the time traveling from the employee's home to the worksite must be treated as job site travel and therefore be counted as hours worked and compensated accordingly.

When working from home an employee shall not hold in-person business meetings with internal or external individuals or colleagues at their personal residence, however tele-video/teleconferencing meetings are allowed in a private area if confidential information is being discussed. Employees shall not conduct any unauthorized (non-CSS) work during their work from home schedule. The employee's supervisor may regularly request progress reports to check on the status of the employee who is working from home. CSS reserves the right to monitor network access logs to verify activity.

The employee will be expected to report any illness and use PTO or Medical Leave available leave time, if unable to work. The employee is also expected to request PTO for desired time off work.

Work Environment & Supplies

Employees are responsible for maintaining a safe and ergonomic working environment while working from home. Employees must have a private location with a door to perform job duties.



Computer – Employees will use a laptop computer which is maintained by CSS. Decisions regarding the best computer technology will be made by the IT department and employees will use equipment that best meets the needs for access to the CSS network. Computer use is subject to all CSS policies.

Internet Access – Employees must be able to access internet compatible with the CSS computer system in order to access the CSS network. Costs for internet access will not be reimbursed by CSS.

Printing/Scanning – Due to HIPAA requirements, all documents shall be printed and scanned to the CSS office. Any costs associated with printing at the employee's home office shall not be reimbursed.

CSS assumes no responsibility for any operating costs associated with employee using his/her personal residence as an alternative work site. This includes home maintenance, insurance, utilities, telephone, internet, etc.

Employees who work from home will use their CSS equipment. Employees may consult with the CSS's IT department for access to the CSS network. Employees must conform to the CSS software and security standards. CSS will consult with IT if their support staff is needed.

Remote access to the CSS network may be provided to the employee at the discretion of the employee's supervisor after consulting with the IT department. Employees who work from home are subject to the same internal CSS policies regarding the use of CSS provided equipment and services as that of employees at the CSS located worksite.

The employee is responsible for returning equipment to the CSS office for repair or replacement. If an employee neglects or inappropriate care is the cause of necessary repair or replacement, the employee may be expected to pay associated costs.

Upon separation of employment, the employee shall return all CSS owned equipment and supplies within 1 working day. If CSS equipment is not returned within 1 working day legal action may be taken.

Workers compensation will not apply to non job-related injuries that occur in the home. CSS will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises.

Injuries and illness that occur while an employee is working at home will be considered work-related if the injury/illness is directly related to the performance of the work rather than the home environment setting. In the event of a work-related injury, the employee will allow home office inspections conducted by CSS if necessary.

1. Employee has a clearly defined workspace that is kept clean and orderly.
2. The work area is adequately illuminated.
3. Exits are free of obstructions.
4. Supplies and equipment are in good condition.
5. The area is well ventilated and heated.
6. Storage is organized to minimize risks of fire and spontaneous combustion.
7. All extension cords have grounding conductors.
8. Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
9. Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates.
10. Surge protectors are used for laptops.
11. Heavy items are securely placed on sturdy stands close to walls.
12. Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body
13. Computer components are kept out of direct sunlight and away from heaters.

Scheduling & Work Arrangements

The employee agrees to be accessible by phone, email, Teams, Go-To Meeting, or other mode of communication within a reasonable time period during the agreed upon work schedule. The employee and their supervisor will also agree upon hours of work, deliverables, and expectations.

FLSA Regulations

For non-exempt employees, hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance approval of their supervisor.

Confidentiality/Security

It is the employee's sole responsibility to maintain the confidentiality and proper storage of CSS information, to prevent unauthorized access to any CSS system or information and dispose of work-related documents in a manner that will not jeopardize the interests of CSS. We require employees to work in a private area with a closed door to avoid distractions and to maintain confidentiality.

Employees must comply with CSS security procedures and ensure adequate security measures are in place to protect the equipment and information stored on assigned computers. Failure to comply with confidentiality and security procedures and regulations may be grounds for disciplinary action.



CSS WORK FROM HOME AGREEMENT

I have read and understand the County Social Services (CSS) Work from Home Policy and agree to the duties, obligations, responsibilities, and conditions described in the policy.

I agree that, among other things, I am responsible for furnishing and maintaining my remote work space in a safe manner, employing appropriate security measures, and protecting employer assets, information, proprietary data and software, confidentiality obligations and systems, and maintaining scheduled work hours as required to meet the needs of CSS.

I understand that working from home is voluntary and is not an entitlement and is at the sole discretion of the CSS supervisor. This agreement in no way changes the terms and conditions of employment with CSS. I may request to stop working from home at any time with prior notice and approval. I also understand that CSS may at any time, with or without prior notice or cause, change any or all of the conditions under which I am permitted to work from home, or withdraw permission to work from home.

I have read and understand the policies concerning the security of electronic information and understand that the information gained from access to various computer systems is to be used strictly for work. When working from home I will strictly adhere to the CSS policy on HIPAA confidentiality and security agreement. I will not allow unauthorized persons to have access to my workstation in my possession. I fully understand that allowing any unauthorized persons access to the workstation, and/or the release of any information to unauthorized persons will result in immediate termination.

Nothing contained in this agreement conveys nor is intended to convey upon the employee a contract of employment.

Employee Name: _____ Job Title: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CSS Flexible Work Proposal

Purpose:

CSS values our employees and wants to provide a healthy work-life balance to keep our employees happy and satisfied, to reduce turnover, and to retain our best talent. CSS feels that all of our employees have the capability and equipment necessary to be successful and productive by offering them a more flexible work schedule if they choose.

Proposal:

CSS is proposing that all employees have the option to work from home one (1) day a week to allow for more flexibility in their work schedule.

The effective date to begin is July 1, 2022 and CSS plans to re-evaluate these new work arrangements in December 2022 and provide a report to the CSS Board HR Committee.

Benefits:

Allowing a flexible work schedule can be positive for both the employer and for the employees. CSS feels that with a flexible work schedule this promotes an improved work-life balance, increased employee retention, increased productivity, greater employee morale, and keeping up with the current employment trends to help recruit new employees.

Communication:

Communication will be essential between the employee, their supervisor, and Human Resources to ensure office coverage, employee availability, and location of each employee.

CSS employees will be asked to complete a flexible work application to submit their request to work from home to their supervisor and in addition the CSS supervisors will be required to complete a flexible work authorization form to approve or deny the request. A copy of the application and authorization form for each employee will be sent to HR to add to their personnel file.

Deliverables:

CSS is committed to serving individuals to increase community inclusion and capacity through nurturing partnerships. CSS feels that our employees are essential and work to fulfill our organization's mission, vision, and values on a daily basis.

CSS would like for you consider offering CSS employees a choice for a flexible work schedule to help them meet their work-life balance needs while having the ability to thrive at work.

Sincerely,

CSS Administration

Revenue	Budget	Amended Budget	Prior Month	Current Month	YTD	% YTD
Property Tax Revenue	\$ 8,998,237	\$ 6,403,304	\$ 2,477,408	\$ 673,140	\$ 6,247,020	98%
Regional Service Payment	\$ -	\$ 4,646,171	\$ -	\$ -	\$ 4,646,171	100%
Medicaid Reimbursement (TCM)	\$ 115,600	\$ 116,200	\$ 13,243	\$ 9,496	\$ 113,308	98%
I-START	\$ 362,325	\$ 8,000	\$ -	\$ -	\$ 8,000	100%
Misc. and Interest	\$ 62,800	\$ 66,800	\$ 11,527	\$ 18,521	\$ 87,058	130%
Total Revenue	\$ 9,538,962	\$ 11,240,475	\$ 2,502,178	\$ 701,158	\$ 11,101,558	99%

Expenditure Domain

Core						
Treatment	\$ 675,000	\$ 1,224,000	\$ 50,323	\$ 50,605	\$ 595,511	49%
Crisis Services	\$ 2,000,000	\$ 2,642,000	\$ 697,958	\$ 141,872	\$ 1,823,382	69%
Support for Community Living	\$ 2,002,000	\$ 2,502,000	\$ 204,230	\$ 114,728	\$ 1,420,750	57%
Support for Employment	\$ 350,000	\$ 350,000	\$ 24,270	\$ 21,773	\$ 234,578	67%
Recovery Services	\$ 30,000	\$ 30,000	\$ 439	\$ -	\$ 439	1%
Service Coordination	\$ 3,500	\$ 7,000	\$ 280	\$ -	\$ 3,365	48%
Sub-acute Services	\$ 250,000	\$ 200,000	\$ 6,000	\$ 20,254	\$ 148,254	74%
Evidence Based Treatment	\$ 510,000	\$ 310,000	\$ 2,893	\$ 2,283	\$ 38,547	12%
Mandated	\$ 525,000	\$ 525,000	\$ 18,536	\$ 71,144	\$ 338,585	64%
Additional Core						
Justice System Involved Services	\$ 320,000	\$ 330,000	\$ 36,283	\$ 8,935	\$ 245,505	74%
Evidence Based Treatment	\$ 100,000	\$ 100,000	\$ 565	\$ 9,720	\$ 60,075	60%
Other Informational Services	\$ 270,000	\$ 270,000	\$ 4,479	\$ 415	\$ 173,897	64%
Essential Community Living Support Services	\$ 2,108,200	\$ 2,170,500	\$ 188,758	\$ 137,567	\$ 1,686,391	78%
Other Congregate Services	\$ 825,000	\$ 1,200,000	\$ 128,820	\$ 135,748	\$ 957,854	80%
Administration	\$ 1,310,000	\$ 1,310,000	\$ 76,376	\$ 74,490	\$ 1,024,109	78%
County Provided Case Mangement	\$ 115,600	\$ 116,200	\$ 7,756	\$ 7,355	\$ 105,225	91%
County Provided Services (I-START)	\$ 450,000	\$ 79,956	\$ -	\$ -	\$ 79,956	100%
Total Expenditures	\$ 11,844,300	\$ 13,366,656	\$ 1,447,968	\$ 796,890	\$ 8,936,422	67%

May Payroll/Benefits Breakdown:	
Gross Payroll	\$105,579
FICA (Employer)	\$7,696
IPERS (Employer)	\$9,967
Insurance (Employer)	\$30,886
TOTAL	\$154,127

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 33.28

Fund 8500 Health Reimbursement Account Fiscal YTD (5/31/2022)	Balance Fwd from prior FY	\$ 162,347
	Revenue	
	Employer Contributions	\$ 372,091
	Employee Contributions	\$ 46,718
	Flex - Employee Contributions	\$ 11,546
		\$ 430,355
	Expenditure	
	Health Insurance Pmts (ISAC)	\$ 412,927
	Medical Claims Pmts (Auxiant)	\$ 41,973
	Flex Claims (Auxiant)	\$ 5,765
	\$ 460,665	
BALANCE	\$ 132,037	

Ending Checking Account Balance 4/30/22 (Funds 4150 and 8500) \$ 9,558,215

**County Social Services
2022/2023 Renewal Premium Comparison**

Coverage	7/1/2021- 7/1/2022	7/1/2022- 7/1/2023
Property (Business Personal Property)	\$ 321	\$ 403
Equipment Breakdown	Included	Included
Crime - \$300,000 Limit	\$ 189	\$ 189
General Liability - \$2,000,000	\$ 13,024	\$ 17,699
Automobile Liability - \$2,000,000/Physical Damage	\$ 5,649	\$ 6,180
Public Officials Liability - \$2,000,000	\$ 1,898	\$ 2,467
Excess Liability - \$8,000,000	\$ 8,019	\$ 9,405
Total	\$ 29,100	\$ 36,343

Optional Quotes:

Excess Liability @ \$9,000,000	\$ 10,277
Excess Liability @ \$10,000,000	\$ 11,103
Excess Liability @ \$11,000,000	\$ 11,882
Excess Liability @ \$12,000,000	\$ 12,620
Excess Liability @ \$13,000,000	\$ 13,336

County Social Services Exceptions to Policy and Reconsiderations - May 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.	\$150.00
2	Basic Needs - Rent	Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved.	\$500.00
3	Basic Needs - Rent	Member would be homeless without rental support. Social Security is pending.	\$400.00
4	Supported Community Living	Current waiver does not fund member's services, member is applying for a funding source that will fund the services needed.	\$3,633.00
5	Day Habilitation	Member's waiver does not fund day hab programming.	\$2,409.65
6	Basic Needs - Rent	Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved.	\$515.00
7	Basic Needs - Rent	Currently member does not have any income. Appealing Social Security Administration's disability decision with an attorney.	\$250.00
8	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
9	Basic Needs - Rent	Member has been homeless. Member receives SS benefit, one month of rent approved so member can purchase items needed for rental.	\$455.00
10	Basic Needs - Rent	Member is unable to live safely with housemates due to member's diagnoses. Member's team is looking for affordable housing.	\$604.00
11	Basic Needs - Rent	Member needs assistance with rent to avoid homelessness. Member is going to work with IVRS to find employment. Member has also applied so SS benefits.	\$550.00
Approximate monthly impact:			\$ 9,651.65

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made effective July 1, 2022, by and between County Social Services (“CSS”) and Butler County (“County”).

WHEREAS, CSS is an inter-governmental entity created under Chapter 28E of the Code of Iowa for the administration of mental health and disability services, of which County is a member;

WHEREAS, County wishes to utilize CSS staff to administer the General Assistance program in County,

NOW THEREFORE, the receipt and sufficiency of which are hereby acknowledged, the parties, intended to be legally bound, agree as follows:

1. **EFFECTIVE DATE & TERM.** This MOU shall be effective as of the date first mentioned above by CSS and County. This MOU shall continue in force until terminated as set forth in Paragraph 4 below.
2. **CSS RESPONSIBILITIES.** CSS staff working in County shall provide in-kind administration of County General Assistance program according to Iowa Code Chapter 252 and County policies. CSS shall contract separately with telecommunications providers, and pay, for telephone and internet services for CSS staff.
3. **COUNTY RESPONSIBILITIES.** County shall provide in-kind office space including, but not limited to, the cost of utilities, maintenance, janitorial, water, sewer, for space occupied by CSS staff in County as of the effective date of this document. County shall provide annual budget to effectively administer General Assistance program.
4. **TERMINATION.** This MOU begins on the date first mentioned above and shall continue in force until the MOU is terminated. This MOU shall terminate upon either party giving the other party written notice of such termination with at least sixty (60) days’ notice.
5. **AMENDMENT.** This MOU may be modified or amended at any time if the amendment is made in writing and is signed by both parties.
6. **SEVERABILITY.** If any provision of this MOU shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this MOU is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
7. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this MOU shall not be construed as a waiver or limitation of that party’s

right to subsequently enforce and compel strict compliance with every provision of this MOU.

8. **COMPLIANCE WITH LAWS.** Each party agrees that it will comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its obligations under this MOU.
9. **APPLICABLE LAW.** This MOU shall be governed by the laws of the state of Iowa.

IN WITNESS WHEREOF, the parties have executed this MOU effective as of the date first above written.

COUNTY SOCIAL SERVICES

By: _____

Print Name: Greg Barnett_____

Title: Board Chair_____

Date: _____

BUTLER COUNTY

By: _____

Print Name: _____

Title: _____

Date: _____

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5. **AMENDMENT.** This MOU may be modified or amended at any time if the amendment is made in writing and is signed by both parties.
6. **SEVERABILITY.** If any provision of this MOU shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this MOU is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
7. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this MOU shall not be construed as a waiver or limitation of that party’s

right to subsequently enforce and compel strict compliance with every provision of this MOU.

8. **COMPLIANCE WITH LAWS.** Each party agrees that it will comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its obligations under this MOU.
9. **APPLICABLE LAW.** This MOU shall be governed by the laws of the state of Iowa.

IN WITNESS WHEREOF, the parties have executed this MOU effective as of the date first above written.

COUNTY SOCIAL SERVICES

By: _____

Print Name: Greg Barnett_____

Title: Board Chair_____

Date: _____

FLOYD COUNTY

By: _____

Print Name: _____

Title: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made effective July 1, 2022, by and between County Social Services (“CSS”) and Grundy County (“County”).

WHEREAS, CSS is an inter-governmental entity created under Chapter 28E of the Code of Iowa for the administration of mental health and disability services, of which County is a member;

WHEREAS, County wishes to utilize CSS staff to administer the General Assistance program in County,

NOW THEREFORE, the receipt and sufficiency of which are hereby acknowledged, the parties, intended to be legally bound, agree as follows:

1. **EFFECTIVE DATE & TERM.** This MOU shall be effective as of the date first mentioned above by CSS and County. This MOU shall continue in force until terminated as set forth in Paragraph 4 below.
2. **CSS RESPONSIBILITIES.** CSS staff working in County shall provide in-kind administration of County General Assistance program according to Iowa Code Chapter 252 and County policies. CSS shall contract separately with Grundy Center Municipal Utilities, and pay, for telephone service for CSS staff.
3. **COUNTY RESPONSIBILITIES.** County shall provide in-kind office space including, but not limited to, the cost of utilities, maintenance, janitorial, water, sewer, for space occupied by CSS staff in County as of the effective date of this document. County shall provide internet service for CSS staff. County shall provide annual budget to effectively administer General Assistance program.
4. **TERMINATION.** This MOU begins on the date first mentioned above and shall continue in force until the MOU is terminated. This MOU shall terminate upon either party giving the other party written notice of such termination with at least sixty (60) days’ notice.
5. **AMENDMENT.** This MOU may be modified or amended at any time if the amendment is made in writing and is signed by both parties.
6. **SEVERABILITY.** If any provision of this MOU shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this MOU is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
7. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this MOU shall not be construed as a waiver or limitation of that party’s

right to subsequently enforce and compel strict compliance with every provision of this MOU.

8. **COMPLIANCE WITH LAWS.** Each party agrees that it will comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its obligations under this MOU.
9. **APPLICABLE LAW.** This MOU shall be governed by the laws of the state of Iowa.

IN WITNESS WHEREOF, the parties have executed this MOU effective as of the date first above written.

COUNTY SOCIAL SERVICES

By: _____

Print Name: Greg Barnett_____

Title: Board Chair_____

Date: _____

GRUNDY COUNTY

By: _____

Print Name: _____

Title: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made effective July 1, 2022, by and between County Social Services (“CSS”) and Mitchell County (“County”).

WHEREAS, CSS is an inter-governmental entity created under Chapter 28E of the Code of Iowa for the administration of mental health and disability services, of which County is a member;

WHEREAS, County wishes to utilize CSS staff to administer the General Assistance program in County,

NOW THEREFORE, the receipt and sufficiency of which are hereby acknowledged, the parties, intended to be legally bound, agree as follows:

1. **EFFECTIVE DATE & TERM.** This MOU shall be effective as of the date first mentioned above by CSS and County. This MOU shall continue in force until terminated as set forth in Paragraph 4 below.
2. **CSS RESPONSIBILITIES.** CSS staff working in County shall provide in-kind administration of County General Assistance program according to Iowa Code Chapter 252 and County policies. CSS shall contract separately with Osage Municipal Utilities, and pay, for internet service for CSS staff.
3. **COUNTY RESPONSIBILITIES.** County shall provide in-kind office space including, but not limited to, the cost of utilities, maintenance, janitorial, water, sewer, for space occupied by CSS staff in County as of the effective date of this document. County shall provide copier, scanner, fax and telephone service for CSS staff. County shall provide annual budget to effectively administer General Assistance program.
4. **TERMINATION.** This MOU begins on the date first mentioned above and shall continue in force until the MOU is terminated. This MOU shall terminate upon either party giving the other party written notice of such termination with at least sixty (60) days’ notice.
5. **AMENDMENT.** This MOU may be modified or amended at any time if the amendment is made in writing and is signed by both parties.
6. **SEVERABILITY.** If any provision of this MOU shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this MOU is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
7. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this MOU shall not be construed as a waiver or limitation of that party’s

right to subsequently enforce and compel strict compliance with every provision of this MOU.

8. **COMPLIANCE WITH LAWS.** Each party agrees that it will comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its obligations under this MOU.
9. **APPLICABLE LAW.** This MOU shall be governed by the laws of the state of Iowa.

IN WITNESS WHEREOF, the parties have executed this MOU effective as of the date first above written.

COUNTY SOCIAL SERVICES

By: _____

Print Name: Greg Barnett_____

Title: Board Chair_____

Date: _____

MITCHELL COUNTY

By: _____

Print Name: _____

Title: _____

Date: _____