

## **COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA**

To: County Social Services Board Members  
From: Mary McKinnell  
Date: November 30, 2022  
Re: County Social Services Board Meeting  
Date: November 30, 2022  
Time: 10:00 A.M.

**Time and Location:** Wednesday, November 30, 2022, 10:00 am at Tama County Highway Dept., 1002 E 5<sup>th</sup> St, Tama, IA.

Although we prefer to have in-person attendance for the Board meeting, we do understand that is not always possible. Please utilize the information below to attend virtually, if needed.

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### **Call County Social Services Board Meeting to order.**

1. Approve today's agenda and the minutes of October 2022. Discussion/Action.
2. Adult Services Provider Representative, Brittney Montross. Feedback.
3. Children Services Representative, June Klein-Bacon. Feedback.
4. Consumer Representative, Bruce Grant. Feedback.

### **Human Resources**

5. Medical Leave and Flexible Work -Discussion/Action
6. Mileage Reimbursement Rate FY24 -Discussion/Action
7. Employee Handbook Updates- Discussion/Action
8. New CSS Board Orientation Mtg/3 HR committee members needed in Jan 2023- Discuss
9. Mary's Annual Performance Review- Discuss

### **Programs**

10. Elevate is requesting \$75,600 (not to exceed) to cover the costs of ISTART through 12/31/22. This will cover the cost of 42 clients at \$900 per month for the months of November and December. Discussion/Action.

### **Organization**

11. Financial report for September and October of 2022.
12. Annual report. Discussion/Action.
13. Certify FY22 ending fund balance. Discussion/Action.

14. November claims. Discussion/Action.

<b>Pmt Date</b>	<b>\$ Amount</b>
11/1/2022	\$203,174.69
11/8/2022	\$118,237.36
11/15/2022	\$183,719.72
11/22/2022	\$96,353.05
<b>Total</b>	<b>\$601,484.82</b>

15. Review and approval to sign contract with Flowstate.

16. Review Exceptions to Policy.

17. All of CSS wants to extend a huge thank you to our Board. We will miss all of you who are leaving and look forward to working with those who are staying. You are an amazing, caring group.

18. Adjourn; next Board meeting will be in Winneshiek County on January 25<sup>th</sup> at 10AM.

## October 2022 COUNTY SOCIAL SERVICES BOARD MINUTES

The October 2022 County Social Services Board Meeting was held in Mitchell County at the Mitchell County Courthouse in Osage, on Wednesday, October 26, 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, Pat Murray, Howard, Mark Hendrickson, Mitchell, Larry Vest, Tama, Gary Rustad, Winneshiek, Bruce Grant, Adult System Consumer Rep, CSS CEO Mary McKinnell. Via GoTo Meeting: Larry Schellhammer, Allamakee, Brittney Montross, Adult System Provider Rep, June Klein-Bacon, Children’s System Parent Rep. Absent: Craig White, Black Hawk, Kristi Aschenbrenner, Children’s Education System Rep, Katie Wahl, Children’s System Provider Rep.

Chair Barnett called County Social Services Board Meeting to order.

1. Motion by Rustad, Winneshiek, second by Keehner, Clayton, to approve today’s agenda and the minutes from September 28, 2022. Motion carried.
2. Adult Services Provider feedback was given by Brittany Montross.
3. Consumer Representative feedback was given by Bruce Grant.
4. Information presented from Doug Wilson, Integrated Telehealth Partners, and Steven Slye, Flowstate Health. Motion by Schwickerath, Floyd, second by Murray, Howard, to approve telehealth proposal by Flowstate Health, effective March 1, 2023. Roll call:

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

Motion carried.

5. September 2022 Financial Report will be presented at the November meeting.
6. Motion by Vest, Tama, second by Nederhoff, Grundy, to accept Claims Runs for October 2022, with the addition of the October 25, 2022 total, bringing October total claims to \$504,07.18. Motion carried.
7. FY2022 IMWCA Worker’s Compensation Audit has been completed, resulting in a return premium of \$1,825.00.
8. September 2022 Exceptions to Policy were reviewed.
9. McKinnell gave update on Assisted Outpatient Therapy Conference.
10. CSS Annual Stakeholder Meeting will be Wed., Nov. 16, 10:00 am, in the Black Hawk CSS office and on GoToMeeting.
11. Motion by Schwickerath, Floyd, second by Hackman, Chickasaw, to adjourn. Motion carried. Next meeting will be Wednesday, November 30, 2022, 10:00 am in Tama County.



## CSS Flexible Work Pilot Summary

CSS employees had the opportunity to choose to work from home 1 day per week to begin on July 1, 2022. Employees were asked to review and sign the CSS Work from Home Policy acknowledgment form along with completing a CSS Flexible Work application and authorization form indicating their designated day of the week they chose to work from home and their supervisors had to sign this if they approved. Employees were encouraged to choose a day that would be feasible for their office and co-workers to ensure staff coverage and availability to the public.

Currently there are 14 CSS employees who are working from home. The employees understand that if there is a CSS meeting scheduled on their work from home day that they are required to attend then this is what is expected of them. Employees are not allowed to change their work from home day week to week if other commitments come up on their work from home day.

HR has had the opportunity to meet individually with all the CSS employees within the past couple of months and all the employees who are choosing to work from home are very appreciative of the opportunity and really enjoy this work-life balance benefit as an employee.

As with any new change there have been a few issues to work out such as clients coming into the office for assistance and other CSS employees having to help however, we have come up with a plan for this and employees understand that if they are needed in the office on a work from home day that is the priority, and they are expected to report to the office.

*Here are some comments from the employees regarding having the option to work from home:*

“I am very grateful for the opportunity to work from home 1 day per week as it allows me more flexibility in my workday, and I don’t have the commute to and from work that day.”

“I feel I am more productive on my work from home days as I have less distractions at home as opposed to being in the office.”

“I appreciate the flexible work options we are piloting and hope this can continue.”

“Work-life balance is good right now and I hope this can continue for us.”

“I enjoy the opportunity to work from home 1 day per week.”



“I am very thankful for the wonderful and positive changes we have seen this past year.”

### **CSS Medical Leave Pilot Summary**

CSS employees have been allowed to use up to 24 hours of their accrued Medical Leave hours during the fiscal year (July 1 thru June 30<sup>th</sup>) 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

CSS employees are required to request this Medical Leave from their supervisors and when this is approved their supervisor tracks each employee’s use per fiscal year. When an employee has used all their designated Medical Leave hours, it is understood that if additional time off is needed for the reasons stated above that they will need to use their PTO leave.

Employees cannot use these Medical Leave hours in lieu of the 24 hours of PTO they are required to use prior to accessing Medical Leave for their own or a family member’s serious health condition.

Employees have stated they are very grateful for this additional Medical Leave benefit option. There have been no issues.

Overall, the CSS employees are very thankful for the Flexible Work and Medical Leave benefits. The employees feel these benefits promote a positive work-life balance and this means a lot to them as an employee and feel this is a good reflection on CSS as the employer as well.

Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Distribution from MHDS Regional Mbrs	\$ -	\$ -	\$ -	\$ 189,701	#DIV/0!
Regional Service Payment	\$ 11,071,566	\$ -	\$ 2,786,331	\$ 5,572,662	50%
Medicaid Reimbursement (TCM)	\$ 116,900	\$ 12,403	\$ 10,465	\$ 22,868	20%
Misc Refunds/Rebates/Care & Keep	\$ 40,000	\$ 18,278	\$ 422	\$ 43,553	109%
Interest/Use of Money & Property	\$ 1,000	\$ 23,166	\$ 21,294	\$ 50,268	5027%
<b>Total Revenue</b>	<b>\$ 11,229,466</b>	<b>\$ 53,847</b>	<b>\$ 2,818,512</b>	<b>\$ 5,879,053</b>	<b>52%</b>

**Expenditure Domain**

<b>Core</b>					
Treatment	\$ 1,070,000	\$ -	\$ 45,505	\$ 46,331	4%
Crisis Services	\$ 3,736,922	\$ -	\$ 376,867	\$ 395,992	11%
Support for Community Living	\$ 2,702,000	\$ -	\$ 172,453	\$ 205,213	8%
Support for Employment	\$ 441,000	\$ -	\$ 30,241	\$ 47,827	11%
Recovery Services	\$ 69,000	\$ 23,800	\$ -	\$ 35,700	52%
Service Coordination	\$ 7,000	\$ -	\$ -	\$ -	0%
Sub-acute Services	\$ 270,000	\$ -	\$ 11,738	\$ 47,375	18%
Evidence Based Treatment	\$ 160,000	\$ -	\$ -	\$ -	0%
Mandated	\$ 530,000	\$ 67,099	\$ 16,185	\$ 89,645	17%
<b>Additional Core</b>					
Justice System Involved Services	\$ 372,000	\$ 3,513	\$ 11,281	\$ 73,762	20%
Evidence Based Treatment	\$ 200,000	\$ -	\$ 559	\$ 1,399	1%
Other Informational Services	\$ 350,000	\$ 50,000	\$ 11,910	\$ 73,747	21%
Essential Community Living Support Services	\$ 2,087,540	\$ 127,606	\$ 208,820	\$ 459,016	22%
Other Congregate Services	\$ 1,200,000	\$ -	\$ 65,094	\$ 93,313	8%
Administration	\$ 1,370,000	\$ 181,088	\$ 83,304	\$ 348,311	25%
County Provided Case Mangement	\$ 116,900	\$ 12,850	\$ 7,887	\$ 28,523	24%
<b>Total Expenditures</b>	<b>\$ 14,682,362</b>	<b>\$ 465,956</b>	<b>\$ 1,041,844</b>	<b>\$ 1,946,153</b>	<b>13%</b>

September Payroll/Benefits Breakdown:	
Gross Payroll	\$120,745
FICA (Employer)	\$8,803
IPERS (Employer)	\$11,398
Insurance (Employer)	\$36,637
<b>TOTAL</b>	<b>\$177,585</b>

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 26.72

<b>Fund 8500 Health Reimbursement Account Fiscal YTD (8/31/2022)</b>	<b>Balance Fwd from prior FY</b>	\$ 164,439
	<b>Revenue</b>	
	Employer Contributions	\$ 114,736
	Employee Contributions	\$ 15,247
	Flex - Employee Contributions	\$ 3,642
		\$ 133,625
	<b>Expenditure</b>	
	Health Insurance Pmts (ISAC)	\$ 133,429
	Medical Claims Pmts (Auxiant)	\$ 16,365
	Flex Claims (Auxiant)	\$ 702
	\$ 150,496	
<b>BALANCE</b>	<b>\$ 147,567</b>	

Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Distribution from MHDS Regional Mbrs	\$ -	\$ -	\$ -	\$ 189,701	#DIV/0!
Regional Service Payment	\$ 11,071,566	\$ 2,786,331	\$ -	\$ 5,572,662	50%
Medicaid Reimbursement (TCM)	\$ 116,900	\$ 10,465	\$ 10,336	\$ 33,204	28%
Misc Refunds/Rebates/Care & Keep	\$ 40,000	\$ 422	\$ 86	\$ 43,639	109%
Interest/Use of Money & Property	\$ 1,000	\$ 21,294	\$ 30,701	\$ 80,970	8097%
<b>Total Revenue</b>	<b>\$ 11,229,466</b>	<b>\$ 2,818,512</b>	<b>\$ 41,123</b>	<b>\$ 5,920,176</b>	<b>53%</b>

**Expenditure Domain**

<b>Core</b>					
Treatment	\$ 1,070,000	\$ 45,505	\$ 5,744	\$ 52,075	5%
Crisis Services	\$ 3,736,922	\$ 376,867	\$ 6,070	\$ 402,062	11%
Support for Community Living	\$ 2,702,000	\$ 172,453	\$ 145,745	\$ 350,958	13%
Support for Employment	\$ 441,000	\$ 30,241	\$ 26,487	\$ 74,314	17%
Recovery Services	\$ 69,000	\$ -	\$ 198	\$ 35,898	52%
Service Coordination	\$ 7,000	\$ -	\$ -	\$ -	0%
Sub-acute Services	\$ 270,000	\$ 11,738	\$ -	\$ 47,375	18%
Evidence Based Treatment	\$ 160,000	\$ -	\$ 1,787	\$ 1,787	1%
Mandated	\$ 530,000	\$ 16,185	\$ 74,066	\$ 163,711	31%
<b>Additional Core</b>					
Justice System Involved Services	\$ 372,000	\$ 11,281	\$ 53,107	\$ 126,868	34%
Evidence Based Treatment	\$ 200,000	\$ 559	\$ 6,579	\$ 7,978	4%
Other Informational Services	\$ 350,000	\$ 11,910	\$ 10,400	\$ 84,147	24%
Essential Community Living Support Services	\$ 2,087,540	\$ 208,820	\$ 170,805	\$ 629,820	30%
Other Congregate Services	\$ 1,200,000	\$ 65,094	\$ 84,794	\$ 178,106	15%
Administration	\$ 1,370,000	\$ 83,304	\$ 87,219	\$ 435,530	32%
County Provided Case Mangement	\$ 116,900	\$ 7,887	\$ 7,844	\$ 36,367	31%
<b>Total Expenditures</b>	<b>\$ 14,682,362</b>	<b>\$ 1,041,844</b>	<b>\$ 680,844</b>	<b>\$ 2,626,997</b>	<b>18%</b>

October Payroll/Benefits Breakdown:	Gross Payroll	\$120,745
	FICA (Employer)	\$8,803
	IPERS (Employer)	\$11,398
	Insurance (Employer)	\$35,245
	<b>TOTAL</b>	<b>\$176,192</b>

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 27.05

<b>Fund 8500 Health Reimbursement Account Fiscal YTD (8/31/2022)</b>	<b>Balance Fwd from prior FY</b>	\$ 164,439
	<b>Revenue</b>	
	Employer Contributions	\$ 148,008
	Employee Contributions	\$ 19,669
	Flex - Employee Contributions	\$ 4,644
		\$ 172,321
	<b>Expenditure</b>	
	Health Insurance Pmts (ISAC)	\$ 166,767
	Medical Claims Pmts (Auxiant)	\$ 18,290
	Flex Claims (Auxiant)	\$ 1,367
	\$ 186,425	
	<b>BALANCE</b>	<b>\$ 150,335</b>

Exceptions to Policy September & October 2022

September	Oct	Service	Waiting For	Why ETP	notes
185	\$185.00	Rent	Social Security	rent over 3 months	waiting for Social Security - does pay a portion of rent through employment
2409.65	\$2,511.98	Day Habilitation	ID Waiver	other funding source - HD ID waiver funding anticipated to start on 11/1/2022	
550		rent	Social Security	rent over 3 months	obtained Section 8 rental assistance starting 10/1/2022
400.00	\$400.00	rent	Social Security	rent over 3 months	Waiting on SS determination - physical & brain health concerns
250	\$250.00	Rent	Social Security	rent over 3 months	waiting on SS determination - Section 8 has been applied for
385.00	\$385.00	Rent	Social Security	rent over 3 months	waiting on SS determination - Section 8 has been applied for
400.00		rent	Social Security	rent over 3 months	obtained employment 10/2022
<b>4579.65</b>	<b>\$3,731.98</b>				