

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

To: County Social Services Board Members  
From: Mary McKinnell  
Date: May 24, 2023  
Re: County Social Services Board Meeting  
Date: May 24, 2023  
Time: 10:00 A.M. to Noon

**Time and Location:** Wednesday, May 24, 2023, at 10AM at the Butler County Courthouse basement meeting room. Allison, IA. We prefer to meet in person, yet you are welcome to attend virtually if that is not possible.

### **County Social Services May Board Meeting**

May 24, 2023, 10:00 AM – 12:00 PM (America/Chicago)

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

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

1. Approve today's agenda and the minutes of March 22, 2023. Discussion/Action.
2. Adult Services Provider Representative, Brittney Montross. Feedback.
3. Children Services Representative, June Klein-Bacon. Feedback.
4. Consumer Representative, Bruce Grant. Feedback.
5. Changes to Board Structure. With new legislation we will be limited to 49% of the Board to be BOS. We also will be required to add a law enforcement representative as well as a judicial representative. Discussion/Action.

### **Human Resources**

6. Review updated job description and salary range for Finance Manager. Discussion/Action.
7. CSS Updated Mission/Vision/Core Values- Discussion/Action
8. Part Time Employee Classification clarification in CSS Employee Handbook- employees who are regularly scheduled to work a minimum of 20 hours per week and up to 32 hours per week. Discussion/Action
9. Payroll/Benefit Specialist position changing to a part-time position, 32 hours per week. Discussion/Action
10. Review updated job descriptions for Quality Improvement Coordinator, Children's Behavioral Health Coordinator, Human Resource Director and recommendation to increase salaries by an additional 10% for these positions effective the first full pay period after July 1, 2023- Discussion/Action

11. CSS Meal Reimbursement Amount Changes effective July 1, 2023-Discussion/Action

**Programs**

- 12. Youth Crisis Center, Brownstone update.
- 13. Individual Placement and Support (IPS) update.

**Organization**

- 14. Financial reports for March and April of 2023.
- 15. April and May claims. Discussion/Action.

Pmt Date	\$ Amount
3/28/2023	\$181,101.58
4/4/2023	\$175,234.26
4/11/2023	\$34,920.71
4/18/2023	\$121,914.23
4/25/2023	\$179,010.58
<b>Total</b>	<b>\$692,181.36</b>

Pmt Date	\$ Amount
5/2/2023	\$208,700.87
5/9/2023	\$100,800.27
5/16/2023	\$151,250.99
5/23/2023	
<b>Total</b>	<b>\$460,752.13</b>

- 16. Review Exceptions to Policy.
- 17. Flowstate update. Start-up costs exceeded the projected amount. Asking to reimburse for expenses. Discussion/Action.
- 18. Request from Pathways for \$1500 monthly to cover mileage for Peer Support Services. Discussion/Action.
- 19. NEIBH request for furniture and matching grant. Children’s office in Decorah. Attached in the Board packet is a proposal for furniture for the new building. Additionally, NEIBH paid off the loan on the Children’s building this spring. The building grant requires a 10% match which totals \$59,811.82 out of their savings to pay off the loan. NEIBH is requesting support for that 10% match (\$59,811.82). Discussion/Action.
- 20. Contract with Health and Human Services. Discussion/Action.
- 21. Informational Only: Change to Table B of FY2024 Annual Service & Budget Plan: Medicaid revenues were omitted under Federal Funds and Medicaid expenditures were omitted from formula to pull FY24 Actual Regional Expenditures. Since our budgeted Medicaid revenues and expenditures are the same, there is no difference to the estimated Accrual Fund Balance. Per HHS, no new submission is required.
- 22. Review and action to authorize the Chair to sign provider agreements and/or rate requests with:
  - MOU with Iowa Dept. of Management, Office of the Chief Information Officer for Cybersecurity Services, as we are engaging in the Endpoint Detection & Response (EDR) monitoring software, CrowdStrike, which they provide to counties for free.
  - Goodwill Industries of NE Iowa for Individual Placement & Support
- 23. Adjourn; next Board meeting will be in Chickasaw County on 6/28/23 at 10AM.

## March 2023 COUNTY SOCIAL SERVICES BOARD MINUTES

The March 2023 County Social Services Board Meeting was held in Black Hawk County at the Pinecrest Building in Waterloo and via GoToMeeting, on Wednesday, March 22, 2023, 10:00 am.

Board Members present: Greg Barnett, Butler, Jacob Hackman, Chickasaw, Doug Reimer, Clayton, Mark Kuhn, Floyd, Heidi Nederhoff, Grundy, Pat Murray, Howard, Mark Hendrickson, Mitchell, Bill Faircloth, Tama, Bruce Grant, Adult System Consumer Rep, CSS CEO Mary McKinnell. Via GoToMeeting: Mark Faldet, Winneshiek, Brittney Montross, Adult System Provider Rep. Absent: Dennis Keatley, Allamakee, Tavis Hall, Black Hawk, Janell Bradley, Fayette, Kristi Aschenbrenner, Children's Education System Rep, June Klein-Bacon, Children's System Parent Rep, <OPEN>, Children's System Provider Rep.

Chair Hackman called County Social Services Board Meeting to order.

1. Motion by Murray, Howard, second by Reimer, Clayton, to approve today's agenda and the minutes from February 22, 2023. Motion carried.
2. Adult Services Provider feedback was given by Brittany Montross.
3. There was no Children's Services Provider feedback as June Klein-Bacon was absent.
4. There was no Consumer Representative feedback for today per Bruce Grant.
5. CEO McKinnell read an update on the Brownston Youth Crisis Stabilization Center provided by Brittany Davie, North Iowa Regional Services. They are still waiting for completion of the ramp; expecting an open house in early May.
6. McKinnell gave an update on Flowstate Health; they should be ready for launch April 1 and are testing technology now to make sure it is ready. Gundersen Palmer Lutheran Hospital in West Union has chosen to remain with Integrated Telehealth Partners at the hospital's expense.
7. McKinnell gave an update on the Individualized Placement and Supports project. Goodwill Industries of NE Iowa submitted an application for the Aspire technical services and training grant for this project. They should hear in late March or early April so the project can move forward.
8. McKinnell gave an update on Intensive Residential Services: Inspiring Lives believes they will be ready to open 4/1/23 as long as the designation by CSS and HHS has been completed. Launch date for Elevate to provide this service remains 7/1/23.
9. Financial Report for February 2023 was reviewed.
10. Motion by Barnett, Butler, second by Hendrickson, Mitchell, to approve the CSS FY2024 Annual Service and Budget Plan, as presented by Karen Dowell, CSS Chief Operating Officer. Motion carried.
11. Motion by Murray, Howard, second by Barnett, Butler to approve March 2023 claims runs. Motion carried.
12. February 2023 Exceptions to Policy were reviewed.
13. Motion by Barnett, Butler, second by Faircloth, Tama, to approve Mosaic's request for a 5-person HCBS home in Waukon. Motion carried.
14. Motion by Murray, Howard, second by Reimer, Clayton, to approve request from Black Hawk-Grundy Mental Health Center for operational/administrative/remodeling support for their Peer Recovery Center, not to exceed \$60,000. Motion carried, with Nederhoff, Grundy, abstaining.
15. Motion by Barnett, Butler, second by Nederhoff, Grundy, to authorize the Chair and Secretary/Treasurer to sign ICAP Member Proxy for FY2024. Motion carried.
16. Motion by Faircloth, Tama, second by Nederhoff, Grundy, to authorize the Chair to sign provider agreements and rate requests as submitted. Motion carried.
17. Reminder that Adult and Children's Advisory meetings will be held virtually on April 26, 2023, in lieu of a CSS Governing Board Meeting. Agendas will be forthcoming.
18. Motion by Kuhn, Floyd, second by Hendrickson, Mitchell, to adjourn. Motion carried. Next meeting will be Wednesday, May 24, 2023, 10:00 am at the Butler County Courthouse.

**Updated CSS Mission Statement-** *CSS empowers individuals to create better lives for themselves through community partnerships.*

**CSS Vision Statement-** *CSS assists individuals by navigating high-quality services and supports to meet their needs.*

**CSS Core Values-**

- Welcoming
- Individual Focused
- Supportive and Respectful Relationships
- Easily Accessible
- Community Embedded
- Personal Growth and Development

Previous

Mission Statement:

CSS increases community inclusion and capacity through nurturing partnerships.

Vision Statement:

CSS connects persons experiencing complex life-changing challenges with innovative resources and supports to assist them in moving towards hopeful and happy lives.

Core Values:

Welcoming and individual-oriented

Person and family driven

Recovery/resiliency oriented

Trauma-informed

Culturally Competent

Multi-occurring capable



**COUNTY SOCIAL SERVICES**  
**JOB DESCRIPTION**  
**Quality Improvement Coordinator**

**Position Title:** Quality Improvement Coordinator  
**Reports to:** CSS **CEO**  
**Location:** CSS MHDS Region  
**FLSA Status:** Exempt  
**Salary Range:** \$58,000-\$76,000

**POSITION SUMMARY:**

The Quality Improvement Coordinator is responsible for developing, implementing and maintaining strategies for continuous quality improvement, program development, and outcomes achievement within the CSS region. The QI coordinator will capture, analyze, and identify trends and service quality and specify areas of improvement consistent with the goals, mission, and values of the CSS programs.

**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.
- Leads the development of new program planning to meet community needs and access standards, including goals & objectives, and evaluation & reporting procedures.
- Completes CSS MHDS Region Quarterly Reports that are submitted to **HHS** for reporting purposes.
- Monitors and evaluates current region-funded programs to determine their effectiveness and initiates continuous quality improvement when necessary. Suggests strategic areas for growth to meet quality expectations and defined outcomes.
- **Maintain CSS program data by monitoring and tracking CSS outcome indicators.**
- **Create, establish, and renew provider contracts**
- **Ensure all program, service, client, and performance outcomes are collected and reported to HHS and/or the Board in a timely manner.**
- **Supervises the CSS Operations Team and oversees day-to-day operations of the organization.**
- **Leads Operations Team meetings as scheduled.**
- Leads Utilization Review team to ensure individuals are receiving medically necessary services.
- Responsible for coordination, record keeping and provision of quality learning experiences for CSS staff, designed to meet the needs of the region and build on evidence-based and research-based competencies.
- Coordinates learning experiences for CSS provider network, and ensuring competency in the principles of recovery, co-occurring conditions, and trauma-informed services.
- Facilitates the independent verification process of fidelity for evidence-based practices being utilized by CSS provider network.
- Collaborates with the **Center of Excellence and CSS team members** to develop fidelity scales and the quality assurance approach.
- Supervises the Integrated Care Management Program and submits monthly ICM billing. Schedules and coordinates ICM Advisory Committee Meetings.
- Works with the statewide Data Analytics Reporting Committee to identify the data collection and dissemination process that will provide information relevant to data driven decision-making and the effective use of data for research, operations and quality improvement.
- Facilitates the Exception to Policy process. Tracks and provides assistance to the CEO when necessary.
- Assists with the **CSS Management Plan- Annual Service and Budget Plan, Annual Report, and Policies & Procedures Manual**, revising and updating policies as needed.

- Other duties as assigned.

**SUPERVISION RECEIVED:**

- Administrative and functional supervision is received from the **CSS CEO** or other designated official.

**SUPERVISORY RESPONSIBILITIES:**

- Administrative and functional supervision is exercised over the **Operations team** and Case Management staff.

**QUALIFICATIONS:**

- Bachelor's degree or higher in a 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.
- Five years' experience working as a social worker conducting assessments and providing care coordination.
- RN, BSW, MSW preferred.
- Knowledge of state and federal laws and regulations pertaining to mental health concerns, benefits and services.
- Thorough knowledge of MHDS core services and programs for children and adults.
- Must have a valid Iowa driver's license and be insurable under CSS's policies.
- Must be able to travel throughout the Region when necessary.
- Requires excellent verbal and written communication skills and a professional work demeanor.
- Must be competent with Microsoft Office.
- Ability to develop, implement and evaluate programs.
- Ability to establish and maintain effective working relationships with coworkers, clients, outside agencies and the public.
- Ability to render independent and appropriate judgement and decisions.

**LANGUAGE SKILLS:**

Must be welcoming and positive in contacts with others. Must have strong writing skills and the ability to communicate complex assessments and diagnose social service needs 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 have the ability to recognize work situations that require special attention.

**CERTIFICATES, LICENSES, AND 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 county employees.
- Position requires frequent exposure to stressful situations.
- Work is performed primarily indoors.

- Position requires frequent use of hands/finger.

*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 Smoke-free Air Act.*



**County Social Services**  
**Children's Behavioral Health Coordinator**  
**Job Description**

**Position Title:** Children's Behavioral Health Coordinator  
**Reports to:** CSS CEO  
**FLSA:** Exempt  
**Salary Range:** \$69,000-92,000  
**Legal Reference:** Iowa Code Chapter 331 Section 390 (3) (b)

**Position Summary:**

The Children's Behavioral Health Coordinator will coordinate and oversee the County Social Services' Children's Behavioral Health Program. The CBH Coordinator will act as the liaison to our children's provider network and natural supports. The CBH Coordinator will provide assistance to service coordinators to achieve identified family goals for planning, coordinating, and advocating for children to remain in their family home and community. The CBH Coordinator will organize and facilitate the CSS CBH Advisory Committee meetings.

**Essential Duties and Responsibilities:**

- Be present throughout the Region as needed to provide coordination, support, training, and monitoring of behavioral health services for children.
- Assist the service coordination team in the delivery of services to children and families, including assistance with triaging crisis as needed.
- **Track and create data reports to monitor service compliance throughout the Region.**
- Conduct regular meetings with the Regional Coordinator, Service Area Supervisors and Transition Specialist to support effective communication.
- Support the service coordinators in assessing family/children's needs.
- Provide outreach and education regarding CSS, CBH services and information and referral (I&R) to all schools, AEA's, providers, and community partners within the CSS Region.
- Liaison to the CSS children's services provider network, communicating any contract issues, service gaps, or service needs to the CEO. Develop and maintain relationships with children providers, agencies, and schools within CSS Region.
- **Assist with managing provider contracts**
- Develop and distribute documents necessary for the delivery of service coordination (service funding/SED/etc.) as it differs from adults. Train service coordination team on relevant material and on other children services information/programs when necessary.
- Schedule, coordinate, and provide leadership to the CBH Advisory Committee
- Ensure CBH core and additional core services and their access standards are being met throughout CSS Region. Submit report of access standard compliance to Quality Improvement Coordinator quarterly and as requested
- Monitor, measure, and report outcomes of CBH **and other CSS services as applicable.**
- Provide skilled trainings as applicable to CSS employees and stakeholders within the CSS Region.
- **Assist with the CSS Management Plan- Annual Service and Budget Plan, Annual Report, and Policies & Procedures Manual.**
- **Attend Iowa and Federal Legislative Review Meetings as scheduled**
- **Join CSN Data Analytics group and attend meetings in-person or virtually as scheduled**
- Complete relevant Continuing Education in coordination with your supervisor
- All other assigned duties



**Supervisory Responsibilities:**

- CBH coordinator is responsible for supervision and support of all assigned Service Area Supervisors and CSS Transition Specialist as it related to children services. The CBH coordinator will make recommendations to the CEO/HR regarding performance improvement or corrective action needed. The CBH Coordinator and Regional Coordinator will collaboratively complete annual performance reviews for the Service Area Supervisors and Transition Specialist.

**Supervision Received:**

Supervision is received from the CSS CEO who will at a minimum assess performance annually.

**Qualifications:**

- Bachelor's degree or higher in a 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. Two (2) years of experience working with children with mental illness/chronic mental illness, intellectual disabilities/developmental disabilities, and/or brain injuries.
- Bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute
- A minimum of two (2) years of management/supervisory experience is required
- Experience in providing care coordination is required
- Effective verbal and written communication skills
- Demonstrated proficiency in Microsoft Office
- Demonstrated experience with the children's behavioral health system
- Ability to create a culture of diversity, inclusivity, collaboration and teamwork
- Thorough knowledge of local, state and federal laws/regulations pertaining to children services
- Ability to assess children's needs and develop, implement, and evaluate effective program plans.
- Ability to render independent and appropriate judgment and decisions.
- Ability to represent County Social Services in a professional manner.
- Ability to interact and deal effectively with coworkers, professionals, and the general public.
- Must possess a valid Iowa driver's license and be insurable under County Social Services 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 positive in contacts with others. Must have strong writing skills and the ability to communicate complex assessments and diagnose social service needs 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:**

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  
HUMAN RESOURCE DIRECTOR**

**Position Title:** Human Resource Director  
**Reports To:** CSS CEO/CSS Board HR Committee  
**FLSA:** Exempt  
**Salary Range:** \$77,500-\$102,000  
**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.
- 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.
- Supervise the CSS Payroll/Benefit Specialist position and oversee payroll and benefit administration functions.
- 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.
- Monitor CSS regional compliance with laws and regulations
- Assist with the CSS Management Plan- Annual Service and Budget Plan, Annual Report, and Policies & Procedures Manual.
- Provide CSS program planning, evaluation, and management
- Record CSS Board meeting minutes and receive approval from Executive Committee to be published to the public.
- Work with the CEO to determine the organization's mission, vision, and values. Provide insight and feedback on short and long term strategic planning.
- Complete relevant Continuing Education and attend trainings to increase knowledge and growth in coordination with the supervisor.
- CSS Privacy Officer to ensure HIPAA compliance within state and federal laws and regulations through review and training.
- Other duties as assigned.

**SUPERVISION RECEIVED:**

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

**SUPERVISORY RESPONSIBILITIES:**

The HR Director will supervise the CSS Payroll/Benefit Specialist and complete regular reviews and performance evaluations at least annually.

**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
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- Position requires frequent use of hands/fingers

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❖ **CSS Meal Reimbursements**

- CSS CURRENT meal reimbursement rates-
- Breakfast **\$8.00** Depart before 6:00am;
- Lunch **\$10.00**;
- Dinner **\$19.00** Return after 7:00pm

\*These amounts include tax and tip, up to 15%. Receipts are required

**Recommendations for Meal Reimbursement Amount Changes effective July 1, 2023**

- Breakfast= **\$12.00**; Depart before 6:00am
- Lunch= **\$15.00**;
- Dinner=**\$29.00**; Return after 7:00pm

\*These amounts include tax and tip, up to 15%. Receipts are required



Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Distribution from MHDS Regional Mbrs	\$ -	\$ -	\$ -	\$ 192,307	#DIV/0!
Regional Service Payment	\$ 11,071,566	\$ -	\$ 1,709,256	\$ 8,991,175	81%
Medicaid Reimbursement (TCM)	\$ 116,900	\$ 20,801	\$ -	\$ 78,101	67%
Misc Refunds/Rebates/Care & Keep	\$ 40,000	\$ -	\$ -	\$ 63,318	158%
Interest/Use of Money & Property	\$ 1,000	\$ 37,217	\$ 39,848	\$ 270,659	27066%
<b>Total Revenue</b>	<b>\$ 11,229,466</b>	<b>\$ 58,018</b>	<b>\$ 1,749,104</b>	<b>\$ 9,595,560</b>	<b>85%</b>

**Expenditure Domain**

<b>Core</b>					
Treatment	\$ 1,070,000	\$ 31,412	\$ 30,047	\$ 277,197	26%
Crisis Services	\$ 3,736,922	\$ 179,422	\$ 206,802	\$ 1,324,386	35%
Support for Community Living	\$ 2,702,000	\$ 110,587	\$ 81,411	\$ 868,072	32%
Support for Employment	\$ 441,000	\$ 30,248	\$ 26,027	\$ 201,437	46%
Recovery Services	\$ 69,000	\$ -	\$ -	\$ 35,898	52%
Service Coordination	\$ 7,000	\$ -	\$ -	\$ -	0%
Sub-acute Services	\$ 270,000	\$ 15,774	\$ 2,356	\$ 144,724	54%
Evidence Based Treatment	\$ 160,000	\$ -	\$ 5,059	\$ 13,402	8%
Mandated	\$ 530,000	\$ 11,700	\$ 11,817	\$ 270,801	51%
<b>Additional Core</b>					
Justice System Involved Services	\$ 372,000	\$ 36,819	\$ 24,445	\$ 271,130	73%
Evidence Based Treatment	\$ 200,000	\$ 6,159	\$ 7,279	\$ 31,108	16%
Other Informational Services	\$ 350,000	\$ 31,648	\$ 23,573	\$ 173,757	50%
Essential Community Living Support Services	\$ 2,087,540	\$ 172,942	\$ 138,432	\$ 1,483,157	71%
Other Congregate Services	\$ 1,200,000	\$ 80,318	\$ 89,549	\$ 650,756	54%
Administration	\$ 1,370,000	\$ 82,449	\$ 80,784	\$ 897,135	65%
County Provided Case Mangement	\$ 116,900	\$ 8,389	\$ 9,992	\$ 88,309	76%
<b>Total Expenditures</b>	<b>\$ 14,682,362</b>	<b>\$ 797,866</b>	<b>\$ 737,573</b>	<b>\$ 6,731,269</b>	<b>46%</b>

March Payroll/Benefits Breakdown:

Gross Payroll	\$120,833
FICA (Employer)	\$8,817
IPERS (Employer)	\$11,407
Insurance (Employer)	\$35,306
<b>TOTAL</b>	<b>\$176,364</b>

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 30.80

<b>Fund 8500 Health Reimbursement Account</b> Fiscal YTD (3/31/2023)	<b>Balance Fwd from prior FY</b>	\$ 164,439
	<b>Revenue</b>	
	Employer Contributions	\$ 331,005
	Employee Contributions	\$ 43,204
	Flex - Employee Contributions	\$ 10,158
		\$ 384,368
	<b>Expenditure</b>	
	Health Insurance Pmts (ISAC)	\$ 333,457
	Medical Claims Pmts (Auxiant)	\$ 42,513
	Flex Claims (Auxiant)	\$ 2,253
	\$ 378,224	
<b>BALANCE</b>	<b>\$ 170,583</b>	

Ending Cash Balance 3/31/23 (Fund 4150 and Fund 8500 combined) \$ 11,651,371

Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Distribution from MHDS Regional Mbrs	\$ -	\$ -	\$ -	\$ 192,307	#DIV/0!
Regional Service Payment	\$ 11,071,566	\$ 1,709,256	\$ -	\$ 8,991,175	81%
Medicaid Reimbursement (TCM)	\$ 116,900	\$ -	\$ 20,092	\$ 98,193	84%
Misc Refunds/Rebates/Care & Keep	\$ 40,000	\$ -	\$ 4,394	\$ 67,712	169%
Interest/Use of Money & Property	\$ 1,000	\$ 39,848	\$ 43,442	\$ 314,101	31410%
<b>Total Revenue</b>	<b>\$ 11,229,466</b>	<b>\$ 1,749,104</b>	<b>\$ 67,928</b>	<b>\$ 9,663,488</b>	<b>86%</b>

**Expenditure Domain**

<b>Core</b>					
Treatment	\$ 1,070,000	\$ 30,047	\$ 34,607	\$ 311,804	29%
Crisis Services	\$ 3,736,922	\$ 206,802	\$ 105,274	\$ 1,429,660	38%
Support for Community Living	\$ 2,702,000	\$ 81,411	\$ 80,027	\$ 948,099	35%
Support for Employment	\$ 441,000	\$ 26,027	\$ 21,859	\$ 223,296	51%
Recovery Services	\$ 69,000	\$ -	\$ -	\$ 35,898	52%
Service Coordination	\$ 7,000	\$ -	\$ 160	\$ 160	2%
Sub-acute Services	\$ 270,000	\$ 2,356	\$ 5,600	\$ 150,324	56%
Evidence Based Treatment	\$ 160,000	\$ 5,059	\$ -	\$ 13,402	8%
Mandated	\$ 530,000	\$ 11,817	\$ 60,224	\$ 331,025	62%
<b>Additional Core</b>					
Justice System Involved Services	\$ 372,000	\$ 24,445	\$ 34,061	\$ 305,191	82%
Evidence Based Treatment	\$ 200,000	\$ 7,279	\$ 559	\$ 31,667	16%
Other Informational Services	\$ 350,000	\$ 23,573	\$ 12,419	\$ 186,177	53%
Essential Community Living Support Services	\$ 2,087,540	\$ 138,432	\$ 129,983	\$ 1,613,140	77%
Other Congregate Services	\$ 1,200,000	\$ 89,549	\$ 84,045	\$ 734,801	61%
Administration	\$ 1,370,000	\$ 80,784	\$ 109,058	\$ 1,006,192	73%
County Provided Case Mangement	\$ 116,900	\$ 9,992	\$ 9,488	\$ 97,797	84%
<b>Total Expenditures</b>	<b>\$ 14,682,362</b>	<b>\$ 737,573</b>	<b>\$ 687,365</b>	<b>\$ 7,418,634</b>	<b>51%</b>

April Payroll/Benefits Breakdown:	
Gross Payroll	\$120,745
FICA (Employer)	\$8,811
IPERS (Employer)	11398.36
Insurance (Employer)	\$35,286
<b>TOTAL</b>	<b>\$164,843</b>

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 30.55

<b>Fund 8500 Health Reimbursement Account Fiscal YTD (4/30/2023)</b>	<b>Balance Fwd from prior FY</b>	\$ 164,439
	<b>Revenue</b>	
	Employer Contributions	\$ 364,278
	Employee Contributions	\$ 47,358
	Flex - Employee Contributions	\$ 11,161
		\$ 422,796
	<b>Expenditure</b>	
	Health Insurance Pmts (ISAC)	\$ 366,795
	Medical Claims Pmts (Auxiant)	\$ 44,046
	Flex Claims (Auxiant)	\$ 2,312
	\$ 413,153	
<b>BALANCE</b>	<b>\$ 174,082</b>	

Ending Cash Balance 4/30/23 (Fund 4150 and Fund 8500 combined) \$ 11,055,211

Column1	March	April	Service	Waiting For	Why ETP	notes
	\$ 185.00		Rent	Social Security	rent over 3 months since March.	Have not received an ETP request for rent assistance
	\$ 400.00	x	rent	Social Security	rent over 3 months April.	Approved for Iowa Finance Authority Rent assistance in
	\$ 385.00		Rent	Social Security	rent over 3 months for	waiting on SS determination - Section 8 has been applied
	\$ 150.00		guardianship	Guardianship in new Region	moved out of Region - needs guardianship services until	
	\$ 150.00		guardianship	Guardianship in new Region	moved out of Region - needs guardianship services until	
	\$ 4,371.93	\$4,371.93	SCL	ID Waiver	other funding source - ID Assessment scheduled for May11, 2023	
	\$ 550.00	x	rent	Social Security	rent over 3 months moved at end of March	
	\$ 1,365.00	\$877.50	supported employment	Not Waiting	over Medicaid cap lowering each month until cap is met	
	\$ 7,409.00	\$7,170.00	SCL	ID Waiver	other funding source ID should start Intellectual Disability Waiver on 5/1/2023	
	\$ 1,155.20	\$1,155.20	day habilitation	ID Waiver	other funding source ID should start Intellectual Disability Waiver on 5/1/2023	
	\$ 500.00	\$500.00	rent	Social Security	rent without any services plan. Has agreed to work with Service Coordinator	Currently only receiving rent assistance through the Region. Region policy is to only assist with rent for persons who are actively working with providers on a plan. Has agreed to work with Service Coordinator
	\$ 73.05	\$73.05	supported employment	ID Waiver	other funding source ID assigned by MCO	slot received in November - waiting for CM to be
	\$ 563.90	x	SCL	ID Waiver	other funding source ID funding for Elderly Waiver started 4/1/2023	
	\$ 425.00	x	rent	Social Security	rent over 3 months	Funding request has not been received since March
	\$ 350.00	\$350.00	rent	Social Security	rent over 3 months	lost job - reapplying for SSI and looking for employment
		\$352.00	SCL		over income guidelines	Co-pay rose in April, Service Coordinator requested time to develop plan for individual to pay higher co-pay
<b>TOTAL</b>	<b>\$ 18,033.08</b>	<b>\$15,534.68</b>				



# Counseling Spaces

New CCBHC Building

Decorah, IA 52101

Abigail Stroup, [astroup@neimhc.org](mailto:astroup@neimhc.org)

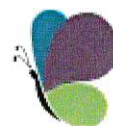
03/16/23

## Current Estimated Cost

- Room 1: \$2,420.92
- Room 2: \$2,450.91
- Room 3: \$2,450.91
- Total: \$7,420.75

**Estimated Cost of ALL spaces: \$15,819.81**

Northeast Iowa  
Behavioral Health





**Mental Health Center:** Pathways Behavioral Services, Inc.

County where program is provided: Peer Support programming is provided in Black Hawk, Butler, Chickasaw and Grundy Counties in the CSS Service Region

Date and Location of Program: This is an ongoing program. Services take place year-round. This service is provided in either client homes or in the community based on clients' need.

Ages served by program: This program serves adults 18 and older with serious mental illness.

Proposed Budget: We respectfully request \$18,000 (\$1,500 per month for 12 months) to cover the cost of mileage to provide peer services in Black Hawk, Bremer, Chickasaw and Grundy counties. Pathways' mileage costs for these service is over \$3000 per month and we are not reimbursed enough to even come close to covering these costs. We see hundreds of CSS region clients per year in this program.

Overview of Program:

"A Peer Support Specialist (PSS) is an individual who is personally living well in recovery from a serious mental illness. A Peer Support Specialist uses their recovery story to instill hope. They provide support to other peers and assist them in reaching and maintaining their personal recovery goals. In addition, a PSS can serve as an advocate, provide information, help access community resources, and model competency in recovery and wellness. Peer Support Specialists promote skills for improving mental and physical wellbeing and increasing resiliency. They promote self-determination and support peers in maintaining relationships and increasing a higher level of control and satisfaction over their lives." [Peer Support Specialists | Iowa Peer Workforce Collaborative - The University of Iowa \(uiowa.edu\)](#)

All Pathways Behavioral Service Peer Support Specialist are certified and trained as Peer Support Specialists with our Peer Support Specialist Supervisor having over 5 years experience working as a peer support specialist. Additionally, Peers are trained in the WRAP system (a wellness and recovery approach). WRAP is an evidence-based practice. <https://copelandcenter.com/wellness-recovery-action-plan-wrap>

Pathways' Peer Support Specialist work each month with hundreds of peers in the CSS service region. Pathways' Peer Support Specialists assist clients in getting to appointments, navigating social situations, apply for jobs, access other community resources such as the food bank. Pathways' Peer Support Specialist collaborate with many community agencies to ensure client's needs are met. These agencies include: other mental health providers, the county department of human services, the department of corrections, local food banks/pantries, hospitals and clinics, County Social Services Region, churches, workplaces, transportation agencies, Medicaid, Medicare, fitness centers, and housing assistance agencies. Peers Support Specialist provide the lived experience perspective and have navigated "the system" when managing their own illness. Peers are a vital resource to Pathways and to the success of our clients with serious mental illness. The support offered through the CSS Region would ensure that we are able to continue to meet clients in their homes and coordinate the many services they need in order to be successful.

CMHC- Pathways Behavioral Services, In.  
Executive Director- Vicki Mueller