

COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA

To: County Social Services Board Members
From: Mary McKinnell
Date: June 28, 2023
Re: County Social Services Board Meeting
Date: June 28, 2023
Time: 10:00 A.M. to Noon

Time and Location: Wednesday, June 28, 2023, at 10AM in Chickasaw County. The meeting address is 2275 South Linn Ave, New Hampton. It is currently called *Chickasaw Heritage Building Center*. We prefer to meet in-person, yet you are welcome to attend virtually if meeting in-person is not possible.

County Social Services Board Meeting

Jun 28, 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 May 24, 2023 and June 15, 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. Sheriff Dan Marx has expressed interest in the law enforcement seat. Discussion/Action.

Human Resources

6. New CSS Finance Manager, Kris McGrane will be located within our Fayette County office. Start date of employment Friday 6/30/2023. Starting salary- \$68,497.52 plus benefits. Discussion/Action.
7. New CSS Service/Justice Coordinator, Laura Sorensen will be located within our Allamakee and Clayton County offices. Start date of employment will be Monday 7/17/23. Starting salary- \$60,016.95 plus benefits. Discussion/Action.
8. Updated job description for CSS Payroll & Benefits/Commitment Specialist. Discussion/Action.
9. Revision to Part time employee classification language in CSS Employee Handbook to state Part-time employees are eligible for prorated Medical Leave benefits. If an employee is changing from full time to part time employee status an employee may carry over their existing Medical Leave hours up to and not to exceed 120 hours at the time of their employee status change. Discussion/Action

10. Request to enter employee contract with Lisa Trainer for the purpose of training new Finance Manager from 7/17/23 to 7/28/23 for 20 hours per week at a rate of \$50.00 per hour, all inclusive. Discussion/Action

Programs

11. Youth Crisis Center, Brownstone update.

Organization.

12. Financial report for May of 2023.
13. Resolution – to approve the list of financial institutions to be depositories of County Social Services funds effective July 1, 2023, in conformance with all applicable provisions of §12C of the Code of Iowa in amounts not to exceed the maximum deposits approved for each respective financial institution as submitted. Discussion/Action.
14. June claims. Discussion/Action.

Pmt Date	\$ Amount
6/6/2023	\$386,443.52
6/9/2023	\$52,958.12
Total	\$439,401.64

15. Review Exceptions to Policy.
16. Request from Pathways for \$34,712 to update their IT system. Vicki is requesting this for utilization during FY23. Discussion/Action.
17. Contract with Health and Human Services. Discussion/Action.
18. Review and action to authorize the Chair to sign provider agreements and/or rate requests with:
- Black Hawk-Grundy Mental Health Center (increase to PATH grant match)
 - Elevate (FY24 contract, adding services approved during budget time)
 - Foundation 2 (FY24 contract)
 - Goodwill Industries of NE Iowa (adding IPS services)
 - Iowa Northland Regional Transit Commission (FY24 contract)
 - Pathways Behavioral Services (adding services approved during budget time and May 2023 meeting)
 - State of Iowa Judicial Branch and Black Hawk County for Judicial Hospitalization Referee (FY24 contract)
19. Adjourn; next Board meeting will be in Clayton County on Wednesday, July 26, 2023, at 10AM.

May 2023 COUNTY SOCIAL SERVICES BOARD MINUTES

The May 2023 County Social Services Board Meeting was held in Butler County at the Butler County Courthouse in Allison and via GoToMeeting. on Wednesday, May 24, 2023, 10:00 am.

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

Chair Hackman called County Social Services Board Meeting to order.

1. Motion by Barnett, Butler, second by Faldet, Winneshiek, to approve today's agenda and the minutes from March 22, 2023. Motion carried.
2. Adult Services Provider feedback was given by Brittany Montross.
3. Children's Services Provider feedback was given by June Klein-Bacon.
4. There was no Consumer Representative feedback for today per Bruce Grant.
5. Discussion was held regarding changes to the Governing Board structure in HF471 that would limit the number of county supervisors on the board to 49% of total membership (6 supervisors). Possibility of 6 county supervisors being board members and 6 being alternates was discussed. Motion by Barnett, Butler, second by Faircloth, Tama, to table until the June meeting, hoping to get more clarification. Motion carried.
6. Motion by Murray, Howard, second by Barnett, Butler, to approve the updated job description and salary range for the position of Finance Manager. Motion carried.
7. Motion by Faldet, Winneshiek, second by Hendrickson, Mitchell, to approved the CSS updated Mission/Vision/Core Values. Motion carried.
8. Motion by Faldet, Winneshiek, second by Barnett, Butler, to approve description of part time employee definition in the CSS Employee Handbook as presented, with the addition of the words "and including" preceding "32 hours per week," effective 7/1/2023. Motion carried.
9. Motion by Faldet, Winneshiek, second by Faircloth, Tama, to approve the Payroll/Benefits Specialist position to move to part-time status, 32 hours per week, effective the first pay period after 7/1/2023. Motion carried.
10. Motion by Barnett, Butler, second by Murray, Howard, to approve updated job descriptions and 10% salary increases (not eligible for 5% ATB increase) effective the first pay period after 7/1/2023 for Quality Improvement Coordinator, Children's Behavioral Health Coordinator, and Human Resources Director. Motion carried.
11. Motion by Murray, Howard, second by Faldet, Winneshiek, to approve increased CSS meal reimbursement amounts as presented, effective 7/1/2023. Motion carried.
12. McKinnell gave an update on the Brownstone Youth Crisis Center. An open house will be held this afternoon, with expectations of opening sometime in June.
13. McKinnell gave an update on the Individualized Placement and Supports project. Goodwill Industries of NE Iowa was awarded the Aspire technical services and training grant for this project. They are currently in the process of trying to hire an employment specialist for the program.
14. Financial Reports for March and April 2023 were reviewed.
15. Motion by Murray, Howard, second by Barnett, Butler to approve April and May 2023 claims runs. Motion carried.
16. March and April 2023 Exceptions to Policy were reviewed.
17. Motion by Murray, Howard, second by Faircloth, Tama, to approve additional start-up costs for Flowstate Health of \$16,961.45. Motion carried.
18. Motion by Barnett, Butler, second by Faldet, Winneshiek, to approve request from Pathways Behavioral Services for \$1500.00 monthly support in FY2024 to cover non-Medicaid mileage for Peer Support staff serving Black Hawk, Butler, Chickasaw and Grundy Counties. Motion carried.
19. Motion by Faldet, Winneshiek, second by Murray, Howard, to approve request from Northeast Iowa Behavioral Health for \$7,420.75 for furniture for their new Children's Services office in Decorah. Motion

carried. Motion by Barnett, Butler, second by Faircloth, Tama, to approve request from Northeast Iowa Behavioral Health to reimburse a 10% grant match to pay off the loan on the new building in the amount of \$59,811.82. Motion carried.

20. The final contract with Health and Human Services has not yet been received so no discussion/action.
21. Informational Only: update on Case Management expenditure and revenue figures that were omitted from FY2024 Annual Service and Budget Plan. No change in estimated accrual fund balance as we budget Case Management to be revenue neutral.
22. Motion by Faircloth, Tama, second by Hendrickson, Mitchell, to authorize the Chair to sign provider agreements and rate requests as submitted. Motion carried.
23. Motion by Faldet, Winneshiek, second by Barnett, Butler, to adjourn. Motion carried. Next meeting will be Wednesday, June 28, 2023, 10:00 am in Chickasaw County.

June 2023 COUNTY SOCIAL SERVICES BOARD SPECIAL MEETING MINUTES

The June 2023 County Social Services Board Special Meeting was held virtually via GoToMeeting. on Thursday, June 15, 2023, 8:30 am.

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

Chair Hackman called County Social Services Board Meeting to order.

1. Motion by Bradley, Fayette, second by Hendrickson, Mitchell, to approve today's agenda. Motion carried.
2. Motion by Faircloth, Tama, second by Hendrickson, Mitchell, to approve salary increase for service coordinator, Kristen Schneider, from \$51,458.99 to \$60,016.95 effective the first full pay period after July 1, 2023 to align with other CSS service coordinator salaries. Motion carried.
3. Motion by Barnett, Butler, second by Bradley, Fayette, to adjourn. Motion carried. Next meeting will be Wednesday, June 28, 2023, 10:00 am in Chickasaw County.

MHDS Regional Operational Guidance 2023-01

June 6, 2023

TO: Mental Health and Disability Services Regions
FROM: Iowa Department of Health and Human Services (HHS),
Division of Behavioral Health and Disability Services
SUBJECT: HF 471 Implementation
EFFECTIVE: July 1, 2022

Authority

House File 471 was passed during the 2023 legislative session and was signed into law on June 1, 2023. This legislation includes changes to regional governance structure and voting requirements as well as the addition of Outpatient Competency Restoration (OCR) as a core service.

Regional Governance

To achieve a better balance between elected county officials and other stakeholders, the legislation changes the composition of Regional Governing Boards:

- Adds new requirement for membership to include a law enforcement representative and a judicial system representative.
 - Judicial system will be the same as defined in Iowa Code 602.1102: *The judicial branch consists of all of the following: 1. The supreme court. 2. The court of appeals. 3. The district court. 4. The clerks of all of the courts of this state. 5. Juvenile court officers. 6. Court reporters. 7. All other court employees.*
 - Law enforcement means sworn and non-sworn law enforcement personnel employed by state, county, city, or tribal government as defined in Iowa Code 80B.3. State and local Correctional officers and Community-Based Corrections personnel (probation and parole) shall be considered law enforcement.
- The legislation sets a requirement that county board of supervisors' representatives are not to exceed 49 percent of the board membership. Because there are a total of seven non-elected stakeholder members, there will be a maximum of six representatives from county boards of supervisors. A board may not put additional non-elected officials on the board.

- The legislation also specifies that each member of the regional governing board shall have one vote. This change means that regions will no longer be able to use weighted voting procedures. Additionally, representatives of service providers who were previously designated as non-voting members will have a vote.

Action items for regions:

- Update 28E agreements to reflect the new board composition requirements and voting procedures. On previous 28E templates utilized by MHDS regions, these are found in *Section 4 – Governance*. Regions are encouraged to consult counsel to assure compliance and cohesiveness in the context of recent changes to state law (e.g. reference to a county property tax levy; outdated code references).
- Update policy and procedure manuals to include conflict of interest policies and procedures for all governing board members, including requirements to disclose any potential conflict of interest, and to prohibit participating in or influencing any vote in which there is a potential financial or other beneficial impact on the board member or any organization they represent.

Additional CORE Service

HF 471 also adds OCR as a required core service for both adult and children, as well as clarifies in Iowa Code 812 that the region is responsible for payment for OCR for persons found incompetent to stand trial but who meet certain qualifications for pretrial release. Iowa HHS will expect regions to participate with the department in the development and implementation of OCR services. HHS will release further guidance on this effort.

Action items for regions:

- Amend Annual Service and Budget Plans to add funding for OCR services.

Code Section Transfers

The legislation also moves the Iowa Code sections that govern regional functions from Chapter 331 to Chapter 225C. The table below provides a crosswalk between the affected sections.

Current Section	New Section	Subject
331.388	225C.55	Definitions
331.389	225C.56	MHDS Regions – Criteria
331.390	225C.57	Regional Governance Structure
331.391	225C.58	Regional Finances
331.392	225C.59	Regional Governance Agreements
331.393	225C.60	Regional Service System Management Plan
331.394	225C.61	County Of Residence — Services to Residents — Service Authorization Appeals

		— Disputes Between Counties or Regions.
331.395	225C.62	Financial Eligibility Requirements
331.396	225C.63	Diagnosis – Functional Assessment
331.396A	225C.64	Eligibility Requirements – Children’s Behavioral Health Services
331.397	225C.65	Regional Core Services
331.397A	225C.66	Children’s Behavioral Health Core Services
331.398	225C.67	Regional Service System Financing
331.399	225C.68	Governmental Body
331.400	225C.69	Quarterly Reports

Action items for regions:

- Make corresponding changes in 28E agreements and all regional service management plan documents

Implementation Timeframes

By August 1, 2023, submit to HHS proposed amendments to 28E agreements. If the region is unable to prepare amendments by this date, submit to HHS the region’s plan for amending the 28E agreements, including proposed timeframes for amendment.

By September 30, 2023, submit to HHS an updated Annual Service and Budget Plan and Policy and Procedure manual.

Associated changes within the regional Annual Report and any other documents will be completed according to their normal timeframes.

INQUIRIES:

For further information, contact Rob Aiken at raiken@dhs.state.ia.us or 515-669-8002 or Don Gookin at dgookin@dhs.state.ia.us or (515) 669-8001.



Notes for Board Composition Discussion

Board Composition (*denotes new requirement):

*Judicial System representative: OPEN

*Law Enforcement Representative: OPEN (Sherriff Dan Marx interested)

Adult or Actively Involved Relative of Adult who utilizes MHDS: Bruce Grant

Parent or Actively Involved Relative of Child who Utilizes CBH: June Klein-Bacon

Regional Education System Representative: Kristi Aschenbrenner

Regional MHDS Adult Service Provider: Brittany Montrose

Regional Children's Behavioral Service Provider: OPEN

(6) BOS positions keep BOS' under the 49% requirement

(1)

(2)

(3)

(4)

(5)

(6)

At the May Board Meeting, Pat suggested that we select 6 BOS and the remaining 6 BOS be alternatives.

Another suggestion from Pat is that 2 contiguous counties join and choose one to represent both counties on the Board.

Could we develop a CSS Stakeholder Board comprised of all 12 BOS? Call it a Member County Stakeholder Board.

How long do we want terms to last? Do we want to specify?

Are we going to vote on a new Chair, Vice Chair and Secretary/Treasurer?

SERVING PEOPLE IN THE FOLLOWING IOWA COUNTIES

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



County Social Services
Job Description
Payroll & Benefits/Commitment Specialist

Position Title: Payroll & Benefits/Commitment Specialist
Reports to: Human Resources Director
Location: CSS MHDS Region Office
FLSA Status: Non-Exempt
Salary/Wage: \$46,000-\$61,000
Legal Reference: Iowa Code Chapter 331 Section 390(3)(b)

Position Summary:

This position ensures accurate and timely processing of CSS payroll on a bi-weekly basis including data entry, calculating, verifying information or data. Maintains and audits appropriate records to ensure accuracy and timely reporting of wage and benefit information to outside agencies. Performs benefits administration in accordance with CSS policies and applicable state and federal laws. This position also processes mental health commitments and hospital telehealth evaluations.

Essential Duties and Responsibilities:

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



- Works with Human Resources to maintain accurate employee records, to ensure accurate pay information and ensure necessary payroll and benefit policies are enforced.
- Responsible for reviewing quarterly and year-end reports including W-2's, social security, and state and federal taxes that are calculated in ADP.
- Generates Service Coordination monthly contact spreadsheet and submits to Finance Manager at the beginning of the following month.
- Receives Mental Health Advocate (MHA) expenditure reports from 4 CSS Region counties and generates tracking spreadsheet on SharePoint. Processes prepayments and reconciliations to each county by allocating expenses to clients served and submits claims to Finance Manager.
- Assists in training on payroll system changes and procedures when necessary.
- Works closely with contracted Third-Party Administrators (TPA) to ensure CSS' benefits are accessed and administered precisely.
- Coordinates and conducts the region's benefits open enrollment activities and works with contracted TPA to provide proper tools to assist employees in benefits selection; ensures all required annual notice and filing requirements are completed correctly and timely.
- Download MH commitment court documents from EDMS and emails, upload documents into CSN, enter new clients and/or update demographics for existing CSN clients.
- Enter funding for MH commitment and crisis transports.
- Download telehealth crisis assessments, upload documents into CSN, enter new client as needed and/or update demographics for existing CSN clients.
- Other duties as assigned.

Supervision Received:

Supervision is received from Human Resources Director.

Supervision Exercised:

No functional or administrative supervision is exercised over support staff.

Qualifications:

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



- Knowledge of IRS and Iowa Code regarding payroll and IPERS regulations.
- Ability to establish effective working relationships with all employees of the CSS Region.
- Effective written, verbal and listening communication skills are required to be able to have one-on-one or group interactions with co-workers.
- Ability to exemplify professionalism by his/her actions.

Work Schedule:

This is a part-time position (32 hours per week). Work hours are 8:00 a.m. to 4:30 p.m. four (4) days per week.

Language Skills:

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

Reasoning Ability:

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

Certificates, Licenses, Registrations:

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

Work Environment and Physical Demands:

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

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

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



County Social Services

Mental Health & Disability Services Consultant Agreement

This CONSULTING AGREEMENT (the "Agreement"), entered into on **7/17/2023**, is by and between County Social Services (CSS) and **Lisa Trainer (Consultant)**.

The Statements and Intentions of the parties to this Agreement are as follows:

CSS, a governmental entity organized under Code of Iowa 28E as a county Joint venture organization, is of the opinion that Consultant has the necessary qualifications, experience and abilities to provide financial consulting services to CSS.

Consultant Is agreeable to providing such consulting services relating to the CSS financial manager's job description duties on the terms and conditions set forth in this Agreement.

SCOPE OF WORK

It is mutually agreed by and between CSS and Consultant:

- Consultant will provide consultation with the CSS MHDS Region In the state of Iowa in order to fulfill the Finance Manager position duties.
 - Consultant will provide training to the new CSS Finance Manager, as directed by the CSS Chief Executive Officer (CEO).

COMPENSATION AND TERMS OF PAYMENT

- Compensation for covered services Is included in Attachment A, Service Definitions and Rates.
- Consultant will bill CSS on a monthly basis.
- CSS will pay claims in accordance with the CSS Policies & Procedures Manual. CSS will make a payment of a clean Invoice no later than 45 days after receipt.

AGREEMENT TERM

- The term of this Agreement shall be for a period commencing on the date first above written, ending on **7/28/2023**, unless terminated earlier by either party in accordance with this Agreement.
- This Agreement may be terminated by either party upon written notice received 30 days in advance of termination.

This Agreement has been executed by the parties hereto, through their duly authorized officials.



CSS Board Chair Signature

Date

Consultant Signature

Date



Attachment A

Consultation- Educational and Training Services

1. Provide training of all Finance Manager job duties to new Finance Manager

Rate: \$50.00 per hour

CSS will reimburse consultant for mileage \$.57 per mile when necessary (mileage rate is established by the CSS board).

Number of hours per week expected to work: 20 hours (first shift)

This position is not eligible for health/dental insurance or any CSS leave benefits.

Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Distribution from MHDS Regional Mbrs	\$ -	\$ -	\$ -	\$ 192,307	#DIV/0!
Regional Service Payment	\$ 11,071,566	\$ -	\$ -	\$ 8,991,175	81%
Medicaid Reimbursement (TCM)	\$ 116,900	\$ 20,092	\$ -	\$ 98,193	84%
Misc Refunds/Rebates/Care & Keep	\$ 40,000	\$ 4,394	\$ 392	\$ 68,105	170%
Interest/Use of Money & Property	\$ 1,000	\$ 43,442	\$ 43,950	\$ 358,050	35805%
Total Revenue	\$ 11,229,466	\$ 67,928	\$ 44,342	\$ 9,707,830	86%

Expenditure Domain

Core					
Treatment	\$ 1,070,000	\$ 34,607	\$ 32,394	\$ 344,197	32%
Crisis Services	\$ 3,736,922	\$ 105,274	\$ 54,801	\$ 1,484,462	40%
Support for Community Living	\$ 2,702,000	\$ 80,027	\$ 135,512	\$ 1,083,611	40%
Support for Employment	\$ 441,000	\$ 21,859	\$ 25,331	\$ 248,627	56%
Recovery Services	\$ 69,000	\$ -	\$ -	\$ 35,898	52%
Service Coordination	\$ 7,000	\$ 160	\$ -	\$ 160	2%
Sub-acute Services	\$ 270,000	\$ 5,600	\$ -	\$ 150,324	56%
Evidence Based Treatment	\$ 160,000	\$ -	\$ 2,512	\$ 15,915	10%
Mandated	\$ 530,000	\$ 60,224	\$ 49,724	\$ 380,749	72%
Additional Core					
Justice System Involved Services	\$ 372,000	\$ 34,061	\$ 90,549	\$ 395,740	106% *
Evidence Based Treatment	\$ 200,000	\$ 559	\$ 45,537	\$ 77,204	39%
Other Informational Services	\$ 350,000	\$ 12,419	\$ 54	\$ 186,230	53%
Essential Community Living Support Services	\$ 2,087,540	\$ 129,983	\$ 127,645	\$ 1,740,786	83%
Other Congregate Services	\$ 1,200,000	\$ 84,045	\$ 111,016	\$ 845,816	70%
Administration	\$ 1,370,000	\$ 109,058	\$ 81,728	\$ 1,087,921	79%
County Provided Case Mangement	\$ 116,900	\$ 9,488	\$ 7,754	\$ 105,550	90%
Total Expenditures	\$ 14,682,362	\$ 687,365	\$ 764,557	\$ 8,183,190	56%

May Payroll/Benefits Breakdown:	
Gross Payroll	\$120,848
FICA (Employer)	\$8,819
IPERS (Employer)	\$11,408
Insurance (Employer)	\$35,286
TOTAL	\$176,362

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 30.64

*Justice system-involved services is over budget due to the Region receiving invoices again for IMCC with no prior communication-paid \$36,000+ and budgeted \$0.00

Fund 8500 Health Reimbursement Account Fiscal YTD (5/31/2023)	Balance Fwd from prior FY	\$ 164,439
	Revenue	
	Employer Contributions	\$ 397,550
	Employee Contributions	\$ 51,512
	Flex - Employee Contributions	\$ 12,163
		\$ 461,225
	Expenditure	
	Health Insurance Pmts (ISAC)	\$ 400,133
	Medical Claims Pmts (Auxiant)	\$ 51,947
	Flex Claims (Auxiant)	\$ 2,312
	\$ 454,393	
BALANCE	\$ 171,271	

Ending Cash Balance 5/31/23 (Fund 4150 and Fund 8500 combined) \$ 10,314,197

RESOLUTION NAMING DEPOSITORIES
Resolution 2023-1

BE IT RESOLVED by the County Social Services 28E Governing Board that we do hereby designate the following named financial institutions to be the 2023 depository of County Social Services Funds in conformance with all applicable provisions of Iowa Code Chapter 12C.2 in amounts not to exceed the maximum approved for each respective financial institution as set out below:

<u>Depository Name</u>	<u>Charter State</u>	<u>Maximum Deposit Under Former Resolution</u>	<u>Maximum Deposit Under This Resolution</u>	<u>Change</u>
Farmers State Bank	IA	N/A	\$15,000,000.00	N/A

CERTIFICATION. I hereby certify that the foregoing is a true and correct copy of a resolution of the County Social Services 28E Governing Board adopted at a meeting of said public body, duly called and held on the 28th day of June, 2023, a quorum being present, as said resolution remains a record in the minutes of said meeting, and it is now in full force effect.

Dated this 28th day of June, 2023.

Jacob Hackman, Chairperson

Column1	March	April	May	Service	Waiting For	Why ETP	notes
	\$185.00	\$185.00	\$185.00	Rent	Social Security	rent over 3 months	Waiting for information from the Service Coordinator prior to approving these months.
	\$400.00	x		rent	Social Security	rent over 3 months	Approved for Iowa Finance Authority Rent assistance in April.
	\$385.00	\$385.00	\$385.00	Rent	Social Security	rent over 3 months	waiting on SS determination - Section 8 has been applied for
	\$150.00	\$150.00	\$150.00	guardianship	Guardianship in new Region	moved out of Region	moved out of Region - needs guardianship services until new Region can fund - on waitlist
	\$150.00	\$150.00	\$150.00	guardianship	Guardianship in new Region	moved out of Region	moved out of Region - needs guardianship services until new Region can fund - on waitlist
	\$4,371.93	\$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	\$390.00	supported employment	Not Waiting	over Medicaid cap	lowering each month until cap is met
	\$7,409.00	\$7,170.00	x	SCL	ID Waiver	other funding source ID	Started Intellectual Disability Waiver on 5/1/2023
	\$1,155.20	\$1,155.20	x	day habilitation	ID Waiver	other funding source ID	Started Intellectual Disability Waiver on 5/1/2023
	\$500.00	\$500.00	x	rent	Social Security	rent without any services plan.	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	\$73.05	supported employment	ID Waiver	other funding source ID	SIS scheduled for 6/3/23
	\$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	\$350.00	rent	Social Security	rent over 3 months	lost job - reapplying for SSI and looking for employment
	\$352.00		\$291.00	SCL		over income guidelines	Co-pay rose in April, Service Coordinator requested time to develop plan for individual to pay higher co-pay
TOTAL	\$ 18,033,108	\$15,719,68	6,345.98				



Mental Health Center: Pathways Behavioral Services, Inc.

Counties where program is provided: Black Hawk, Butler, and Chickasaw Counties

Locations of Programs: Waterloo, Allison, and Fredericksburg, Iowa

Population served: Pathways serves adults and children. Between July 1, 2022 and May 31, 2023, Pathways saw 2,652 unduplicated individuals for mental health services, 1,396 were clients who live in the CSS service region.

Proposed Funding: Pathways requests funds for IT (Information Technology) to support our Electronic Health Records. Funding is requested for our 3362 University Avenue, Waterloo location, our Allison location and our Fredericksburg location. This is for IT costs incurred between July 1, 2022 to June 30, 2023. The current firewalls are end of life and licenses are expiring. The current server is also end of life and no longer under warranty and needs to be updated to Windows Server 2022.

Pathways is requesting the following:

Pathways is requesting 50% of our IT for the 3362 University Avenue, Waterloo (Black Hawk) location since 50% of services are Mental Health services. They are:

Firewall and license - \$4,193

Two 48 port, two 24 port and one 12 port switches - \$14,959

Network cabinet to securely house IT server, switches and firewall, etc - \$1,835

WiFi access points and license - \$6,876

Fiber Transceivers - \$200

New network server, power supply and Windows server 2022 licenses (used by all locations) - \$10,306

Labor to configure and install above IT – 110 hours @ \$135 = \$14,850

TOTAL for University Avenue location \$53,219 @ 50% for MH = \$26,609

Pathways' Allison (Butler County) office location is requesting:

Firewall and license - \$2,273

Labor to configure and install IT – 8 hours @ \$135 = \$1,080

TOTAL for Allison location \$3,353

Pathways' Fredericksburg (Chickasaw County) location is requesting:

Firewall and license - \$2,273

one 8 port switch - \$857

Labor to configure and install IT – 12 hours @ \$135 = \$1,620

TOTAL for Fredericksburg location \$4,750

Total request from CSS region - \$34,712

CMHC- Pathways Behavioral Services, Inc.

Executive Director- Vicki Mueller

Second Amendment to the County Social Services (CSS) Regional Contract

This Amendment to Contract Number MHDS 22-015 is effective as of July 1, 2023, between the Iowa Department of Human Services (Agency) and County Social Services (Contractor).

Section 1: Amendment to Contract Language

The Contract is amended as follows:

Revision 1. Contract Duration. The Contract is hereby extended from July 1, 2023, through June 30, 2024.

Revision 2. Section 1.1. Special Terms Definitions, is hereby deleted and replaced as follows:

“Agency” means the Iowa Department of Health and Human Services.

“Corrective Action Plan” or “CAP” means a formal documented action to address substandard performance of a Region by requiring development of a step-by-step plan of action to achieve targeted outcomes for resolution of identified issues in an effort to achieve measurable improvement in performance.

“Independently Verified” means verification or assessment of a service by an individual or individuals who are independent and objective of said service and who have experience and training in the gathering of information necessary to conduct such assessments.

“Evidence Based Practices” means using interventions that have been rigorously tested, have yielded consistent, replicable results, and have proven safe, beneficial and effective and have established standards for fidelity of the practice.

“Justice System Involved Individuals” means individuals with behavioral health needs who have involvement with the criminal justice system including initial contact with law enforcement, arrest, incarceration, or court involvement.

“MHDS Region” or “Region” or “Contractor” means a mental health and disability service region that operates as the ‘regional administrator’ or ‘regional administrative entity’ as defined in administrative rule 441—25.11(331).

“Midyear Financial Report” means a report of the Region’s year-to-date revenues and expenditures as of December 31 of each fiscal year.

“Performance Improvement Plan” means a plan aimed at helping a Region improve its performance when issues have been identified by the Region or by the Agency, to analyze current practices and determine and implement the best organizational strategies to improve performance.

“Pre-arrest diversion” means a diversion whereby a person who has initial contact with the

criminal justice system (typically with law enforcement or first responders) is not arrested but is instead connected to a behavioral health community provider or potentially given a civil citation.

“Pre-booking diversion” means programs and practices that can occur at any point in the criminal justice system before a person is booked into a facility and relies heavily on effective interactions between police and community mental health and substance use disorder treatment providers.

“Post-booking diversion” means programs that are used to identify and divert people who have behavioral health needs after they have been booked into jail. Post-booking diversion interventions are typically led by either the courts or jails .

“Primary Prevention” means programs that seek to prevent the development of mental health disorders through use of proactive measures to promote normal development and optimize positive mental health. This may include activities such as developmental programs, mental health or substance abuse educational programs, and promotion of healthy lifestyles.

“Quarterly Report” means a report completed by the MHDS Region detailing the availability of disability services to residents of the Region, provision of training activities, and efforts related to implementation of Evidence Based Practices.

“Regional Operational Guidance” means official guidance published by the Agency to provide clarification of statute or rules; direction; or other information pertinent to operation of MHDS Regions.

“Regional Service System Management Plan” means the plan developed pursuant to Iowa Code section 331.393 for the funding and administration of non-Medicaid-funded mental health and disability services and includes an annual service and budget plan, a policies and procedures manual, and an annual report.

“Secondary Prevention” means interventions that seek to identify risk factors or early signs of mental health disorders and to intervene before symptoms are present, thereby minimizing serious consequences. This may include programs such as screening provided in school or childcare settings, screening targeted to children with social risk factors, and making connections to early intervention resources.

Revision 3. Section 1.2 Contract Purpose, is deleted and replaced as follows:

To administer the regional mental health and disability services delivery system, and to measure performance of the MHDS Region. To allow MHDS Regions to develop and maintain a service delivery system focused on ensuring access to care; reducing disparity and improving equity; and maximizing value.

Revision 4. Section 1.3.1 Deliverables, is hereby deleted and replaced as follows:

The Contractor shall:

1.3.1.1 Fulfill all requirements for MHDS Regions as set forth in Iowa Code 331.388 through

331.399 and Iowa Administrative Code 441—Chapter 25, including:

- a. Provision of access to all core services under Iowa Code section 331.397 and 331.397A;
- b. Provision of access to all additional core services under Iowa Code section 331.397 and 331.397A when public funds are made available for such services;
- c. Submission of a Regional Service System Management Plan to the Agency who will approve, deny, or consult with the Region to revise the plan;
- d. Submission of any amendments to the Regional Service System Management Plan to the Agency who will approve, deny, or consult with the Region to revise the plan;
- e. Submission of any new or amended documents required under 331.392 including regional governance agreement and annual independent audit.
- f. Annual submission of the Region's data as required under 441—IAC—25.41.
- g. Utilize all federal government funding, including Medicaid funding, third-party payment sources, and other nongovernmental funding prior to using regional service payments;

1.3.1.2 The Region will work collaboratively with the Agency to develop a comprehensive, cross-systems strategy for interventions and services for Justice System Involved Individuals. The Region will participate in a joint Agency-MHDS Region justice system involved workgroup, to include the following actions to be performed by the region as part of a collective statewide effort :

- a. Conduct an environmental scan to identify gaps in screening, diversion, treatment, and support services for justice involved individuals and determine next steps to address these gaps.
- b. Collect information on current practices for screening of behavioral health needs in Justice System Involved Individuals;
- c. Collaborate with law enforcement and judicial system stakeholders to examine current models of diversion across systems. This may include:
 - (1) Pre-arrest diversion
 - (2) Pre-booking diversion
 - (3) Post-booking diversion
- d. Gather information to produce a baseline inventory of current treatment and support services and interventions designed for Justice System Involved Individuals, including but not limited to treatment in jail (including medications), mental health courts, specialized probation, and Forensic Assertive Community Treatment (FACT);
- e. Gather information to produce a baseline inventory of current availability of supports related to social factors contributing to justice system involvement, including substance abuse, poverty, homelessness, unemployment, and educational level;
- f. Develop and implement Outpatient Competency Restoration services according to standards and timelines set by the Agency.

1.3.1.3 Partner with the Agency to develop an accountable mental health and disability services system.

The Region will participate in a joint Agency-MHDS Region data analytics workgroup, to include the following actions to be performed by the region as part of a collective statewide effort

- a. Review data collected for crisis services including Mobile Crisis Response, Crisis Stabilization – Community Based Services, Crisis Stabilization – Residential Services, and Twenty-three

Hour Observation and Holding Services, to identify the degree to which system-wide outcome goals identified by the workgroup are being met; identify additional data needed to assess service system efficacy; and to make necessary changes to service delivery models to achieve the specified outcomes.

b. Standardize definitions, data elements, and processes for data collection for the following services:

- (1) Access Center intake assessment and screening;
- (2) Subacute Mental Health Services; and
- (3) Intensive Residential Service Homes.

c. For each service under 1.3.1.3(b):

- (1) Develop tools related to the system-wide outcome goals identified by the workgroup, that will allow evaluation of outcomes consistently across Regions;
- (2) Utilize common data systems and metrics to allow data validation and quality assurance processes;
- (3) Finalize standards for each service, facilitate changes to data systems, and adhere to a workgroup-approved plan for collecting data, by the target date of December 31, 2023; and
- (4) Utilize the standardized process to collect baseline data related to the system-wide outcome goals in accordance with the workgroup data collection plan.

1.3.1.4 Work with the Agency to expand upon the Prevention, Early Education, Early Intervention, and Education children's core service by promotion of Secondary Prevention practices, to include the following actions to be performed by the region as part of a collective statewide effort .

- a. Conduct an environmental scan to identify gaps in current Primary Prevention and Secondary Prevention activities and determine next steps to address these gaps;
- b. Collect information on current screening and surveillance practices related to children's behavioral health needs;
- c. Based on the results of the environmental scan, develop partnerships with community organizations to provide Secondary Prevention screening and interventions not already available within the region.

1.3.1.5 Partner with the Agency to improve service provision by promoting use of Evidence Based Practices (EBPs), to include the following actions to be performed by the region as part of a collective statewide effort .

- a. Collaborate with the Center of Excellence for Behavioral Health to promote training for behavioral health providers implementing EBPs within the region and to promote coordination, support, and scheduling of independently verified fidelity reviews completed by qualified individuals.
- b. Independently verified fidelity reviews in accordance with 441—IAC—25 shall be completed for all ACT and Permanent Supportive Housing programs operating in the region no later than June 30, 2024.

1.3.1.6 Partner with the Agency to evaluate the core operations, practical application, and cost structure for Service Coordination funded by Regions, to include the following actions to be performed by the region as part of a collective statewide effort .

- a. Conduct an environmental scan to identify different uses of service coordination provided through the Region, including populations served, and the scope of services;
- b. Collect information on current service coordination practices by the Region including interactions with other entities providing service coordination, care coordination, or case management.
- c. With the Agency, determine next steps to address any identified gaps, overlaps, or systemic issues.

1.3.1.7 Report administrative costs to the Agency annually for review using standardized definitions and procedures as set forth by the Agency in 441—IAC—25 and in Regional Operational Guidance documents. The Agency may determine a goal for a maximum per capita or maximum percentage of administrative costs for the Region based on analysis of administrative cost data.

1.3.1.8 Submit Quarterly Reports to the Agency on time using forms provided by the Agency.

1.3.1.9 Make a Midyear Financial Report available to the Agency in the format determined by the Agency by January 15th of each year.

1.3.1.10 Submit as applicable Incentive Funds Reports, Encumbered Funds Reports, and other service system and financial reporting to the Agency on time using forms provided by the Agency.

1.3.1.11 Submit evidence to demonstrate the Region's level of compliance with service access standards set forth in 441—IAC—25.

a. Acceptable evidence for timeliness standards for Mobile Crisis Response, Crisis Stabilization – Community Based Services, Crisis Stabilization – Residential Services, and Twenty-three Hour Observation and Holding Services will be derived from data collected under 1.3.1.2.

b. The Region will work with the Agency to determine acceptable evidence for all other timeliness and proximity access standards under 441—IAC—25.

Revision 5. Section 1.3.2 Performance Measures, is deleted and replaced as follows:

The MHDS Region shall meet the following benchmarks during the Contract period:

1.3.2.1 Quarterly Reports will be submitted timely 100% of the time. Reports will be due on the 15th day of the month following the end of the quarter. When the 15th day falls on a weekend or holiday, the report will be due on the next business day.

1.3.2.2 Quarterly Report submissions will be complete and accurate. Complete means that all required fields contain the requested information. Accurate means that the information provided can be documented or supported by the Region. If clarification is needed, the Region will respond to the Agency within the requested timeframe.

1.3.2.3 The Region will participate in 100% of the scheduled monthly meetings between the Agency and the Regional CEO collaborative.

- a. With the exception of meetings where the only attendance option is virtual, the CEO or their designee must attend at least 50% of the meetings in person.
- b. The CEO or designee must be present for the entire scheduled agenda unless prior arrangements have been made with the agency.

1.3.2.4 The Region will participate in 90% of the scheduled meetings of the data analytics workgroup steering committee. Any assigned work products will be completed by the assigned deadline.

1.3.2.5 The Region will participate in 90% of scheduled justice system involved workgroup meetings. Any assigned work products will be completed by the assigned deadline.

1.3.2.6 The Region will meet the access standards in 1.3.1.11 paragraph (a) at an overall level of 85%.

Revision 6. Section 1.3.3 Agency Responsibilities, is deleted and replaced as follows:

1.3.3.1 The Agency will participate in scheduled meetings of the data analytics workgroup.

1.3.3.2 The Agency will participate in scheduled meetings of the justice system involved workgroup.

1.3.3.3 The Agency will participate in scheduled monthly meetings between the Agency and the Regional CEO collaborative.

1.3.3.4 The Agency will provide the format and template for the Region's quarterly report.

1.3.3.5 The Agency will respond timely to requests for technical assistance from the MHDS Region.

1.3.3.6 The Agency will review reports timely and subject to the Agency's discretion, will allow the Region adequate time to make corrections or clarifications.

Section 2: Ratification & Authorization

Except as expressly amended and supplemented herein, the Contract shall remain in full force and effect, and the parties hereby ratify and confirm the terms and conditions thereof. Each party to this Amendment represents and warrants to the other that it has the right, power, and authority to enter into and perform its obligations under this Amendment, and it has taken all requisite actions (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Amendment, and that this Amendment constitutes a legal, valid, and binding obligation.

Section 3: Execution

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are

hereby acknowledged, the parties have entered into the above Amendment and have caused their duly authorized representatives to execute this Amendment.

Contractor, County Social Services (CSS)		Agency, Iowa Department of Health and Human Services	
Signature of Authorized Representative:	Date:	Signature of Authorized Representative:	Date:
Printed Name: Mary McKinnell		Printed Name: Marissa Eyanson	
Title: Regional CEO		Title: Director, Division of Behavioral Health and Disability Services	

County Social Services (CSS)		Iowa Department of Health and Human Services	
Signature of Authorized Representative:	Date:	Signature of Authorized Representative:	Date:
Printed Name: Jacob Hackman		Printed Name: Kelly Garcia	
Title: Chair, Governing Board		Title: Director, Iowa Department of Health and Human Services	