

**DECEMBER 2023 COUNTY SOCIAL SERVICES GOVERNING BOARD MEETING**  
**MINUTES** (*Meeting was held in November to approve CSS Annual Report prior to December 1<sup>st</sup>, 2023*)

The CSS Board Meeting was held in Grundy County at the Grundy County Conservation Center in Morrison, IA and via Go-To Meeting on Wednesday November 29<sup>th</sup>, 2023 at 10:00am.

CSS Board Members Present: Jacob Hackman, Chickasaw; Heidi Nederhoff, Grundy; Mark Hendrickson, Mitchell; Mark Faldet, Winneshiek; June Klein, Bacon, Children Services Parent Rep; Dan Marx, Law Enforcement Rep; Janell Bradley, Fayette- alternate for Clayton County; Tavis Hall, Black Hawk-alternate for Butler County, Mary McKinnell, CSS CEO.

Not Present: Doug Reimer, Clayton; Greg Barnett, Butler; Bruce Grant, Consumer Rep; Kristi Aschenbrenner, Children's Education Rep; Brittney Montross, Adult Provider Rep; Matt Homstad, Children's Provider Rep; Ashley Neuendorff, Judicial Rep.

Chair, Hackman, Chickasaw called the meeting to order.

1. Motion by Nederhoff, Grundy, Second by Hendrickson, Mitchell to approve today's agenda and the minutes from October 2023. Motion Carried.
2. There were no updates from Adult Services Provider Representative, Brittney Montross.
3. Update from Children Services Representative, June Klein-Bacon. Children's Advisory Committee met in Oct 2023. This committee will be conducting a survey in the future to providers, families, schools, and to the CSS Board members for feedback regarding the children's system. This survey will include feedback regarding gaps in the system, access to services, crisis supports for children, and will ask for improvements that others would like to see in the system.
4. There were no updates from Consumer Representative, Bruce Grant.
5. There were no updates from Youth Provider Representative, Matt Homstad.
6. There were no updates from Law Enforcement Representative, Sheriff Dan Marx.
7. There were no updates from Judicial Representative, Ashley Neundorf.
8. There were no reports or updates from CSS Board and Member Counties.
9. Mary McKinnell, CEO gave an update that there have been no updates from HHS as of yet regarding the HHS realignment that were expected to be given by late Oct 2023. HHS has stated that they plan to have updates regarding the realignment mid to late December 2023. Mary will keep everyone informed when she is made aware of this information. HHS has requested access to CSN our data platform however will not have access to individual client information. Mary has requested CSS staff increase our client contacts as Regions are now being monitored closely by HHS.

**Human Resources**

10. Mary's Annual Performance Review was completed on 11/15/23 by the CSS Executive and HR Committees.
11. CSS Employee Handbook updates effective December 1, 2023. Megan Taets, CSS HR reviewed the recommendations made by the HR committee throughout the employee handbook. Motion was made by Hendrickson, Mitchell, Second by Bradley, Fayette-Clayton alternate to approve all recommendations presented throughout the CSS Employee Handbook effective December 1, 2023. Motion Carried.

**Organization.**

12. Motion was made by Nederhoff, Grundy, Second by Hendrickson, Mitchell to approve the Financial report and claims from October 21<sup>st</sup>, 2023 through November 27<sup>th</sup>, 2023. Motion Carried.
13. Review Exceptions to Policy October 2023. McKinnell explained there was an increase in October due to funding a client's SCL services while they waited for eligibility to be determined by the MCO.
14. Motion was made by Faldet, Winneshiek, Second by Nederhoff, Grundy to approve the CSS FY23 Annual Report. Motion Carried. The Annual Report was presented at the CSS Annual Stakeholder meeting on Wed Nov 15<sup>th</sup>, 2023 held in Waterloo, IA.
15. Motion made by Hendrickson, Mitchell, Second by Faldet, Winneshiek to approve the ending fund balance certification letter. Motion Carried. CSS ending fund balance for FY23 was \$7,983,623.
16. Motion made by Hendrickson, Mitchell, Second by Nederhoff, Grundy to review a prepared contract with American Secure Car at the January 2024 CSS Board meeting. Motion Carried. Board members would like information regarding where the transport drivers are located for American Secure Car and for our other 2 contracted transportation providers (Central Iowa Detention and North Iowa Detention Services) within the Region to be presented at the next meeting.
17. The next CSS Board meeting will be held on Wednesday, 1/24/24 at 10AM in Howard County. Voting Board Membership will rotate to the 6 BOS who are currently alternates. Board members will need to appoint a new CSS Board Chair, Vice-Chair, and Secretary/Treasurer at the Jan 2024 board meeting.
18. Motion to adjourn the meeting made by Faldet, Winneshiek, Second by Nederhoff, Grundy. Motion Carried.