

COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA

To: County Social Services Board Members
Cc: County Social Services Stakeholders/Public is encouraged to attend
From: Bob Lincoln
Date: December 2, 2019
Re: County Social Services Board Meeting
Date: Wednesday, December 4, 2019
Time: 10:00 A.M.

Place: **Please participate by:**

1. Joining us in Hancock County, Garner Public Library, 416 State St., Garner, Iowa.
2. Only CSS Directors will have remote access to the meeting by phone.

Vision Statement: County Social Services connects persons experiencing complex life-changing challenges with innovative resources and supports to assist them in moving towards hopeful and happy lives.

Mission Statement: County Social Services increases community inclusion and capacity through nurturing partnerships.

Goal 1: County Social Services will deliver research/evidence-based community health care management throughout the region.

Goal 2: Create a budget that provides sufficient funds for risk and cash flow, invest in increased capacity and competency and to expand coverage to relieve other tax funded supports, resulting in affordable health care.

Goal 3: Reduce acute and institutional care. Increase community and crisis services for all lives. Community inclusion resulting in customized employment.

9:00 AM Finance Committee

1. Review monthly summary report
2. Review ETP report
3. Review MHDS per capita expenditures for FY19/discuss FY21 levy
4. Depository & signatures on the account.

10:00 AM County Social Services Board Meeting Agenda

1. Call County Social Services Board Meeting to order
2. Introductions and welcome by host. Director Rayhons
3. Approve today's agenda and the minutes of October 23, 2019
4. Provider feedback-Marcia Oltrogee
5. Consumer feedback-Janel Clarke
6. Presentation of Eric Donat for CSS Board Consumer Representative for the period January 1, 2020 through December 31, 2021. Discussion/Action
7. The CSS Board will be required to elect a Secretary/Treasurer to the Board at the January 22, 2020 meeting. The Vice Chair will move to Chair and current Secretary/Treasurer to the Vice Chair. It is the acting Chair's prerogative to appoint a nominating committee to present a candidate to the full Board.

Human Resources- HR Committee

8. The complication of having to fully transition financial functions internally, we are requesting the short-term designation of a Project Manager to provide the additional resources for a successful transition. Jeanine Scott has agreed to contract her services to perform this function effective December 2, 2020 at an hourly rate of \$70 under the direction of the CEO and for a period determined necessary by the CEO. Discussion/Action
9. Moving to one employer January 1, 2020 the CSS Board will need to designate the paid holidays for the year. New Year's Day; President's Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving ; Christmas Eve; Christmas Day.
10. Discussion/Action
11. New I-START staff:
 - a. Olivia Ayres – Clinical Director. Starting salary \$61,500. Start date 11-4-19. Wright County is employer of record through 12/31/19; however, she will office in Black Hawk County.
 - b. Sarah Juhl – I-START Coordinator/North and South Quadrants. Starting wage \$20.00/hour. Wright County is employer of record through 12/31/19; however, she will office in Black Hawk and Cerro Gordo Counties.
 - c. Amber Barrett – I-START Coordinator/East Central Region. Starting wage \$20.00/hour. Start date 12-3-19. Wright County is employer of record through 12/31/19; however, she will office in Cedar Rapids.
 - d. Nancy Olson – I-START Coordinator/West Quadrant. Starting wage \$20.00/hour. Start date 11-18-19. Wright County is employer of record through 12/31/19.
12. Resolution for Adoption of 457 Plan through Nationwide. Discussion/Action

Programs

13. To transition financial functions internally CSS needed to immediately initiate a software transition with Tyler Technologies to be live January 6, 2020. One-time fees of \$31,300 and recurring fees of \$17,086 and estimated travel expenses of \$7,180 for a total allocation this fiscal year of \$55,566.00. Discussion/Action
14. The Mobile Response contract with Berryhill Community Mental Health Center is presented with startup costs of (not to exceed) \$30,750 beginning. 2/1/20. Discussion/Action
15. The Mobile Response contract with Season's Center is presented with start-up costs (not to exceed) \$28,733 for the period from 2/1/2020 to 6/30/2020 and then monthly costs (not to exceed) \$5,909. Discussion/Action
16. Mosaic is requesting support for a 5-bedroom home. Discussion/Action
17. The CSS Unity Point Rural Access Hospitals are requesting a contract to provide telepsychiatry from ITP for their emergency departments. This contract is unique in that Unity Point will bill third party insurance for the service funded by CSS with the long-term objective to reduce cost and make it sustainable. This will also allow them to pull ITP interventions into their electronic medical records making for better continuity of care for individuals seeking assistance. Discussion/Action

Organizations

18. Fiscal Year 2019 Annual Report. Discussion/Action
19. Allocation request. Discussion/Action
20. CSS needs to open a bank account to transfer funds under the financial control of the CSS Board:
 - a. Be it resolved that the County Social Services (CSS) Board of Directors, 1206 South Main St., Charles City, Iowa, approves the following financial institution to be the depository of County Social Services funds in conformance with the provisions of the Iowa Code. CSS officials are hereby authorized to deposit CSS funds in amounts not to exceed the maximum approved for this financial institution; Farmers State Bank (FSB), 131 Tower Park Dr., Suite 100, Waterloo, Iowa 50701- \$16,000,000. The CSS Board of Directors further authorizes the position of Chief Operating Officer (COO), Karen Dowell; Secretary/Treasurer of the CSS Board; and Finance Manager, Lisa Trainer; Chief Executive Officer, Bob Lincoln shall have full access to legally deposit and distribute funds.
21. Systems Unlimited has agreed to lease space for our ECR ISTART Coordinator for \$135 per month. Discussion/Action
22. Hancock County Health Systems has agreed to rent space to CSS in the Public Health building at \$100 per month. Discussion/Action
23. Monthly Summary Report. Discussion/Action Finance Committee
24. The Executive and HR Committee are recommending per capita levy for fiscal year 2021 of 35\$.

Consent Agenda

25. Authorize Chair to sign provider agreements and rate requests. Discussion/Action
 - a. Rise, Ltd
 - b. Lifeworks Community Services
26. Exception to Policy Report. Discussion/Action
27. Administrator's Updates: SBCM Kick-Off January 22, 2020
28. Adjourn

Next CSS Board Meeting: Wednesday, January 22, 1:00 PM Howard County

All CSS Strength Based Case Management Symposium:

Wednesday, January 22, 2020, 9:00 AM to 12:00 PM

Guest Speaker: Ally Mabry

**Director of Center for Mental Health Research and Innovation at
University of Kansas School of Social Welfare**

October 2019 County Social Services Board Minutes

The October 2019 County Social Services Board Meeting was held in Floyd County at the Charles City Public Library on Wednesday, October 23, 2019 at 10:00 A.M.

Present: Dennis Koenig, Allamakee; Craig White, Black Hawk; Chris Watts, Cerro Gordo; Jacob Hackman, Chickasaw; Jacob Hackman, Chickasaw; John Pluth, Emmett; Jeanine Tellin, Fayette; Roy Schwickerath, Floyd; Gary Rayhons, Hancock; Pat Murray, Howard; Donnie Loss, Kossuth; Barb Francis, Mitchell; Clarence Siepker, Pocahontas; Larry Vest, Tama; Mark Campbell, Webster; Bill Jensvold, Winnebago; Floyd Ashbacher, Winneshiek; Ken Abrams, Worth; Karl Helgevold, Wright.

Absent: Greg Barnett, Butler; Jim Ross, Grundy; Sandy Looney, Humboldt

Guests: Representative Terry Baxter, Senator Bill Dotzler, Senator Eric Giddens, Representative Tedd Gassman, Representative Ann Meyer, Representative Anne Osmundson, Representative Bob Kressig, Representative Todd Prichard, Senator Tim Kraayenbrink, Senator Amanda Ragan, Representative Sharon Steckman, Representative Timi Brown-Powers, Representative Sandy Salmon, Niki Conrad, Shirley Christianson, Gina Hiler, Kim Fettlekether, Meghan Malley, Aaron McHone, Megan Taets, Raina Kellogg, Karen Dowell, Lisa Trainer

Prior to Board Meeting the Finance Committee met at 9 am to review:

1. Review monthly summary report
2. Review ETP report
3. Review MHDS per capita expenditures for FY19/discuss FY21 levy
4. Occupancy reimbursement options.

1. Chair Tellin Called County Social Services Board Meeting to order.
2. Introductions and welcome by host Director Schwickerath.
3. Motion by Francis, Mitchell and Second by Abrams, Worth to approve today's agenda and approve minutes from September 25, 2019 minutes. Motion carried.
4. Discussion on Legislative Forum on CSS legislative priorities
 - i. Legislation to have one Mental Health and Disability Services Per Capita Levy Cap across all MHDS Regions (\$37.00 is the current average cap).
 - ii. Legislation to allocate enough funding as recommended by the Department of Human Services to make the mandated 22 Assertive Community Treatment Teams sustainable and able to maintain fidelity without MHDS Region subsidy. (fiscal impact, approx. \$1 M)
 - iii. Legislation to allocate enough funding for YourLife Iowa (the mandated state-wide 24/7 Crisis Line) to dispatch mobile crisis response and be a hub for a state-wide mental health system. (The state could leverage Medicaid Administrative dollars to accomplish this with the current state dollars as leverage. Fiscal impact approx. \$1 M))
 - iv. Legislation to allow county's that are a current member of a MHDS Region the right to retain their membership if another county's actions may result in them not being contiguous.
5. Motion by Vest, Tama and Second by Schwickerath, Floyd to accept Children's Mental Health Implementation. Roll Call Vote: Motion Carried.

Allamakee	abs	Floyd	yes	Tama	no
Black Hawk	yes	Grundy	abs	Webster	no
Butler	abs	Hancock	yes	Winnebago	no
Cerro Gordo	yes	Howard	yes	Winneshiek	yes
Chickasaw	yes	Humboldt	abs	Worth	no
Clayton	yes	Kossuth	NA	Wright	yes
Emmett	yes	Mitchell	yes		
Fayette	yes	Pocahontas	yes		

6. There was no Provider Feedback.
7. There was no Consumer Feedback.
8. Ann Smisek from Ahlers & Cooney PC provided information regarding proposal for labor and employment services. Motion by Watts, Cerro Gordo and Second by Helgevold, Wright to accept Ahlers & Cooney for employment services on a fee for service basis. Motion carried.
9. Motion by Hackman, Chickasaw and Second by White, Black Hawk to accept proposed resolution for member counties. Roll call Vote: Motion Carried.

Allamakee	abs	Floyd	yes	Tama	yes
Black Hawk	yes	Grundy	abs	Webster	yes
Butler	abs	Hancock	yes	Winnebago	yes
Cerro Gordo	yes	Howard	yes	Winneshiek	yes
Chickasaw	yes	Humboldt	abs	Worth	yes
Clayton	yes	Kossuth	NA	Wright	yes
Emmett	yes	Mitchell	yes		
Fayette	yes	Pocahontas	yes		

10. Motion by Campbell, Webster and Second by Pluth, Emmet to accept CSS employer of record item – with an amendment of items are for New Hire Employees: PTO accrues on first day of employment but cannot be used in first 90 days; employees allowed up to \$2,700 in annual cafeteria flex plan and \$500 carry over between plan years; and Health Insurance for new hires will begin the first of the month following 30 days of employment. Motion carried.
11. Motion by Campbell, Webster and Second by Pluth, Emmet to accept contracts with Season’s Center and Berryhill Community Mental Health for Mobile Response. Motion carried with all ayes except Tama.
12. Motion by Murray, Howard and Second by Keehner, Clayton to accept I-START kick-off program not to exceed \$2,000. Motion carried.
13. Motion by Schwickerath, Floyd and Second by White, Black Hawk to support Scenic Acres 5-bedroom. Motion carried.
14. Motion by Siepkner, Pocahontas and Second by Abrams, Worth to accept Allocation requests. Watts, Cerro Gordo abstained from vote. Motion carried.
15. Discussion on Worth County resubmitted their intent letter to leave CSS. Also noted; Winnebago has also submitted their intent to leave letter.
16. Motion by Murray, Howard and Second by Francis, Mitchell to accept Monthly Summary Report. Motion carried.
17. Motion by Campbell, Webster and Second by Helgevold, Wright to table CSS opening office in Hancock County. Motion carried.
18. Motion by Campbell, Webster and Second by Helgevold, Wright to table CSS opening office in Clayton County. Motion carried.
19. Motion by Helgevold, Wright and Second by Keehner, Clayton to accept general assistance, currently provided by CSS Staff, continue following transition January 1, 2020. Motion carried.
20. Motion by Watts, Cerro Gordo and Second by Schwickerath, Floyd to authorize Chair to sign Provider Rate Sheets. Motion carried.
 - a Berryhill Community Mental Health Center
 - b Champion State of Mind
 - c Lifeworks Community Services
 - d Neuro RehabCare
 - e Youth & Shelter Services
 - f Scenic Acres
21. Motion by Hackman, Chickasaw and Second by Schwickerath, Floyd to accept Exception to Policy Report. Motion carried.
22. Administrator Updates: Annual Stakeholder Meeting January 22, 2020
23. Motion by Watts, Cerro Gordo and Second by Helgevold, Wright to adjourn. Annual Stakeholder Conference will be Wednesday, November 20, 2019 at Community Center, Grundy Center. Next CSS Board Meeting will be Wednesday, December 4, 2019.

SAMPLE RESOLUTION FOR ADOPTION OF PLAN

(This sample resolution contains the necessary technical language as to content and substance for adoption of the plan. Please incorporate into the appropriate format for adoption):

WHEREAS, County Social Services ("Employer") desires to establish an eligible deferred compensation plan to be made available to all eligible employees, elected officials, and independent contractors (collectively, "Eligible Employees") pursuant to Section 457 of the Internal Revenue Code ("Code"); and

WHEREAS, Nationwide Retirement Solutions, Inc., a Delaware corporation and an affiliate and subsidiary of Nationwide Financial Services, Inc. ("NRS") offers an eligible deferred compensation program pursuant to Code Section 457 (the "457 Program") that allows Employer to offer a Code Section 457 eligible deferred compensation plan to Eligible Employees; and

NOW, THEREFORE, RESOLVED, Employer hereby adopts the documents necessary to implement the 457 Program thereby establishing the County Social Services Deferred Compensation Plan for the participation of Eligible Employees; and,

FURTHER RESOLVED, Employer selects NRS to administer the 457 Program; and,

FURTHER RESOLVED, Employer authorizes and directs its representatives to take the actions necessary to implement these resolutions.



Quoted By: Ron Pieracci
 Quote Expiration: 5/12/2020
 Quote Name: County Social Services Financial and possibly Personnel
 Quote Number: 2019-97555
 Quote Description: County Social Services 5 Year Saas Tyler Hosted

Sales Quotation For
 Bob Lincoln
 County Social Services (CSS)
 1407 Independence Avenue
 Waterloo, IA 50703
 Phone: 641-330-0455
 Email: blincoln@countysocialservices.org

Tyler Software and Related Services - Saas

Description	Impl. Hours	Impl. Cost	Data Conversion	# Years	Annual Fee
Financial Management Suite					
Core Financials	140	\$18,200	\$8,100		\$14,786
Tyler Hosted Applications					
Tyler U	0	\$0	\$0		\$575
Hosting User Fee	0	\$0	\$0		\$1,725
		<i>Sub-Total:</i>			<i>\$17,086</i>
		TOTAL:		5	\$17,086

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management	1	\$5,000	\$5,000	\$0
TOTAL:			\$5,000	\$0

Summary
 Total Tyler Saas \$0
 Total Tyler Services \$31,300
 Total Third Party Hardware, Software and Services \$0
Summary Total \$31,300
Contract Total (Excluding Estimated Travel) \$48,386
Estimated Travel Expenses \$7,180

Detailed Breakdown of Conversions (Included in contract total)

Description	Hours	Unit Price	Programming Fee	Extended Price
Financial Management Suite				
General Ledger - Conversion	8	\$130	\$1,750	\$2,790

Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Property Tax/Fund Bal Transfer	\$ 16,435,220	\$ -	\$ -	\$ 45,000	0%
Medicaid Reimbursement (TCM)	\$ 212,600	\$ 18,992	\$ 14,535	\$ 81,359	38%
I-START	\$ 100,000	\$ -	\$ 24,000	\$ 44,661	45%
Misc.	\$ 497,000	\$ 8,264	\$ 10,525	\$ 308,071	62%
Total Revenue	\$ 17,244,820	\$ 27,256	\$ 49,060	\$ 479,091	3%

Domain					
Core					
Treatment	\$ 1,170,000	\$ 24,620	\$ 92,890	\$ 217,550	19%
Crisis Services	\$ 2,661,000	\$ 40,997	\$ 35,758	\$ 123,007	5%
Support for Community Living	\$ 2,624,800	\$ 120,236	\$ 131,640	\$ 531,503	20%
Support for Employment	\$ 650,000	\$ 33,012	\$ 34,968	\$ 141,835	22%
Recovery Services	\$ 180,000	\$ 2,622	\$ 8,916	\$ 22,590	13%
Service Coordination	\$ 60,000	\$ -	\$ -	\$ -	0%
Sub-acute Services	\$ 50,000	\$ 15,600	\$ 1,600	\$ 34,800	70% 1
Evidence Based Treatment	\$ 1,355,000	\$ 26,966	\$ 43,112	\$ 121,632	9%
Mandated	\$ 1,000,000	\$ 64,934	\$ 83,819	\$ 287,918	29%
Additional Core					
Justice System Involved Services	\$ 447,000	\$ 28,589	\$ 31,828	\$ 116,881	26%
Evidence Based Treatment	\$ 105,000	\$ 11,820	\$ 16,451	\$ 52,027	50% 2
Other Informational Services	\$ 96,722	\$ 1,862	\$ 3,233	\$ 15,526	16%
Essential Community Living Support Services	\$ 4,013,200	\$ 289,112	\$ 338,605	\$ 1,252,118	31%
Other Congregate Services	\$ 2,500,000	\$ 195,791	\$ 207,499	\$ 804,740	32%
Administration	\$ 1,500,000	\$ 81,356	\$ 100,139	\$ 506,806	34%
County Provided Case Mangement	\$ 212,600	\$ 17,008	\$ 19,714	\$ 70,875	33%
Total Expenditures	\$ 18,625,322	\$ 954,525	\$ 1,150,171	\$ 4,299,809	23%

November 2019 Claims	
11/5/2019	\$556,742.90
11/12/2019	\$204,883.24
11/19/2019	\$164,840.01
11/26/2019	\$278,978.74
TOTAL	\$1,205,444.89

Ending Cash Balance 11/30/19	\$9,492,014.27
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1 Non-Medicaid funded individuals needing sub-acute

2 More social support access than we had anticipated

Last 3 Months' Per Capita Annualized Expenditure Rate:	\$ 27.46
Year-to-Date Per Capita Annualized Expenditure Rate:	\$ 28.17