

**Sioux Rivers Regional MHDS Governance Board**  
**Minutes**  
**September 29, 2015**

The Sioux Rivers Regional MHDS Governance Board Meeting was held Tuesday, September 29, 2015 at the Plymouth County Courthouse Annex Building, 215 4<sup>th</sup> Avenue SE, Le Mars, Iowa.

1. Chairman Dennis Wright called the meeting to order at 1:30 p.m. and introductions were made.

Members present: Mark Loutsch, Jim Henrich, Dennis Wright, Mark Monson, Matthew Ung, Shane Walter, Julie Albright.

Members absent: Mark Sybesma, Mike Wood.

Others present: Patty Erickson-Puttmann, Sharon Nieman, Aaron Haverdink, Dennis Butler, Jim Rixner, Rebecca Mangold, Kim Keleher, Timm Banks, David Van Ningen, Don Nore, Mary Ott, Dan Gillette.

2. Motion by Mark Loutsch, second by Mark Monson to approve the minutes of the August 25, 2015 Board meeting as presented. Motion carried 5-0.
3. REVIEW OF AUDIT RFP RESPONSES AND APPROVAL OF REGIONAL AUDITOR
  - A. Two audit responses were received from the RFPs that were sent out. One respondent indicated they were not interested in submitting a proposal. The other respondent, Williams & Company, did submit a proposal.
    - i. In the Williams & Company proposal they indicated that the cost of completing the Regional Audit will not exceed \$13,500 for the first year.
  - B. Motion by Jim Henrich, second by Matthew Ung to approve Williams & Company as the Regional Auditor. Motion carried 5-0.
4. CRISIS SERVICES UPDATE AND DISCUSSION OF CONTRACTOR FUNDING FOR REMODEL
  - A. Pride Group will be out of the Division Street building as of October 2<sup>nd</sup>. Keys will be delivered to the Region by October 5<sup>th</sup>.
  - B. A meeting will be held between Shane Walter, Patty Erickson-Puttmann and Jim Rixner to discuss negotiations on the contract and changes that need to be made internally to the building.
  - C. Representatives from the Woodbury County Sheriff's Department will come to evaluate the building and offer recommendations on what kinds of security measures need to be taken.
    - i. This will include a discussion about using a replica of the entrance to the Crisis Center in Polk County. Their setup has an entry buzzer system on the outside door, a vestibule, and then another buzzer system on the inside door which allows access into the facility.
  - D. Siouxland Mental Health has publicized job openings for the Crisis Center and there has been good response through a variety of advertising venues and also the Sioux Rivers website.
  - E. Jim Rixner shared the following information:
    - i. There is a need for a secure area for conducting initial interviews with clients once they first enter the facility.
    - ii. The Crisis Center building is located within a couple hundred yards of the fire department, so if a medical emergency arises, the fire department, as first responders, will be able to respond quickly.
    - iii. In terms of positions advertised they have received interest from several nurses, some of which are willing to work split shifts and cover odd hours, which is what the Crisis Center needs due to being a 24/7 operation.

- iv. Local hospitals have been successful in recruiting additional medical providers for inpatient care, which will free up Siouxland Mental Health's staff to be available to provide medical backup for the Crisis Center.
- F. Patty Erickson-Puttmann discussed immediate needs during the initial remodel.
  - i. Minimal work needs to be done inside as far as construction other than making accommodations for the for the first interview room.
  - ii. The roof is 22 years old and needs to be replaced.
  - iii. The HVAC needs to be redone.
  - iv. Some of the windows need to be replaced.
- G. It was decided that Patty will contact some general contractors to get a couple of bids on the work that needs to be done and will bring back the bids to the Board at the next meeting. She may have to contact the Board for an electronic vote prior to the next meeting.

## 5. WORK ALTERNATIVES WORKGROUP UPDATE

- A. The group has not met since the last Board meeting; they will be meeting in October.
- B. Staff will be attending the APSE conference in Des Moines this week. While there, they will get an introduction to the two evidence based practices: Customized Employment and Individual Placement Services (IPS).
- C. Dave Van Ningen has been in contact with the State regarding the project Iowa Coalition for Integrated Employment (ICIE). This group will help with training activities.
- D. Dave has been talking with the North West Iowa Care Connection Region about the possibility of them joining in bringing in trainers from out of state.

## 6. DISCUSSION OF NEED FOR REGIONAL ATTORNEY

- A. A discussion was had regarding the need for using an outside attorney rather than county attorneys to help the Region with matters such as leases, rental agreements and other future legal needs.
  - i. The county attorneys are very busy and more familiar with criminal activities than they are Regional business issues.
- B. It was brought up that Attorney, Craig Bauerly, from Le Mars has offered to fill this role for the Region.
  - i. Mr. Bauerly has done a lot of mental health work for Plymouth County in the past.
  - ii. He offered to provide his services and is willing to attend Regional Board meetings whenever needed.
  - iii. He is agreeable to provide services on an as needed basis and would not require a retainer.
- C. Motion by Jim Henrich, second by Mark Monson to use Craig Bauerly as the Regional attorney of record. Motion carried 5-0.

## 7. FY17 REGIONAL MENTAL HEALTH SERVICES BUDGET/LEVY RECOMMENDATIONS AND ACTION

- A. Shane Walter and service coordinators met on a couple occasions over the past month to work through the budget as a group to come up with a draft budget. A draft budget of \$7 million that was presented to the Board.
  - i. Of the \$7 million budget presented, \$1.25 million represents one-time expenses, which includes start-up costs and funding of the Crisis & Stabilization Center.
  - ii. The Region needs to be working at lowering fund balances to be at or below the 25% level determined by the legislature.
  - iii. The goal is to utilize carryover dollars (fund balances) to some degree so the levies can be lowered this coming year. This decision needs to be made at the Board level.
  - iv. Current per capita levy amounts for each county in the Region: Plymouth \$14.58, Sioux \$29.74 and Woodbury County \$31.87.
  - v. Levy rates were set over 30 years ago. Both Sioux and Woodbury counties are levying at the maximum. Plymouth County cannot raise their levy because it is controlled by the legislature.
  - vi. The recommendation was made to the Board to have Sioux and Woodbury counties lower their levy rate to \$22.50 for the next fiscal year. This will reduce fund balances get the Region closer to the 25% mark and prevent any clawback from the State.

- vii. At this point the recommendation is for a one year drop at this level. For the subsequent fiscal year, FY18, the group will have to take another look at where the Region is in respect to the overall budget, expenditures, and fund balances before making any further projections.
- viii. Currently, there has been no deadline date set by the legislature stating when the regions have to have fund balances at or below the 25% mark, but they are going to be looking at it this session.
- B. Concerns were raised regarding dropping the levy by recommended amount, not having enough in reserves next year and then having to turn around and raise the levy.
- C. Members indicated the need to have the budget draft reworked to show an additional column to separate out the one-time expenses.
- D. Several Board members stated that they would like to see a budget that is maintainable at \$4.5 million.
- E. The Board discussed the option to cut the recommended one year tax levy decrease for Sioux and Woodbury counties by one-half and spread it over a two year period, leaving the option to change the levy amount in the second year if needed.
- F. It was pointed out that there was a slight difference in the actual dollar amount of the Woodbury County tax levy listed on the draft budget than what was listed on Dennis Butler's financial statements. Dennis will send Shane the corrected Woodbury County amount, so that this figure is accurate.
- G. Shane Walter, along with the service coordinators will get together and rework some of the figures in the budget, along with adding the one-time expense column, and present it to the Board at the next meeting.
- H. Motion by Mark Monson, second by Jim Henrich to approve half of the decrease recommended for year one and the other half for year two, based on Dennis Butler's corrected figures for Woodbury County. Motion carried 5-0.

#### 8. UPDATE DISCUSSION REGARDING 28E LANGUAGE

- A. Matthew Ung reported that Joshua Widman from Woodbury County received email from the attorney general's office stating that they are beginning an investigation.
- B. No other updates were received from any of the other county attorneys.
- C. The 28E language will be added to next month's agenda if any additional information or communication is received.

#### 9. AUGUST REGIONAL (COUNTY) MENTAL HEALTH EXPENDITURES

- A. Dennis Butler presented the Regional (County) expenditure reports.
- B. Dennis addressed the concern that the Board is currently approving expenditures after the checks have been written. Options were offered to the Board for changes to the current approval procedures.
- C. The option discussed by the Board was to have CEO, Shane Walter and Board Chairman, Dennis Wright meet every two weeks to review and approve claims for payment. Once approved, they will issue a written statement affirming the claims are approved for payment and then claims will be sent to the fiscal agent for payment, with Woodbury County Auditor Pat Gill signing the checks. All approved and paid claims will be presented to the Board at the monthly meetings.
- D. Motion by Jim Henrich and second by Mark Monson approving the CEO and Board Chairman to review and approve the claims every two weeks. Motion Carried 5-0.

#### 10. FISCAL AGENT/REGIONAL FUND REPORT/FY16 TRANSITION UPDATE

- A. Dennis Wright presented the Fiscal Agent reports which included Fund 720, Revenue Statement and Operating Statement.
  - i. At this time, Plymouth County is the only county that has had a balance transfer to the Region.
  - ii. Current Fund 720 balance is \$2,482,020.53. This amount does not include any tax payments which will come in October.
  - iii. Woodbury County's Fund 110 has a balance of \$2,499,229. This amount will decrease dramatically in the next month when money is transferred over to the Region.
  - iv. Each county in the Region will retain amounts to cover salaries, benefits and office expenses in their Fund 110. Whatever the amount left after accrual balances are kept, will be transferred to the Sioux Rivers Regional Fund.

- B. Dennis presented a report to the Board showing the breakdown on what Woodbury County will be transferring to the Regional Fund.
  - i. Woodbury County's accrued cash carryover is \$2,433,235 as of June 30, 2015. From this balance the amount of \$443,013 for wages, benefits and office expenses is subtracted, less the case reserve for July and August which is 16.77% or \$74,293. A balance of \$1,915,929 will be transferred to the Regional Fund.

#### 11. OTHER ITEMS OF BUSINESS

- A. Shane Walter, who is vice president of the affiliate, will be meeting with the legislative leadership group on Wednesday, September 30. The group will meet with legislators from both sides of the aisle, in both Houses, to discuss the levy equity.
  - i. There is a lot of support for levy equity. The Supervisor's affiliate has already come on board.
  - ii. ISAC is making this one of their top objects in the next legislative session.
  - iii. Shane will report about his meeting at the next Governance Board meeting.
- B. Dennis Butler inquired about how often the fiscal agent is appointed and this appointment was discussed among Board members.
  - i. The 28E states the fiscal agent is appointed yearly, in January.
  - ii. The Fiscal Agent appointment will be added to the October Governance Board agenda.
  - iii. Shane asked that Dennis Butler come up with a fee for the Region to pay for his work as fiscal agent.

#### 12. ADJOURNMENT

- A. Motion by Mark Loutsch, second by Mark Monson to adjourn the meeting. Carried 5-0.

***Next meeting will be Tuesday, October 27, 2015 at 1:30 p.m., at the Plymouth County Courthouse annex building.***



Julie Albright, Secretary

Approved by Board: 10/27/2015