

**Sioux Rivers Regional MHDS Governance Board**  
**Minutes**  
**October 25, 2016**

The Sioux Rivers Regional MHDS Governance Board Meeting was held Tuesday, October 25th at the Plymouth County Courthouse Annex Building, 215 4<sup>th</sup> Avenue SE, Le Mars, Iowa.

1. Chairman Mark Loutsch welcomed attendees and called the meeting to order at 1:30 p.m.

Members present: Mark Loutsch, Dennis Wright, Jim Henrich, Mark Sybesma, Matthew Ung, Mark Monson, Shane Walter, Mike Wood and Julie Albright

Members absent: David Van Ningen

Others present: Aaron Haverdink, Sharon Nieman, Patty Erickson-Puttmann, Dennis Butler, Jim Rixner, Kathy Roberts, Jolie Corder, Dave Drew, Nathan Huizenga, Kim Keleher, Jennifer McCabe, Darin Raymond, Patrick Schmitz, Shawn Scholten, Greg Stallman, Gary Turbes.

2. APPROVAL OF MEETING AGENDA

- A. Motion by Mark Monson, second by Dennis Wright to approve the agenda as submitted for October 25, 2016. Carried 3-0.

3. APPROVAL OF THE MINUTES OF THE September 27, 2016 GOVERNANCE BOARD MEETING

- A. Motion by Jim Henrich, second by Mark Sybesma to approve the minutes of the September 27, 2016 Board meeting as presented. Carried 3-0.

4. UPDATES: WORK ALTERNATIVES COMMITTEE/ADVISORY BOARD/ASSESSMENT & STABILIZATION CENTER

- A. Aaron Haverdink reported that the Work Alternatives Group met and is working on the next fiscal year's goals and objectives.
- B. Sharon Nieman shared that the Advisory Board will be meeting tomorrow.
- C. Jim Rixner reported on the Assessment & Stabilization Center.
  - I. As of October 21<sup>st</sup> they have served 112 individuals (101 from Woodbury County, 2 from Sioux County and 8 from Plymouth County).
  - II. Average length of stay is about 3 ½ days.

5. PRESENTATION OF MOBILE TELEHEALTH: HEALTHCARE ANYWHERE

- A. Board members and attendees watched the presentation given by Healthcare Anywhere.
- B. Shane Walter shared the implementation to set up this program would be a one-time cost of \$2,000 with a \$7 per use fee, which would be billable to Medicaid for individuals who are not incarcerated at the time of the service.
- C. Dennis Wright suggested that this topic be visited again at the November meeting.
- D. Mark Sybesma advised that they find out the references.
- E. Dr. Gillette recommended the Board getting a complete list of references. He also told the group that you have to have the video, a medical record, a provider number, and the provider must be credentialed in order to bill for this type of service.

6. APPROVE AMENDING STAFFING CONTRACTS & JOB DESCRIPTIONS

- A. Shane presented the staffing contracts & job descriptions to the Board and asked for approval from the Board to have the Chairman sign the staffing contracts. The contracts would then go to the individual county boards for their approval.
- B. Motion by Dennis Wright, second by Jim Henrich to give approval for the Chair to sign the staffing contracts and for the contracts to go back to the boards of supervisors for their approval. Carried 3-0.

7. SIGN STEPPING UP INITIATIVE RESOLUTION 2016-001.
  - A. Shane presented to the Board the formal Stepping Up Initiative Resolution.
  - B. Motion by Mark Sybesma, second by Mark Monson to approve the Stepping Up Initiative Resolution 2016-001. Roll call vote: Plymouth County (Loutsch, Henrich) – aye; Woodbury County (Monson, Ung) – aye; Sioux County (Sybesma, Wright) – aye. Carried 3-0.
  - C. Shane stated that the Resolution will now go to the individual county boards for their approval.
8. POSITION TO COORDINATE SERVICES AT COUNTY JAILS.
  - A. Shane presented to the Board a job description and contracts from Johnson County reflecting what they are doing in Johnson County.
    - I. He would like the Board to approve moving forward on this position at the county jails.
    - II. The Board needs to decide on pay range, responsibilities, etc.
    - III. Shane stated that Greg Stallman had informed him that the position in Johnson County is for a clinician and this not something the Board has talked about previously.
  - B. Greg Stallman spoke about clinicians and the types of services they have the ability to perform. Their pay ranges started from \$63,000 to the middle range of \$75,000.
  - C. Jim Rixner stated that the pay range is higher than what they pay their licensed independent social workers.
  - D. Discussion was had among Board members and attendees regarding the level of education needed to fulfill the Sioux Rivers Jail Coordinator Position.
  - E. Shane suggested that they form a small committee to get together to discuss responsibilities that will be required of the position and to determine what type of license and expertise would be best. The following people will be on this committee: Patrick Schmitz, Greg Stallman, Patty Erickson-Puttmann, Dr. Gillette, Jim Rixner, Dayton Vogel and Sharon Nieman. Patty offered to be in charge of this group. This committee will come back to the Board in November and offer their recommendation.
9. PROVIDER IMPROVEMENT GRANTS FOR FY17
  - A. Shane told the attendees last year the Region awarded \$300,000 in provider improvements. Shane asked for the Board's approval to move forward with provider improvement grants for FY17.
  - B. Motion by Mark Sybesma, second by Dennis Wright to move forward with \$300,000 in provider grants for FY17. Carried 3-0.
10. TRI VIEW BUILDING: CONFERENCE ROOM AND OFFICE SPACE RECONFIGURATION
  - A. Shane shared that he would like the Board's permission to move forward with the process of rebuilding a conference room and office space reconfiguration at the Tri View Building and permission to use Regional dollars, if necessary to get that accomplished.
    - I. He has spoken with Jeremy Taylor, the Woodbury County Board Chair. Jeremy does not seem to be opposed to building a new conference room.
    - II. Shane shared that the Region's old conference room is now being occupied by the VA office and he'd like to see a replica of that conference room built on the west side of the building and also to have the ability to do some reconfiguration of the cubicles that are currently in the building.
    - III. Shane will meet with Jeremy Taylor and Woodbury County Building Services at the Tri View Building in the near future to discuss options.
  - B. Chair Mark Loutsch expressed his desire to see the Tri View project move forward.
  - C. Motion by Dennis Wright, second by Matthew Ung to move forward with the rebuilding of the conference room and office reconfiguration in the Tri View building. Carried 3-0.
11. SIGNAGE FOR ASSESSMENT & STABILIZATION CENTER
  - A. Chair Mark Loutsch explained that there are two bids in the meeting packet, one from Avery Brothers and one from Tri City Signs.
  - B. Motion by Mark Sybesma, second by Jim Henrich to accept the bid submitted from Tri-City Signs. Carried 3-0.

12. APPROVE INCREASE IN MENTAL HEALTH ADVOCATE HOURS

- A. Shane requested approval from the Board to increase the Region's Mental Health Advocate's hours from 24 to 32 hours per week due to increased case load and documentation requirements.
- B. Motion by Mark Monson, second by Jim Henrich to increase the Mental Health Advocate's hours from 24 to 32 hours per week. Carried 3-0.

13. COMMITTEE REPORT: FRIENDSHIP HOUSE/DROP IN CENTERS

- A. Kim Keleher reported that the committee has now met twice.
  - I. They have talked about setting up parameters and program requirements for peer support across the Region.
  - II. They've discussed a new building for Friendship house.
  - III. Plains Area is putting together a proposal for a new site with more space for a drop in center in Le Mars
  - IV. They are looking at the needs of the drop in center in Sioux County.
  - V. Kim shared that committee members from each county will put together a proposal and bring it to the November Board meeting.

14. CONTINUE PRELIMINARY FY18 BUDGET DISCUSSIONS

- A. Shane stated that the staff continues to talk about the budget. They are looking at the budget now to determine how to move forward. They will continue to have those discussions.
- B. They are hoping to be able to recommend to the counties to lower their levies to bring the fund balance down to a point that the Board can agree. He would like to attend board meetings in each of the counties to find out their thoughts on this and then bring back the information to the Governance Board.

15. VISIONING MEETING: SCHEDULING OPTIONS

- A. The visioning meeting will be facilitated by Deb Burnight and is being held for providers, Board members and meeting attendees to discuss and decide on future needs of the Region.
- B. It was decided by the Board that this meeting will be held on Wednesday, November 23<sup>rd</sup> from 10:00 a.m. to 3:00 p.m. at the Plymouth County Courthouse Annex. Lunch will be provided.
- C. Motion by Dennis Wright, second by Mark Monson to approve that the Region move forward with having the visioning meeting on November 23, 2016. Carried 3-0.

16. PUBLIC MEETINGS: RECOMMENDED SCHEDULE & LOCATION

- A. The recommended schedule for the public meetings is as follows: November 8th – Plymouth County, November 10th– Sioux County and November 16 - Woodbury County.
- B. The times of these meetings will be announced in the near future.
- C. Motion by Mark Sybesma, second by Jim Henrich to approve the recommended dates of the public meetings. Carried 3-0.

17. REGIONAL MENTAL HEALTH EXPENDITURES

- A. Motion by Mark Sybesma, second by Dennis Wright to approve the Regional Mental Health expenditures as presented. Carried 3-0.

18. FISCAL AGENT REPORTS

- A. Dennis Butler presented the local Fund 110 report which shows a high balance due to the \$1,155,000 worth of taxes that will be sent over to the Region. Woodbury County will be sending their share the first part of November. Sioux County and Plymouth County will be sending theirs out soon as well.
- B. Fund 720 has a balance of \$5,276,000 without any of the taxes coming in yet. There is an unaudited accrued balance as of June 30, 2016 of \$6,485,000.
- C. Motion by Mark Monson, second by Jim Henrich to approve the Fiscal Agent reports as presented. Carried 3-0.

19. GENERAL DISCUSSION: CEO MEETING ATTENDANCE, TRANSITION SERVICES, ACT

- A. Shane reported having a good conversation with Brittany Stearns at the Assessment & Stabilization Center.
  - I. They talked about needs at the facility including separating some offices. Brittany did get a couple of bids on getting the walls put in, which was a fairly inexpensive option. Because the cost was under \$2,500, Shane gave her the okay to go ahead with building walls to separate the offices.
  - II. Another thing they would like to do is put in a Dutch door. Shane stated that it makes sense to do that however not at the current bid of \$3,200. He asked Brittany to get a couple of more bids for that to see if they could come in lower.
  - III. They discussed the need for transition beds, which the Board had discussed at last month's meeting.
- B. Chuck Palmer has made it abundantly clear that children's mental health is something that the regions are going to need to be directly involved. At this time Shane is uncertain what that is going to look like whether it is funding services or coordinating services or possibly both.
- C. Another thing the Region is going to need to look at is children's crisis services.
- D. Shane has been approached by the Seasons Center. They want to provide Assertive Community Treatment Services in a number of counties in surrounding regions, but only in Sioux County in this region. What they would want would be a \$166,000 contribution from Sioux Rivers Region on behalf of Sioux County.
  - I. Shane and all Board members agreed that this is not something they would be interested in.

Meeting adjourned at 3:30 p.m.



Julie Albright, Secretary

Approved by Board: November 22, 2016