

Sioux Rivers Regional MHDS Governance Board
Minutes
March 22, 2016

The Sioux Rivers Regional MHDS Governance Board Meeting was held Tuesday, March 22, 2016 at the Plymouth County Courthouse Annex Building, 215 4th 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, Mark Monson, Matthew Ung, Shane Walter, David Van Ningen, Julie Albright

Member absent: Mike Wood

Others present: Patty Erickson-Puttmann, Sharon Nieman, Aaron Haverdink, Dennis Butler, Jim Rixner, Don Nore, Gary Turbes, Shawn Scholten, Dan Gillette, Darin Raymond, Patrick Schmitz

2. APPROVAL OF THE MINUTES OF THE FEBRUARY 23, 2016 GOVERNANCE BOARD MEETING

- A. Motion by Dennis Wright, second by Jim Henrich to approve the minutes of the February 23, 2016 Board meeting as presented. Carried 2-0. (Woodbury County abstained)

3. APPROVAL OF THE MEETING AGENDA

- A. Motion by Jim Henrich, second by Mark Sybesma to approve the Agenda as submitted for March 22, 2016. Carried 3-0.

4. RESCIND SALARY RESOLUTIONS #2015-02 AND #2015-03.

- A. Chairman Mark Loutsch shared with the Board a resolution that would rescind both Salary Resolutions #2015-02 and #2015-03.
- B. Motion by Mark Monson, second by Mark Sybesma to accept the resolution to rescind the Salary Resolutions. Roll call vote: Sioux County – Yes; Woodbury County – Yes; Plymouth County – Yes. Carried 3-0.

5. APPROVAL OF FY17 ANNUAL SERVICE AND BUDGET PLAN FOR SUBMISSION TO DHS ON APRIL 1st.

- A. Shane Walter presented the Annual Plan to the Board.
 - I. The Plan is an update to what was submitted in earlier months.
 - II. The budget listed in the Plan was approved in December.
 - III. Language has been updated to reflect what the Region has accomplished and also the goals to achieve in months to come.
- B. Motion by Dennis Wright, second by Jim Henrich to approve the FY17 Annual Service and Budget Plan for submission to DHS. Carried 3-0.

6. ASSESSMENT & STABILIZATION CENTER (ASC)/TELEHEALTH; WORK ALTERNATIVE COMMITTEE; ADVISORY BOARD

- A. Jim Rixner reported on the progress of the Sioux Rivers Regional Assessment and Stabilization Center (ASC).
 - I. The building is ready, but currently they do not have a full nursing staff. Three more nurses are needed.
 - II. The hope is to have the facility open by April 15th.
 - III. A meeting was held yesterday at ASC with the sheriffs from all three counties, the Sioux City chief of police, ASC staff members, Shane and Patty.
 - a) They held a lengthy discussion about the protocol ASC is going to be using and the purpose of the Center.
 - b) All law enforcement members in attendance gave their full support.

- IV. ASC, with the help of the Region, will provide all deputies and police officers with a laminated card to carry in their pocket that lists ten reasons why an individual should be taken to the facility.
 - V. The only issue still unresolved is how to return people from ASC back to their home/county. In the event somebody does not have a family member to transport them home, ASC is still responsible for either finding an alternative placement or making sure they make it home.
 - VI. They are going to continue to do public relations work with various providers, emergency room personnel, judges and individuals working in the judicial system.
 - VII. Jim Rixner addressed the Board and attendees to explain to them about an issue that may come up in the future. The Crisis and Stabilization Center is located 1,800 feet from North Middle School; sex offenders are restricted to residing beyond 2,000 feet of any school.
 - a) They have consulted with their attorney, who has researched this issue extensively. Because of the nature of the ASC, the 24/7 observation, and the limited time that consumers will be at the facility, this rule will not apply to ASC.
 - b) Once a client is assessed and it is discovered that they are on any sex offender registry, they will be discharged from the facility as quickly as possible.
 - c) Longer term stays in the Stabilization Program at ASC would not be allowed for sex offenders.
 - d) Jim stated that they were on strong legal ground.
 - B. David Van Ningen presented a report from the Sioux Rivers Employment Alternatives Committee.
 - I. The report included a background of the project, statistics and placement numbers.
 - II. Since the program started, 139 people have been placed and/or supported in employment across the five agencies in all three counties.
 - III. The major focus the past two months has been getting the staff trained with the skills necessary to support people with disabilities in employment.
 - IV. There will be two days of training within the Region where a national expert will be brought in for that training.
 - V. Two 3 day trainings will be held in Le Mars and Orange City. They anticipate around 50 employees will be attending from across the Sioux Rivers Region and the region to the east.
 - VI. David will be sending out a notice to Board members letting them know the first day of training is open to anyone who would like to come and learn the background on the concepts that are being constructed for the staff.
 - VII. The group began laying out a marketing plan as part of the grant that was received. The emphasis of the campaign is to engage businesses in hiring people with disabilities. The theme of the campaign is "Dignity-Value-Livelihood".
 - C. The Advisory Board is planning to meet tomorrow depending on the amount of snow accumulation.
7. APPROVAL OF MOVING AHEAD WITH THE FRIENDSHIP HOUSE ADDITION
- A. Shane Walter discussed the addition of the Friendship House to the campus of the ASC. The Region has budgeted for this in both the current year and next year's budget.
 - I. Siouxland Mental Health Center's Board of Directors is also participating financially.
 - B. Jim Rixner talked with Board members and attendees about Friendship House and what it has to offer as a core service.
 - I. It is a socialization program for people with chronic mental illness and is located at 1101 Court Street, approximately eight blocks from Siouxland Mental Health.
 - II. The building used to be a small grocery store. As the Friendship House, it is set up with large cubicles inside of it; one is a craft room, one is a T.V. room and one is a library. They also have a pool table.
 - III. People come in throughout the day, averaging between 40-50 people per day. The doors open at 9:00 a.m. and close at 4:30 p.m. Lunch is served to everyone six days a week.
 - IV. In order to come to the Friendship House consumers need to be a member. Once they apply, they are screened for diagnosis and past behavior and informed about the requirement to follow the rules.
 - V. There is a plan to increase outreach to those chronically mentally ill individuals who may not know about the Friendship House and are currently spending their days at the library or other public buildings.

- C. The plan is to have the Friendship House relocate into a newly built building behind the Assessment & Stabilization Center (ASC).
- I. Being connected to ASC would allow the Friendship Center to utilize the large kitchen located in that facility, which would save money.
 - II. They would like to have conversations with the Larkin Funeral Home located next to ASC about negotiating some parking space, because although there is enough room to build, there are going to be parking and access issues with the new Friendship House location.
 - III. Several Board members expressed a request to check with the funeral home to see about the possibility of buying that building to use as the Friendship House.
 - IV. A discussion was had about bus routes to the new facility. Currently the bus route that runs by ASC is one that is also used by students of North High School and North Middle School. Some of the clients of the Friendship House may not be comfortable in that situation.
 - a) Jim Rixner recommended having a drop off and pick up point at the Court St. location using the Friendship House vans. This would be an easy two mile trip up to Division St., dropping the clients off at the front door.
 - b) Mark Monson added that SERTS would be an option for those who are Medicaid eligible.
 - V. Jim Henrich inquired about the bidding process for a contractor for building the new Friendship House.
 - a) Jim Rixner shared that because it will be a Siouxland Mental Health Building, the bidding process would be up to the Siouxland Mental Health Board.
- D. Motion by Mark Monson, second by Dennis Wright, to look into the purchasing the funeral home building first and if that is not an option move forward with a new building behind the Assessment and Stabilization Center. Carried 3-0.

8. APPROVAL OF ADDENDUMS TO PROVIDER CONTRACTS

- A. Shane Walter informed the Board the 3 ½ percent increases to the provider contracts have already been approved. The Board needs to approve the addendums to those provider contracts.
- B. Motion by Jim Henrich, second by Mark Sybesma to approve the addendums to the provider contracts. Carried 3-0.

9. DISCUSSION ON PROTOCOL TO ALLOW CONTRACTED SIOUX RIVERS PROVIDERS WHO SERVE CLIENTS FROM OTHER REGIONS TO OFFER LESS THAN THE SIOUX RIVERS CONTRACTED RATE FOR THE SAME SERVICE(S) TO OTHER REGIONS.

- A. Shane Walter shared with the Board that he and contracted regional providers have been contacted by another nearby region informing them that they do not want to honor the 3 ½ percent increases that Sioux Rivers had approved for their providers.
 - I. In the past it is not something that would be honored. All three counties in the SR Region are host counties to the providers that are located in their respective counties.
 - II. The host county/region approves the rate increases and other counties/regions need to honor those rates.
 - III. It was brought to the Board to have a discussion whether they want to allow this.
 - IV. Sharon Nieman shared with the Board that it is a unique situation to the Sioux Rivers Region as Hope Haven and Pride Group are two providers that have home offices located within the Sioux Rivers Region, but also have facilities in another region. That region is requesting a decreased rate for the same services.
 - a) In the past, before regions, the Northwest Iowa Consortium decided that the host entities of providers set the rate for any particular service and then all other counties needed to honor that rate.
 - b) This was decided so that any provider would not need to have several different contracts with each county/region.
 - V. Discussion was had among Board members and attendees about the Iowa State law that does not allow for providers to accept a lesser rate for the same service.
 - VI. Dennis Wright told the providers in attendance if they have any issues with other regions not willing to pay the contracted rates, they should contact the Governance Board.

10. APPROVAL OF THE PROTOCOL FOR CONTACTING THE REGIONAL ATTORNEY

- A. Jim Henrich clarified that his recommendation to the Board Chair was to only allow direct communication with the appointed Regional Attorney, Paul Lindberg, from either the Sioux Rivers Chair or the CEO.
- B. Matthew Ung questioned as to what the recommendation meant.
 - I. Shane Walter shared that with the past appointed regional attorney, there was no protocol set and because of this Regional Board members were contacting this attorney multiple times with the same issue(s) and communication was inconsistent.
- C. Motion was made by Jim Henrich, second by Mark Sybesma, to approve the protocol that only the Sioux Rivers Regional Chairman and/or the CEO to have the authority to contact the appointed regional attorney regarding Regional business.
- D. Chairman Loutsch called for all those in favor of the motion: Plymouth County (Henrich, Loutsch)-Yes; Sioux County (Wright, Sybesma)-Yes; Woodbury County (Monson)-Yes. Chairman Loutsch called for those opposed: Woodbury County (Ung)-No. Motion carried.

11. MENTAL HEALTH BUILDING AND VEHICLES IN WOODBURY COUNTY; RENTAL OF SPACE AT TRI VIEW BUILDING; USE OF VEHICLES BY REGIONAL STAFF.

- A. A discussion was had among Board members, the CEO and Service Coordinators about the three vehicles in Woodbury County that were purchased with mental health funds.
 - I. Mark Monson suggested that they allow Shane as CEO to have one vehicle and offer the other two vehicles to any one of the three sheriff departments to use for transport.
 - II. Services Coordinators Patty Erickson-Puttmann and Sharon Nieman both shared their views. The Regional staff also utilizes the vehicles for numerous trips to Des Moines for meetings and CSN training and the Regional Social Worker will be visiting all Regional consumers in RCF placements across Iowa. These staff members do not want to put the miles on their personal vehicles. Both Patty and Sharon requested that the Region retain at least two vehicles.
 - III. Chairman Loutsch asked that Patty put together a mileage report showing how many miles were accrued on the mental health vehicles by support staff last year.
- B. Motion by Mark Sybesma, second by Jim Henrich that the recommendation to the Woodbury County Board would be for the Region to retain two of the three vehicles. Carried 2-1 (Woodbury County opposed).
- C. Mark Monson discussed the Veterans Affairs Office space and indicated that they are working on figuring out the rent amount.
- D. Siouxland Mental Health has looked at the office space and found that there is not enough space for any of their programs.
- E. DHS Targeted Case Management had expressed interest earlier but has not made contact in over a month.
- F. Patty contacted two different realtors in Sioux City and was told that office space, similar to the mental health building, rents out at approximately \$14-\$15 a square foot.
- G. Mark Loutsch indicated this discussion will be kept on the Governance Board Agenda until things are figured out with Veteran's Affairs and the rest of the space. The Woodbury County Board will have to act on the vehicle.

12. REGIONAL MENTAL HEALTH EXPENDITURES FOR FEBRUARY

- A. Motion by Dennis Wright, second by Jim Henrich to approve the Regional mental health expenditures as presented.
- B. Chairman Loutsch called for all those in favor of the motion: Plymouth County (Henrich, Loutsch)-Yes; Sioux County (Wright, Sybesma)-Yes; Woodbury County (Monson)-Yes. Chairman Loutsch called for those opposed: Woodbury County (Ung)-No. Motion carried.

13. FISCAL AGENT REPORT

- A. Dennis Butler presented to the Board the Fiscal Agent reports.
 - I. In Woodbury County, Fund 110 has a balance of \$539,668.88.
 - II. Fund 720 has a balance of \$5,503,972.44.
 - III. In May or the first part of June, the Regional fund will be getting the tax collections from each county.

- B. Dennis brought to the Boards attention that the wages have been split in Woodbury County, because former case management personnel are gone, and they are now being picked up by Sioux County.
 - I. Sioux County will either have to get money from the Region to cover their wages or withhold on taxes.
 - a. If they withhold on taxes, the withholding amount needs to be documented so when the auditors come through, there hasn't been too much withheld.
- C. Motion by Jim Henrich, second by Dennis Wright to approve the Fiscal Agent reports. Carried 3-0.

14. CEO UPDATE

- A. Shane reported that he has been attending legislative sessions weekly. He will be going to Des Moines tomorrow for first aid mental health training.

OTHER CONCERNS

- A. Sharon Nieman brought up the need for a discussion about the provider improvements grants.
 - I. Patty Erickson-Puttmann will electronically send out the criteria for the provider improvement grants to all of the providers within the next day.
 - II. The provider improvement grants are built into the budget and designed to assist with one time improvements.
 - III. Providers will need to submit their written requests before the April Governance Board Meeting so they can be reviewed and then the Board can decide on them at that meeting.
 - IV. Mark Monson asked that the criteria be sent out to the Board members also.
- B. Shane will not be able to attend the April Governance Board meeting due to a week-long training session he has that week.
 - I. Matthew Ung asked if the Governance meeting could be rescheduled so that the CEO could be in attendance.
 - II. It was agreed upon by all Board members that the April Governance Board meeting will be changed to Monday, April 25th at 11:00 a.m.
- C. Motion by Dennis Wright, second by Jim Henrich to adjourn the meeting. Carried 3-0.

Julie L. Albright

Julie Albright, Secretary

Approved by Board: April 25, 2016