

## **Northwest Iowa Care Connections Governance Board Work Group 12/3/2019 Meeting Notes**

The Northwest Iowa Care Connections (NWIACC) Governance Board Work Group met in public session on December 3, 2019 at 1 pm at the Clay County Administration Building Board Room in Spencer, Ia. Those in attendance were Jayson VandeHoef, NWIACC Governance Board Representative from Osceola County, Craig Merrill, NWIACC Governance Board Representative from Palo Alto County, and Barry Anderson, NWIACC Governance Board Representative was on the phone. Others in attendance were Kimberly Wilson, NWIACC CEO, Marge Pitts, Clay County Auditor, Ann Baschke, Clay County Auditor's office, Carmen Moser, Palo Alto County Auditor, and Seasons Center representatives, Jill Barr and Rebecca McCrackin. Jan Heikes from DHS was on the phone.

Jayson VandeHoef was appointed by the Governance Board members in attendance to chair the meeting. He called the meeting to order at 1:09 pm. We reviewed the Transition Plan submitted by the NWIACC CEO (please see attachment.) There was some brief discussion about Administrative roles, responsibilities, and timelines at this juncture of the meeting with more detailed planning carried forward later in the meeting.

As part of the Region's Governance, requirements regarding Board representation were discussed. If the NWIACC remains a three (3) county Region, it is suggested to have two (2) representatives from each member County due to new legislation (HF 690 regarding Children's Behavioral Health) that requires the addition of the following voting members: an adult individual with a mental illness, a representative from Education, and a parent of a child with a Serious Emotional Disturbance (SED). Advisory Board representation was discussed as well as the development of a regional Children's Behavioral Health Advisory Board in response to HF 690.

Other responsibilities for the Region, including development of the FY 21 budget with submission of the Annual Service and Budget Plan due April 1, 2020, a Children's Behavioral Health Transition Plan, also due April 1, 2020, along with revisions made to the Region's 28E and the Management Plan, FY 21 contracting for services, and the transitioning of counties out, and potentially into, NW IA Care Connections must be provided. Because of all the changes, it was discussed if Kim Wilson, CEO, could extend her plans for retirement from June 30<sup>th</sup>, 2020 to possibly September 30<sup>th</sup>, 2020. This is negotiable based on Region need but is subject to an at least 60-day notice if her services are no longer required.

Discussion regarding the Region's Fiscal Agent role took place. There were questions regarding set up with the designated member County's Auditor and Treasurer's office for regional accounts and records, software, as well as costs associated with this process. Carmen Moser, Palo Alto County Auditor, will reach out to the Region's current Fiscal Agent as well as the Department of Management for more details. Contracting for this position would be determined by the Governance Board.

Solvency of NWIACC was discussed with options to dissolve the Region, proceed as 3 counties, or to add County Social Services (CSS) Counties (Kossuth, Winnebago, and Worth) requesting membership to NWIACC. Updated financial projections, based on CSS CEO information, was reviewed, including revenues, expenditures, as well as anticipated fund balances of CSS Counties under consideration. There was a recommendation that NWIACC notify CSS of an expectation that these existing counties will retain their portion (per capita) of the Regional Fund Balance. (It was noted that Emmet County now has an option to enter Sioux Rivers Region in addition to the option for NWIACC.)

It was determined that a detailed financial settlement be prepared for submission to the CSS Counties for review of anticipated revenues, including FY 21 per capita levy and fund balance amounts required for membership. If consensus is reached, this recommendation would go to the NWIACC Board at the December 17<sup>th</sup> meeting.

In addition, there are questions about the distribution of fund balances at the time of departure from our Region. The NWIACC 28E appears to require clarification of this process. Language will be crafted to support equity among counties through the formation of a per capita distribution formula for NWIACC Board consideration at their next meeting, December 17<sup>th</sup>.

When discussing the addition of CSS counties seeking admission, concerns for providing required core services, especially for crisis services, was discussed. Kim Wilson will reach out to CSS regional staff from current contracting and development with mental health providers, Berry Hill in Fort Dodge and Prairie Ridge, in Mason City, to request additional information about access to crisis core services.

As this process moves forward and necessary information and stipulations are met, the NWIACC Board should consider accepting the letters of intent for NWIACC membership at the December 17<sup>th</sup> meeting follow-up approval provided by member counties within the allowed 30-day window for action. Adjustments to the NWIACC 28 E would follow in a timeline agreed upon by the remaining NWIACC Counties and the three CSS counties seeking admission. As negotiations are taking place, administration of the Region can be determined to support the hiring of staff, including the CEO.

It was suggested that a member county of this new 28E would serve as the Employer of Record for all employees contracted for Regional work. Discussion of a timeline for hiring a CEO targeted a hiring decision by April 1<sup>st</sup>. The CEO, in turn, would be on board to hire additional staff. Required staffing in addition to the CEO, includes the position of an adult services coordinator, a children's service Coordination, and a claims processor working closely with the fiscal agent. The Governance Board will decide the staffing necessary for the Region.

It was further suggested a County Employer of Record be determined so all staff contracted to provide administrative and/or service related work for the Region would be subject to that County's payroll and benefits, including but not limited to mileage rate, vacation/sick/ holiday leave, healthcare insurance, and other areas that are approved by the Region's Governance Board. Kim Wilson will request information from member counties about their benefits so Board members can compare value and costs. Also, recommended was contract language that supports full CEO Supervision of these contracted employees for the benefit of the Region, including the ability to determine coverage areas, hiring and terminating. It was also recommended to have all current contracted employees be encouraged to apply to NW IA Care Connections for consideration of employment. Kim Wilson will share job descriptions for these staff positions with the Governance Board for consideration in advertising and interviewing. Auditors note that a budget amendment, preferably in April, is needed if additional payroll expenses due to new hires is being considered.

A conference call on December 9<sup>th</sup>, 2019 at 8 am will be extended to the County Social Services (CSS) Counties of Kossuth, Winnebago, and Worth to address clarification of information included in this document or otherwise identified as part of this regional process. In addition, it was determined that this Work Group will convene their next meeting immediately following the NWIACC Governance Board meeting on December 17<sup>th</sup>, 2019 at the O'Brien County Courthouse Assembly Room in Primghar.

Respectfully submitted:

Kim Wilson -Work Group Recording Secretary