

The Northwest Iowa Care Connections' (NWIACC) Governance Board Work Group met January 17th, 2020 at 1 pm via conference call with the following members present: Barry Anderson, Clay County Supervisor and Governance Board Representative, Jayson VandeHoef, Osceola County Supervisor and Governance Board Representative, Craig Merrill, Palo Alto County Supervisor and Governance Board Representative, Bill Leupold, Dickinson County Supervisor and Governance Board Representative and Kimberly Wilson, NWIACC Chief Executive Officer (CEO). Guests in attendance were Carmen Moser, Palo Alto County Auditor, County Social Services (CSS) County Representatives: Ken Abrams, Worth County Supervisor, Bill Jensvold, Winnebago County Supervisor, Roger Tjarks, Jack Plathe, Donnie Loss, and Galen Casey, Kossuth County Supervisors, Amber Garman, Kossuth County Auditor, as well as Dona Nielsen, County Social Services (CSS) Disability Service Coordinator, Sandy Mireles, Winnebago/Worth Community Services Director, and Jan Heikes, Department of Human Services (DHS) Community Services Consultant.

Barry Anderson called the meeting to order at 1:05 pm. Carmen Moser, Palo Alto County Auditor, has agreed to become the FY 21 NWIACC Fiscal Agent, upon NWIACC Board approval. When researching this position, Ms. Moser states she consulted the current fiscal agent and other counties utilizing Solutions software. She provides an estimate of \$4,00 software set up for regional accounts to go through the Palo Alto County system. There is a \$400 annual maintenance fee also to use this software. Claims processing was discussed, including a proposed FY 21 \$17 per fiscal agent check charge for use in budgeting along with the staffing needs for a Disability Service Coordinator to provide CSN processing.

There were updates regarding the contracts currently in place for residential care, outpatient mental health, Iowa Tele-Partners (ITP) services in jails, and transportation. There was a discussion about the plans for payee services being offered through the counties who have individuals currently in those services. A recent Department of Management (DOM) clarification supports the counties in providing this service if there is an application process, if eligibility for the service is non-discriminatory and can be accessed by county residents regardless of need and not based on a mental health or disability service.

An update was given about the meeting between Kossuth, Winnebago, and Worth Counties along with Kim Wilson, CEO and the County Social Services (CSS) Executive Committee January 16th. Per a letter sent by the NWIACC Regional Attorney, there was resolution between NWIACC and County Social Services Region to: 1) provide a proposed detailed FY 21 budget for Kossuth, Winnebago, and Worth counties potentially leaving CSS; 2) authorize the ability of Kossuth, Winnebago, and Worth to levy the maximum per capita of \$43.65 in FY 21; 2) have Kossuth, Winnebago, and Worth Counties keep their office equipment and other assets (Kossuth has a county owned vehicle) in their counties (with regionalization, CSS was assuming ownership of these items); 3) have the expectation that Kossuth, Winnebago, and Worth Counties would receive their per capita portion for an estimated FY 20 CSS fund balance of \$10.6 Million. Kossuth County would have some funds retained by CSS to satisfy the rest of their debt to CSS.

There was discussion about the FY 24 requirement for Regions' fund reserves not exceeding 40% and this legislation's effect on determining forthcoming per capita levies and the use of fund reserves while funding core and other essential services as deemed by the Governance Board. There was discussion also about levying the maximum to assure proper funding availability for required services. At this time, there is a recommendation to adjust the NWIACC Region's 28E agreement to state, that in the case, a member county leaves the Region, their financial settlement would factor in the percentage of fund

balance brought at entry to the Region to account for any disparity between counties and to support a more equitable distribution process between member counties.

The Employer of Record concept was discussed to focus the payroll of regionally contracted county employees into one-member county's employment. Because of risk associated with health insurance in particular, there was consensus about retaining the same decentralized structure the Region has currently. This arrangement would include the caveat that the 28E Agreement and regional staff job descriptions note the Governance Board's authority to hire or terminate staff for regionally contracted work, to set wages for the CEO and regionally contracted staff, and for regionally contracted staff to be provided direct supervision and oversight exclusively by the regional CEO.

It was agreed by consensus that Clay County would retain payroll for the Region's CEO and would add a Disability Services Coordinator (DSC) payroll position within their FY 21 budget. With the presented proposed staff configuration, there was discussion as to whether Palo Alto or Kossuth County would assume budgeting of payroll for their assigned shared DSC. Likewise, Worth and Winnebago Counties would have to determine who would budget for their counties' shared DSC position. Amber Garman, Kossuth County Auditor, offered to take the Palo Alto County/Kossuth County DSC position payroll responsibilities. CEO Kim Wilson asked if Kossuth would also consider taking the other DSC 1 FTE payroll position for Winnebago and Worth to maintain more continuity between counties with the Region. This will be discussed among these counties with a decision shared with the Region prior to member county budget adoption for the budgeting of payroll.

In addition, there was conversation about the proposed salary rates. Jan Heikes, DHS Consultant, stated the proposed rates were lower than market and suggested a review of the ISAC Salary Schedule. CEO Kim Wilson stated that these had been reviewed but in light of these positions being staffed by seasoned veterans of the prior county community services system, it did not reflect salaries of entry level positions and especially for staff who may not have as much as experience as those represented in these schedules. These rates will be reviewed, and budgetary adjustments will be made to be competitive as we strive to hire competent, experienced individuals for staff positions.

At this time, there continues to be consensus that the CEO for the Region be hired by April 1st, 2020 to allow adequate time for orientation with current CEO, Kim Wilson until her retirement June 30, 2020. The CEO and Staff job description were reviewed. Language including Equal Opportunity Employment and ADA compliance must be added. Advertising for the CEO position is scheduled for a February 1st roll out with interviewing taking place in March. Staff will be hired tentatively by May 15, 2020 at the latest to assure adequate time for transition. Advertising will begin in March with interviewing slated for April for these regionally contracted positions.

There was discussion about the choosing of regional Advisory Board member representatives from member counties for the Adult Services and the Children's Behavioral Health (BH) Boards. The Region currently has a regional Adult Services Advisory Board and this group discussed at their meeting January 13th, the need for recruits for the Children's BH Advisory Board. CEO Kim Wilson asked all Governance Board members and CSS guests to provide possible candidate names to her in the next couple of weeks.

The meeting was adjourned at 2:50 pm. The next NWIACC Governance Board Work Group meeting is scheduled for January 28th, 2020 at the O'Brien County Courthouse in Primghar following the NWIACC Governance Board meeting.

Respectfully Submitted, Kim Wilson NWIACC CEO

