

Amended and Substituted
Intergovernmental Agreement Creating
County Social Services

THIS AMENDED AND SUBSTITUTED AGREEMENT IS ADOPTED AND MADE EFFECTIVE AS OF JULY 1, 2020, AND REPLACES AND SUPERSEDES ANY PRIOR COUNTY SOCIAL SERVICES INTERGOVERNMENTAL AGREEMENT.

This Agreement is made by, between and among the county of Floyd, Iowa; the county of Mitchell, Iowa; the county of Butler, Iowa; the county of Cerro Gordo, Iowa; the county of Black Hawk, Iowa; the county of Wright, Iowa; the county of Grundy, Iowa, the county of Tama, Iowa; the county of Howard, Iowa; the county of Humboldt, Iowa; the county of Chickasaw, Iowa; the county of Pocahontas, Iowa; the county of Hancock, Iowa; the county of Webster, Iowa; the county of Fayette, Iowa; the county of Clayton, Iowa; the county of Winneshiek, Iowa ;the county of Allamakee, Iowa and the county of Emmet, Iowa (all parties being referred to hereinafter as the “counties”).

I. Creation of the County Social Services Agency

Pursuant to the provisions of Chapter 28E and Chapter 331, Code of Iowa:

Section 331.390 Regional governance structure.

1. The counties comprising a mental health and disability services region shall enter into an agreement under chapter 28E to form a regional administrator under the control of a governing board to function on behalf of those counties.

The counties hereby form and create a consortium of counties called County Social Services (hereinafter referred to as “CSS”).

II. Purposes

CSS is a joint venture between counties established for the following reasons:

- (a) To efficiently and effectively provide the Mental Health & Disability Services mandated under sections 331.388 through 331.398 of the then current Code of Iowa for member counties. CSS may also provide other social services including but not limited to Medicaid Targeted Case Management, general assistance, children services, substance abuse services and any county funded social service program or county function as contracted from member counties.
- (b) To cooperate with local, state and federal human services agencies in providing an equitable social service safety net for individuals adversely impacted by disabilities across the region.
- (c) To engage such employees and to provide offices, equipment, machinery, buildings and grounds as are necessary to adequately perform the functions of CSS.
- (d) To contract with member cities, towns, counties, public or private persons, state agencies, firms and/or corporations for the provision of social services.
- (e) To collect payment for such services.
- (f) To receive and expend State, Federal, local and private grants and other monies which may be made available to the extent permissible under applicable State and Federal laws and under the rules hereinafter set forth, and as provided by bylaws pursuant hereto.

- (g) To engage in any other related activity in which an Iowa 28E organization may lawfully engage.

III. Organization

- (a) The governing body of CSS shall be designated as the CSS Board (hereinafter called the "Board"). Each member county shall appoint one of its supervisors to serve as a Director on the County Social Services Board of Directors. The Board of Supervisors of each member county shall select its Director and he or she shall serve indefinitely at the pleasure of the county appointing the Director, until a successor is appointed, or until the earlier death, resignation, or the end of such person's service as a county supervisor. Any Director appointed under this Section may be removed for any reason by the county appointing the Director, upon written notice to the County Social Services Board of Directors, which notice shall designate a successor Director to fill the vacancy. Except as otherwise specifically provided herein, each member of the Board shall have one vote.
- (b) The membership of the Board shall also include at least one individual who utilizes mental health and disability services or is an actively involved relative of such an individual. This member shall be designated by the advisory committee or committees formed by the Board. The member designated in accordance with this paragraph shall serve in a nonvoting, ex officio capacity and become effective upon approval by the County Social Services Board of Directors.
- (c) The membership of the Board shall not include employees of the department of human services.
- (d) The membership of the Board shall also consist of one member representing adult service providers in the region. This member shall be designated by the advisory committee or committees formed by the Board. The member designated in accordance with this paragraph shall serve in a nonvoting, ex officio capacity and become effective upon approval by the County Social Services Board of Directors.
- (e) The membership of the Board shall also consist of one member representing children's behavioral health service providers in the region. This member shall be designated by the advisory committee or committees formed by the Board. The member designated in accordance with this paragraph shall serve in a nonvoting, ex officio capacity and become effective upon approval by the County Social Services Board of Directors.
- (f) The membership of the Board shall also include one individual who is a parent of a child who utilizes children's behavioral health services or is an actively involved relative of such a child. This member shall be designated by the advisory committee or committees formed by the Board. The member designated in accordance with this paragraph shall be appointed to two-year terms, and appointment will become effective upon approval by the County Social Services Board of Directors.
- (g) The Board shall appoint a regional advisory committee or committees consisting of individuals who utilize services or the actively involved relatives of such individuals and a regional advisory committee or committees of service providers. The committees shall advise the Board as requested by the Board.
- (h) A quorum, consisting of a majority of the membership of the Board, shall be required to take action, and a majority of the votes held by those members who are voting on a proposed action is required to approve the action.
- (i) The governing body is a creature of and subject to the Iowa Open Meetings Law and the Iowa Open Records Law.

- (j) The Chairman, the Vice-Chairman and the Secretary/Treasurer of the Board shall be elected at the meeting at which the election of officers is held and they shall serve for a term of one year or until their respective successors in office are chosen. The Board shall hold at least two meetings during each fiscal year on dates and at places that shall be determined by the Board. Special meetings shall be held at the call of the Chairman, the Administrator, or upon petition to the Chairman by three voting members of the Board.
- (k) The Board shall adopt by-laws for the effective operation of the Board.
- (l) The Board shall provide regional administration by appointing an administrator:
 - a. The Board shall set the compensation for the Administrator.
 - b. The Board shall direct the Executive Committee to conduct regular performance evaluations of the Administrator.
 - c. The Administrator's resident member county or County Social Services Fiscal Agent will be the employer of record and establish benefits and personnel rules.
 - d. The Administrator shall be under the direct control of the County Social Services Board of Directors. The Administrator is the single point of accountability for the region. The Board will approve a job description outlining the Administrator's responsibilities to include but not limited to:
 - i. Support the function of the County Social Services Board.
 - ii. Manage the Regional Service System Budget and expenditures for all member counties from the combined fund.
 - iii. Manage the Regional Service System Management Plan.
 - iv. Develop the business plan for County Social Services.
 - v. Manage performance-based contracts for services not funded by the medical assistance program and coordinate for the provision of medical assistance program with the department.
 - vi. Negotiate contracts and designate targeted case management agencies.
 - vii. Apply for grants and all other contracts for revenue as directed by the County Social Services Board.
 - viii. Employ or contract with persons or entities (including contracting with member counties for member county employees to provide services to County Social Services) to staff the needs of County Social Services; however, the terms of all employment or contracts for staff shall be approved by the County Social Services Board. Staff shall include one or more coordinators of services. Coordinators must have a bachelor's or higher degree in human services related or administrative related field. In lieu of a degree in administration, a coordinator may provide documentation of relevant management experience.
 - 1. Functions and responsibilities that may be assigned to county employees include but not limited to:
 - a. Communications;
 - b. Strategic Plan Development;
 - c. Budget Planning and Financial Reports;
 - d. Operations-personnel, benefits, space, training, etc.;
 - e. Risk Management;
 - f. Compliance and Reporting;

- g. Service Processing, Authorization and Access;
 - h. Provider Network-development, contracting, quality and performance;
 - i. Payment of Claims;
 - j. Quality Assurance;
 - k. Service Coordination
 - l. Resource Management
 - m. Appeals and Grievances; and
 - n. Information Technology
- ix. Managing county offices and personnel when appointed the county coordinator by member counties.
- (m) The Board may employ legal counsel and other professional services for the effective performance of County Social Services.
- (n) All references to the “Executive Board” as contained in these articles shall be to the Executive Board provided by the bylaws of CSS.

IV. Duration

- (a) It is the intention of the parties to this agreement that CSS be a permanent organization and perpetual in duration. Additional counties or agencies may be added to the membership of CSS.
- (b) For the purpose of providing for the future stability of CSS, all present and future members shall remain in CSS and may not unilaterally withdraw unless written notice is provided from the county’s Board of Supervisors to CSS Board prior to November 15th for effective withdrawal at the end of the fiscal year on the following June 30th. A member county that withdraws will be entitled to the same terms outlined in section X:Withdrawal and Dissolution (b).
- (c) In the event an additional agency or county shall apply for membership in CSS and said application is considered and approved by the Board, then said agency or county may be added to the membership, provided, however, that as a condition of membership, each additional agency or county agrees to abide by the terms of this Agreement as set out herein and possesses the legal power and authority to do so on behalf of their respective agency or county. The DHS Director may request a county be placed in the CSS region as deemed necessary to sustain regional mental health and disability services state-wide.
- (d) Should additional counties or agencies be added to the membership, they shall be admitted to membership upon such terms and conditions as may be fixed by the Board, providing, however, that such terms and conditions shall in no way be inconsistent with the provisions of this Agreement.

V. Powers

CSS shall be a public, joint venture, legal entity exercising public and essential governmental functions to provide for the public health, safety and welfare of the people. The Board shall have each and all of the following powers:

- (a) To sue and be sued.
- (b) To acquire, hold, use and dispose of the reserves derived from the operation of its facilities and other monies of CSS.
- (c) To acquire, hold, use and dispose of other personal property for the purpose of carrying out the functions and goals of CSS.
- (d) To acquire by purchase, gift, lease or otherwise, real property and easements therein, necessary or useful and convenient for the operation of CSS, subject to all liens thereon, if any, and to hold and use the same, and to dispose of the property so acquired which is no longer necessary for the purposes of this Agency.
- (e) To accept gifts or grants of real or personal property, money, material, labor or supplies for the purpose of carrying out the functions and goals of CSS, and to make and perform such agreements and contracts as may be necessary or convenient in connection with the procuring, acceptance or disposition of such gifts or grants.
- (f) To make and enforce bylaws or rules and regulations for the management and operation of its business and affairs, and for the use, maintenance and operation of its facilities and any other of its properties, and to amend the same.
- (g) To do and perform any actions authorized by Chapter 28E, Code of Iowa, and by this Agreement through its officers, agents and employees, or by contracts with any other person(s).
- (h) To enter into any and all contracts, execute any and all instruments, and to do and perform any and all acts or things necessary, convenient or desirable for the purpose of carrying out the goals and functions of CSS or to carry out any powers expressly given by this Agreement.
- (i) To fix, establish and maintain such rates, fees, rentals or other charges for the services and facilities of CSS, sufficient to pay at all times the cost of maintaining, repairing and operating said facilities, to pay the principal of and interest on bonds of CSS then outstanding, and to provide for replacements, depreciation and any other necessary functions.
- (j) To make or cause to be made studies and surveys necessary and/or useful and convenient to carrying out the functions of CSS.
- (k) To contract with and provide compensation for professional services which may be needed to efficiently run CSS.
- (l) To prepare and recommend, to member counties, local ordinances governing social service regulations as may from time to time be deemed necessary.
- (m) To exercise such powers relative to the efficient provision of social services as are available under then existing laws to each member county as is necessary or useful and convenient to carrying out the functions of CSS within such member county.
- (n) To provide a system of budgeting, accounting, auditing and reporting of all CSS funds and transactions, for a depository, and for the bonding of employees.
- (o) To consult with representatives of Federal, State and local agencies, departments and their officers and employees.

- (p) To contract with any agencies and departments required to fulfill the purposes for which CSS was created.
- (q) To borrow money, make and issue negotiable bonds, certificates, bond anticipation notes, refunding bonds and notes and to secure the payments of such bonds, certificates, refunding bonds and notes or any part thereof by a pledge of any or all of CSS's net revenues and any other funds which it has a right to, or may hereafter have the right to pledge for such purposes.
- (r) To hire employees, fix their compensation, benefits, personnel rules and regulations, and terminate their employment or to designate employees of member counties to perform functions on behalf of CSS and provide reimbursement to the member county.
- (s) To borrow money and accept grants, contributions or loans from, and to enter into contracts, leases, or other transactions, with municipal, county, State or the Federal government.
- (t) To exercise any other power necessary to discharge its obligations and fulfill the purposes of the Agreement.

VI. Cooperation from Counties

The member counties agree to provide support as follows:

- (a) To respond to reasonable requests to make local records available to CSS Board for the purposes of this Agreement.
- (b) To provide sufficient office space for the performance of contracted services.
- (c) To support the effective collaboration of other county functions related to the provisions of contracted services.
- (d) To provide county staff (including administrators) as agreed to between the member counties Board of Supervisors and CSS Board for the effective provision of contracted services.
- (e) To contribute the member county's maximum maintenance of effort under the Mental Health & Disability (Fund 10) property tax levy or alternative levels established by state law or agreed to by two-thirds of the entire membership of the Board.
- (f) To contribute member county's Mental Health & Disability (Fund 10) accrual fund balance at the time of entry into CSS.

VII. Financing

- (a) The Board shall prepare an annual budget for the operation of CSS which is to be adopted in January of the year preceding the beginning of the next fiscal year. The fiscal year for CSS shall commence on July 1 and terminate on June 30 of each year.
- (b) The Board shall direct allocation of member county mental health and disability fund dollars to the combined account of the County Social Services Fiscal Agent as needed. Any State, Federal, local, grant or other revenue received by County Social Services (or by a member county for Region purpose and functions) shall be deposited in the combined account of the County Social Services Fiscal Agent.

- (c) All expenditures for County Social Services shall be paid by the combined account of the County Social Services Fiscal Agent either by direct payment or reimbursement to a member county. The combined account will contain all expenditures subject to the annual report requirements to the Iowa Department of Human Services.
- (d) The fiscal agent shall regularly audit fiscal management of the combined account, retain an annual independent audit of the combined account and submit the findings to the Board. Member counties will request quarterly reimbursement of all covered costs incurred on behalf of County Social Services regional administration. Costs must have been authorized under the Regional Service System Budget, be a covered service under the Regional Service System Management Plan or have approval by the County Social Services Board.
- (e) The financing of the region is limited to a fixed budget amount. The fixed budget amount shall be the amount identified in the Regional Service System Management Plan and Budget for the fiscal year. The Budget will be for ninety-nine percent of the funding anticipated to be available. The Region may expend all of the funding anticipated to be available.
- (f) The Board shall develop a policy to establish an adequate reserve for cash flow and risk management of the regional administration.
- (g) The Board shall develop a policy for reinvestment of savings to advance the mission of County Social Services.
- (h) In the event of a shortfall that results in a negative equity position on CSS's balance sheet or a negative ending cash balance in the operating budget, each county will provide an amount necessary to cure the negative equity position or negative balance. The percentage of the amount that each county shall be required to contribute will be based on the county's population as shown in the last completed Federal Census, or special Federal Census, whichever is latest, for the purpose of allocating the portion that each county will provide. Any amounts assessed under this subdivision shall be made only upon the affirmative majority vote of all members of this 28E Agreement with each member being entitled to one vote.
- (i) The entity shall, when investing funds, comply with the provisions of sections 12B.10 and 12B.10A through 12B.10C of the then current Code of Iowa in addition to compliance with any other applicable law(s).

VIII. Not for Profit

It is expressly understood that CSS is to be operated not for profit and no profit or dividend will inure to the benefit of any person.

IX. Suspension of Voting Rights and Services

In the event that a shortfall occurs, as defined in VII(h) or in the event any member county fails to make a payment to the Region as required under this Agreement for 45 days after such payment is requested in writing, then the member county will be deemed delinquent. Then during any period of delinquency by a member county in the payment to CSS of any obligation, such county shall not be entitled to the services of CSS, nor shall the county be entitled to vote on matters coming before the Board unless such delinquency shall be waived for voting purposes by a three-quarters vote of the remaining members of the Board.

X. Withdrawal and Dissolution

- (a) CSS shall be completely dissolved and this Agreement terminated only upon the affirmative vote of three-quarters of the entire membership of the Board passed at two successive meetings of the Board and with each member having one vote. The dissolution resolution shall specify the date and time such dissolution shall be effective. The resolution may be

amended to extend the effective date of the dissolution if the amendment is approved prior to the scheduled dissolution date by three-quarters of the entire Board.

- (b) In the event of a complete dissolution of CSS, any real or personal property shall be sold and the proceeds distributed prorata among all counties. The percentage that each county shall receive shall be based on that county's population as shown to the latest completed Federal Census, or Special Federal Census, whichever is latest. The total assets remaining shall then be multiplied by the percentage as set forth in the preceding sentence and each county will receive a distribution which represents the total assets multiplied by the above percentage. Any delinquency by a county in its obligations to CSS shall be deducted from the delinquent county's share.
- (c) If the County Social Services Board of Directors feels it is in the best interest of the Region for a member county to be removed from the Region, the Board will pass a resolution with explanation of the reasons for the recommendation to the member counties. Each member county desiring to vote upon the proposal shall do so by resolution of its Board of Supervisors and return of the same to the County Social Services Board Chair a copy of the resolution stating the County's vote within thirty (30) days of the date that the County received a copy of the proposal. Any member county not voting upon the proposal within this time shall be considered to have approved the proposal. If the proposal receives approval by majority of the votes, it shall become effective ten (10) days following the date the vote is tabulated.

XI. Manner of Acquiring and Holding Property

- (a) The Board may lease, purchase, or acquire by any other means, from members or from any other source, such real and personal property as is required for the operation of CSS and the carrying out of the purposes of this Agreement. The Board shall maintain title to all such property owned or held in the name of CSS and shall require the Board Secretary to maintain an inventory. All conveyances of real property owned by or held in the name of CSS shall be made and executed on behalf of CSS by the Chairman or Vice-Chairman and Secretary of the Board.
- (b) Capital Assets purchased by CSS and not identified and inventoried by the CSS Board shall become the property of the member county holding possession and inventory of the asset.
- (c) Member counties will allow transfer of assets designated for CSS use between member counties upon notice to the respective county Auditor's for inventory tracking.

XII. Amendment of Agreement

- (a) This Agreement may be amended or repealed at any regular or special meeting of the CSS Board, provided that written notice shall be sent to each member at least ten (10) days prior to voting on such amendment. Such amendments shall be considered to have passed if a majority of those Board members present vote in the affirmative.
- (b) No amendment to this agreement shall be made in any manner or for any purpose so as to adversely affect the interests of the holder or holders of any bonds or other obligations of CSS.

XIII. Arbitration of Disputes between Members

When member counties fail to settle disputes voluntarily, CSS will attempt to settle the dispute pursuant to the following methods :

- (a) Mediation conducted pursuant to Chapter 679C, Code of Iowa;

- (b) If after which the dispute remains unresolved, arbitration will be conducted pursuant to Chapter 679A, Code of Iowa.

XIV. Severability

If any one or more provisions of this agreement is declared unconstitutional or contrary to law, the validity of the remainder hereof shall not be affected.

XV. Adoption and Signatures

Said counties have caused this Amended and Substituted Agreement to be adopted pursuant to the provisions of Article XII above at a meeting of the Board of Directors on October ____, 2020, and to be executed on their behalf by its President and Secretary.

COUNTY SOCIAL SERVICES

By: _____
Its: President

By: _____
Its: Secretary

COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA

To: County Social Services Board Members

From: Mary McKinnell

Date: December 7, 2020

Re: County Social Services Board Meeting

Date: Wednesday, December 9, 2020

Time: 10:00 A.M.

Place: **County Social Services-Cerro Gordo County office, 525 9th Street SE, Mason City, IA. Please wear face coverings. IN PERSON IS ONLY FOR CSS BOARD MEMBERS AND REQUIRED CSS STAFF. Board members wishing not to attend in person, CSS staff and guests are invited to join us via the GoTo Meeting link below.**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/883729221>

You can also dial in using your phone. [+1 \(571\) 317-3112](tel:+15713173112). Access Code: 883-729-221

Agenda:

1. Call County Social Services Board Meeting to order.
2. Approve today's agenda and the minutes of October 28, 2020.
3. Provider feedback.
4. Consumer feedback.

Human Resources

5. Finance Manager job description. Updated job description and increased salary to align with job duties. Discussion/Action.
6. Children's Coordinator position. Other regions already have this position in place. It is a requirement for core services. The position has been posted. Asking that we start the interview process. Discussion/Action.

Programs

7. Crisis Intervention Training (CIT) Dec. 14-18 and Feb. 1-5 updates on enrollment
8. Case management program. Due to declining numbers, most recipients residing outside the upcoming CSS region, counties leaving region and being the only region to provide this service, CSS leadership is recommending closing the case management program by April 30, 2021. The 2 case managers will be retained by CSS until June 30th to finish up programmatic details. Discussion/Action.
9. Office spaces. Moving the CSS office from the Spectrum Building in Decorah to a county building. Discussion/Action.

Organization

10. CSS FY2020 Annual Report. Discussion/Action.
11. Portion of FY2020 estimated ending fund balance to send to Kossuth, Winnebago, Worth. Discussion/Action.
12. Judicial Referee Agreement, Cerro Gordo. Chris Watts is asking that it be approved as is. Mary suggests that we reduce to half of the total amount (\$40,000 reduced to \$20,000) since Cerro Gordo is leaving the region at the end of June 2020. Discussion/Action.
13. CSS 28E Amendment approval. Discussion/Action.
14. CARES Act funding update.
15. CSS FY2021 Budget Amendment. Discussion/Action.
16. Financial report and claims approval. Discussion/Action.
17. FY2022 levy. Discussion/Action.
18. Review and action on Exceptions to Policy. Discussion/Action
19. Review and action to authorize the Chair to sign provider agreements and/or rate requests with:
 - Pillar of Cedar Valley/Elevate CCBHC for mobile crisis response
 - Inspiring Lives for Assertive Community Treatment startup & services
 - Julian Unleashed for waiver gap funding for supported community living

20. Wright letter of intent to leave received and on file. Discussion/Action.
21. Karl as Vice Chair with Wright County departure 6/30/21. Discussion.
22. Vacancies on HR and Finance Committees. Do we want to fill the vacancies? How many do we need for each? Discussion/Action.
23. Legislative issues/contiguous region requirement. Discussion.
 - Do we want a legislative committee?
24. Adjourn; next meeting will be Wed., January 27, 2021, 10:00 am.

OCTOBER 2020 COUNTY SOCIAL SERVICES BOARD MINUTES

The October 2020 County Social Services Board Meeting was held in Cerro Gordo County at the CSS office on Wednesday, Oct. 28, 2020, 10:00 am and via GoTo Meeting.

Present: Jacob Hackman, Chickasaw, Roy Schwickerath, Floyd, Larry Vest, Tama. CSS CEO Mary McKinnell.. Via GoTo Meeting: Craig White, Black Hawk, Greg Barnett, Butler, Sharon Keehner, Clayton, Chris Watts, Cerro Gordo, John Pluth, Emmet, Gary Rayhons, Hancock, Sandy Loney, Humboldt, Barb Francis, Mitchell, Clarence Siepker, Pocahontas, Mark Campbell, Webster, Eric Donat, Adult System Consumer Rep, Marcia Oltrogge, Adult System Provider Rep. Absent: Dennis Koenig, Allamakee, Jim Ross, Grundy, Jeanine Tellin, Fayette, Floyd Ashbacher, Winneshiek, Pat Murray, Howard, Jamie Heard, Children's Education System Rep, June Klein-Bacon, Children's System Parent Rep, Cody Williams, Children's System Provider Rep.

1. Chair Schwickerath called County Social Services Board Meeting to order.
2. CSS CEO, Mary McKinnell, was officially introduced and welcomed to County Social Services.
3. Motion by White, Black Hawk, second by Francis, Mitchell, to approve today's agenda and the minutes of Sept. 23, 2020. Motion carried.
4. Provider feedback by Marcia Oltrogge.
5. Consumer feedback by Eric Donat.
6. Motion by Vest, Tama, second by Hackman, Chickasaw, to approve the recommendation by the Board HR Committee for CSS retirees who retire before age 65 and choose to continue in CSS's group health insurance plan up to Medicare eligibility to pay 102% premium. Retiree must have applied for, and be receiving, a retirement allowance from IPERS. Motion carried.
7. Jen Sheehan gave an update on the CSS-hosted Crisis Intervention Training (CIT) Dec. 14-18 on the Iowa Central East Campus in Fort Dodge. CSS is funding this training with CARES Act dollars.
8. Motion by Hackman, Chickasaw, second by White, Black Hawk, to fund a CIT in Waterloo February 1-5 with a not to exceed amount of \$12,000. Motion carried.
9. Motion by Hackman, Chickasaw, second by Vest, Tama, to end all funding authorizations for representative payee services through Cerro Gordo County General Relief when they expire 12/31/2020, with the expectation that the organization become a Fee-For-Service organizational payee with Social Security by 1/1/21. Motion carried.
10. Motion by Francis, Mitchell, second by Loney, Humboldt, to move the proposed 28E Amendment forward as the finalized Amendment for approval at the December meeting. Motion carried.
11. Motion by Hackman, Chickasaw, second by White, Black Hawk to receive and place on file letters of withdrawal from the CSS Region from Cerro Gordo, Emmet, Hancock, and Webster Counties. Motion carried.
12. Motion by Francis, Mitchell, second by White, Black Hawk, to extend the deadline per the 28E of filing a letter of withdrawal from the CSS Region from 11/15/2020 to 2/24/2021 for Humboldt, Pocahontas, and Wright Counties. Motion carried, with Cerro Gordo and Webster abstaining.
13. CARES Act funding update was given. CSS still has funds available and is encouraging MHDS providers and school districts to apply for a second round of grants.
14. Motion by Hackman, Chickasaw, second by Loney, Humboldt, to accept the CSS FY2019 Audit. Motion carried.
15. Motion by Siepker, Pocahontas, second by Barnett, Butler, to accept the September Financial report and claims listing. Motion carried.
16. Motion by Loney, Humboldt, second by Keehner, Clayton, to accept the September Exceptions to Policy. Motion carried.
17. Motion by White, Black Hawk, second by Pluth, Emmet, to authorize the Chair to sign the Business Associate Agreement with Seasons Center. Motion carried. Action on contract with Pillar of Cedar Valley/Elevate CCBHC for mobile crisis response was tabled due to it not being finalized for this meeting.
18. Motion by Loney, Humboldt, second by Keehner, Clayton to set the date for the December meeting as Wed., Dec. 9, 10:00 am. Motion carried.
19. Motion by Watts, Cerro Gordo, second by Francis, Mitchell, to adjourn. Motion carried. Annual Stakeholder Meeting will be Wed., November 18, 2020, 10:00 am. via GoTo Meeting. The link will be available on the CSS website and Facebook page.

COUNTY SOCIAL SERVICES

JOB DESCRIPTION

FINANCE MANAGER

Job Title: Finance Manager
Department: County Social Services (CSS)
FLSA Status: Exempt
Salary Range: \$48,000 to \$70,500
Reports to: CSS CEO
Supervised by: CSS CEO

POSITION SUMMARY:

Professional administrative position serving as Finance Manager of the County Social Services Mental Health & Disability Services Region. Under general direction of the Chief Executive Officer (CEO), performs advanced level financial analysis, program feasibility analysis, and management analysis. Prepares, monitors, analyzes and reports on the region-wide budget. The Finance Manager serves as the Fiscal Agent for CSS and works with the Independent Auditor and the Iowa Department of Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Compiles detailed financial information for the preparation of the region budget; analyzes/reports on revenue and expenditure growth, trends, and projections; analyzes the effect that changes in revenue/expenditures will have on the budget; works with CEO and COO in preparing the budget for the Annual Service and Budget Plan and financial report for the Annual Report.
- Manages the review of documentation justifying expenditures, expenditure chart of accounts classification, and the monitoring, analysis, and control of expenditures, ensuring full transparency of the financial performance of the region.
- Performs job duties as the Regional Fiscal Agent with Tyler Technologies to maintain an accurate financial accounting system including reconciliation of CSS bank account, etc.
- Monitors expenditures and advises the CEO, COO and appropriate program manager(s) regarding financial and budgetary issues when necessary
- Creates and updates a 5-year projected budget with CEO; analyzes the effects of proposed projects and actions in regards to long-term cost effectiveness.
- Presents financial information for release to the general public by developing content and formatting of material to be provided for publication on a monthly basis.
- Responsible for all accounts payable and receivable activities for CSS.
- Responsible for the management of cash flow within the region.
- Responsible for entering ADP payroll information per CSS department into CSN and Tyler Technologies systems.
- Coordinates the annual independent audit and presents the final report to the CSS Board.
- Attends Executive Committee meetings to prepare for financial questions relating to CSS Board meeting agenda items.
- Provides ongoing research and financial analysis that affects the financial management of the region.
- Attends meetings and participates on committees and special projects as assigned.
- Other duties as assigned.

SUPERVISION RECEIVED:

- Supervision is received from the CSS CEO.

SUPERVISION EXERCISED:

- Supervises the Part-Time Administrative Assistant position in the Cerro Gordo County office.

QUALIFICATIONS:

- Bachelor' Degree in finance, accounting, public administration, economics, statistics or related area required; at least four years of professional-level experience in budget analysis or financial management required. Any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be substituted for a four-year degree.
- Excellent written and verbal communication skills are required.
- Must be proficient in computer software applications that include knowledge and hands on experience with computer programs such as Excel, Word and Power Point, or other relevant software related to budget development/forecasting.
- Must have a valid Iowa Driver's License in the State of Iowa and be insurable under CSS's guidelines.

REASONING ABILITY:

Must have the ability to apply common sense to solve problems and achieve work objections and have the ability to recognize work situations that require special attention.

CERTIFICATES, LICENSES, REGISTRATIONS:

Original proof of credentials by diploma, license, and transcripts is required. Must clear criminal background, abuse registry, and Medicaid fraud checks for consideration of this position.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

County Social Services is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CSS will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. CSS has adopted a policy in compliance with the 2008 Smoke free Air Act.

**County Social Services
Children's Behavioral Health Coordinator
Job Description**

Position Title: Children's Behavioral Health Coordinator
Reports to: CSS CEO
Location: CSS MHDS Region
FLSA: Exempt
Shift: As needed to meet the obligations of the position.
Salary Range: \$58,634 to \$81,711
Legal Reference: Iowa Code Chapter 331 Section 390 (3) (b)
Date: November 2020

Position Summary:

The Children's Behavioral Health Coordinator will coordinate and oversee the County Social Services' Children's Behavioral Health Program. The CBH Coordinator will act as the liaison to our children's provider network and natural supports. The CBH Coordinator will provide assistance to service coordinators to achieve identified family goals for planning, coordinating, and advocating for children to remain in their family home and community. The CBH Coordinator will organize and facilitate the CSS CBH Advisory Committee meetings.

Essential Duties and Responsibilities:

- Being present throughout the Region as needed to provide coordination, support, training, and monitoring of behavioral health services for children.
- Conduct regular meetings with the Regional Coordinator, Service Area Supervisors and Transition Specialist to support effective communication.
- Supports the service coordinators and ISTART team in assessing family/children's needs
- Assists service coordinators with crisis planning, when necessary
- Provides Outreach and Education to schools/AEA's, hospitals, community organizations, etc regarding CBH services
- Schedule, coordinate, and provide leadership to the CBH Advisory Committee
- Ensure CBH core and additional core services and their access standards are being met throughout CSS Region
- Triage, assess, and approve funding when necessary for youth crisis stabilization services
- Monitor, measure, and report outcomes of CBH services
- Liaison to the CSS children's services provider network, communicating any contract issues, service gaps, or service needs to the CEO.
- Completes relevant Continuing Education in coordination with your supervisor
- Assists the Transition Specialist in their absence when necessary
- Other duties as assigned

Supervisory Responsibilities:

- CBH coordinator is responsible for supervision and support of all assigned Service Area Supervisors and CSS Transition Specialist as it related to children services. The CBH coordinator will make recommendations to the CEO regarding performance improvement or corrective action needed. The CBH Coordinator and Regional Coordinator will collaboratively complete annual reviews for the Service Area Supervisors and Transition Specialist.

Supervision Received:

Supervision is received from the CSS CEO who will at a minimum assess performance annually.

Qualifications:

- Bachelor's degree or higher in a human services-related or administrative-related field, including but not limited to social work, psychology, nursing, or public or business administration from an accredited college or university. Two (2) years of experience working with children with mental illness/chronic mental illness, intellectual disabilities/developmental disabilities, and/or brain injuries.
- Bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute
- A minimum of two (2) years of management/supervisory experience is required
- Experience in providing care coordination is required
- Effective verbal and written communication skills
- Demonstrated proficiency in Microsoft Office
- Demonstrated experience with the children's behavioral health system
- Ability to create a culture of diversity, inclusivity, collaboration and teamwork
- Thorough knowledge of local, state and federal laws/regulations pertaining to children services
- Ability to assess children's needs and develop, implement, and evaluate effective program plans.
- Ability to render independent and appropriate judgment and decisions.
- Ability to represent County Social Services in a professional manner.
- Ability to interact and deal effectively with coworkers, professionals, and the general public.
- Must possess a valid Iowa driver's license and be insurable under County Social Services guidelines.

(Note: The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment of the position.)

Language Skills:

Must be welcoming and positive in contacts with others. Must have strong writing skills and the ability to communicate complex assessments and diagnose social service needs both verbally and in writing.

Reasoning Ability:

Must be able to assess multiple complex disability needs and determine effective supports and interventions to alleviate or manage those needs. Must have the ability to apply common sense to solve problems and achieve work objections, and have the ability to recognize work situations that require special attention.

Certificates, Licenses, Registrations:

Original proof of credentials by diploma, license, and transcripts is required. Must clear criminal background, abuse registry, and Medicaid fraud checks for consideration of this position.

Work Environment and Physical Demands:

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires frequent interaction with clients, potential clients, outside agencies, and other region employees
- Position requires frequent exposure to stressful situations
- Work is performed primarily indoors
- Position requires frequent use of hands/fingers

County Social Services is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CSS will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. CSS has adopted a policy in compliance with the 2008 Smokefree Air Act.

CSS Payments to Counties that Exited Region 6/30/20

CSS Estimated FY20 Ending Fund Balance \$12,520,611

	County's Portion %	County's Portion \$	County FY20 Ending Fund Balance	Less County Debt to CSS	Total CSS to Pay
Kossuth	0.033	\$410,185	\$196,950	\$188,718	\$24,517
Winnebago	0.023	\$289,528	\$91,259	\$0	\$198,269
Worth	0.016	\$204,258	\$29,225	\$0	\$175,033
TOTAL					\$397,819

AGREEMENT FOR REIMBURSEMENT OF JUDICIAL HOSPITALIZATION REFEREE

This Agreement is between the State of Iowa Judicial Branch ("Judicial Branch"), County Social Services, Iowa, ("CSS") as created under Iowa Code section 331.389 and approved by their board, and Cerro Gordo County ("County"). The purpose of this agreement is to efficiently provide and pay for the services of a hospitalization referee who will conduct hospitalization proceedings in and around Cerro Gordo County. In order to achieve this purpose, the Judicial Branch, CSS, and the County agree to the following:

1. CSS, the Judicial Branch, and the County agree that safe, timely, and fair adjudication of hospitalization cases involving individuals who may be suffering from a serious mental impairment or a substance-related disorder benefits all the parties who are involved in these proceedings.
2. In order to ensure that there are sufficient personnel available to handle the timely adjudication of hospitalization cases in and around Cerro Gordo County, the Judicial Branch will appoint a judicial hospitalization referee pursuant to Iowa Code section 229.21 to handle the cases in this area.
3. In exchange for CSS and the counties they represent receiving the benefit of the services of this judicial hospitalization referee, CSS agrees to reimburse the Judicial Branch an agreed-upon monthly amount of money to financially support the local services of this referee.
4. The amount of financial support provided by CSS to the Judicial Branch will be \$3,333.33 per month. The total amount of reimbursement for the services covered by this Agreement shall not exceed \$40,000.00 per year.
5. Each month a statement of services provided by this hospitalization referee to the CSS member counties shall be submitted by the Judicial Branch to CSS. CSS and the Judicial Branch shall develop a format and process for the presentation of this statement that is mutually agreeable to both. Within 30 days of receiving the statement of services from the Judicial Branch, CSS shall reimburse the Judicial Branch for the full amount due.
6. In the event statewide mental health redesign results in the dissolution of the regional service system identified as County Social Services (CSS), Cerro Gordo County will provide reimbursement of the hospitalization referee.
7. No new legal or administrative entity is created by this agreement. No joint or cooperative budget is created, nor are any new financial mechanisms being created. Nothing in this agreement shall affect any change with respect to ownership of the real or personal property of either party to this agreement, and any property acquired during the term of this agreement shall remain the property of the acquiring party.
8. The hospitalization referee who will be appointed pursuant to this agreement will not be an employee of CSS or any county. The right to hire, manage, discipline, and terminate the referee who will be appointed to this position rests solely with the Judicial Branch.

9. This agreement constitutes the entire agreement between the Iowa Judicial Branch, CSS, and the County regarding reimbursement for services of the judicial hospitalization referee, and it will be in full force and effect upon completion of the signing.
10. This agreement shall take effect January 1, 2021 and remain in effect until June 30, 2021 unless it is terminated prior to that time pursuant to the terms established in paragraph 11.
11. Any party may terminate this Agreement by providing at least sixty days written notice to the other party's representative, noted below. This written notice shall be sent by certified mail, return receipt requested. Termination of this agreement does not require a showing of cause.

Send Judicial Branch notice to: Send CSS notice to: Cerro Gordo County:

State Court Administrator
Iowa Judicial Branch
1111 E. Court Avenue
Des Moines, Iowa 50319

County Social Services
C/O Mary McKinnell
1407 Independence Ave
Waterloo, IA 50703

Tom Meyer
Director of Administrative Services
Cerro Gordo County Courthouse
220 N. Washington
Mason City, IA 50401

12. If any provision of this agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this agreement.

The undersigned hereby execute and enter into this agreement. Each of us represents that we have the authority in accordance with state law to sign and bind the entity we are representing.

FOR COMMUNITY SOCIAL SERVICES:

FOR THE IOWA JUDICIAL BRANCH:

Roy Schwickerath Date
Services Chair

Todd Nuccio County Social
State Court Administrator

FOR CERRO GORDO COUNTY

Kurt Wilke, Chief Judge Date
Second Judicial District

Tim Latham Date
Chairman, Cerro Gordo County Board
Of Supervisors

Scott Hand, District Administrator Date
Second Judicial District



CARES Act Funding Update

12/4/2020

Revenue Received : \$4,017,670.18

Projects Authorized:

- ★ Mini-Grants to 37 school districts and related organizations, totaling almost \$428,000
- ★ Mini-Grants to 24 MHDS providers, totaling almost \$227,000
- ★ “Hope Is Not Canceled” Mental Health Awareness Campaign with all 7 Community Mental Health Centers: \$449,998 budgeted; \$202,703 paid out to-date
- ★ Larger Projects for region or specific to a service area:
4 projects totaling \$335,000; \$204,609 paid out to-date
- ★ CSS-initiated projects and internal needs: \$306,650; \$270,375 paid out to-date

Total Funds Authorized as of 12/4/2020: \$1,736,348.30

Funds Expended as of 12/4/2020: \$1,087,733.01

All funds not expended by 12/30/2020 must be returned to Iowa Department of Human Services by 1/3/2021.

County Social Services
CARES Act Grant Funds Recipients and Projects

Mini-Grants Awarded To:

School Districts and Related Organizations		MHDS Providers
Allamakee CSD Elementary Schools	Panther Academy for Water Safety	43 North Iowa
Aplington-Parkersburg Schools	Postville Community School District	Avalon Center
BCLUW Community School District	Prairie Lakes AEA	Black Hawk-Grundy MHC
Bosco Catholic School System	Prairie Valley Community School District	Cedar Valley Community Support Services
Cedar Falls Community School District	Riceville Community School District	Center Associates
Charles City Community School District	Southeast Webster-Grand Community Schools	Champion State of Mind
Clarion-Goldfield-Dows Community School District	St. Ansgar Community Schools	Community & Family Resources
Clear Lake Community School District	St. Mary's School, Humboldt	Comprehensive Systems
Dike-New Hartford Community School District	Starmont Community School District	Duncan Heights, Inc.
Eagle Grove High School	Timothy Christian School, Wellsburg	Elevate CCBHC
Eastern Allamakee Community Schools	Turkey Valley Community School District	Iowa Legal Aid-Mason City & Waterloo offices
Estherville Lincoln Central Community Schools	Waterloo Christian School	Lotus Community Project
Fort Dodge Schools	West Hancock Community School District	Mosaic in Northern Iowa
Gladbrook-Reinbeck Community School District		North Iowa Regional Services
GMG Community School District		North Star Community Services
Howard-Winneshiek Schools-Crestwood Elementary		Northeast Iowa Behavioral Health
Laurens Marathon Community School District		One Vision
Little Bulldog Daycare		Pillar of Cedar Valley
Mason City Community School District		Prairie Ridge
MFL MarMac Community School District		Resources for Human Development
New Hampton Community Schools		Seasons Center
North Iowa Christian School		TASC, Inc.
North Tama Community School District		UPH-Berryhill Center
Optima LifeServices		Youth Shelter Care of North Central Iowa

County Social Services
CARES Act Grant Funds Recipients and Projects

Larger Projects:

Northeast Iowa Behavioral Health - Agricultural Community Outreach

Challenge to Change - Yoga and Mindfulness in elementary and middle schools in our region

Linking Families and Communities - PPE, technology and social-emotional resources & materials for child care centers in Webster and Pocahontas Counties

MHDS CEO Collaborative - Brain Health Campaign

CSS Needs/Projects:

Trained one of our staff to be Adult Mental Health First Aid Trainer

PPE and other related disinfecting/sanitizing supplies

Conference Room setup for remote meetings

Crisis Intervention Training in Fort Dodge

Laptops for work-from-home for people with desktops only

Backpack Project for individuals in need

Hope Is Not Canceled Campaign with the Community Mental Health Centers

County Social Services
FY2021 Budget Amendment for CARES Act

Presented 12/9/2020

Revenue	Original Budget	Budget Amendment	Proposed Budget
Property Tax/Fund Bal Transfer	\$ 13,007,150	\$ -	\$ 13,007,150
Medicaid Reimbursement (TCM)	\$ 205,500	\$ -	\$ 205,500
I-START	\$ 307,200	\$ -	\$ 307,200
Misc.	\$ 403,800	\$ -	\$ 403,800
CARES Act Dollars	\$ -	\$ 4,016,726	\$ 4,016,726
Total Revenue	\$ 13,923,650	\$ 4,016,726	\$ 17,940,376

Expenditure Domain			
Core			
Treatment	\$ 895,000	\$ 1,966,726	\$ 2,861,726
Crisis Services	\$ 3,765,500	\$ 150,000	\$ 3,915,500
Support for Community Living	\$ 1,922,000	\$ 250,000	\$ 2,172,000
Support for Employment	\$ 470,000	\$ -	\$ 470,000
Recovery Services	\$ 105,000	\$ -	\$ 105,000
Service Coordination	\$ 5,000	\$ -	\$ 5,000
Sub-acute Services	\$ 240,000	\$ 50,000	\$ 290,000
Evidence Based Treatment	\$ 865,000	\$ -	\$ 865,000
Mandated	\$ 910,000	\$ -	\$ 910,000
Additional Core			
Justice System Involved Services	\$ 410,000	\$ -	\$ 410,000
Evidence Based Treatment	\$ 250,000	\$ -	\$ 250,000
Other Informational Services	\$ 85,000	\$ 1,500,000	\$ 1,585,000
Essential Community Living Support Services	\$ 2,945,000	\$ -	\$ 2,945,000
Other Congregate Services	\$ 1,710,000	\$ -	\$ 1,710,000
Administration	\$ 1,725,000	\$ 100,000	\$ 1,825,000
County Provided Case Management	\$ 205,500	\$ -	\$ 205,500
County Provided Services (I-START)	\$ 1,135,500	\$ -	\$ 1,135,500
Total Expenditures	\$ 17,643,500	\$ 4,016,726	\$ 21,660,226

Chart of Account (COA) Detail	Amendment \$	
05373 Public Education Services	\$ 1,500,000	School districts & related
31354 Transportation - General	\$ -	Providers
32329 Support Services - Supported Community Living	\$ 250,000	Providers
33399 Basic Needs - Other	\$ -	CSS Backpack/Duffel bag project
42305 Psychotherapeutic Treatment - Outpatient	\$ 1,966,726	Providers/larger projects
42366 Peer self-help drop-in centers	\$ -	Providers
44302 23 Hour Observation and Holding	\$ 50,000	Providers
44307 Mobile Response	\$ 50,000	Providers
44313 Crisis Stabilization Residential Service (CSRS)	\$ 50,000	Providers
44398 Assertive Community Treatment	\$ -	Providers
45366 Peer Support	\$ -	Providers
46422 Crisis Prevention Training	\$ -	CIT
50367 Day Habilitation	\$ -	Providers
64309 Sub Acute Services (6+ Beds)	\$ 50,000	Providers
64316 Comm Based Settings (6+ Beds) - RCF/PMI	\$ -	Providers
11XXX Direct Administration	\$ 100,000	CSS needs/projects/IT
	\$ 4,016,726	

*\$0 budgeted in several COAs as we did not know what requests we would receive.
However, we wanted to note every COA that will have CARES \$ expenditures.

Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Property Tax/Fund Bal Transfer	\$ 13,007,150	\$ -	\$ 3,714,975	\$ 3,714,975	29%
Medicaid Reimbursement (TCM)	\$ 205,500	\$ -	\$ -	\$ -	0%
I-START	\$ 307,200	\$ 52,800	\$ 27,200	\$ 91,200	30%
Misc.	\$ 403,800	\$ 12,159	\$ 8,916	\$ 31,803	8%
Total Revenue	\$ 13,923,650	\$ 64,959	\$ 3,751,091	\$ 3,837,978	28%

Expenditure Domain

Core					
Treatment	\$ 895,000	\$ 100,481	\$ 38,020	\$ 246,425	28%
Crisis Services	\$ 3,765,500	\$ 58,438	\$ 35,709	\$ 473,506	13%
Support for Community Living	\$ 1,922,000	\$ 53,179	\$ 114,139	\$ 355,522	18%
Support for Employment	\$ 470,000	\$ 21,386	\$ 24,406	\$ 84,538	18%
Recovery Services	\$ 105,000	\$ -	\$ 2,197	\$ 9,745	9%
Service Coordination	\$ 5,000	\$ -	\$ -	\$ 561	11%
Sub-acute Services	\$ 240,000	\$ 51,600	\$ -	\$ 86,400	36%
Evidence Based Treatment	\$ 865,000	\$ 4,803	\$ 11,203	\$ 22,505	3%
Mandated	\$ 910,000	\$ 26,752	\$ 13,816	\$ 203,054	22%
Additional Core					
Justice System Involved Services	\$ 410,000	\$ 5,154	\$ 37,809	\$ 92,269	23%
Evidence Based Treatment	\$ 250,000	\$ 32,098	\$ 8,865	\$ 84,055	34%
Other Informational Services	\$ 85,000	\$ 1,000	\$ 1,977	\$ 4,335	5%
Essential Community Living Support Services	\$ 2,945,000	\$ 190,030	\$ 228,227	\$ 1,094,513	37%
Other Congregate Services	\$ 1,710,000	\$ 79,057	\$ 69,072	\$ 296,032	17%
Administration	\$ 1,725,000	\$ 88,885	\$ 85,481	\$ 533,630	31%
County Provided Case Mangement	\$ 205,500	\$ 13,832	\$ 14,158	\$ 52,904	26%
County Provided Services (I-START)	\$ 1,135,500	\$ 64,423	\$ 75,501	\$ 244,241	22%
Total Expenditures	\$ 17,643,500	\$ 791,117	\$ 760,578	\$ 3,884,234	22%

		November 2020 Vendor Claims	
		11/3/2020	\$265,035.80
		11/10/2020	\$113,560.20
		11/17/2020	\$145,807.90
		11/24/2020	\$434,512.00
(Gross payroll/month is approx. \$190,000)		TOTAL	\$958,915.90

Ending Cash Balance 10/31/20 \$ 11,085,407
Year-to-Date Per Capita Annualized Expenditure Rate: \$ 27.58

Fund 8500 Health Reimbursement Account Fiscal YTD (10/31/2020)	Balance Fwd from prior FY	\$ 141,917
	Revenue	
	Employer Contributions	\$ 247,437
	Employee Contributions	\$ 29,787
	Flex - Employee Contributions	\$ 5,051
		\$ 282,276
	Expenditure	
	Health Insurance Pmts (ISAC)	\$ 341,054
	Medical Claims Pmts (Auxiant)	\$ 16,524
	Flex Claims (Auxiant)	\$ 974
		\$ 358,552
BALANCE		\$ 65,640

Revenue	Budget	Prior Month	Current Month	YTD
CARES Act Dollars	\$ -	\$ 4,016,726	\$ -	\$ 4,016,726
Total Revenue	\$ -	\$ 4,016,726	\$ -	\$ 4,016,726
Expenditure Domain				
Core				
Treatment	\$ 1,966,726	\$ -	\$ 176,462	\$ 176,462
Crisis Services	\$ 150,000	\$ -	\$ -	\$ -
Support for Community Living	\$ 250,000	\$ -	\$ -	\$ -
Support for Employment	\$ -	\$ -	\$ -	\$ -
Sub-acute Services	\$ 50,000	\$ -	\$ -	\$ -
Evidence Based Treatment	\$ -	\$ -	\$ -	\$ -
Additional Core				
Justice System Involved Services	\$ -	\$ -	\$ -	\$ -
Other Informational Services	\$ 1,500,000	\$ -	\$ 1,400	\$ 1,400
Essential Community Living Support Services	\$ -	\$ -	\$ -	\$ -
Other Congregate Services	\$ -	\$ -	\$ -	\$ -
Administration	\$ 100,000	\$ -	\$ 351	\$ 351
Total Expenditures	\$ 4,016,726	\$ -	\$ 178,213	\$ 178,213

County Social Services Exceptions to Policy and Reconsiderations - October 2020

Clients	Service	Decision	Impact
1	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$810.00
2	Homemaker Services	Member is on waiver wait list. Homemaker services staff assist member with grocery shopping which is not a Medicaid-funded service. Member uses homemaker as SCL service, which is less expensive than SCL.	\$200.00
3	Voc/Day-Prevocational Services	Member's current waiver does not fund pre-voc services, member needs pre-voc funding to work on job skills.	\$250.00
4	Supported Community Living	Member married and combined finances caused member to be over income guidelines. Client participation fee waived through October 31, 2020, at that time IHH worker will check to see how member is doing at this point.	\$204.00
5	Basic Needs - Rent	Member denied SSDI and is appealing this denial. Member needs rent assistance to ensure safe housing.	\$250.00
6	Basic Needs - Rent	Member wasn't safe at current living situation. Member found safe housing, applied for housing assistance, and started a job. Member will receive 3 months' assistance or less if approved for housing assistance before November 1.	\$355.00
7	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$50.00
8	Day Hab & Supported Community Living	Current EW does not fully fund, member is on the ID waiver waiting list, CSS funds remainder after EW pays.	\$8,188.41
9	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$50.00
10	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$336.00
11	Supported Community Living	Waive member copay for three months to allow member time to adjust budget and reduce expenses so member can pay the copay.	\$138.00
12	Basic Needs - Rent	May through October rent paid to avoid eviction. County Relief paid \$225 towards the amount owed. November 1, 2020 Section 8 HUD program will be paying member's rent. CSS funded rent to keep member safely housed, was homeless prior to this placement.	\$2,012.00
13	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$75.00
14	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$594.00
15	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$780.00
16	Voc/Day-Prevocational Services	Member's current waiver does not fund pre-voc services, member needs pre-voc funding to work on job skills.	\$650.00
17	Basic Needs - Rent	Since discharging from the RCF member is struggling with MH symptoms. Member has no income, but when MH symptoms are stabilized member will be working with IVRS to attempt to obtain employment.	\$525.00
18	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$337.50

Approximate monthly impact: \$ 15,804.91

County Social Services Exceptions to Policy and Reconsiderations - November 2020

Clients	Service	Decision	Impact
1	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$810.00
2	Homemaker Services	Member is on waiver wait list. Homemaker services staff assist member with grocery shopping which is not a Medicaid-funded service. Member uses homemaker as SCL service, which is less expensive than SCL.	\$200.00
3	Supported Community Living	Approved for Hab funding but IME hasn't paid the provider since 10/2019. Provider wanted funding secured for November 2020 before providing any more services. Member is very mentally ill and cannot go without services.	\$1,275.00
4	I-START Services	Member is in need of crisis services but is not 18 years old.	\$800.00
5	Supported Employment Services	Request to waive client participation fee of \$555.50. Member has went back to work after being furloughed due to COVID-19 Pandemic. Member's wages with Social Security benefit and spouse's income put the member's household income over income guidelines this month. Member needs services to get retrained for the work tasks. Member and spouse are experiencing financial hardship November 2020 and due to employment wages member's Social Security benefit will decrease to zero, most likely December '20.	\$361.58
6	Voc/Day-Prevocational Services	Member's current waiver does not fund pre-voc services, member needs pre-voc funding to work on job skills.	\$250.00
7	Supported Community Living	Member married and combined finances caused member to be over income guidelines. Client participation fee waived through October 31, 2020, at that time IHH worker will check to see how member is doing at this point.	\$102.00
8	Basic Needs - Rent	Currently member does not have any income. Appealing Social Security Administration's disability decision with an attorney.	\$250.00
9	Basic Needs - Rent	Member wasn't safe at current living situation. Member found safe housing, applied for housing assistance, and started a job. Member will receive 3 months' assistance or less if approved for housing assistance before November 1.	\$355.00
10	Transportation	Transportation is not covered under member's current funding source, needs transportation to Day Hab	\$50.00
11	Day Hab & Supported Community Living	Current EW does not fully fund, member is on the ID waiver waiting list, CSS funds remainder after EW pays.	\$8,188.41
12	Transportation	Transportation is not covered under member's current funding source, needs transportation to Day Hab	\$50.00
13	Transportation	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$336.00
14	Supported Community Living	Waive member copay for three months to allow member time to adjust budget and reduce expenses so member can pay the copay.	\$138.00
15	Supported Community Living	Request to waive client participation fee. Member is in need of services but is \$205 over income guidelines. Member's mortgage is 2/3rds of his income, will soon have a supplemental insurance monthly premium, and has other bills to pay and cannot afford the services member needs at this time. (November was a partial month which is why the cost is low this month. The cost for a full month is \$371.20.)	\$74.24
16	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$75.00
17	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$594.00
18	Transportation to Day Hab	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$780.00
19	Voc/Day-Prevocational Services	Member's current waiver does not fund pre-voc services, member needs pre-voc funding to work on job skills.	\$650.00
20	Basic Needs - Rent	Since discharging from the RCF member is struggling with MH symptoms. Member has no income, but when MH symptoms are stabilized member will be working with IVRS to attempt to obtain employment.	\$525.00
21	Transportation	Transportation is not covered under member's current funding source, needs transportation to Day Hab.	\$337.50

Approximate monthly impact: \$16,201.73



Wright County Board of Supervisors

115 North Main
Post Office Box 147
Clarion, Iowa 50525

Phone: (515) 532-2771
Fax: (515) 532-2669

November 9, 2020

To the Governing Board of County Social Services:

This letter is a written notice as required under Paragraph IV, subsection (b) of the 28E Intergovernmental Agreement Creating County Social Services filed with the Iowa Secretary of State, that Wright County hereby withdraws from the 28E Agreement and also as a member of County Social Services effective June 30, 2021.

Wright County extends appreciation to CSS staff and the CSS Board for the time and commitment provided to serve and expand services to the citizens of Wright County.

Respectfully,

Dean Kluss

Chairman

Wright County Board of Supervisors

Karl Helgevold
District #1 Supervisor

Dean Kluss, Chairperson
District #2 Supervisor

Rick Rasmussen
District #3 Supervisors