

# **CENTRAL IOWA CASE MANAGEMENT BOARD MEETING**

HARDIN COUNTY OFFICE BUILDING  
1201 – 14<sup>TH</sup> AVENUE, ELDORA, IA  
WEDNESDAY, JULY 2, 2014 AT 1:30 PM

This was the initial meeting of the Central Iowa Case Management Board. Board members present were Ronn Rickels, Russell Wood, and Deb Schildroth. Also present were Robin McKee, Erin Rewerts, Linn Adams and Carol Haywood.

**Officers.** The floor was opened for nominations for Board Chair for FY 15. Schildroth nominated Wood for Chair. Rickels seconded. All in favor, Motion carried. Schildroth nominated Rickels for Vice-Chair for FY 15. Wood seconded. All in favor, Motion carried.

**Bylaws.** Adams reviewed the proposed Bylaws with the Board. After discussion, Schildroth moved, Rickels seconded to adopt the Bylaws with one change that the first sentence in Section 4.5 regarding roll call voting be removed. All in favor, Motion carried.

**Recording Secretary.** Following discussion the Chair appointed Haywood as the Recording Secretary for the Board. She will provide the duties as outlined in the Bylaws. She will set up files and CICM documents will be held by her.

**Director Job Description.** The proposed job description for the Case Management Director was reviewed. Following discussion, Rickels moved, Schildroth seconded to approve the job description with the deletion of “CICM Financial Data Manager” and “CICM Support Staff” under “Reporting Relationships”, and the deletion of the word “may” on job duty number 9. All in favor, Motion carried.

**Appointment of Director.** Rickels moved, Schildroth seconded to approve Adams as Case Management Director. All in favor, Motion carried.

**Advisory Board.** Adams reviewed the guidelines of the 28E Agreement, Bylaws, and state requirements regarding the Advisory Board. Adams, McKee, and Rewerts are developing a list of candidates that will meet all of guidelines. A slate of candidates will be placed on the next Board agenda for action to appoint the Advisory Board membership. There was additional discussion regarding a desire to amend the 28E in the future to expand the Advisory Board membership.

**Policy and Procedures Manual.** In developing a manual for CICM, Adams noted that the Story County policy was used as a working document. The management team reviewed and made several changes. Adams reviewed the substantive changes with the Board, including the CICM Appeal Procedures. Following discussion, Schildroth moved, Rickels seconded to approve the CICM Policy and Procedures Manual as amended. Adams will incorporate changes into the document and provide a clean copy. Consensus was that a paper copy of the manual will be

maintained in each county office and an electronic version will be distributed to each staff member.

#### **Other CICM Policies.**

- a. **Mileage Reimbursement Policy.** Adams discussed need for agency policy regarding mileage rate and policy for consistency. Since each county in CICM pays different mileage rates the Board modified the draft policy to state that the mileage rate reimbursement will be at the rate “set by the county of employment record.” Schildroth moved, Rickels seconded to approve the policy as amended. All in favor, Motion carried.
- b. **Expense Reimbursement Policy (Lodging and Meals).** Following review and discussion, Schildroth moved, Rickels seconded to approve the policy. All in favor, Motion carried.

#### **Financial Issues.**

- a. **FY15 Cost Report Update.** Since CICM was not an official entity until July 1<sup>st</sup> and since the cost report is under Story County provider number, the Story County Board of Supervisors approved the report so that it could be sent in. This process will change in future as CICM Board will be approving all cost reports.
- b. **Fiscal Agent.** The 28E provides details of the fiscal agent responsibilities so a separate Fiscal Agent Agreement is not needed at this time.
- c. **CCMS CSN/TCM FY15 Dues.** All three counties previously terminated agreements with CCMS as of June 30, 2014, however, as non-members each county has been billed \$3600 as CSN TCM module dues. Since we are now one agency we should only have to pay one time. Schildroth moved, Rickels seconded to pay the \$3600 dues for FY 15. All in favor, Motion carried. Story County will pay the \$3600 bill for dues from their budget.
- d. **Liability Insurance – ICAP Proposal.** The proposal for CICM General Liability and Public Officials Acts coverage was briefly reviewed. The Board members feel that additional information regarding the quoted rates is needed prior to any action. Schildroth moved, Rickels seconded to table this. All in favor, Motion carried.

#### **Memorandum of Understanding Requests from Integrated Health Homes (IHH).**

Schildroth reported that each IHH is required to obtain MOUs from a minimum number of providers and partners. Eyerly Ball MHC and Youth and Shelter Services (YSS) have both asked for the MOUs with CICM. Following discussion, Schildroth moved, Rickels seconded to approve signing the MOUs with Eyerly Ball and YSS. All in favor, Motion carried. The Chair will sign and Rewerts will get provider signatures and provide copies of fully signed agreements.

**HIPAA Coverage.** CICS Region is offering to provide HIPAA technical assistance for all county related functions, departments, and agencies at no additional cost. Wood is part of the regional HIPAA Team. CICM will need a separate HIPAA policy manual etc. Rickels moved, Schildroth seconded to utilize CICS Region for HIPAA coverage for CICM. All in favor, Motion carried.

#### **Other Business.**

- a. **Meeting with DHS.** Schildroth reported on an upcoming meeting on July 7<sup>th</sup> with DHS to discuss transition process for new referrals in Marshall and Jasper Counties. Discussion is also planned in regard to clients that DHS continues to serve in non-contracted counties in the CICM region.
- b. **Staff Job Descriptions.** There was discussion regarding job description revisions for the CM Supervisors and other staff. The consensus was that we will wait with revisions and staff will operate off current job descriptions. Over the next 6 months we will collect data regarding time allocations for TCM and job duties etc.
- c. **Time Sheets.** It was decided that the CM Supervisors will continue to use the county time record sheet they currently use rather than switching to a standard one. This will be reviewed in future.
- d. **Time Allocation Documentation.** IME requires a time study for administrative staff of at least one week per month, with not the same week each month being used, in order to document the time allocated to case management and the split for direct vs. indirect included in the cost report. The consensus was that rather than doing 100% time allocation for administrative staff we utilize the one week per month method. There will be no change for Case Managers and they will continue to do the BUR for all billable time. Director will work with CM Supervisors to set up a schedule for the monthly time allocation study for administrative staff. It was noted that support staff also need to do this to justify the amount of their time submitted as TCM time on the cost report.
- e. **Social Worker Time.** There will be discussion at the upcoming CICS Administrative Team meeting regarding how billing can be done for County Social Workers included on the cost report.

**Next/Future Meetings.** The Board will meet next on August 18<sup>th</sup> at 10:30 at the Story County Administrative Office Building in Nevada (this is prior to the CICS Board meeting). At that time a quarterly meeting schedule will be set up.

With no further business, Rickels moved, Schildroth seconded to adjourn the meeting. All in favor, Motion carried.

Carol Haywood  
Recording Secretary