

CENTRAL IOWA CASE MANAGEMENT BOARD MEETING MINUTES

STORY COUNTY ADMINISTRATION BUILDING
900 – 6TH STREET, NEVADA, IA
MONDAY, AUGUST 18, 2014 AT 10:30 AM

Board members present were Ronn Rickels, Russell Wood, and Deb Schildroth. Also present were Linn Adams and Carol Haywood.

Call to Order and Approval of Agenda. Chair Wood called the meeting to order and the agenda was approved as presented.

Minutes of Previous Meeting. Following review, Rickels moved to accept the minutes of the July 2, 2014 meeting to the record. Schildroth seconded. All voted in favor. Motion carried.

CICM Advisory Board Appointments. Adams reviewed requirements in 28E Agreement, Bylaws, and policies regarding Advisory Board membership. Rickels moved, Schildroth seconded to appoint the following to the CICM Advisory Board: Amber Bushbaum and Martha Wallace representing Franklin County; Robin England and Vicki Vest representing Hardin County; and Jim Pappas and Ellen Rasmusson representing Story County. All voted in favor. Motion carried.

Financial.

- a) **FY15 Cost Report and Proposed Rate Update.** Adams reported that IME has approved the FY 15 payment rate of \$53.87/unit.
- b) **Liability Insurance-ICAP Proposal.** Following discussion, Schildroth moved, Rickels seconded, to approve the ICAP proposal for General Liability and Public Officials insurance coverage effective retroactively to July 1, 2014 for one year at a cost of \$4,747.32. All in favor. Motion carried.
- c) **Accrual Basis for Payment of July Expenditures.** Discussion was held regarding the accrual verses cash basis for cost report. It was decided that each county will back out expenses incurred during FY 14 but included on the July, 2014 County Expenditure Reports and will resubmit the July reports with these adjustments to Director.
- d) **FY 15 Contract with CICS.** Schildroth moved, Rickels seconded to approve the FY 15 contract with CICS that includes the TCM rate and monthly payment amount for county social workers. All in favor. Motion carried.
- e) **Cost Reimbursement Plan-Social Workers.** Following review, Schildroth moved, Rickels seconded to approve the process and protocol included in the August 1, 2014 memo from Wood, with Story County using option 1 (including SW time in CM dept. budget). Motion carried.

Statistical Report. Adams provided information on billable units, billable clients, new referrals, and discharges for July. There was discussion of cases being transitioned to IHH which will

result in eventual average caseloads of approximately 28-30 caseloads. The number of units billed and paid as well as amounts billed and paid will be added for future reports.

FY 2015 Performance Improvement Plan (PIP) Process/Timeline. Adams presented a proposed process and timeline for producing the FY 15 PIP. The timeline includes input from the CICM staff and the Advisory Board with final approval by CM Board on September 15th. Schildroth moved, Rickels seconded to approve the PIP process/timeline. All in favor. Motion carried.

CICM HIPAA Policy Development. Wood reported the CICS HIPAA Committee will be meeting to develop a policy for the region and deciding which staff will prepare and advise CICM regarding HIPAA issues. Until this policy has been developed, and a time frame has been worked out, staff will continue to utilize the existing county HIPAA policies and forms.

Other Business.

- a. **ICAP Claim Payment.** Schildroth requested protocol for paying claims for expenses from the CICM Agency Account until revenues are received in that account. The ICAP payment needs to be made in order to get the retro-date of 7/1/14 locked in. Schildroth moved, Rickels seconded to have Story County pay the ICAP bill from their Case Management Budget and it will be reimbursed from the Agency Account with August payment. All voted in favor. Motion carried.
- b. **Agency Account Reimbursement Policy.** The 28E Agreement states that each county will submit their Expenditure Report by the 15th of each month and be reimbursed from the Agency Account by 15th of following month. Agency has been unable to bill IME yet as we were waiting for approval of our FY 15 rate. Thus, there are no funds yet in the Agency Account to pay claims. Following discussion, Rickels moved, Schildroth seconded that the payment to counties for July expenditures be delayed to October 15, 2014 (at the latest). All voted in favor. Motion carried. Adams will bring to the Board's next meeting, if necessary, a proposal of prorated reimbursement to counties. The consensus of the Board was to wait until at least the conclusion of the first quarter to discuss reimbursements for any indirect costs incurred.

Next Meeting Date. September 15, 2014 at 12:00 noon at the Story County Community Services Building in Ames. Agenda items shall include approval of the FY 15 Performance Improvement Plan and Agency Account Reimbursement Proration, if necessary.

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

Carol Haywood
Recording Secretary