

CENTRAL IOWA CASE MANAGEMENT

BOARD MEETING MINUTES

STORY COUNTY ADMINISTRATION BUILDING, NEVADA, IA.
NOVEMBER 17, 2014

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, Schildroth moved to accept the minutes of the September 15, 2014 meeting to the record. Rickels seconded. All voted in favor. Motion carried.

Financial.

- a. FY16 Budget Process.** Due to the fact that all county budgets have different timelines and processes (Story due 12/4 and Franklin due 12/8) each county will prepare the FY 16 Budget forms and have Director review before submitting to their respective Auditor. The goal is to maintain FY 16 expenditures at or below the FY 15 levels.
- b. Salary Recommendation for FY 16 Budget.** There was discussion of percentage increases for FY 16 in addition to moving toward a standard matrix for all staff to be more consistent with like jobs. For budgeting purposes Franklin County has directed departments to use 2% while Story County has directed to use 2.25% . Hardin County has not yet set a figure for budgeting. Adams asked that the Board set an amount for budgeting with the understanding that actual salaries will be set later. Rickels moved, Schildroth seconded to use a maximum of 2.25% for budgeting purposes for salary increases. All in favor. Motion carried.
- c. Billing Units Provided and Paid.** A statistical report was reviewed including number served, number of referrals and discharges, and caseloads. It also included monthly detail of the number of TCM units provided, billed, and paid for July through September. We continue to exceed projected units. For 1st quarter income has exceeded reimbursements to counties by aps. \$89,000, however, no payments have been made for reimbursement of depreciation or indirect costs identified on the cost report.
- d. Administrative Time Allocation Review.** A report was reviewed showing the projected and actual direct/indirect time allocation of administrative staff. For two CM Supervisors the cost report was based on 1.5 FTE of their time being direct, however, after 4 months only .79 FTE is direct based on the allocation. Director has discussed with CM Supervisors carrying a small caseload. This time would be direct and the Director's time supervising these cases would also be direct. Following discussion, Schildroth moved, Rickels seconded to give Director discretion to assign cases as determined necessary and as time allowed. All in favor. Motion carried.

- e. **CICM Fund Status, Payments to Counties, and Cost Report.** The October end-of-month reports from the Auditor for the CICM Fund were reviewed. Fund balance on 10/31/14 was \$201,545.27 (updated balance as of 11/17/14 was \$99,615.40). Reimbursement to counties as of 10/31/14 was \$192,256.99 (for 7/14 and 8/14). There was discussion regarding the cost report. Wood requested that a revised cost report for the first quarter be prepared to compare actuals with what was projected in the cost report. Adams will prepare this prior to the next meeting.

Care Manager Alliance of Iowa (CMAI) Formation & Purpose. Adams reported on the formation of this group which includes representatives of apx. 20 counties that are no longer CCMS members. IME, DHS, and Telligan have agreed to meet quarterly with the group to exchange information. CMAI may also provide an annual training as alternative to CCMS Conference and collaborate on other issues.

FY 2015 Performance Improvement Plan (PIP) Update. Board reviewed a quarterly progress report highlighting activities of first quarter (see handout).

Advisory Board Update. The Advisory Board will be acting on the revised Bylaws at their next meeting on 11/20/14. They are moving meetings around between the 3 counties and have set meeting dates for FY 15 (11/20/14-Story, 2/11/15-Franklin, and 6/10/15-Hardin).

Next Meeting Date. December 15, 2014 at 11:00 a.m. at Story County Administrative Building in Nevada (prior to the CICS Board meeting).

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

Carol Haywood
Recording Secretary