

**CENTRAL IOWA CASE MANAGEMENT
BOARD MEETING MINUTES**

HARDIN COUNTY COMMUNITY SERVICES BUILDING
1201 – 14TH AVENUE, ELDORA, IA
WEDNESDAY, JANUARY 14, 2014 AT 1:00 PM

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. Rickels moved, Schildroth seconded to approve the agenda as presented. All voted in favor. Motion carried.

Minutes of Previous Meeting. Following review, Shildroth moved, Rickels seconded to accept the minutes of the November 17, 2014 meeting to the record. All voted in favor. Motion carried.

Financial.

- a) **FY16 Case Management Budgets.** Handout was reviewed showing each county's FY 15 budget, re-estimated FY 15 budget, and proposed FY 16 budgets. The proposed FY 16 combined budget is apx. 6 % less than FY 15. The reasons for the decrease were reviewed. It was noted that some FY 16 figures may still need to change due to changes in Story County insurance. Rickels moved, Schildroth seconded to approve the FY 16 budget figures as presented. All in favor. Motion carried. Any additional changes will be discussed at next meeting.
- b) **Revised Projected FY15 Cost Report Information.** Adams presented revised FY 15 cost report information based on 6 month actuals and reasons for changes from original report. Indirect costs are higher than originally anticipated and direct costs are lower than anticipated. Overall costs will be lower than originally projected. To avoid a large pay back after the end of the year, Shildroth moved, Rickels seconded to have Director do an amended cost report to reflect adjustments discussed. All in favor. It is anticipated that revenues will meet budgeted expenses submitted and reimbursed to each county, however, there may not be revenue to cover depreciation and/or indirect costs. Following discussion, Rickels moved, Schildroth seconded that any funds for FY 15 received that exceed the basic budgeted costs of counties be left in the CICM Fund rather than be reimbursed to counties for depreciation and/or indirect costs. All in favor. Motion carried.
- c) **Billing Units Provided and Paid.** Report was reviewed showing units provided and paid for 5 months. Billable units for the year continue to exceed projected. No action.
- d) **Administrative Time Allocation Review.** Information was reviewed showing TCM and direct/indirect time allocation for 6 months for administrative staff. The primary concern is the discrepancy between the direct time projected for CM Supervisors and the actual time. There was also discussion regarding the manner that the time is tracked. Director will review.

- e) **CICM Fund Status and Payments to Counties.** Board reviewed the reports from the Story County Auditor for the CICM Fund for first 6 months. Fund balance at end of December was \$108,828.05. Reimbursements for budgeted expenses have been made to counties through November. Apx. \$28,000 is still to be paid from CICS for Social Worker time for October through December.

Personnel Issues: Resignation. Lead Case Manager Kim Helland (Story Co.) has submitted her resignation. Adams reported that the Management Team had explored and discussed possible work reallocations. Due to financial and other considerations it is recommended to advertise and fill the position. Schildroth moved, Rickels seconded to post the opening and follow procedures to replace Kim. All in favor. Motion carried.

Schildroth announced her plan to accept a newly created position in Story County. This change will impact CICM as it is anticipated that due to other staff changes we will probably need to find a new finance person. Management Team has discussed some possibilities. Schildroth will continue to be the Story County Board's representative to the CICM Board.

Other Business. There was discussion regarding the mileage rates by each county. CICM policy states that staff will be paid the rate paid by each employee's employer of record. This will continue for FY 16 with a plan to move to more standard personnel policies in the future.

Next Meeting Date. February 23, 2015 at 10:30 am at the Story County Administration Building in Nevada. Agenda items shall include personnel issues and amended cost report.

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

Carol Haywood
Recording Secretary