



SOUTHEAST IOWA LINK (SEIL)
 MENTAL HEALTH AND DISABILITY SERVICES REGION

DES MOINES, HENRY, JEFFERSON,
 KEOKUK, LEE, LOUISA, VAN BUREN
 & WASHINGTON COUNTIES

DATE	CONVENING TIME	LOCATION
March 9, 2022	1:30pm	Henry Co. Emergency Management 900 West Washington St. Mount Pleasant, IA 52641

Southeast Iowa Link Governing Board Approved Minutes

Present: Jack Seward Jr., Marc Lindeen, Tom Broeker, Dee Sandquist, Mark Meek, Tracy Liptak, Ezra Allen Patricia Lipski, Ryanne Wood, Ken Hyndman, Sarah Berndt, Sandy Stever, Tami Gilliland, Bobbie Wulf, Patty Brooks, Leia Craff, Cheryl Plank

1. Approve Agenda

The meeting was called to order at 1:40 pm once quorum was established. The agenda was reviewed via screen share.

Motion to approve the agenda
 By Mark Meek Second Marc Lindeen Motion passed unanimously

2. Consider Approval of February 9, 2022 minutes

The minutes were reviewed via screen share.

Motion to approve the February 9, 2022 minutes
 By Dee Sandquist Second Tom Broeker Motion passed unanimously

3. Update from Adult and Children Advisory Committee Members

The Adult Advisory Committee reported Todd Noack gave a presentation at the Stakeholder meeting on Wellness Recovery Action Plan (WRAP).

They were informed Trilix Marketing Group will be marketing to encourage young people to go into the mental health and social work fields. Trilix will be working on job fairs at high schools and colleges in the SEIL Region. Several providers volunteered to attend the job fairs when they are scheduled.

The FY23 SEIL Annual Service and Budget Plan was reviewed, address and name corrections were noted for some of the providers. The Adult Advisory Committee recommended approving the SEIL Annual Service and Budget Plan.

In the switch to performance based contracts and evidence based practices there is an increase in the work for the management team and providers in the SEIL Region. The management team is participating in 9 evidence based practices subcommittees and developing data analytics for all the crisis programs. Advisory supports improvement and the data being gathered to improve practices is utilized. They also hope that more changes to the system don't come quickly without necessity.

The community mental health center (CMHC) rules are out for review until next week. Tracy Liptak with Optimae has reviewed the rules and Optimae is in compliance them. Optimae was asked to become the CMHC for Des Moines, Jefferson and Lee Counties. When those rules are approved Optimae will go back before the Mental Health and Disability Services Commission for that designation. The Adult Advisory Committee asks that the governing board support Optimae to become a CMHC when they seek the designation.



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Children’s Advisory Committee report included Ezra Allen, who is the children’s service provider representative to the governing board, introducing himself.

The committee was reminded of the addiction and recovery Zoom presentation March 22nd with Dr. Loyd.

Some members attended the State Children’s Services Board meeting; this was informative on what can be done to support parents and children and how the Children’s Advisory Committee can support those efforts.

They are still seeking a pediatrician for the committee, but code doesn’t allow for any other professional designation to fill this role and would require a code change to allow that.

The annual service and budget plan was reviewed with recommendation to approve the document.

Mark Schneider who is the education representative to the governing board will be retiring. The committee is looking to replace him or see if a former educator can replace him.

4. Discuss and Consider Approval of new designates to the Adult and Children’s Advisory Committees
Non designates noted.

5. Consider Approval of Claims as per Running Totals Document- February
The document was reviewed via screen share. All reports were received from member county auditors. Changes from the January report are noted in blue font. The fund balance on the report matches the auditor’s fund balances. SEIL’s fiscal agent fund balance is currently at about 5.3 million dollars, which is a sixty-nine percent fund balance.

Motion to approve the claims per running totals document February
By Tom Broeker Second Mark Meek Motion passed unanimously

6. Consider Approval of Claims for Fiscal Agent Account as per Claims 3-9-2022
The document was reviewed via screen share. Mandated claims totaled \$2,080.20, expense claims totaled \$299,823.79, Decat claims totaled \$59.05 for a total claims paid of \$301,963.04.

Motion to approve the claims for fiscal agent account per claims 3-9-2022
By Marc Lindeen Second Patricia Lipski Motion passed unanimously

7. Receive and File Fiscal Agent Report- February
The document was reviewed via screen share. Revenues included Decat of \$57.00, no interested was reflected for February. Expenditures approved by the governing board for February were \$287,496.67 expenditures reflected in the report are \$285,711.61. This is due to the auditor voiding two warrants, one to Van Buren Job Opportunities that was not redeemed and a duplicate payment to an attorney.

Motion to receive and file the fiscal agent report for February
By Tom Broeker Second Mark Meek Motion passed unanimously

8. Discuss and Consider Approval of SEIL Legal Representation RFP
The document was reviewed via screen share. With all funding coming from the state the region an attorney outside the county system would be in the regions best interest. If there would be a problem outside legal council



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will be required. The best way to get the request for proposal (RFP) in front of the most attorneys and law firms is to send the RFP to the 8th Judicial District Court Administration to Heide Baker. She will have the clerk of courts forward the RFP to their attorney list serve. Responses to the RFP are due by 5:00 pm May 16th, 2022.

Motion to approve the SEIL Legal Representation Request for Proposal and authorize Ryanne Wood to send out
By Marc Lindeen Second Tom Broeker Motion passed unanimously

9. Discuss and Consider Approval of Reimbursement policy

The document was reviewed via screen share. This was tabled at the February governing board meeting. Federal rate for mileage is the rate at the time travel occurs. There was discussion that the region is charged \$25.00 per check the fiscal agent issues; the region should minimize the amount low dollar checks issued.

Motion to accept and adopt the SEIL Fiscal Agent reimbursement policy
By Jack Seward Jr. Second Patricia Lipski Motion passed unanimously

10. Discuss Finance Committee recommendation for Occupancy and Equipment cost

The document was reviewed via screen share. In the memorandum of understanding (MOU) exhibit B is the occupancy percentage the county will charge the region. This document is a general template each member county will have an MOU specific to the county. The occupancy change will be \$10 per square foot annually. Discussed what would or would not be included in equipment provided, it is possible each county will vary on equipment provided. The sub fund budgets for Louisa and Washington counties will have additional sub fund expense for phones.

Motion to approve the template for county occupancy and equipment cost
By Patricia Lipski Second Jack Seward Jr. Motion passed unanimously

11. Discuss and Consider Approval of Amended SEIL Organizational Table

The document was reviewed via screen share. The management team decided there was a need to capture the work of the assistants with lines of accountability. Assistants roles have been realigned to match the management team member responsible for those functions. The management team will be meeting with assistants this month to go over this document and workload to ensure workload is equal among all support staff.

Once Transition Link has hired the third staff, they will meet with the management team to get an idea of what the management team expects. A second vacancy was added under Transition Link as there may be a need to hire fourth person. When the management team identifies a need to hire the fourth person the approval process will begin with the management team, then the Henry County Board of Supervisors as employer of record and final approval to hire will be requested from the SEIL Governing Board.

Motion to approve the SEIL Organization Table as modified
By Marc Lindeen Second Tom Broeker Motion passed unanimously

12. Discuss and Consider Approval of SEIL MOU with Member Employer Counties

The document was reviewed via screen share. The discussion on this agenda item occurred during the discussion of agenda item ten.

Motion to approve the entire SEIL MOU template with member employer counties
By Tom Broeker Second Mark Meek Motion passed unanimously



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13. Discuss and Consider Approval of SEIL 28E

The document was reviewed via screen share. The Department of Human Services (DHS) asked for inserts to the 28E, those have been added. The management team wants the 28E to travel with the MOU and both will be submitted to member counties at the same time.

Additions to the 28E include the governing board shall not include employees of DHS or non-elected employees of the county, more detail in the exiting of a member county and distribution of assets, addressed the appropriation of per capita funds should a member county leave and added the director of DHS reserves the right to negotiate with SEIL Governing Board to place a county within the region when necessary. This 28E language has been approved by DHS and the management team.

Motion to approve the Fourth Amended and Restated 28E Agreement for the SEIL Region
By Mark Meek Second Marc Lindeen Motion passed unanimously

14. Discuss and Consider Approval of SEIL Annual Service and Budget Plan

The document was reviewed via screen share. When the Adult and Children’s Advisory Committees reviewed the Annual Service and Budget Plan, they noted corrections and those have been inserted. The Adult and Children’s Advisory Committees recommended approval of the SEIL Annual Service and Budget Plan.

Motion to approve the SEIL Annual Service and Budget Plan as modified
By Tom Broeker Second Marc Lindeen Motion passed unanimously

15. Update on Commission and Legislative Review

Senate File 2314 allows regions to go from a five percent fund balance to a ten percent fund balance. House File 2554 proposes adding functional family therapy and multisystem therapy for youth as a covered service under the Medicaid program. House File 2512 calls for DHS to terminate MCO contracts for long-term services and supports to move to a fee-for-service program administration. House File 2399 requires if a medical service is preauthorized through an MCO the MCO is to pay for that service. This reflects the disconnect of brain health and having the bill require MCO’s to pay for all services they have preauthorized.

The Mental Health and Disability Services Commission approved the administrative rules regarding IAC 441, Chapter 25, Disability Services Management MHDS Funding and this goes into effect May 1st. Points noted in the approved rules include encumbered funds do not count towards the regions ending fund balance, funding from the state for FY 2023 is \$38.00 per capita, FY 2024 is \$40.00 per capita, FY 2025 is \$42.00 per capita and FY 2026 and beyond is the previous years award plus a supplemental growth factor based on the previous year’s sales tax increases not to exceed 1.5%.

16. New Business

None

17. Adjourn

Motion to adjourn
By Mark Meek Second Jack Seward Jr. Motion passed unanimously

Minutes submitted by Marc Lindeen, Secretary, March 18, 2022. MLsb