



## SIoux RIVERS REGIONAL MHDS

### GOVERNANCE BOARD MINUTES

TUESDAY SEPTEMBER 26, 2023

The Sioux Rivers Regional MHDS Governance Board met in person at the O'Brien County Courthouse in Primghar as well as via zoom for those unable to attend in person. Those in attendance via zoom and in person included: Kim Wermersen, Brenna Koedam, Sue Duhn, Don Kass, Carl Vande Weerd, Dr. Scholten, Jeff Jager, Tim Schumacher, Cory Altena, Crystal McHugh, Abby Wallin, Dennis Vanden Hull, Denise Driesen, Barry Whitsell, Kim Keleher, Tammy Bruinsma, Christina Eggink-Postma, Rob Aiken, Jami Van Voorst, Lisa Rockhill, Kimber Patterson, and Kevin Maughan.

**1. WELCOME AND INTRODUCTIONS-**

Wermersen called the meeting to order at 1:30 pm. Wermersen welcomed those in attendance at the meeting. Board introductions were made.

**2. APPROVE AGENDA-**

Koedam requested adding an IRSH letter of support for LLS with permission to go from four beds to five beds. Vanden Hull made a motion to approve the agenda with the addition of Koedam's request. Kass seconded the motion, with an ask on where to put the requested addition on the agenda. Koedam requested it be added after approval of claims. The motion carried with all ayes.

**3. REVIEW AND APPROVAL OF 8/22/23 MEETING MINUTES-**

Vande Weerd made a motion to approve the minutes as presented. Altena seconded the motion. The motion carried with all ayes.

**4. UPDATE OF DISTRIBUTION OF AGENDA AND BOARD PACKETS-**

Duhn gave an update on the posting of the agenda and packet via the website. All board members will get an automatic email with the agenda and board packet once the agenda is posted to the website. The plan is to give this a try next month. Everyone else will get an email with the agenda. If providers would like a packet, they will need to email Duhn. Those will not be sent automatically any longer.

**5. GENERAL DISCUSSION/UPDATES: INPUT FROM REGIONAL STAFF, PUBLIC, PROVIDERS, ETC.**

Dr. Scholten reported on the Advisory Board. New members were welcomed to their group. An update was provided to the staff hiring plan. The management plan was noted as complete. The staff evaluations will be worked on soon. The regional website and logo were viewed. Providers gave updates. The next meeting is December 12.



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Seasons Center provided an update. The Crisis Center is going forward. Seasons Center is currently interviewing for staff positions. Seasons Center hopes to have a move in date of October. Eggink-Postma shared a success story on community-based crisis services. The ACT program currently has five individuals with Sioux Rivers enrolled. An open house will be held at the crisis center once it opens. Please watch for an invite.

#### 6. **FISCAL AGENT REPORT AND REGIONAL EXPENDITURES-**

Duhn reported on the fiscal agent report. Whitsell made a motion to accept the report. Vande Weerd seconded the motion. The motion carried with all ayes.

#### 7. **APPROVAL OF CLAIMS-**

Duhn apologized for not putting descriptions on the credit card amounts as requested last month. Those will be added going forward. Kass made a motion to approve the claims as listed. Van Voorst seconded the motion. The motion carried with all ayes.

#### 8. **IRSH LETTER OF SUPPORT-**

Koedam provided an update on IRSH. There is a room in the basement of the current IRSH home to turn an office into a bedroom. Koedam is in favor of providing a letter of support to increase this from a four-bedroom home to a five-bedroom home. Koedam has seen an increase in ask for our beds as well. Koedam's only concern about increasing the bed numbers is Lakes Lifeskills ability to staff the house. Currently Linda states she can staff the bed. The region has already paid to remodel the home. Whitsell asked if the bedroom in the basement if it has conforming bedroom with egress windows. Koedam confirmed the remodel already made this adjustment. Vande Weerd made a motion to approve the letter of support. Driesen seconded the letter of support. The motion carried with all ayes.

#### 9. **FY21 FINAL AUDIT-**

Koedam has received the completed the FY21 Audit. Koedam shared the summary report of the full audit. There were no real concerns with this audit. The FY22 audit is nearing completion as well. Duhn and Koedam did state they had conversations with the audit firm about being more prompt in getting the audits done. Schumacher asked about adverse issues with the audit. Minimal issues were found.

#### 10. **MANAGEMENT PLAN-**



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Koedam did send the management plan to Aiken as well as Maughan to read prior to the meeting. The October 19<sup>th</sup> commission meeting will have our management plan for action. Code changes have been added back in. Koedam provided an update on the additional management plan changes. The language is consistent in the 28E, Management Plan, and Employee Handbook. The children and adult services have been split for easier understanding. Additional definitions were added to the management plan as well. Aiken had a few updates which included a couple of code changes and changing DHS to HHS. Kass made a motion to accept the management plan. Vanden Hull seconded the motion. Vande Weerd thanked Koedam and her staff for getting it done. The motion carried with all ayes.

#### 11. ADMINISTRATIVE EXPENSES/BOARD TRAVEL REIMBURSEMENT-

Kass made a motion to approve a mileage reimbursement at the federal rate retro to July 1, 2023, for members of the Governance Board that are not county supervisors. Schumacher seconded the motion. The motion carried with all ayes. Duhn asked members to get their number of miles to her for reimbursement of mileage going forward.

#### 12. STAFF POSITIONS-

Koedam has extended two verbal offers to individuals for staff positions. The service coordinator will cover Sioux and Lyon Counties, tentative to start October 23. The data coordinator is asking for an additional \$5000. Koedam did state he is working towards his master's in public administration. Vande Weerd made a motion to accept both applicants at the suggested rates (\$60,000 and \$65,000). Van Voorst seconded the motion. The motion carried with all ayes. At this point, both new staff will be Sioux County of Record Employees.

#### 13. ADJOURN GOVERNANCE BOARD MEETING-

October 18, 2023, the 2<sup>nd</sup> annual Legislative meeting will be held in Sheldon from 9-11 am. It will be held in the same building as last year, but in the basement instead. If providers are planning to attend, please send Rockhill an RSVP. Koedam and/or Rockhill will send the invite out to the Governance Board members again. Kass made a motion to adjourn. Altena seconded the motion. The motion carried with all ayes. The meeting adjourned at 2:20pm.

Sue Duhn, Secretary

A handwritten signature in cursive script that reads "Sue Duhn".

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