

**MARCH BOARD MEETING CANCELLED
DUE TO PANDEMIC**

REGION II HUMAN SERVICES GOVERNING BOARD

110 North Bailey, Box 1208
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PHONE (308) 534-0440

MINUTES REGION II HUMAN SERVICES GOVERNING BOARD EXECUTIVE COMMITTEE MEETING

Date: April 23, 2020

I. REGION II HUMAN SERVICES (Behavioral Health Authority)

A. An audio meeting of the Region II Human Services Governing Board's Executive Committee was called to order by Dan Vinton, Chairman at 10:00 AM. 4 members present. Roll call was taken.

EXECUTIVE BOARD MEMBERS ON CALL: PJ Jacobson, Dawson Co
Glen Monter, Gosper Co.
Dan Vinton, Grant Co.
Pam Moody, Thomas co.

MEMBERS ABSENT: None

OTHERS ON CALL: Kathy Seacrest, Regional Administrator, Region II Human Services
Diana Schuster, Operations & Human Resources Director
Katie McCarthy, Fiscal and System Manager
Traci Kramer, Administrative Support Director

B. Announcements. Open Meetings Act, agenda, previous months minutes and handout materials are posted in the Board room. News media receiving meeting notification: NP Telegraph, Keith Co News, McCook Daily Gazette and Clipper Herald.

C. Public Forum. None.

D. Approval of Minutes. A motion was made by PJ Jacobson and seconded by Glen Monter to approve the minutes of February 27, 2020 meeting. Roll call vote, 4/0. Motion carried.

E. Approval of Agenda. A motion was made by Glen Monter and seconded by Pam Moody to approve the agenda as presented. Roll call vote, 4/0, motion carried.

F. Approval of Regional Budget Plan FY 2020-21. Approval/Disapproval. The Regional Budget Plan was reviewed and questions were answered. Kathy reported that there was a 9/2% reduction for any programs with Medicaid, thus less money next year. The proposed budget presented for FY 2020/21 was \$5,798,760. A motion was made by PJ Jacobson and seconded by Pam Moody to approve the Regional Budget Plan for FY 2020/21 as presented and allow Kathy Seacrest to sign. Roll call vote, 4/0, motion carried.

G. Approval of Shift of Funds. Approval/Disapproval. A shift of funds was presented in or to help the Region drawn down funding. Executive Committee members reviewed the shifts. A motion was made by Glen Monter and seconded by Pam Moody to approve the Shift of Funds as presented and authorize Kathy Seacrest to sign the shift. Roll call vote, 4/0, motion carried.

H. Disaster Grant – NE Strong Recovery Project. Approval/Disapproval. Kathy reported on the outreach project – that the State has since tabled this. Another Federal grant for \$2M – Region II's share being \$52,000 to put toward services, may be available later. These projects may be available at a later date, but none are ready for approval today – just to inform the Board

I. Regional Administrators Report.

1. Updates. Kathy reported that due to the pandemic, Region II converted to telephone and telehealth services on March 18th. Lots of services to lots of folks are continuing in these manner. The buildings have been closed, but all services are open. Our system has capabilities to keep everyone in touch. Kathy reported that staff meetings are held via phone. Also, reported that the clients and staff are okay. Clients are not objecting to services in this manner. Medication support program clients are also being taken care of. The staff is making sure clients can get their medications, injections, etc. in a safe manner. All staff, in every location is working hard. Contractors have reported in the residential programs that all clients are in single rooms now. The Region is working on funding with the state for them. Lutheran Family Services reported that they did have to furlough a couple employees.

Kathy reported that not one complaint has been received from clients. The staff are grateful they are able to continue to work and serve clients, and are trying to balance the workload.

Dan Vinton surmised that the management style made it easier to move into this new way of taking care of clients. Kathy noted that Region II is in good shape helping clients, and the telehealth the region has been using previously really helped. Kathy did report that not all staff are working 40 hour work weeks – support staff are doing as much as they can. Kathy reported that she is paying folks through administrative leave, with no terminations, or furloughs thus far.

Kathy noted that the state payments are delayed, and is not sure of reimbursements, especially with a three payroll month in May. Billing is going out for everything available right now. The state made a delayed decision about how to pay for some services. Kathy said that she is on lots of conference calls with the state and administrators.

Pam Moody commended Kathy and staff on “taking care of everyone – very impressive, but not surprised given this region’s leadership, I realize it is not easy”. Glen Monter also noted “what a good job”. PJ Jacobson noting that “it’s too bad we have to fight the State every step”. Due to the current situation, Kathy stated that she would be asking to borrow from the Board’s money. This is on the Receipts/Disbursements Report later on the agenda.

IV. REGION II HUMAN SERVICES GOVERNING BOARD

- A. Investment Report/Receipts and Disbursements Report. Report was reviewed with no recommendations for change.
- B. Approval of Bills for Payment. A motion was made by Glen Monter and seconded by Pam Moody to approve the following bills for payment and authorize Diana Schuster to sign the following checks: Richard Bartholomew \$68.43, Jacci Brown \$61.53, Wayne Christner \$55.78, Steve Downer \$82.23, JR Houser \$34.50, PJ Jacobson \$60.95, Glen Monter \$40.25, Brett Nason \$43.13, Paul Nichols \$48.88, Dan Vinton \$92.00, Lee Wonch \$34.50, Clipper Herald \$7.35, Keith County News \$8.10, McCook Gazette \$15.20, Telegraph \$26.95, Region II Human Services \$2694.44, Region II Human Services \$300,000. and Creative Builders \$11,515.68. Roll call vote, 4/0, motion carried.

V. SET NEXT MEETING DATE. The next regularly scheduled meeting is tentatively scheduled for Thursday, May 28, 2020. Executive Board members asked for the entire Board’s input on how they wish to proceed for this meeting, given the current circumstances. A letter will be sent to all Board members for their input.

VI. ADJOURNMENT. Meeting adjourned at 10:42 AM.

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110 North Bailey, Box 1208
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MINUTES REGION II HUMAN SERVICES GOVERNING BOARD EXECUTIVE COMMITTEE MEETING

Date: May 28, 2020

I. REGION II HUMAN SERVICES (Behavioral Health Authority)

A. An audio meeting of the Region II Human Services Governing Board's Executive Committee was called to order on May 28, 2020, 10:00 AM CT by Dan Vinton, Chairman. 4 members present. Roll call was taken.

EXECUTIVE BOARD MEMBERS ON CALL: PJ Jacobson, Dawson Co
Glen Monter, Gosper Co.
Dan Vinton, Grant Co.
Pam Moody, Thomas co.

MEMBERS ABSENT: None

OTHERS ON CALL: Kathy Seacrest, Regional Administrator, Region II Human Services
Diana Schuster, Operations & Human Resources Director
Katie McCarthy, Fiscal and System Manager

B. Announcements. Open Meetings Act, agenda, previous months minutes and handout materials are posted in the Board room. News media receiving meeting notification: NP Telegraph, Keith Co News, McCook Daily Gazette and Lexington Clipper Herald.

C. Public Forum. None.

D. Approval of Minutes. A motion was made by Pam Moody and seconded by Glen Monter to approve the minutes of April 23, 2020 meeting. Roll call vote, 4/0. Motion carried.

E. Approval of Agenda. A motion was made by Pam Moody and seconded by P J Jacobson to approve the agenda as presented. Roll call vote, 4/0, motion carried.

F. Committee Reports.
1. Executive Committee Report. No report.
2. Advisory Committee Report. No report.

II. AGENCY/SERVICES PROVIDED BY REGION II HUMAN SERVICES

A. Agency Services

1. Program Report. Kathy Seacrest presented the March program reports and answered questions. The agency closed all buildings on March 18th due to the pandemic and Directed Health Measures in place. Continued to serve as many people as previously through tele-health, telephone, conference calls, etc. Day Rehab is still serving all clients through conference classes.. The Division of Behavioral Health is accepting the units, but Medicaid will not. Services are working out well for staff and clients. April Day Rehab services will look small, while all other services stayed fairly consistent. Payment sources will continue through June. Building meetings continue monthly, some daily, some weekly through tele-conferencing. Kathy noted that the region is following the Medical Director's advice regarding masks, distancing, air flow, etc. and still wants to see how things go as towns start to re-open. At this time she has recommended being overly-cautious and not set a date to reopen offices. As a re-open plan, will consider staggering staff and clients, but it is complicated. Kathy noted that as long as needs are being met, the agency will stay as is. Board members stated they concur with Kathy's decision regarding opening up, that it was very reasonable, and they would trust Kathy to make the decision. It was noted that yesterday the Governor was allocating dollars for increased internet and bandwidth. The IT staff is testing a different way to do telehealth, which is HIPPA compliant, but cumbersome. Looking at ease of use for clients. Some staff have indicated they prefer telehealth, and may continue to provide services this way.
2. Financial Report. The Agency financial reports were reviewed and accepted.

III. BEHAVIORAL HEALTH AUTHORITY

A. Contracted Services

1. Program Report. Kathy presented the March Behavioral Health Authority Program Reports and answered questions. It was noted that residential services had few clients, went into single occupancy, and will end up leaving money on the table. Will look at shifting some funds into other services.
2. Financial Report. Katie presented the financial reporting and answered questions.

B. System Coordination

1. Program Report. Reviewed services presented through March. Staff are participating in weekly emergency management meetings. Emergency managers and coalitions are staying in contact. Some housing challenges were identified. Consumers are being served through telehealth and telephone as well.
2. Financial report. Katie presented the financial reports.

C. Grants

1. The System of Care grant ends September 30th.
2. Mental Health First Aid. Working on making a few changes.
3. Opioid Grant. Dr. Janet Bernard continues serving clients through telehealth for all individuals. She served 82 individuals in March. Over 252+ individuals are enrolled. Dr. Bernard is managing it, working 2 days per week.

D. Overall Financial Report Agency and Behavioral Health Authority. As of March, the region was 75% through the year. Will look at shifting funds into expense based services. Noted that it would be helpful if the region could move some residential dollars and shift into expense based services. Kathy noted that the region will shift each month. Kathy reported that she continues to work with the state in order to best serve client needs. Kathy stated that she is working to get through this and be whole. Next year, \$188,000 is cut from the Region II budget – so we are also preparing for that. She noted that we will have to adjust some expenses to carry that off. In travel services, we may see some savings.

E. Regional Budget Plan FY 2020-21. Discussion. Reviewed the Division of Behavioral Health's response to Region II's Budget Plan for 2020/21. Kathy noted that Medication Support was denied (\$330,000) and that she has submitted info at the request of the state. Kathy noted that the region can not do a quality medication support program without a nurse and medication support person. In addition, Day Support was denied \$84,000.00, Crisis Response was denied \$5,000.00, Prevention Coordination \$1,300.00, and Client Assistance (Urgent Outpatient) \$10,000.00. Board members noted that the budget plan submitted was discussed and board approved. Board members also stated that Med Support is a great program with great outcomes. PJ Jacobson noted that this is front line services and we need to keep this strong and get people their medications. This is the starting point for our clients. Board also noted that Urgent Outpatient services has worked well for 15+ years with quick access to get services going. Dan Vinton stated that he supported the budget plan, as did Glen Monter, noting that if we don't have this, how can we keep this program going and keep clients out of the hospital and noted that he stands behind the approved plan. Pam Moody also noted that she supports the plan and the budget the board approved. Board members also stated that Region II has been acknowledged for excellent programs and access to services. Board members will send a letter to Sheri Dawson, Division of Behavioral Health, indicating the Board's support of the Regional Budget Plan and to urge them to reconsider each item.

F. Shift of Funds FY 2019-2020. Approval/Disapproval. Board reviewed a shift in order to draw down funds. Some funding categories are under-spending. A motion was made by Glen Monter and seconded by PJ Jacobson to approve the Shift of Funds and authorize Kathy Seacrest to sign. Roll call vote, 4/0, motion carried.

G. Regional Administrators Report.

1. Updates. Kathy reported earlier that Region II continues to offer telephone and telehealth services throughout the region. The buildings have been closed, but all services are open. The system has capabilities to keep everyone in touch. Kathy reported that staff meetings continue to be held via phone. Also, reported that the clients and staff are okay. Clients are not objecting to services in this manner. Medication support program clients are also being taken care of. The staff is making sure clients can get their medications, injections, etc. in a safe manner. All staff, in every location is working hard. Kathy noted that the Annual Management Report was distributed to the Governing Board and reviewed.

IV. REGION II HUMAN SERVICES GOVERNING BOARD

A. Investment Report/Receipts and Disbursements Report. Report was reviewed with no recommendations for change.

B. Approval of Bills for Payment. There were no bills to approve today.

V. SET NEXT MEETING DATE. The next meeting will be an Audio Meeting with the Executive/Steering Committee of the Region II Human Services Governing Board. Audio meeting will be held on Thursday, June 25, 2020, 10:00 AM CT.

VI. ADJOURNMENT. Meeting adjourned at 11:00 AM.

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was a good time to make the change. Kathy said she would move forward with this change with the Governing Board's support.

2. Financial Report. The Agency financial reports were reviewed and accepted.

III. BEHAVIORAL HEALTH AUTHORITY

A. Contracted Services

1. Program Report. Kathy presented the April Behavioral Health Authority Program Reports and answered questions.
2. Financial Report. Katie presented the financial reporting and answered questions.

B. System Coordination

1. Program Report. Reviewed services provided through April. Shannon Sell continues her work with the Disaster Grant. Shannon will continue to reach out to the community, with current staff helping with this.
2. Financial report. Katie presented the financial reports.

C. Grants

1. The System of Care grant ends September 30th.
2. Mental Health First Aid. Working on making a few changes.
3. Opioid Grant. Dr. Janet Bernard continues serving clients through telehealth for all individuals.

Next month, two more grants will be added.

D. Overall Financial Report Agency and Behavioral Health Authority. As of April, the region was 91% through the year. Due to COVID, the treatment center units were low. A shift of funds will be reviewed later today.

E. Response from Sheri Dawson to Board Letter. Kathy reported to the Board that she had spoken with Sheri Dawson. The State has approved six months of Medication Support services, and reinstated most of the Day Support Dollars. Also, the State has a group forming to look at medication support services. Kathy noted that it is very difficult to run a program with three or six month approvals. It was noted that it is still confusing, Region's do all this work, then how can the State throw parts of the budget plan out. Dan Vinton remarked that what the regions do is "front-line" work, and it is irresponsible of the state to disregard this. Right now, Kathy stated, that Sheri is willing to talk with the Governing Board. In review, Dan Vinton reported that the Board would act under Kathy's recommendation, and no further action at this time.

F. Regional Budget Plan contract. FY 2020/21. Approval/Disapproval. A motion was made by Pam Moody and seconded by Glen Monter to approve the Regional Budget Plan Contract, FY 2020/21, (total contract \$5,798,760.) and authorize Kathy to sign the contract. Roll call vote, 3/0, motion carried.

G. Shift of Funds, FY 2019-20. Approval/Disapproval. A shift of funds was requested after a review of the June services and in an effort to draw down the dollars. A motion was made by Glen Monter and seconded by Pam Moody to approve the shift of funds for FY 2019-20. Roll call vote, 3/0, motion carried.

H. Alternative Compliance. Approval/Disapproval. An annual request to approve alternative compliance for the Community Support Program and the West Central District Housing Authority to the State was presented. A motion was made by Glen Monter and seconded by Pam Moody to approve the request. Roll call vote, 3/0, motion carried.

I. Grants. Kathy reported on two new federal grants available to the region. One grant starts on July 1st, and the SAMSA grant ends June 26th. These grants are to provide services in response to COVID. Kathy noted that no action is needed at this time.

J. Updated Job Description. Approval/Disapproval. An updated job description was created – Manager of Billing Operations. A motion was made by Pam Moody and seconded by Glen Monter to approve the new job description. Roll call vote, 3/0, motion carried.

K. Regional Administrators Report.

1. Updates. Re-Opening Plan. Kathy reported earlier that Region II continues to offer telephone and telehealth services throughout the region. The buildings have been closed, but all services are open. The system has capabilities to keep everyone in touch. Kathy reported that staff meetings continue to be held via phone. Clients are not objecting to services in this manner. Kathy stated that the plan to re-open is being formulated with day-to-day revisions. Conversations with the State continues. Board members urged caution in this re-opening phase.

IV. REGION II HUMAN SERVICES GOVERNING BOARD

- A. Investment Report/Receipts and Disbursements Report. Report was reviewed with no recommendations for change.
- B. Approval of Bills for Payment. There were no bills to approve today.

V. SET NEXT MEETING DATE. The next meeting will be an in-person meeting. This will include the entire Governing Board, with safety precautions in place. Precautions include the use of masks, social distancing, and no food will be served. The Frontier House building at 114 South Chestnut, has a large open area that will be set up for this meeting. The building will be cleaned before and after the meeting. The meeting date is Thursday, July 23, 2020, 10:00 AM CT.

VI. ADJOURNMENT. Meeting adjourned at 11:00 AM.

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