



LINN COUNTY COMMUNITY SERVICES BOARD

Held via Zoom

Tuesday, January 12 – 12:00 p.m.

PRESENT: Diane Daubenmeier Bob Hebl Mike Hines
Tricia Hoffman-Simanek Erin Koehn Scott Lindsley
Sr. Susan O'Connor Ben Rogers Robin Shelby Mike Tiernan

STAFF: Nichole Baker-Jones Ashley Balias Jody Bridgewater
Erin Foster Jim Fox Chris Kivett-Berry
Staci Meade Dawn Schott David Thielen
Gloria Witzberger

CALL TO ORDER

Sr. Susan O'Connor called the meeting to order at 12:02 p.m.

MINUTES FROM THE NOVEMBER MEETING

The minutes of the November meeting were approved MSC: Lindsley/Shelby (6-0).

MONTHLY BUDGET REPORT

Staci presented the monthly budget report. There were timeliness difficulties at the last meeting, but reports are available thru 12/31. Next month's report will reflect the updated projections. Staci briefly covered which areas are being under utilized or are currently under projections. Funded agencies are expected to hold steady year over year. Options reflects being both under expenses and revenues due to furloughs and COVID shutdowns. East Central Region and MHAC have been grouped together as a single line item which will be covered in more detail after the center opens. The monthly budget report was approved MSC: Daubenmeier/Teirnan (8-0))

FY22 BUDGET PRESENTATION

David provided overview information about LCCS including the current org chart and the LCCS Mission Statement. He also discussed strategic initiatives including the LC3 committees and trainings. He also covered how learning institutes are being implemented across the departments and how these impact efficiency and improvements at the county level. He also presented the updated Strategic Plan dashboard as well as some program highlights throughout the pandemic and storm relief such as LAP AID and Overflow Shelter Coordination. Other programs include PATCH, which Ashley Balias has worked with United Way on, and additional phases of the EFSP Grant. Additional program highlights include programs such as the Child Development Center staying open, FTS, GA, and JDDS providing flexible services, department wide remote work opportunities and flexible work arrangements when

possible to keep staff safe. JDDS added a Johnson County site for their ADI program, the MHAC has secured approximately \$100k in grant funding, Options has received CARES grant funding, and FTS has secured additional grants. David presented the FTE breakdown across the department with 151 total employees and 137.5 FTEs. There are some changes year-over-year, but these net out to an increase of .14 FTE. The special revenue fund reflects a reduction of 14 FTE at Options due to summer coverages and layoffs.

Staci provided the budget guidelines and explained how that impacts expenditures. The goal is to have an ending fund balance of 25% of budgeted expenditures. The budget was prepared within guidelines, with staffing being relatively stable. The Options budget includes anticipated layoffs.

Substance Abuse – there are no anticipated changes in this budget at 193k.

Community Services Division – this includes the bulk of the expenses. In Core, \$3200 was reallocated to Home Health. CYD has an increase for a justified expense of translation and interpretation services and a contract with HACAP at \$9211. GA and Ryan White are unchanged. Funded agencies reflect an increase to maintain support of ECI/Decat director for an increase of \$11702. Grants reflect an increase of \$60,642 but this is a net 0 effect because they are reimbursable.

Youth Services- Shelter subsidy is unchanged at \$156k. Detention and Alternatives reflects an increase of \$2503 for an increase in physician and nurse contracts.

East Central Region- The ECR is increased by \$1000 which is reimbursed by the ECR. Mental Health Advocate has no change.

Options – Options reflects a decrease of \$38,750 in a reflection of cost containment efforts.

The summary of changes reflects a total of \$23716. Staci provided visuals to illustrate the changes both in expenses and revenues over time. She also provided information for the Special Revenue Fund and how expenses and revenues have been impacted by changes.

Budget highlights reflect a 2.6% increase in net tax dollars and a 37% decline in the special revenue fund.

The budget offer requests were outlined as reclassifying the Home Health Coordinator to a Supervisor, which would be a cost of \$17,021. Detention has requested a part time Supervisor at \$54,517. FTS has requested 2 Vehicles at a cost of \$56,000. Staci added that this program currently pays out approximately \$22,000 in mileage. The Ryan White Program has requested a Full Time Case Manager at a cost of \$83,798. This program is not allowed to have a waiting list and to keep caseloads manageable for staff. This is being written into the Ryan White Grant, which could result in a net 0 for the county. David provided additional information for how justified expenses and offers are approved. Staci provided information about Key Performance Indicators, and there are several trends across the department due to the pandemic and storm recovery. The KPIs include product KPIs for all LCCS areas that have completed Learning Institutes. This includes 16 LCCS performance areas and 9 funded agencies. High level trends reflect alternative services with service provided in different delivery methods as well as lower client levels and units of service. Product KPIs were a focus as of last year. Staci presented Product KPIs across the departments and any FY20 results.

Staci provided high level information with the net tax dollars and their changes in the general fund with the breakdown regarding direct services.

The board approved the budget recommendations MSC: Daubenmeier/Lindsley (9-0).

The board approved the budget offer recommendtations MSC: Shelby/Tiernan (9-0)

PROGRAM UPDATES AND ADVISORY COMMITTEE REPORTS

Due to time constraints, David opened the floor for any report outs.

Dawn thanked the board for considering her offer request for a part time supervisor. Ashley Balias provided an update for the overflow shelter. There were 68 people at the shelter on a regular basis. This is down by around 20 individuals, but she theorized that this is due to timing of social security payments. They are currently searching for a larger space for the overflow shelter. General Assistance was underspent this year due to the number of resources in the community. The GA advisory committee will be approving spend downs that exceed normal policy, and this may come before the LCCS board at a later date. Gloria provided information that FTS and Family Support staff are working to become credentialed, which is required for FTS but not for Family Support. This will need to be completed prior to the end of the fiscal year, with 75 modules to be tested on. Jim Fox reported that COVID continues to have an adverse effect on Options programming.

EXECUTIVE DIRECTOR UPDATE

David provided the executive director update. Strategic planning has begun with advisory committees to complete SWOT analysis. David expects that information from the SWOT analyses will be presented in the spring.

The meeting was adjourned at 12:53 p.m.

Leah Coffman, Recorder

DATE OF NEXT LCCS BOARD MEETING

12:00 PM, Tuesday, December 8 , 2021
Community Services Building
1240 26th Avenue Ct SW, Second Floor Conf. 2A
Cedar Rapids, IA 52404

MISSION: Linn County Community Services addresses local health and human service needs by providing direct services, community planning, and administration of local, state, and federal funds in ways that promote service availability, access, cost-effectiveness, and quality.