

## Organizational Structure of the East Central Region:

- Meetings:
  - Typically the 4<sup>th</sup> Thursday of every other month
  - Located at the Jean Oxley Public Services Building, 935 Second St. SW , Cedar Rapids IA, 52404
  - Meeting schedule:
    - Regional Governing Board meeting are held at 1:30pm.
    - Regional Advisory Committee East Central Region are held from 11:30 – 1:00.
    - Adult & Family Peer Support Committee are held from 9:30 – 11:00 am
  
- Governing Board:
  - One Supervisor from each member county in the Region or their designees
    - Assigned the planning, development, and funding of the Regional MHDS system
    - Shall serve indefinitely at the pleasure of the member county
    - Voting members:
      - Benton: Supervisor Gary Bierschenk
      - Bremer: Supervisor Duane Hildebrandt, Vice chair person
      - Buchanan: Supervisor Gary Gissel
      - Delaware: Supervisor Shirely Helmricks
      - Dubuque: Supervisor Ann McDonough
      - Iowa: Supervisor John Gahring
      - Jones: Supervisor Wayne Manternach, Chair person
      - Johnson: Supervisor Lisa Green-Douglass
      - Linn: Supervisor Ben Rogers
  - At least one individual (consumer) who utilizes mental health and disability services or an actively involved relative of such an individual (consumer).
    - Ex-officio, non-voting
    - Shall be appointed by the Advisory Committee
    - Shall serve an initial term of one year, with appointments thereafter of two year terms
  - At least one individual representing service providers in the Region
    - Ex-officio, non-voting
    - Shall be appointed by the Advisory Committee
    - Shall serve an initial term of one year, with appointments thereafter of two year terms
  
- Advisory Committee:
  - Number, composition, and appointments shall be made by the Governing Board and members shall serve indefinitely at the pleasure of the Governing Board
    - Individuals (consumers) who utilize services or actively involved relatives of such individuals (consumers), service providers, and Regional Governing Board members
    - Each county is represented by one provider and one consumer/family member with lived experience
    - At large members when there are vacancies from that area
  - Application process – link on the ECR website or email Diane Brecht: [dbrecht@abbehealth.org](mailto:dbrecht@abbehealth.org)
  - Roles and responsibilities:
    - Assists and monitors the plan, goals, and objectives identified in the service system
    - Provide input to the Board on different agenda items, gaps in services, the impact on consumers with lived experience and/or the impact on providers
    - Serves as a public forum for other MHDS issues
  - A member from the Governing Board shall be designated to act as liaison to the Advisory Committee

- To get on the agenda – Contact Diane Brecht: [dbrecht@abbehealth.org](mailto:dbrecht@abbehealth.org)
- Adult & Family Peer Support Committee:
  - Mission: To support holistic recovery and promote mental wellness by educating stakeholders and expanding the use of Adult and Family Peer Support.
  - No formal membership or by-laws, any interested party can attend and participate
  - Contact Todd Lange to be added to the email distribution list: [todd.lange@amerigroup.com](mailto:todd.lange@amerigroup.com)  
(Todd to reword bullet 1, provide informal mission/vision)
- Chief Executive Officer:
  - Appointed by the Governing Board
  - Shall serve at the pleasure of the Governing Board
  - Single point of accountability for the Region
  - Responsible for entering into performance based contracts with the Department of Human Services
  - Shall report to the Governing Board and will serve as the contact person for all requests for information or other inquiries from the Dept of Human Services or the State of Iowa regarding the provision of services, quality of services, and expenditure of Regional funds
  - Mechelle Dhondt, (Linn County). Retiring this fall
  - Shall remain an employee of individual county but reimbursed from Regional funds
- Administrative Entity:
  - Governing Board shall appoint Coordinators of Disability Services
  - Governing Board shall provide support staff
  - Shall remain an employee of individual county but reimbursed from Regional funds
  - Coordinators of Disability Services and other administrative staff:
    - Benton: Mona Krugger (utilization review, clinical services)
    - Bremer: Jan Heidemann (operations, HIPAA, training)
    - Buchanan: Julie Davison (claims, intake, CSN (Community Services Network) analyst/privacy)
    - Delaware: Peggy Petlon (community relations, new providers/services, Regional social worker supervision/consultation)
    - Dubuque: Jody Jansen (contracts, rate negotiating)
    - Iowa: Marilyn Austin (liaison)
    - Jones: Lucia Herman (communications, Board secretary)
    - Johnson: Jan Shaw (service coordination, Regional social worker supervisor/consultation, evidence based practices)
    - Johnson: Deb Seymour-Guard (budget/finance and analytics, HIPAA)
    - Johnson: Travis Weipert (fiscal agent)
    - Linn: Kristie Clark (coordinator)

### **Regional Yearly Budget and Finance Timeline:**

- Service Budget:
  - Definition: activities related to the delivery of services and support of consumers with mental health disabilities
  - Examples: transportation, supported community living, basic needs, treatment services, crisis services, peer support, justice involved services, vocational and day services, certified living arrangements, institutional/hospital/commitment services
- Administrative Budget:
  - Definition: expenses necessary to manage the service system
  - Examples: salary, benefits, supplies, office equipment
- October 31: Service Budget Draft #1 Due
- November RGB: Present Service Budget Draft #2 to Board
- December 1:
  - Certify to the Dept of Management the amount of the Region's cash flow
  - Submit Region's Annual Report to the Dept of Human Services
- December 15: County Administrative Budgets due to Finance Coordinator (Regional)
- January RGB: Discussion of complete Budget Draft #2 with Board
- February – March: Draft final Budget
- March 15:
  - Review county budgets and compare with Dept of Management submissions
  - Final Budget review
- March RGB:
  - Final Budget review
  - Approval of Region's Annual Service and Budget Plan
- April 1: Region's Annual Service and Budget Plan due to DHS. Shall include budget and financing provisions for the next fiscal year

### **County Yearly Budget and Finance Timeline:**

- October 31: Receive budget worksheet packet from budget director (county). Includes next fiscal year budgeting and re-estimates to current fiscal year
- December 1-20: Meet with budget director (county) about budget worksheet packet
- January 19-24: Work sessions on budget worksheet packet with County Board of Supervisors
- January 26-31: County Board of Supervisors budget work session to determine MHDD levy
- February 24: County Board of Supervisors approve Notice of Public Hearing for March 11
- March 9: County Board of Supervisors approve next fiscal year budget