Minutes
Iowa State Association of Counties
ICTS Advisory Committee Phone Meeting Monday November 21, 2016
ISAC Offices, 5500 Westtown Parkway, Suite 190, West Des Moines, Iowa 50266
Phone 515.244.7181

Name	Present	Term Ends
Carl Mattes	**Y**	**07/01/2017**
Deborah Seymour-Guard	**Y**	**07/01/2018**
Jill Eaton	**Y**	**07/01/2017**
Melvyn Houser	**Y**	**07/01/2018**
Justin Schieffer	**Y**	**07/01/2018**
Michelle Fields	**Y**	**07/01/2017**
Sarah Berndt	**Y**	**07/01/2018**
Suzanne Watson	**Y**	**07/01/2019**
Marjorie Pitts	**N**	**07/01/2018**

Staff Present: Jeanine Scott, Brad Holtan, Beth Manley, Laz Schreck, Brandi Kanselaar, and Bill Peterson

Melvyn called the meeting to order at 2:03 pm

Review and Approve Agenda

Suzanne motioned, seconded by Justin to approve the agenda with the addition of a financials section after the CSN 3.0 Update agenda item. Motion carried.

Review and Approve Minutes from Previous Meeting

Deborah motioned, seconded by Sarah to approve the June 23, 2016 Advisory Committee meeting minutes as written. Motion carried.

Operations Subcommittee – Justin

Justin presented what the Operations Subcommittee has recently put in place and recommendations on how to improve the subcommittee's effectiveness statewide.

a) Justin stated that Operations currently is allowed seven voting members, however the group has run into issues with having voting members attend consistently. There are fourteen regions and having seven voting members only allows half of the regions to cast a vote on decisions.

b) On average there are six regions that are represented at the Operations meetings, and due to the importance of discussions and decisions within the meetings it is desired to have more (if not all) regions involved. CSN is a state-wide system and barely half of the state is informed and aware of updates being implemented in CSN 3.0. Members are encouraged to relay the information to their CEOs so they are up-to-date, also if a CEO has a question they have a representative to speak with from the Operations Subcommittee. This process of communication is not occurring for the regions that are not represented at the meetings.

c) At the September 26, 2016 meeting Operations adopted an attendance policy for members that states the following: "A member cannot miss more than one meeting in a row (for two day meetings that is counted as one meeting) and their attendance should be 75% or above for the year. If a member knows they will not be able to attend a meeting, then they should make arrangements to send a person in their place. If a replacement is not available, the committee will assign the proxy vote to a region that is present and has the highest attendance record."

2:15 pm Justin motioned to draft a new version of bylaws in regards to expanding the number of voting members to the number of regions there are and present the draft to the ICTS Board. Melvyn seconded. Motion carried.

Jeanine informed the Advisory Committee that the CSA Affiliate voted to add Suzanne to Advisory. Since this necessitated removing a member whose term expired 7/1 the affiliate chose to remove Brandi. Justin has replaced Brandi as the Operations Subcommittee chair.

Reconciliation - Jeanine

Jeanine presented the background of the new reconciliation process and the regions that are currently using that process. Deborah asked if there will be any conflicts with counties that are not Tyler or Solutions. Jeanine replied that if counties are unable to use the automated process with their auditors they can generate a file out of CSN that will allow them to reconcile the same way other counties do. This change will take effect 7.1.17.

CSN Update – Laz

Laz presented an update about CSN 3.0 and the Fall Training Series:

The first 5 modules have been tested internally and results have been given to the developers . There is an Operations Subcommittee meeting on November 28 & 29, 2016 where members will be testing User Access, Administration, Provider/Services/Rates, Client, and Financials modules during the first day of the two-day meeting. The next modules to be developed are Funding Requests and Claims.

The CSN Fall Training Series in October had 79 attendees over the 6 courses offered which were: CSN New User, CSN Intermediate Financials, Izenda, Mental Health Advocates, TCM New User, and TCM Billing.

On December 12, 2016 developers will sit with a claims representative in Mason City to observe business processes. With development beginning shortly for Claims the team thought it would be beneficial to understand the process from a user's perspective as well as ask situational question.

Financials Update – Brad

Brad presented a brief update on financials:

All dues are paid and collected for Fiscal Year 17, there was an audit completed in August and a copy of the audit was presented to the Board in October. Brad said he will send a copy of the audit report Advisory Committee members.

Business Intelligence (BI) Position – Jeanine

Jeanine presented a background of what a business intelligence (BI) position consists of. Some regions have requested BI related work with QSDA and Polk uses a BI contractor frequently. With Polk planning on coming into CSN in Fiscal Year 18 it would be a proactive step to hire for a business intelligence

position. Brandi has attended a SharePoint training recently and learned about a BI program called Power BI which is Microsoft's new BI tool. Jeanine wanted to update Advisory of the increase in BI needs and that she will be requesting an additional position be added to ICTS in FY18,

Compliance Update – Beth

Beth presented an update on the Carosh HIPAA audit. A vulnerability scan will be scheduled within one to two weeks on ISAC's network to see if there are any vulnerable areas. Beth will be giving an in-depth update in January about compliance items.

Wrap Up

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> Bylaw draft: A new version of the bylaws will be drafted and presented to the ICTS board
> A meeting will be scheduled in January 2017 to review the FY18 budget

2:32 pm Melvyn motioned to conclude the meeting. Jill seconded. Motion carried.