

Agenda – January 12, 2018
ICTS Advisory Committee Meeting
ISAC Office, 5500 Westown Pkwy, Suite 190, West
Des Moines, IA 50266

Member	Term Ends	Member	Term Ends
Carl Mattes, Chair	07/01/2020	Michelle Fields	07/01/2020
Deborah Seymour-Guard	07/01/2018	Sarah Berndt	07/01/2018
Jill Eaton	07/01/2020	Suzanne Watson	07/01/2019
Melvyn Houser	07/01/2018	Marjorie Pitts	07/01/2018
Sue Duhn	07/01/2020	Bill Peterson	

AGENDA

- 10:00 am Call to Order – Carl Mattes
- 10:05 am Approval of Agenda (Action Required) – Carl Mattes
- 10:10 am Approval of ICTS Advisory Committee Minutes of September 6, 2017 (Action Required) – Carl Mattes
- 10:15 Financial Updates (Action Required) – Brad Holtan
[Eide Bailly Update](#) – Brad Holtan / Jeanine Scott / Maria Walker
- 10:30 [FY19 Budget](#) (Action Required)
- 10:50 Provider Report/Demo – Brandi Kanselaar
- 11:10 Compliance Report – Beth Manley/Jeanine Scott
 - Committal document access update
 - State Auditor Endorsement update
- 11:30 Lunch
- 12:00 Operations Report - Sara/Jeanine
 - a) Training Update – Sue Duhn
 - b) Dashboards Demo – Jeanine/Robin
 - c) Upcoming Priorities Sara/Jeanine (Action Required)
 - a. Justice Involved Services Workgroup
 - b. Continue Dashboard development
 - c. Provider Functionality
 - d. Training Module
- 12:45 Set up recurring meetings for remaining FY18/FY19
- 1:00 Wrap-up
- 1:10 Adjourn – Carl Mattes

Eide Bailly Contract FY19

Eide Bailly Contracts

- FY2013: contracted **\$133K** (projected 105 reports)
- FY2014: contracted **\$123K** (projected 99 reports)
- FY2015: contracted **\$ 54K** (projected 40 reports)
 - *changed contract language to pay for reports completed in fiscal year*
 - *Eide Bailly asked for a minimum number of reports guaranteed*
- FY2016: contracted for **\$56K** (projected 40 reports)
- FY2017: contracted for **\$37K** (projected 25 reports)
- FY2018: contracted for **\$28K** (projected 19 reports)
- FY2019: Advisory decided not to contract with Eide Bailly

Eide Bailly Usage



Regions Requesting FY19 Services

Polk County Health Services

East Central Region

- Providing services that do not have corresponding Medicaid rates
- Highest utilizers of reports past 3 years

Options for FY19

OPTION 1 **

Budget lower than projected. If additional reports are needed pay ala-cart rate

Possible higher rate for un-projected reports.

Eide Bailly also may require that reports are received by October of the fiscal year.

OPTION 2

Budget as projected and if reports not used/completed the region would pay back the cost of the unused reports

OPTION 3

No change. Budget as projected and if reports are not used we would pay for those as we are doing now.

OPTION 4

ICTS would not contract with Eide Bailly. Regions contract with Eide Bailly directly

Recommended Budget for ICTS Fiscal Year 2019

Presented

to

ICTS Advisory Committee

January 12, 2018



Fiscal Year 2018 – Income and Expense Notes

- Work for Others projected to be \$4,000 over budget
 - Time spent on non ICTS related work (ISAC, ICACMP, IPAC, etc.)
- Interest projected to be \$7,000 over budget
- Data Back-ups projected to be \$18,000 over budget
- Audit Fees projected to be \$50,000 under budget
 - Only a financial audit performed in FY2018
- Legal fees projected to be \$5,000 over budget
- ISAC Admin, Program Management, and Staff Salaries projected to be \$70,000 under budget
 - Due to an unfilled position
- Amortization/Depreciation projected to be \$80,000 over budget
- Staff Travel projected to be \$7,500 under budget
- Meeting expenses projected to be \$6,000 under budget
- **Projected Net Loss of 194,534.55 (\$38,314 above budgeted loss)**

Fiscal Year 2019 – Expense Notes

- **ISAC is restructuring our program reimbursements**
 - All staff will be considered ISAC and will be billed out to programs based on an hourly rate
 - The hourly rate will incorporate all rent, utilities, computer software, equipment, etc...
- **Software & Hardware increased by 15,000**
 - BizTalk will need to be replaced (probably with MapForce)
- **Depreciation/Amortization increased by \$76,000**
 - CSN 3.0 was capitalized in FY2017
- **Total Meeting Expenses decreased by \$9,000**
 - No regional trainings
 - Decreasing ICTS Advisory Committee to be more in line with actual
- **Total expenses to increase \$26,700**

Fiscal Year 2019 – Income Notes

- **Work for Others decrease \$35,000**
 - Due to restructuring of ISAC staff reimbursements
- **No Dues increase**
 - Increase or decrease dependent on region population
- **Total budgeted revenue is \$961,618.32**
- **FY 2019 budgeted Net Loss of \$289,636.98**

Fiscal Year 2019 Revenue Budget

					Proposed
		FY2017	FY2018	FY2018	FY2019
		Actual	Budget	Projected	Budget
REVENUE					
Member Dues		930,589.80	952,697.32	952,697.34	954,118.32
Interest		6,702.47	4,000.00	10,133.86	7,500.00
Work for Others		28,427.00	35,000.00	39,681.38	
Unrealized Gain/Loss on Investments		(585.12)	-	-	-
Miscellaneous		625.00	-	-	-
TOTAL REVENUE		965,759.15	991,697.32	1,002,512.58	961,618.32

Fiscal Year 201xpense Budget

					Proposed
		FY2017	FY2018	FY2018	FY2019
		Actual	Budget	Projected	Budget
Operating Expenses					
Rent		28,179.24	30,000.00	31,794.49	
Utilities		2,720.63	3,100.00	2,931.28	
Telephone		4,696.78	5,850.00	4,373.16	
Internet		3,414.32	5,500.00	822.84	
Supplies		976.36	600.00	812.57	
Bank Fees		1,417.68	1,000.00	1,300.00	1,500.00
Equipment Purchase		469.70	-	3,879.19	-
Insurance & Bonding		11,673.91	12,000.00	13,679.08	9,000.00
Software & Hardware		14,605.62	16,000.00	16,381.04	31,000.00
Professional Memberships		449.00	300.00	450.00	
Copier Lease		-	-	1,143.67	
Cloud Computing Services		1,003.26	500.00		
Data Back-up		-	-	17,858.56	-
Data Center Charges		13,048.30	15,000.00	15,388.55	18,215.15
<i>Professional Services</i>					
Audit		7,300.00	55,000.00	5,770.00	55,000.00
Legal Fees		-	5,000.00	10,000.00	5,000.00
Consulting		-	-		-
Structured Rate Setting		78,500.00	30,000.00	27,550.00	30,000.00
ISAC Administration/Program Management		45,359.76	32,000.00	97,147.53	114,495.00
Support (Lightedge)		2,491.42	-	-	-
Miscellaneous		22,741.16	1,000.00	820.85	1,000.00
Depreciation Expense		119,565.65	265,000.00	348,554.32	340,745.15
Total Operating Expenses		358,612.79	477,850.00	600,657.13	605,955.30

Fiscal Year 2019 Expense Budget

					Proposed
		FY2017	FY2018	FY2018	FY2019
		Actual	Budget	Projected	Budget
Personnel Expenses					
Staff Salaries		202,620.59	716,396.00	579,100.33	624,000.00
Staff Travel & Training		7,776.38	15,000.00	7,500.00	15,000.00
Total Personnel Expenses		210,396.97	731,396.00	586,600.33	639,000.00
Meeting Expenses					
ICTS Advisory Committee		3,942.67	10,000.00	5,589.67	4,000.00
CSN Training		2,537.51	5,000.00	4,000.00	2,000.00
Board Of Directors		937.43	300.00	200.00	300.00
Total Meeting Expenses		7,417.61	15,300.00	9,789.67	6,300.00
TOTAL EXPENSES		576,427.37	1,224,546.00	1,197,047.13	1,251,255.30
NET INCOME		389,331.78	(232,848.68)	(194,534.55)	(289,636.98)

Fiscal Year 2019 Expense Budget

					Proposed
		FY2017	FY2018	FY2018	FY2019
		Actual	Budget	Projected	Budget
Board Designated Funds		1,256,503.90	1,442,868.88	1,256,503.90	1,256,503.90
Depreciation Fund		-	265,000.00	348,554.32	689,299.47
Fixed Assets		1,256,503.90	1,177,868.88	907,949.58	567,204.43
Operating Balance		1,070,173.56	740,121.55	875,639.02	586,002.04
TOTAL ASSETS - LIABILITIES		2,326,677.46	2,182,990.43	2,132,142.92	1,842,505.94
Fixed Assets					
Equipment and Furniture		161,274.19	155,688.71	161,274.19	161,274.19
Software		1,694,601.15	1,872,379.86	1,696,380.90	1,696,380.90
Leasehold Improvements		20,085.03	20,085.03	20,085.03	20,085.03
Software in Progress		1,779.75	-	-	-
(Accumulated Depreciation)		(621,236.22)	(870,284.72)	(969,790.54)	(1,310,535.69)
Total Fixed Assets		1,256,503.90	1,177,868.88	907,949.58	567,204.43
Fixed Asset Purchases		-	172,193.23	1,779.75	-

Fiscal Year 2019 Proposed Dues Structure

- Current Dues Structure
 - Flat fee of \$20,000
 - Per capita rate of .244
 - Polk County's rate set at .0525
- Proposed Dues Structure (No Changes)
 - Flat fee of \$20,000
 - Per capita rate of .244
 - Polk County's rate set at .0525 (*will increase if using CSN*)

Fiscal Year 2019 Proposed Dues Structure

		Base	Per Capita				
REGION	2016 Est. Pop	20,000.00	0.244	Total	FY2018	Difference	Percentage
Central Iowa Community Services	327,186	20,000.00	79,835.67	99,835.67	99,550.67	285.00	0.29%
County Rural Offices of Social Services	78,676	20,000.00	19,197.49	39,197.49	39,247.52	(50.02)	-0.13%
County Social Services (CSS)	460,208	20,000.00	112,293.97	132,293.97	132,840.31	(546.33)	-0.41%
Eastern Iowa MHDS	300,649	20,000.00	73,360.46	93,360.46	93,370.22	(9.76)	-0.01%
Heart of Iowa Community Services	109,830	20,000.00	26,799.29	46,799.29	45,769.34	1,029.95	2.25%
MHDS of East Central Region	590,777	20,000.00	144,153.72	164,153.72	163,233.09	920.64	0.56%
North West Iowa Care Connection	74,461	20,000.00	18,169.01	38,169.01	38,211.22	(42.21)	-0.11%
Polk County Health Services	474,045	20,000.00	24,901.58	44,901.58	44,568.86	332.73	0.75%
Rolling Hills Community Services	95,924	20,000.00	23,406.13	43,406.13	43,553.02	(146.89)	-0.34%
Sioux Rivers Region	162,877	20,000.00	39,743.13	59,743.13	59,655.77	87.35	0.15%
South Central Behavioral Health	78,485	20,000.00	19,150.89	39,150.89	39,226.53	(75.64)	-0.19%
Southeast Iowa Link	163,030	20,000.00	39,780.46	59,780.46	59,916.62	(136.16)	-0.23%
Southern Hills Regional Mental Health	29,421	20,000.00	7,178.93	27,178.93	27,246.52	(67.59)	-0.25%
Southwest Iowa MHDS	189,124	20,000.00	46,147.58	66,147.58	66,307.65	(160.07)	-0.24%
	3,134,693	280,000.00	674,118.56	954,118.32	952,697.32	1,421.00	0.15%

Iowa Counties Technology Services Fiscal Year 2019 Budget Proposal

- **Summary of Required Actions:**
 - Adopt recommended FY2019 Budget Proposal
 - Adopt proposed dues structure
 - Flat fee (\$20,000)
 - Per capita rate
 - .244
 - .0525 – Polk County (*will increase if using CSN*)