

The December 11 2025, Mental Health/Disability Services of the East Central Region Governing Board (Disability Access Point District 7) meeting was brought to order at 10:07 am. The meeting was located at Johnson County Health and Human Services, 855 S. Dubuque St., Iowa City, IA 52240 and by Teams.

Board Members Present: SHIRLEY HELMRICHS, CHAIR DELAWARE CO (PHONE)| SAMI SCHEETZ, VICE CHAIR LINN CO | DIANE BRECHT ADULT PROVIDER REP (TEAMS)| JOHNNY HILL LAW ENFORCEMENT REP (TEAMS)|

Board Members Absent: LAURA SEMPRINI ADULT & FAMILY PEER REP| RON TIPPITT BENTON CO

Public Comment: None

**M/S/C:** Scheetz & Brecht to approve the December Regional Governing Board agenda.

**M/S/C:** Scheetz & Hill to approve the previous meeting minutes of the Regional Governing Board.

No conflict of interest noted.

Deb Seymour-Guard requested approval of October and November claims for the Disability Access Point and for the region closeout.

**M/S/C:** Scheetz & Brecht to approve the October and November claims presented.

Deb Seymour-Guard requested approval of the October and November Financial Reports including total revenues for Disability Access Point and approval of October expenses for regional closeout.

**M/S/C:** Scheetz & Brecht to approve the October and November Disability Access Point Financial Reports and the October expenses for regional closeout.

Julie Davison reported that the draft district assessment was submitted to HHS on November 15, with the final version due December 15. HHS requested additional revisions, including separating strengths, resources, barriers, and challenges according to their three results statements. The updated version has been resubmitted.

Julie Davison presented a revised table of organization reflecting operational needs under the single-employer model. The original structure, which included CEO, CFO, and COO positions, was determined to be administratively top-heavy and no longer necessary given reduced financial oversight and a significantly smaller budget compared to the region. The proposed structure places the CEO at the top with four program managers, (North, South, Business, and Operations/Quality Assurance) and corresponding staff. The CFO position is eliminated, and the former COO responsibilities are redefined as Operations and Quality Assurance Program Manager, due to increased QA requirements and reporting responsibilities. The current Funding Navigator position will be retitled to Funding Navigator/Operations & QA, as the role no longer requires full-time funding navigation but includes operations and quality assurance. It was noted this structure better aligns with the Disability Access Point.

**M/S/C:** Scheetz & Hill to approve the revised table of organization and noting administrative assistant/operations/QA position to be changed to Funding Navigator/Operations/QA.

Julie Davison and Deb Seymour-Guard reported the need for dedicated IT support, as current troubleshooting is being handled internally without sufficient expertise and is not sustainable. Some employees hired outside county systems lack access to county IT protections, resulting in hardware, security, and HIPAA related concerns. Private IT services were considered but may be costly and less familiar with government requirements.

**M/S/C:** Scheetz & Brecht made a motion to authorize staff to begin discussions with counties regarding a short-term IT support contract and to begin development of an RFP for long term IT services.

Draft Minutes

The CEO provided updates:  
Appreciation & Acknowledgements:

Julie Davison expressed appreciation to members and staff for their dedication throughout the duration of the region. Special acknowledgment was made for Deb and Diane's upcoming retirement, thanking both for their years of service. Members shared appreciation for the collaboration and commitment shown by the team.

Update on Transition & 28E Agreements:

Julie Davison announced a new navigator began employment this week and will cover Muscatine, Louisa, and Des Moines counties, bringing the total number of navigators to twelve. Hillcrest announced plans to downsize from a 50-bed to a 15-bed RCF. Staff, including navigators, are actively engaged in transition planning meetings. Delaware County has now signed the 28E agreement. Staff will follow up with remaining counties regarding board representation for January, with several representatives already identified.

New Advisory Member:

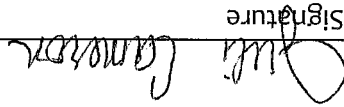
A vacancy on the Advisory Council was filled by Tara Conley of Dubuque, who meets the requirement of having a lived experience or being a caregiver. The Advisory Council is currently meeting monthly, with the intention of potentially meeting quarterly for future meetings.

**M/S/C:** Scheetz & Hill moved to enter closed session at 11:14 am, pursuant to Iowa Code Section 21.5(1)(c.) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

**M/S/C:** Brecht & Scheetz to return to open session at 11:25 am.

**M/S/C:** Scheetz & Hill to approve settlement agreement discussed in closed session.

The meeting adjourned at 11:26 am and these minutes were approved by the Regional Governing Board.

  
Signature  
Submitted by: Juli Cameron, Administrative Assistant  
Draft – Not approved by the Board