

**MEMORANDUM OF UNDERSTANDING  
FOR REIMBURSEMENT FROM  
THE EASTERN IOWA MENTAL HEALTH DISABILITY SERVICES REGION  
FOR COUNTY EMPLOYEES**

1. COME NOW the Scott County Board of Supervisors (hereinafter “the County Board”) and the Governing Board of the Eastern Iowa MHDS Region (hereinafter “the Governing Board”) indicate their mutual understanding of the following:
2. Scott County is a member county in and the County Board is a signatory to a 28E Agreement for the Eastern Iowa MHDS Region.
3. The purpose of this Memorandum of Understanding (MOU) is to formalize an agreement to provide local access to mental health and disability services for children and adults and to engage in any other related activity in which an Iowa 28E organization may lawfully be engaged, all in compliance with Iowa Code Section 331.389.
4. The Region’s 28E Agreement acknowledges that the Region’s Coordinators of Disability Services and all support staff will be made up of and will remain employees of their respective member counties. The Region’s CEO has a separate Memorandum between the member county and the Region.
5. This MOU is the statement of understanding between the Governing Board and the individual county Boards of Supervisors as to the reimbursement by the region to the individual county regarding wages, benefits and direct administrative expenses. E x h i b i t A identifies the individual county employee(s) and their position(s), and the portion of the employee’s wages and benefits.
6. In the event a specific employee listed leaves his or her employment with Scott County, for whatever reason, the County Board’s representative on the Region’s Governing Board shall provide the Governing Board with an updated Exhibit A.

7. If and when a new employee is hired to fill the vacant position, the County Board's representative shall provide the Governing Board with another updated Exhibit A.
8. The Governing Board, consistent with the MOU, shall reimburse Scott County wages, benefits and direct administrative expenses listed for the Scott County employees listed on Exhibit A, from regional funds.
9. The Governing Board shall reimburse the member county for the time an employee spends fulfilling regional functions (see Exhibit A).
  - Reimbursement shall include the employee's salary, benefits, and applicable payroll deductions.
  - Reimbursement for administrative expenses will be paid at the same percentage as the associated staff position. (See Exhibit A) Administrative expenses include, but are not limited to, office supplies, computers, chairs, and other equipment.
  - Reimbursement for travel and training expenses and other direct expenses incurred while the employee is performing regional work will be paid at 100%.
10. Each member county agrees to provide the employee(s) with sufficient office space and necessary supports to conduct regional responsibilities while working within the member county.
11. If there are significant changes in an employee's duties and/or time worked, a review will be done by the member county and the revised percentage will be updated on Exhibit A and submitted to the Governing Board.
12. The Region shall reimburse each member county on a quarterly basis based on the previous quarter's expense sheets the member county has approved/submitted.
13. The member county must conduct an annual time study to support the amount of time and work reimbursed by the region. The annual time study will be done in October each year in preparation of the budget development. The budgeted amount will be validated by the annual time study. The member county is responsible to ensure each employee's time when conducting regional work is accurate.

14. This agreement shall be effective for the time period of July 1, 2022 through June 30, 2023. The Governing Board may vote to extend or amend this MOU for FY24 and beyond.
15. Any disagreements in reimbursement amounts shall be discussed and rectified between the Governing Board and County Board of Supervisors in the same manner disputes are resolved under Section 4.7 of the regional 28E Agreement.

SCOTT COUNTY  
BOARD OF SUPERVISORS

GOVERNING BOARD OF THE  
EASTERN IOWA MHDS REGION

By: \_\_\_\_\_

By: \_\_\_\_\_

Scott County Vice Chairperson

Ken Beck, Chairperson

Signed the \_\_\_\_ day of \_\_\_\_\_, 2022.

Signed the \_\_\_\_ day of \_\_\_\_\_, 2022.

Attest: \_\_\_\_\_  
Scott County Auditor

**EXHIBIT A**  
**SCOTT COUNTY EMPLOYEES**

The region will reimburse the member counties for staff who perform regional functions as follows:

<b>Employee Name</b>	<b>Position</b>	<b>% of Wages/Benefits to be Appropriated to Region</b>
Greg Burnett	MH Advocate	100%
John Rushton	Coordinator of Disability Services	100%
Cheryl Sexton	Administrative Support Specialist	100%
Jennifer Ybarra	Senior Office Assistant	50%

By: \_\_\_\_\_  
Scott County Eastern Iowa MHDS Representative

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Ken Beck, Eastern Iowa MHDS Board Chair

Date: \_\_\_\_\_

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

JUNE 9, 2022

#### APPROVAL OF FY23 MEMORANDUM OF UNDERSTANDING FOR REIMBURSEMENT FROM THE EASTERN IOWA MENTAL HEALTH DISABILITY SERVICES REGION FOR COUNTY EMPLOYEES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the FY23 Memorandum of Understanding (MOU) is to formalize  
an agreement between Scott County and the Eastern Iowa MHDS  
Region,

Section 2. And that the Eastern Iowa MHDS Region shall reimburse Scott  
County the wages, benefits, training, travel and direct administrative  
expenses for the Scott County employees who complete regional  
work is hereby approved,

Section 3. And that the Vice Chairman is authorized to sign said agreement.

Section 4. This resolution shall take effect July 1, 2022.