

Blue Rivers Area Agency on Aging Governing Board

Minutes

September 21, 2020

The regular meeting of the Governing Board of Blue Rivers Area Agency on Aging was called to order at 1:00 p.m.

Board members present: Schoenrock, Krueger, Braun, Douglass, Ferguson, Gakle, Nieveen, Seitz, Speth and Swenson.

Absent: Hall, Hedges, Hill and Ward

Blue Rivers Area Agency on Aging staff present: Carla Frase, Executive Director; Beth Williams, Fiscal Officer; Tracie Fossler, Administrative Assistant, Kathy Erickson, Home and Community Options Manager, Carmen McKeever, Nutrition Manager and Clifton Lindell, Transit Manager.

Schoenrock chair, presided over the meeting and Fossler recorded the minutes.

MOTION to accept the agenda and consent agenda by Braun; second by Ferguson; voice vote; motion carried.

TRANSIT REPORT – Clifton Lindell, Transit Manager

- Syracuse and Fairbury are currently self-dispatching. Lindell stated that he might consider going to a regional dispatching system in the future.
- So far this Fiscal Year we have been slowly increasing the number of passengers across all our sites in the area. From a total number of passengers of 564 during July to 1055 in August. During the initial months of the COVID-19 pandemic Blue Rivers Public Transit was shut down due to the number of drivers and dispatchers that are in the targeted population for the worst effects of the COVID-19 virus.
- We will be restarting services next week at Peru State College. They have many international students again and look forward to their trips into Nebraska City for shopping.
- Lindell reported that he has begun the process for ordering nine new buses for all areas as the State DOT and US DOT have extended the offer to use the CARES Act funds to have the US DOT provide 100% of the funding necessary for the buses, whereas no match funds would be required from the counties. Also there is a different type of bus to purchase based upon the Ford Transit Connect 3500 chassis and we will be getting several of them for the different sites. The new buses now all come with back-up cameras. These will also complement the purchase of new Econoline E450 chassis buses that some of the areas want to keep using. Transportation Resolution Forms for Gage, Jefferson, Nemaha, Otoe and Thayer Counties were presented to Schoenrock for his signature. If we get the paperwork for the new buses in soon, we can expect the new buses to be ready in January or February of 2021.
- The Centers for Disease Control (CDC) recommends that our buses be not only surface cleaned by a deep cleaning occurs once a week by using very powerful agents and devices (UV-C lights). Lindell has come across a new company based in Lincoln that will do this for a price of \$50.00/vehicle/week. This will be paid for by using the CARES ACT funds. The owner of the

company said that he would hire additional staff to help cover the area and areas that he has already confirmed as using his services.

- Lindell has also been attending countless Zoom, teleconferences and Virtual Reality meetings concerning the purchase of software that would allow us to be more accurate in the gathering of information of NE DOT, Non-Medical Transport contractors and the like. However, Lindell does not recommend any purchases at this time because after the CARES ACT money runs out, we would have to pay for our portion again. Some of the programs Lindell looked at would cost close to \$900,000 the first year, including all the training, on-site implementation, follow-ups, etc. which Lindell feels does not justify the purchase as we are currently using pen and paper to do the same thing. Lindell feels that the technology and the computer program are about 10 years too early as the implementation of most of the programs require the use of a smart phone of which few clients could operate successfully.

MOTION to approve Schoenrock signing the Transportation Resolution Forms by Krueger; second by Ferguson; roll call vote; 9 yea; 0 nay; motion carried.

Presentation of the Financial Report – Beth Williams

Williams stated that the budget numbers for Nutrition are at 14-15% and are a little below budget due to the Cares Act funds we have received. Other program numbers are slightly higher due to having to make our one-time yearly payment to NIRMA for insurance. Williams noted that we are awaiting authorization to carry over the Cares Act money. Schoenrock asked if we have received all of our share of the Cares Act funds or are we expecting to receive more. Williams stated that as far as we know we have received everything unless there would be more issued in the future.

MOTION to approve the July and August expenditures by Ferguson; second by Seitz; voice vote; motion carried.

Williams asked for the board to approve payment of a bill for \$25.50 to Rick's Automotive that was received after the end of the Fiscal year. The reason it was received late was due to the owners of the business contracted the COVID-19 virus and had to shut down the business for a while. Then they had to sanitize the building before they could resume.

MOTION to pay the \$25.50 bill to Rick's Automotive by Braun; second by Ferguson; voice vote; motion carried.

Williams presented the board with Bank Resolution forms to put Williams and Rentschler on the bank accounts so they can conduct business with the banks when necessary. Bank Resolutions are for Arbor State Bank (2 accounts), Great Western Bank, Auburn State Bank, Security 1st Bank (2 accounts) and Cornerstone Bank.

MOTION to approve the signing of the Bank Resolutions by the Executive Board by Seitz; second by Ferguson; voice vote; motion carried.

REVISIT PROPOSED PERSONNEL POLICY AMENDMENTS – Beth Williams

Williams presented three amendments to the Sick Leave Policy and Vacation Policy.

1. Remove limitation of "residing in the same household as the employee"

This would allow employees to take their parents and their children who do not live in the same household to appointments.

2. Change the use of sick leave from one hour increments to 15 minute increments.

This would allow employees to take less time off for things other than having to be away for a whole hour when it isn't needed.

3. Increase the maximum vacation hours' balance accrual to 25 days or 200 hours.

The current policy allows accrual of 20 days or 160 hours. We have found that during the COVID-19 pandemic our nutrition employees who have shortened hours had to use their vacation time to keep their hours at a level to keep all their benefits intact. Increasing the accrual amount will allow employees to have more of the vacation balance for possible future issues.

MOTION to accept the Policy Amendments by Schoenrock; roll call vote; 10 yea; 0 nay; motion carried.

MOTION to approve the July and August Expenditures signed off by 2 board members each month by Braun; second by Ferguson; voice vote; motion carried.

WELCOMING Carmen McKeever, Nutrition Manager – Carla Frase

Frase introduced Carmen McKeever the new Nutrition Manager to the board. McKeever started on August 31 and has hit the ground running. McKeever states that she loves a challenge. The second day of work McKeever and Frase went to the Syracuse center. On day three they went to the Fairbury center. McKeever plans to see all of the centers and meet everyone. McKeever plans on working on getting everyone on the same page and working together as a team. McKeever reported that she is working on getting meal costs down. She is also looking into finding a new location for the Hebron center. The current location is needing many repairs and has safety issues. Krueger is also helping try to find a new location and speaking with owners of empty buildings. The contract at the current building was up on June 30, 2020, so we would only have to give a 15-day notice when moving the center. McKeever's goal is to increase meal numbers. The board welcomed her to Blue Rivers Area Agency on Aging.

DISCUSSION AND/OR ACTION: AARP TRAINING – DISRUPT AGING CLASSROOM – Kathy Erickson

Erickson reported that she is taking an online class called Disrupt Aging Classroom. It is a 2.5-hour interactive curriculum that challenges students to examine their aging perceptions and think about how the growing aging population is to their personal lives and careers. The curriculum is presented by AARP volunteer facilitators, who are trained extensively on the content and effective delivery. The learning objectives are: Describe demographic trends in aging, Define and discuss examples of ageism, Recognize older adults as multi-dimensional individuals, Examine your personal stake in the aging trend and Identify opportunities stemming from the aging trend. Disrupt Aging Classroom facilitators survey participants before and immediately after the curriculum is presented. Students are then asked to complete a survey about two weeks after their semester ends. The goal is to capture any changes in aging perceptions. Erickson wants to not only do it for AARP, but for Blue Rivers. There are a lot of people that are not aware of us and what services we provide. Blue Rivers needs to do more PR and get the word out. There will also be another class called Disrupting Aging In The Community later. Another will be available called Stress Busters Training which falls in line with qualifying for the IIID Health Promotion and Disease Prevention. Erickson wants to engage McKeever to assist with these programs

because it would be great to take the Stress Busters training to the Senior Centers and also offer to the caregivers in the area.

DISCUSSION AND/OR ACTION: Revisit Plymouth Meal Program Request by Rebecca Briney

Frase reported that we had been contacted by Rebecca Briney previously when the past Executive Director was here to research the possibility of providing meals to the Plymouth area. The previous director had also attended a meeting in Plymouth about it. Frase was again contacted by Rebecca Briney about starting a meal program in Plymouth in January 2020. Briney informed Frase that volunteers have been lined up to help when and if the program should start and that there are 15 people very interested in receiving these meals. The program would model the Cortland meal program at one day a week and the community provides the building free of charge, with volunteers serving the meals, and preparing the monthly paperwork needed by Blue Rivers Agency. Blue Rivers would prepare the meal and deliver it to Plymouth. The board gave their approved to continue pursuing it.

EXECUTIVE DIRECTORS REPORT – Carla Frase

- Frase reported that the PT Cruiser staff car is currently being used in Fairbury to deliver home delivered meals. The staff at the Fairbury Senior Center has concerns about putting miles on their personal vehicles while delivering meals.
- Frase received an email from the City of Deshler Julie Busher asking for support of their CBDG Downtown Planning Grant. Frase submitted a letter back and Busher was thrilled.
- Frase received an email from Ben Stromberg at the SUA for our list of community resource partners in our eight counties we serve. He only gave us a number of 184 and Frase wanted to know who they were, so Frase asked staff to help compile a list. We came up with 206 Community Resources and Partners and the list is expected to continue growing.
- Frase and Erickson will be attending a Listening Session with the new Director of Division of Developmental Disabilities, Tony Green. He will be having a town hall discussion next week at the Beatrice Library on Tuesday regarding feedback on COVID-19, Appendix K, Levels of Care and Person Centered Planning training. We are attending because Medicaid Waiver has been moved from the Division of Long Term Care into the Division of Developmental Disabilities and we need to become more familiar with his guidance.
- August 4 was Elder Justice Training via live Web Streaming. Frase also gave the board members the agenda.
- August 5-6 Interviews for the Nutrition Manager position began. Carmen McKeever was hired on August 14 and her first day was August 31.
- August 5, received an email from Cynthia Brammeier that LB1008 had been passed and added \$1.2M to CASA for the AAA's. Frase gave the board members a copy of the email. Also, the AAA's sent letters to all the Senators and lobbyists who we had worked with to re-instate these funds to the AAA's. (Senator Stinner, Senator Bolz, Senator Myron Dorn, Lobbyist Russ Westerhold and Tod Stubbendieck of Nebraska AARP)
- August 17-20 was the in-house Audit by HBE. We are still waiting for results of the Audit.
- August 25,27 and 31 was Ongoing training for the MAC, via Random Moment Time Study
- August 31 at 11:00 a.m. ADRC Leadership Meeting via Zoom. The minutes were given to the board.
- September 2 Frase and McKeever visited the Syracuse, Palmyra and Sterling Centers

- September 3 Frase and McKeever visited the Fairbury Center.
- September 9 Frase reached out to all AAA Directors, Executive Board of Agency and Kim Showalter, Public Health Solutions regarding re-opening of Centers. All AAA's direct sites will remain as take-n-go meals or home delivered meals. She is still waiting to hear from Kim Showalter.
- September 10 was the Big Give Gage Event at the Indian Creek Mall. Our mission this year was to raise funds to replace the Meal Route Van that goes to Wymore, Odell and Diller. We raised \$1,375, with match funds still expected. All employees participated.
- September 14 Frase met with AAA Directors and DHHS DDD Leadership with Tyla Watson, Tony Green, Teri Zimmerman, Karen Houseman, Cynthia Brammeier, Joe Dondlinger. Discussed the transition of AD Waiver to DD from LTC. Discussed the AAA's becoming a partner with DD at the table and to identify concerns we may have on current processes and to identify opportunities to do the practice better. Aging doesn't want to be lost and to make sure we have a voice with our support. Also discussed that Managed Care in Nebraska has not been a re-engaged conversation and AAA's will continue business as usual with is good news for the AAA's.
- September 15 was the Advisory Council meeting in house at 12:00 p.m. The board was given a copy of the agenda and minutes.
- September 16 Frase contacted Ryan Sothen, Attorney General's office regarding Scams, Phishing, Spoofing concerns for our citizens. He is putting together Protection Kits and distributing them Statewide. He will be in house Mid October to assemble and distribute these kits to our central locations for distribution to all identified clients.
- September 16 Frase contacted Seth Bingham, Board member of the Auburn Senior Center regarding the funding crisis for the Auburn Center. He informed Frase that the City of Auburn will be giving them \$12,000 annually, and the Title XX is now being processed after a lapse of 5 months, due to change in personnel and the fact that no training occurred from prior staff on how/why/when to do this. They had a \$10,000 deficit, whereas \$9,000 of that deficit will be reduced as they received their back Title XX. They had a brief discussion about carry-out meals that could be charged the \$6-\$7 price from the general public as a way to raise additional funds, but that those receipts needed to be itemized separately on a cash sheet, due to the Older Americans Act guidelines. She told him that SENCA has used this model effectively. We are also looking at this as a model at Beatrice first, then moving on to other centers. They will not be requesting additional funds from BRAAA. BRAAA currently pays them \$250 a month for the Transit office rent and \$600 food support each month and passes the NSIP of eligible meals through for them. Since July 2019 they have received \$21,253.70 from our Agency.
- September 16 Frase received an email from Kim Showalter, Public Health Solutions regarding the re-opening. Frase gave the board a copy of her email and Church/religious guidelines. Frase concurred that we need to stay the current course.
- September 17 Frase received the Legal Services report for August. She also gave a copy of BRAAA's numbers for 2019/2020 and the last two months.
- Frase has ongoing Monthly phone calls with Cynthia Brammeier, State Unit on Aging Director
- Frase has ongoing Month Nutrition Coordinators Meeting with Erik White, Nutrition Director SUA the next meeting is on 9/23.
- Upcoming Events:
September 21, 3 p.m. – Supervisor training on MAC 3-5

September 22 12 p.m. Medicaid Expansion in Nebraska Webinar Presentation.
September 23 2 p.m. Nutrition Coordinators Meeting
September 29 10 a.m. SPR webinar, 11 a.m. ADRC Leadership Team Meeting
October 2 Flu Shots for staff in-house
October 6 2:30 p.m. AAA/LHD Quarterly Webex
October 8 Aging Advisory Meeting via Zoom
October 13 Ne4a Monthly meeting via Zoom
October 14 2 p.m. Elder Rights Coalition Meeting via teleconference. Frase gave a copy of the Agenda to the board.

NEXT GOVERNING BOARD MEETING will be on Monday November 16, 2020 at 1:00 p.m. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice.

MEETING ADJOURNED at 2:25 p.m. by Schoenrock

RECORDING SECRETARY

Tracie Fosler