

Blue Rivers Area Agency on Aging Governing Board

Minutes

July 26, 2021

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

Board members present: Schoenrock; Gakle; Crownover; Douglass; Ferguson; Haskell; Haxby; Krueger; Seitz and Swenson

Absent: Hall and Niveen

Guests: None

Blue Rivers Area Agency on Aging staff present: Carla Frase, Executive Director; Beth Williams, Fiscal Officer; Kathy Erickson, Home and Community Options Manager; Carmen McKeever, Nutrition Manager and Clifton Lindell, Transit Manager; Tracie Fossler, Administrative Assistant; Jennifer Seibolt, Services Coordinator/Resource Developer and Dylan Dell-Haro, Care Manager/ ADRC Options Counselor.

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

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

TRANSIT REPORT – CLIFTON LINDELL, TRANSIT MANAGER

The Transit report was distributed to all members to review. Lindell reported that when school is out and the temperatures are up, the number of passengers goes down. We are still serving many passengers for trips to Lincoln and Omaha. The eight new buses, paid for with CARES ACT funds are not expected to be released until approximately 2023. We will have to keep repairing all of our older buses. There is a shortage of computer chips and circuit boards that are needed for the new buses. We could go to Kansas and purchase some used buses but the State will not help pay for the buses and will not pay to repair them. So we would need to ask the counties for the funds. Williams asked if the state would pay for the salary of the staff driving the buses. Lindell stated that he would have to ask. Lindell stated that he was wanting to look into other ways to make extra money such as possibly transporting school kids. Gakle asked what we had done for Transit Week this year. Lindell stated that we gave away gift bags to riders and discounted rides. Lindell reported that the State Rodeo is in August. The National Rodeo is set for Charleston, South Carolina next year.

NUTRITION REPORT – CARMEN MCKEEVER, NUTRITION MANAGER

The Nutrition report was distributed to all board members to review. McKeever reported that we are mostly fully staffed at all centers. McKeever has hired a new cook in Beatrice. A new cook has been hired in Davenport, and will help set up everything up in Hebron, and will then work in Hebron. We have hired a new site manager and cook in Syracuse. Fairbury and Beatrice centers have been having average to great turn outs depending on the day. McKeever and Frase will be meeting with the Achievement Board in Davenport to see if it is possible to come to an agreement on the bills.

HOME & COMMUNITY OPTIONS – KATHY ERICKSON

The Home & Community Options report was distributed to all board members to review. Erickson introduced Jennifer Seibolt who is our new Service Coordinator/Resource Developer and Dylan Dell-Haro who is our new Care Manager/ADRC Options Counselor. Erickson reported the Medicaid Waiver numbers have been stable. Belle Terrace and Ridgeview Towers in Tecumseh had previously closed and now the Prestige Care Facility in Nebraska City is closing, this will impact the Medicaid Waiver clients as it is becoming harder to place them in facilities in our service area. Care Management numbers dropped in June due to not having one of the Care Manager positions filled, with that staff shortage, we were unable to provide service hours to those clients. The Senior Companion Program ended at the end of June. That program is being replaced by Legal Assistance. ADRC has been having a lot more calls lately. IIB In Home Services has started to slowly increase. It previously went down due to Covid. We are trying hard to help people who are on Title XX for meals to determine if they need any of our other services and helping them get qualified for them. Title XX is a guaranteed income we can count on, which enhances the program. Medicaid Waiver Services Coordination is now called Targeted Care Management. Home and Community Based Services had been housed in Medicaid and Long Term Care. The new Director of the Division of Developmental Disabilities has gathered all of the Home and Community based waiver programs into his division, which means that we are all under the offices of Developmental Disabilities now. Our Service Coordinators and Supervisors had several weeks' worth of online Person Centered Planning Training. The training was mostly geared toward staff that work with clients with developmental disabilities. A lot of it was centered around IPP's and all of these programs and inviting people to sit in on their meeting. Asking the client if they want to work some place, and what is their goal in life. We told them that is not how 80 year olds work, but they don't get it. We managed our way through it. DHHS had decided that after all these years, it is a conflict of interest for the AAA's Service Coordinators or League of Human Dignity Coordinators to take a referral for someone who wants to be on the Medicaid Waiver program, and conduct the screens to determine eligibility, and continue to have them on their case load. Now DHHS has hired people to do the screens for the Medicaid Waiver Referrals and determine if they meet eligibility. That started July 1 and today is the 26th and supervisors have been emailing around to see if anyone has heard anything. We have finally had one client screened in Southeast Nebraska last Thursday. They did not do a SLUM's test which is what we have always used. It is the St. Louis University Mental Status test, which can easily detect very early cognitive changes. They told them they would take the information back to DHHS and they would hear from them in about a week. We haven't heard who the client is or if they met the criteria. The timeline has suddenly changed. Today Erickson received a brand new time line. Right now they are doing all new referrals for Medicaid Waiver with the AAAs and the League of Human Dignity. We are supposed to start doing annual renewals of all of those waivers in January of 2022. That has now been pushed back to April 2022. The State workers were also supposed to start doing the screens for all of the people wanting to go into Long Term Care Facilities in March of 2022. Now that is pushed back to July 2022.

DISCUSSION AND/OR ACTION: FINANCIAL REPORT – BETH WILLIAMS, FISCAL OFFICER

The Financial report was distributed to all board members to review. Williams reported that we have expended 74% of our entire budget this year. That's where we are sitting as a grand picture with CARES Act funds, Federal and State funds. We did really well financially this year. Schoenrock asked some questions after we sent out the information. He asked if the FFCRA funds and CARES Act funds were

totally expended. The FFCRA funds are expended. We have close to \$20,000 in CARES Act funds left. Those are in IIIB which is the Handyman and Homemaker program. We expect those funds to be expended at the end of August. The FFCRA/CARES Act Funds made up 13% or \$267,617 of our total budget of \$2,121,797. We expended roughly 74.3% or \$1,577,199 of our budget and of that 16% or \$247,753 was FFCRA/CARES Act funds. If the FFCRA/CARES Act had not been available, we would have had a budget of \$1,824,180 and would have spent the same \$1,577,199. The programs that had the additional funding had enough in federal awards to have covered the difference. Schoenrock also asked what we predict the outcome for future years will be. As far as our future funding sources, we did not have to match transit funds for FY2021, which means that we have most of our county and city match dollars which is approximately \$120,000. We still had to match our Administration programs in IIIB, IIIC1 & 2, and IIIE. This year we will be matching transit expenses again. We will be asking the cities and counties for another set of funds and hopefully everyone will still be on board to keep supporting us. The Federal Awards were extended and Williams wanted the board to see the timeframe that they were extended to and handed out the ACL hand out on the Project Period End Date by Grant Award worksheet. All of the Federal funds that were not spent will carry over into FY2022. When the state unit processes our requests, we submit the reports that the board receives. If there are any funds from previous years, they use that first. So it will always be possible to carry the most funds over. We anticipate \$366,000 moving forward into this fiscal year. We hope to see some of the MAC funds soon. We are possibly getting them in the fall. We haven't seen any of it yet. At the State Level they haven't figured out the processing procedure. Frase added that they have been working on it for the last two years. The AAA's are discussing that if we go through another quarterly sequence and still haven't received MAC money we will discontinue the time studies. We are looking at \$100,000 that we should be getting. It is held up in procurement. The state players were having a meeting about it, but we still haven't heard anything. There are other states doing this and aren't having issues. The time studies take up valuable time and if there is no money, why would the AAA's continue doing it. Every employee that has anything to do with Medicaid has a time study they do twice a day. Then the supervisors have to look at them and check why survey responses weren't done and if they were done right. The survey responses are coded and after that there is quarterly reporting we do for expenses and divide into cost categories. That determines what we should be expecting back. When this originally started there was no mention of having to match these funds. Now DHHS are saying we will need to match it. We don't know what percent of it or what funds we need to match it with. We have been awarded the HDC5 funds which will total \$68,464. Those we are going to see soon. This fall the sub award for the ARPA funding which is the \$7.7 million state wide fund we will be awarded a percentage of. The state is prepared to provide the \$1.2 million dollar match on those funds. We will not have to match them. Hopefully in October we should hear how much those are. It will be used to enhance and expand programs. The State Unit on Aging and the State Senators are aware of our under-utilization of our services do to the nature of COVID and at this point we do not anticipate a reduction in funding as a result of under-use. We are giving back some CASA funds because they weren't spent. This is from our Evidence Based programs in which we couldn't be together and presenting. They are aware of this. This year's budget is very close to last year's budget. We don't expect to see any changes unless the census comes in and we see a percentage drop due to the population. Our goal is to get those on-line facets. We need to get Erickson freed up a bit. We're trying to find some people who we can contract to get board certified to be able to teach the Tai Chi and Stepping On classes, since we now have the equipment. We would also like to put equipment into a couple of our centers so that we have a

meeting place for them to go do on-line based classes. They could also do them at home on their computer. The caregivers could also watch with them as well. That is where we wish to see growth and use those funds. Erickson also has a Parkinson's Support Group that meets here. So we could do other support groups on zoom. Our goal is to continue expansion of this service. McKeever would like to see the meal service in a couple more places. Lindell would like to see transit run through some of the smaller towns on the inter-city. We plan on a lot of outreach. Handyman/Homemaker and Respite programs will continue. We have special projects that we can do. We have to address our staff retention to meet those needs. Our model going forward is based off of Douglas and Cortland. We recently added Plymouth who came to us to start the meal program. Our belief is that if they want to start a meal program, they need to help find us a place and volunteers and we will provide the meals. We still have two meal delivery vans to purchase. One was already approved, but we haven't found one to purchase as yet. Williams will be applying for a grant from the Beatrice Community Hospital Foundation for a vehicle for Gage County and Plymouth. So if we could get extra funds for it, it would be beneficial. We would also like to replace one of the other meal vans. Douglass asked about not having services in some of the areas. Frase explained how we had put several advertisements in newspapers advertising our Handyman/Homemaker Services. We received minimal responses from it. Schoenrock mentioned that if the board recognizes anyone in need of our services to pass it along. Williams also added that we have starting having staff meetings again. We also are including all of the staff on zoom. So then all staff can be informed and have input. When there is a need for people or volunteers everyone will know and if they know of someone who might be interested they can pass on the information.

DISCUSSION AND/OR ACTION: APPROVAL OF JUNE 2021 BILLS – BETH WILLIAMS, FISCAL OFFICER

Due to this being the end of the fiscal year, the June bills have not been looked at by board members. Gakle and Haxby will begin looking at them today.

MOTION to approve the Transit Report, Nutrition Report, Home & Community Options Report and Financial Report by Ferguson; second by Douglass, voice vote; motion carried.

DISCUSSION AND/OR ACTION: EXECUTIVE DIRECTOR TO RECEIVE THE 4% INCREASE FOR BEGINNING JULY 1, 2021

MOTION to move into closed session by Haxby; second by Gakle; voice vote; motion carried. The Board went into closed session at 2:04 p.m.

MOTION to move into open session by Krueger; second by Ferguson; voice vote; motion carried. The Board went into open session at 2:16 p.m.

MOTION to give a 4% wage increase to the Executive Director as of July 1, 2021 by Haxby; second by Haskell; voice vote; motion carried.

DISCUSSION AND/OR ACTION: COST ALLOCATION PLAN – BETH WILLIAMS & CARLA FRASE

A copy of the Cost Allocation Plan was distributed to all board members to review.

MOTION to accept the Cost Allocation Plan by Ferguson; second by Crownover; voice vote; motion carried.

DISCUSSION AND/OR ACTION: AMENDMENT TO THE PERSONNEL POLICY MANUAL – BETH WILLIAMS

A copy of the proposed Amendment to the Personnel Policy Manual in which includes the change to give any regularly scheduled employee paid holiday.

MOTION to accept the Amendment to the Personnel Policy Manual to include giving any regularly scheduled employee paid holidays by Krueger; second by Haxby; voice vote; motion carried.

EXECUTIVE DIRECTORS REPORT

- June 15 Williams and Frase traveled to SENCA home office in Humboldt to do our sub-recipient monitoring of the Tecumseh Senior Center.
- June 16 Frase attended Unite Nebraska Workshop; Webinar-n4a Membership meeting; Met with Annette @ the Beatrice Daily Sun regarding Agency Advertising.
- June 21 Unite Nebraska introduction with Ericka Lewon and met with Toni Harms AFLAC representative.
- June 22 Advisory Board Meeting
- June 23 Service Provider Meeting with DHHS and met with Delores Marmon and Roger Huls who are members of the Beatrice Senior Center Board.
- June 29 Met with building staff regarding Big Give Gage Event which is scheduled for September 10, 2021; our mission: Meal Delivery
- July 1 Disability Education Series: Legislative Resolutions: Advocacy Beyond Legislation.
- July 2 Webex meeting; Emergent CMS Issue, DHHS
- July 7 Check in call with Cynthia Brammeier and Big Give Gage meeting at Beatrice Community Hospital.
- July 8 Interview with Dylan Dell-Haro for the Care Manager position, hired him on the spot.
- July 8 Met with Sonja Workman of Foster Grandparents to re-establish our partnership.
- July 13 AAA Directors meeting in Kearney in person
- July 14 effective immediately; Grocery delivery for clients via transit services, paid for through transit program.
- July 14 Elder Rights Coalition
- July 20 July Nutrition coordinators meeting
- July 22 Laura Weatherby in the building regarding background check regs.

Future Meetings:

- July 27 12:00 p.m. Meet at Beatrice Senior Center with Mayor, City Administrator, regarding obligations, services provided, informational session. I have prepared a report for review.
- August 5 8 a.m. – 4:30 p.m. in Lincoln, NIRMA spotlight Seminar Series on employment laws and practices.
- August 10 9 a.m. meet in Lincoln for AAA Director's meeting. Meet in person with senators, lobbyist, head of DHHS etc. regarding changes in Targeted Case Management.
- November 5, 2021 our agency will be a host site for the Elder Justice Training, with live streaming.

MOTION to accept the Executive Directors report by Haxby; second by Haskell; voice vote; motion carried.

DISCUSSION AND/OR ACTION: ELECTION OF OFFICERS

On July 9, 2021 we received a letter of resignation from Mike Braun stating that he had decided to resign from the Executive Board and Governing Board effective July 7, 2021, the date on the letter. With that being said, the board is in need of a new Vice-Chairman. Nominations for Chairman was Mark Schoenrock, Vice-Chairman Emily Haxby and Secretary Marlene Gakle.

MOTION to accept Mark Schoenrock as Chairman of the Governing Board of Blue Rivers Area Agency on Aging by Haxby; second by Krueger; voice vote; motion carried.

MOTION to accept Emily Haxby as Vice-Chairman of the Governing Board of Blue Rivers Area Agency on Aging by Krueger; second by Haskell; voice vote; motion carried.

MOTION to accept Marlene Gakle as Secretary of the Governing Board of Blue Rivers Area Agency on Aging by Crownover; second by Douglass; voice vote; motion carried.

EXECUTIVE BOARD FOR THE GOVERNING BOARD EFFECTIVE IMMEDIATELY IS;

Chairman – Mark Schoenrock

Vice-Chairman – Emily Haxby

Secretary – Marlene Gakle

NEXT GOVERNING BOARD MEETING will be on Monday September 27, 2021 at 1:00 p.m. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice.

MEETING ADJOURNED at 3:00 p.m. by Schoenrock.

RECORDING SECRETARY

Tracie Foster