

## **Blue Rivers Area Agency on Aging Governing Board**

### **Minutes**

**April 22, 2024**

The regular meeting of the Governing Board of Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice, NE and also available via Zoom was called to order at 1:00 pm.

Board Members present: Schoenrock, Haskell, Gakle, Borrenpohl, Crownover, Haxby, Hill, Krueger, Pohlman, Seitz, Swenson and Weiss.

Board Members absent: Douglass

Blue Rivers Area Agency on Aging staff present: Frase, Williams, Neemann, McKeever, Noojin and Fossler

Public Guests: Roger Smith from Fairbury

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

Roger Smith wanted to discuss the letter that Executive Director sent out to staff and clients, regarding funding situation at Blue Rivers AAA in the Nutrition Program. Discussion was held and questions answered.

**MOTION** to accept the Consent Agenda and Meeting Minutes of January 22, 2024 by Weiss; second by Krueger; voice vote; motion carried.

#### **TRANSIT REPORT – DOUG NEEMANN, TRANSIT MANAGER**

A copy of the Transit report was distributed to all members prior to today's meeting via email. Doug gave an overview of the contents of the report.

#### **NUTRITION REPORT – CARMEN MCKEEVER, NUTRITION MANAGER**

A copy of the Nutrition Report was distributed to all members prior to today's meeting via email. Carmen gave an overview of the contents of the report.

#### **CHOICES UNIT – HOME AND COMMUNITY OPTIONS – VERJEAN NOOJIN, CHOICES MANAGER**

A copy of the Home and Community Options report was distributed to all members prior to today's meeting via email. Verjean gave an overview of the contents of the report.

#### **FINANCIAL REPORT – BETH WILLIAMS, FISCAL OFFICER**

A copy of the Fiscal Report was distributed to all board members prior to the meeting. Beth explained the figures on the reports. Blue River's Administration Building landlord would like us to commit to a 10-year lease, but we also have 3 years left on our current lease. He has indicated that he will provide 8 more parking stalls and maintain the current \$4500/month agreement. Discussion included that the building needs snow/ice blocks on the roof and that there is no sprinkler system in the building. Also discussed asking for a rent reduction, due to the price of the rent and the building has been paid for in the previous lease contract.

We should have the drafts of our audit soon. The new accountant, AMGL, is having issues with some of the numbers HBE gave them from the previous year's audit. They are also working with us to change over to QuickBooks for our accounting system.

Carla discussed the Beatrice Community Hospital \$20,000 grant for the purchase of a non-emergency medical transport van. Research of cost for this vehicle will be between \$45,000-\$55,000. We have to purchase the van prior to receiving

the grant funds. Non-restricted funding has been identified for purchase, but have been waiting for NDOT monthly expense reimbursements to increase, as we utilize these funds to “float” the transit expenses. Carla asked if the Executive Board could approve the purchase, when a vehicle has been identified with a vendor. The board agreed that this would be the best avenue for purchase.

**MOTION** to accept the Transit, Nutrition, Home & Community Options and Financial Report by Weiss; second by Crownover; voice vote; motion carried

**MOTION** to accept the January, February & March 2024 Bills by Seitz; second by Pohlman; voice vote; motion carried.

**DISCUSSION AND/OR ACTION: OAA FINAL RULE – CARLA FRASE**

The new updated regulations went into effect on April 15, 2024

**DISCUSSION AND/OR ACTION – AREA PLAN REVIEW**

A copy of the budgets was sent out to all members to review, which included a 3% wage increase.

**MOTION** to accept the OAA Final Rule and Area Plan FY2025 Budget by Krueger, second by Weiss, voice vote, motion carried.

**MOTION** to approve the 3% wage increase for all regularly scheduled staff, including the Director in the budget by Weiss, second by Haskell, voice vote, motion carried.

**DISCUSSION AND/OR ACTION – UPDATE ON MAY 30 ALL STAFF TRAINING**

We will be having the All-Staff Training Day will be on May 30, 2024 at SCC College Campus. Their cafeteria will cater the lunch. Topics of Speakers: QPR; Standard Response Protocol; APS; Mental Health Presentation.

**DISCUSSION AND/OR ACTION: UPDATE ON AGENCY 50<sup>TH</sup> CELEBRATION**

We will be having open houses at all sites during July. Starting off with an open house at the Admin Building on July 1<sup>st</sup>. After that the schedule for open houses is:

- July 9 – Syracuse
- July 11 – Table Rock
- July 16 - Sterling
- July 18 – Falls City
- July 23 – Fairbury
- July 25 - Beatrice
- July 30 – Deshler

We will send out emails to all the board so they remember the dates. McKeever has brought up a discussion on having a capital campaign for the entire month of July, as a “push” to secure funds from potential donors. We will utilize radio spots, send pre-printed postcards to industrial companies, contacts, vendors we work with, mayors, cities, churches, etc. to ask for donations. We plan to develop a donation form available at centers, in buses and at our July open houses. We plan parade participation and plan to develop a banner to carry with that information and push on our Facebook page. McKeever will develop something for the June Newsletter regarding the capital campaign. We also want to work on giving as a part of estate planning for individuals. The capital campaign will kick off with an open house at our Administration Office on July 1 from 1-3pm. We will have refreshments, booths/tables with information and staff to discuss the different programs we provide.

**APPROVAL OF CHANGES TO BY-LAWS – CARLA FRASE**

A proposed copy of changes to the By-Laws was sent out prior to the meeting for all members to review. There are changes to this version that were proposed during the meeting to Article III: Governing Board of the Agency, Section 8.

General duties of Board Members to state: To attend meetings, review claims, other functions/duties as deemed necessary. (per Neb.Rev.Stat. 85-1514 "After notice and hearing, a vacancy shall also exist when any board members are absent from more than three consecutive meetings of the board unless such absences are excused by a majority of the remaining board members.")

**MOTION** to approve the changes in the by-laws as revised by Weiss; second by Haskell; voice vote; motion carried.

#### **EXECUTIVE DIRECTOR'S REPORT – CARLA FRASE, EXECUTIVE DIRECTOR**

The Executive Director's notes were distributed to all members via email. The following are highlights of her report.

- January 23 - ADRC Leadership team meeting
- January 24 – Nutrition Coordinators Meeting
- January 25 – 2024 Senior Farmers Market Nutrition Program Meeting
- January 29 – Caregiver Program Quarterly meeting
- January 30 – Advisory Council Meeting
- January 31 – HCBS Waiver Mini training
- January 31 – Care Management Quarterly meeting
- January 31 – Fairbury Community Forum meeting
- February 1 – NIRMA HR Roundtable, Sexual Harassment/Relationships in the Workplace
- February 5 – CMS/AAA Assn. Quarterly
- February 7 – HHS Region 7 Virtual Office Hrs.
- February 7 – Care Management, AD Waiver, Respite monthly meeting
- February 8 – ACL finalizes updated Older Americans Act Regulations
- February 9 – MAPS Coalition Meeting
- February 13 – Fairbury Community Forum
- February 14 – Find Your Community Match
- February 15 – Monitory with State Unit on Aging
- February 20 – Ne4a Meeting in Lincoln and Senator Reception
- February 22 – Senior Farmers Market Tutorial webinar
- February 26 – TCM/Service Coordination Directors Meeting
- February 27 – ADRC Leadership Team Meeting
- February 27 – AD/TBI Service Directors Meeting
- February 27 – Nutrition Coordinators Meeting
- February 27 – Fairbury Community Forum
- March 4 – Senior Fair Planning w/Kim @ Home Instead/Verjean
- March 5 – ADRC Plan/Application discussion w/CM's for Area Plan
- March 6 – HHS Region Virtual Hours
- March 6 – Legal Risk Detector refresher
- March 7 – AD Waiver Supervisor Meeting
- March 7 – NIRMA HR Roundtable on Workplace Culture
- March 8 – APS/AAA Systems meeting
- March 11 – Info webinar for New Learning Comm on Developing Kin Caregiver Support Programs
- March 12 – Ne4a Meeting
- March 13 – Care Management/Waiver/Respite Meeting
- March 13 – Big Language info webinar on Interpretation for the Agency
- March 19 – Planting Hope, Cultivating Understanding on Housing in Beatrice
- March 19 – March Nutrition Coordinators Meeting
- March 20 – Met w/Kim S. on Health Fair progress
- March 20 – Leadership team meeting on staff training/50<sup>th</sup> Anniversary and Older Americans Month
- March 21 – AD/TBI Waiver Performance Measures Review Committee
- March 21 – Fairbury Community Forum

- March 26 – ADRC Leadership Team Meeting
- March 27 – Meeting on AD/TBI SC Family Support Waiver
- March 28 – Met w/Chad Engel/NIRMA on Safety Issues and Agency Disaster Plan
- March 28 – Fairbury Community Forum
- March 28 – Interpretation Training for Admin Staff
- April 1 – Fairbury Community Forum
- April 2 – AD/TBI Waiver – TCM Services Coordination Directors/Supervisors
- April 3 – Meet on Staff Training/50<sup>th</sup> Anniversary and other Agency concerns
- April 4 – NIRMA HR roundtable on Disability Discrimination and the Mental Health Crisis
- April 4 – Back to Basics Series Fiscal Policies and Procedures on new OAA Final Rule
- April 5 - Area Plan Budgets w/Fiscal
- April 8 – Area Plan Budgets w/Fiscal
- April 8 – MAC Workgroup Meeting
- April 9 – Ne4a meeting
- April 9 – Area Plan Budgets w/Fiscal
- April 10 – Care Management/AD Waiver/Respite monthly meeting
- April 10 – Area Plan Budgets w/Fiscal
- April 11 – AAA State Assn. call w/USAgings
- April 12 – Spring Into Healthy Living, Hosted by BRAAA and Home Instead

Other notes:

New SUA Administrator has been hired, Josie Rodriguez. Pete Rickets is hosting a Mobile Office Hour (MOH) at Hebron Senior Center on May 1 from 11:30 - 12:30pm. Frase and Noojin will be attending the Nebraska Medicaid Spring Listening Tour on May 1. May 8 Frase and Noojin will be attending the DHHS Division of Developmental Disabilities “Let’s Talk Listening Tour”, in Lincoln, regarding the elimination of the DD Waiting List. We will be holding our All-Staff Training at SCC on May 30 from 9am – 3pm. June 4 Frase and Noojin will be traveling to Eastern Office on Aging for the Ne4a meeting. August 13, Frase and Williams will be traveling to Norfolk to NENAA for our Ne4a Meeting. September 9-11 Frase, Noojin and McKeever will be traveling to Gering in the panhandle to AOWN for our Ne4a meeting.

**MOTION** to accept the Executive Director’s Report by Weiss; second by Hill; voice vote; motion carried.

**NEXT GOVERNING BOARD MEETING** will be on Monday July 29, 2024 at 10:00am. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice and via Zoom.

**MEETING ADJOURNED** at 3:19 pm by Schoenrock.

RECORDING SECRETARY

*Tracie Fosster*