

Blue Rivers Area Agency on Aging Governing Board

Minutes

April 27, 2020

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

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

Absent: Hall, Hedges and Speth

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; Glenda VanEperen, Nutrition Manager; Clifton Lindell, Transit Manager and Deanna Rentschler.

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

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

DISCUSSION AND/OR ACTION: Approval of Changes to the Passenger Handbook – Clifton Lindell

Changes made to the Passenger Handbook are:

- Our website address and NDOT web address on page 1.
- Added local offices and buses under the nondiscrimination and reporting procedure on page 2.
- Veterans' Day was added to the holidays that we are closed on page 3.
- Clarifying wording for questions about Service Animals. Also added was "under physical control which may include a leash and collar or carrying case" about carrying other animals. Other wording was also changed on page 5.
- Rewording and deleted items on number seven on page 6.
- Under Dangerous Weapons definitions changed the structure of the sentence about conceal/carry license on page 7.
- The address of the Blue Rivers central office was changed to the current address on page 9.

MOTION to accept the Changes to the Passenger Handbook by Douglass; second by Ferguson; voice vote; motion carried.

PRESENTATION OF THE FINANCIAL REPORT – Beth Williams

Williams presented the July 2019 – March 2020 Blue Rivers Program Expenses. Title IIIB is at 67% of budget. Title IIIC1 is at 90% of budget. Title IIIC2 is at 82% of budget. Title IIIE is at 85% of budget. Care Management is 68% expended, LOC Determination is at 52% and Medicaid Waiver is at 63%. Title IIIB is coming back in line after making some cuts. Title IIIE Respite Program has also had cuts. Title IIIC1 and IIIC2 Congregate and Home Delivered Meal programs are still over. However, we have received

\$176,500 for IIC1 and IIC2 programs through FFCRA and CARES ACT to continue providing meals and the number of meals has been increasing. We have received \$38,700 for the Title III E Respite program so the caregivers in the home can possibly receive more money. Family First and Cares Act money are not reflected in the budget. There will be revisions in which Frase and Williams will be working on in the next week. The Family First Act has given us close to \$100,000 to go toward the meals program in which should get us through to the end of the year with no problems. Cares Act gave \$27 million to Nebraska Transportation. Our transit employees that have been furloughed will be paid during their time off the transit program. We are cutting back but will still be providing a lot of services. Starting the transit program back up will be determined by when we can get the proper PPE's to get back up and running. The Respite program is still going but the housekeeping programs has been suspended for now.

MOTION to accept the Fiscal Report by Ferguson; second by Seitz; voice vote; motion carried.

DISCUSSION AND/OR ACTION: FY2020/2021 Budget – Beth Williams and Carla Frase

The budget does not reflect the Cares Act and Families First money. It does reflect the cut of \$111,000. One major change we have made is to take out the Chore Program. We will not be doing any lawn mowing or snow removal at this point. There is not enough funding for it. We will however still be keeping the housekeeping program so we can help our clients remain in their home. The bill that is being held up in the legislature will give a lot of the \$111,000 back if it gets approved. We have moved the Wymore Center. Prior to this, Nutrition employees' hours had been cut. We are also looking at moving the Hebron Center to save money as we are trying to keep the services up and the costs down.

MOTION to accept the FY2020/2021 Budget by Douglass; second by Gakle; voice vote; motion carried.

EXECUTIVE DIRECTORS REPORT – Carla Frase

- Personnel Records Policy was implemented and distributed to staff on March 17.
- Transit services were suspended on March 18 with exception of complex medical issues trip in Beatrice on Tuesdays and Thursdays.
- Home Delivered Meals only were started at all centers on March 18.
- On April 25 transfers of C1/C2 produced and sent to SUA, notifications of additional funds through FFCRA-\$36,436-Title IIC1; \$64,932-Title IIC2, with the ability to transfer 50% C1 funds to C2.
- LOC Determination/Ad Waiver Budgets Built on March 26 sent to Jourdan Herbolsheimer at DHHS Home and Community Based Services Program Coordinator on March 27. She responded on April 2 that she had forwarded them to procurement at the State level.
- March 27 at 11:00 a.m. there was a Covid/Service tracking conference with DHHS/Aging.
- April 1 Home Delivered meals were started to be delivered to Congregate Clients, per new FFCRA funds received.
- April 2 to go meals were offered at all centers. Tracking requirements were emailed to all staff.
- April 4 Nebraska declared State of Emergency Funds were available for all programs and loosened guidelines with no end date.
- April 6 Transportation Employees will receive pay through FFCRA. It will pay employees on administrative leave through the CARES Act funds in full through the end of the funds.
- April 8 was the Elder Care Coalition conference call.

- April 9 11:00 a.m. conference call with Aging regarding the Nebraska Major Disaster Declaration. 2:00 p.m. conference call regarding Caring for Aging Population during Covid19 and procedures for Counties.
- April 10 through the Disaster Declaration, additional services can be added to our staff time such as grocery shopping and delivery, meds delivery, zoom type social groups, providing additional meals. A new tracking form was created and sent to staff.
- On April 10 management staff traveled to Wymore to see the new location for the Senior Center at the Wymore Fire House in which will be moving from the Legion building.
- April 14 was the Director's meeting from 9-12. Discussions between AAA's regarding planned reductions on the FY21 budgets, due to the decrease in funds. Mostly putting services on hold until funding becomes available at the appropriations State level. Also discussed how spending the FFCRA funds such as grocery deliveries, congregate to home delivered meals, grab and go meals, well checks on clients, etc.
- On April 21 staff attended New Service Form/Covid19 Well/Check Webinar by DHHS Aging.
- April 21 received information from Aetna that we will receive a refund of \$23,000+ from our self-insured health insurance plan from our March 1 – February 29, 2020 policy.
- April 22 at 1 p.m. was the Nutrition's Coordinators meeting with Erik White from the SUA.
- April 23 received 1,200 shelf stable meals and will be distributing them before April 30.
- April 23 ADRC/Cares Act grant discussion conference call with SUA/AAA's/Disabilities Partners.
- Danny Delong was appointed to the State Advisory Board.

Schoenrock also state that the bills still need to be approved and board members should still come to the office to approve them. He asked Fossler which board members were on the schedule for April, May and June. Fossler replied, Ferguson and Nieveen for April, Braun and Schoenrock for May and Ferguson and Gakle for June.

Schoenrock added to the discussion that he had previously signed the letter offering Frase the Executive Director position and has formalized the letter last week. Frase's salary will be \$67,500 to start and increase after 90 days and another possible increase after six months. Schoenrock has increased Frase's salary to \$70,000. At the time of the July meeting it will be Frase's six months and the board will consider an increase in salary then.

NEXT GOVERNING BOARD MEETING will be on Monday June 1, 2020 at 1:00 p.m. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice. Possibly via ZOOM Meeting.

MEETING ADJOURNED at 1:56 p.m.

RECORDING SECRETARY

Tracie Fossler