

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

### **Minutes**

**January 23, 2023**

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, Haxby, Crownover, Douglass, Haskell, Hill, Swenson, Seitz via zoom and Gakle via zoom.

Board Members absent: Krueger, Pohlman and Weiss

Blue Rivers Area Agency on Aging staff present: Carla Frase, Executive Director; Beth Williams, Fiscal Officer; Verjean Noojin, Home and Community Options Manager; Carmen McKeever, Nutrition Manager; Doug Neemann, Transit Manager; Tracie Fossler, Administrative Assistant

Public Guests: HBE – Rose Pinkman CPA, CFE, Director via zoom

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

#### **HBE AUDIT PRESENTATION – ROSE PINKMAN CPA, CFE, DIRECTOR**

An overview of the Audit process and reporting was presented via slide show on the FY2022 Agency Independent Audit. The final audit will be available at the Agency for public review.

**MOTION** to accept the HBE Audit Presentation by Haxby; second by Haskell; voice vote; motion carried.

**MOTION** to accept the Consent Agenda and Meeting Minutes from December 5, 2022 by Haxby; second by Douglass; 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 items listed on his report.

#### **APPROVAL AND SIGNING OF THE TITLE VI NON-DISCRIMINATION PLAN – FRASE**

A copy of the Title VI Non-Discrimination Plan was distributed to all members to review.

**MOTION** to approve the signing of the Title VI Non-Discrimination Plan by Haxby; second by Haskell; voice vote; motion carried.

#### **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 information listed in her 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 information listed in her report.

**MOTION** to accept the Transit Report, Nutrition Report and Home & Community Options Report by Haxby; second by Hill; voice vote; motion carried.

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

A copy of the Fiscal Report was distributed to all board members prior to the meeting.

Items to note:

- Expenses up due to high cost of food, utilities and fuel.
- Delays on reimbursement of expenses from the State.
- Grant writer position to be posted soon.
- Reimbursement of mileage to staff and volunteers for meal delivery is high, due to lack of volunteers.
- Time studies have been completed on eligible staff working in multiple programs.
- Met with new Beatrice mayor, looking for fiscal support from the City.
- Contributions are down. Re-evaluation of home delivered eligibility will be important when the emergency declaration is lifted.
- A short presentation of the proposed NDOT two year budget was given.

**MOTION** to accept the Fiscal Report, November & December 2022 Bills and The NDOT Two-Year Budget by Douglass; second by Haskell, voice vote, motion carried.

## **REVIEW OF UPDATED POLICES FOR AREA PLANS – FRASE & WILLIAMS**

A copy of the Nutrition Services Disaster Plan, Cost Allocation Plan, Services Priorities, Data Collection and Validation of Participants' Validation, Policy for Home Delivered Meals, Home Delivered Meals Eligibility Form, Grievance Procedure, Grievance Intake Form, Identifying NSI High Risk Individuals Policy, and Program Assessment Policy was distributed to all members to review. A discussion was held on all policies.

**MOTION** to accept the Updated Policies for Area Plans by Haxby; second by Douglass; voice vote; motion carried.

**MOTION** to approve the updated Cost Allocation Plan by Haskell; second by Douglass; voice vote; motion carried.

## **DISCUSSION AND/OR ACTION: HEALTH INSURANCE RENEWAL – BETH WILLIAMS**

A copy of the proposed option for Health Insurance Renewal was distributed to all members to review. There is a 6.7% increase from the previous year. Our insurance broker is in the process of bidding it out, but does not expect to locate a better rate. It was decided by the board to accept the new rate, unless we can find a better rate. Then the executive board would meet to approve it.

**MOTION** to approve the Health Insurance Renewal as written, unless there is a better deal, in which then the Executive Board will meet to approve by Crownover; 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.

- Dec 6 – 8: SUA Area Plan Training in Kearney
- Dec 9: Monthly APS/AAA Systems Meeting
- Dec 12 Quarterly Nursing Facility Call, Webex
- Dec 13: AAA Director's meeting tabled to January due to internet being down.
- Dec 14: December Nutrition Coordinators Meeting
- Dec 15: Care Managers, Service Coordinators, Choices Unit Supervisor and Director met with Joni Thomas of Nebraska Total Care, a Managed Care Organization. They want to support agencies who have waiver.
- Dec 28: Check in call with Cynthia B. Discussed NDOT Two-Year Budget, Care Management Recertification, Goals for Area Plan
- Jan 5: met with Fairbury Mayor and Laura Bedlan regarding the \$120,000 improvements the City of Fairbury is planning for the Community Building, where the Center and Transit office reside.
- Jan 6: Met with Transit Manager and Fiscal Officer regarding building the two-year transit budget for FY2024/FY2025
- Jan 9: Met with Verjean regarding IIBB Monitoring Tool due 1/26/2023 to SUA

- Jan 9: January MAC Workgroup meeting
- Jan 9: DHHS Home & Community Based Services Stakeholder meeting
- Jan 10: AAA Director's meeting
- Jan 11: Met with Care Managers, Service Coordinators, updates to programs
- Jan 12: Met in Fairbury for a personnel/site meeting
- Jan 13: Monthly APS/AAA System
- Jan 17: AD & TBI Waiver -TCM Service Coordinators meeting
- Jan 17: January Nutrition Coordinators Meeting
- Jan 18: III-E & III-D Monitoring tool due 1/26/2023
- Jan 18: Ne4a Appropriations Meeting
- Jan 19: Met with the Beatrice Mayor
- Jan 19: Disability Education Series on "How to Communicate with Nebraska Legislators"
- Jan 23: Met with Leadership Team re: Disaster Plan Review/Monitoring Tool

Upcoming Meetings:

- Jan 26: Director's meeting on Goals, Objectives, Strategies
- Jan 30: Nebraska Elder Legal Risk Detector Training
- Jan 31: Advisory Council Meeting via Zoom
- Feb 3: ADRC Leadership Team Meeting

We are planning to go to Falls City to meet with Anthony Nussbaum and Mayor Mark Harkendorff. They want to discuss the possibility of moving our center to the Prichard Auditorium from current location and discuss a new interlocal agreement with the City and a possible partnership with the Southeast Nebraska Housing Partnership (a political subdivision of the city) similar to what we have done in the past. SNHP is currently a meal program provider thru the state. This will also be discussed in our March Governing Board Meeting. The AAA plans to get in touch with the lobbyist to put together a plan to ask for more funding.

**MOTION** to accept the Director's Report by Haxby; second by Haskell; voice vote; motion carried

**NEXT GOVERNING BOARD MEETING** will be on Monday March 27, 2023 at 1:00 p.m. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice and via Zoom.

**MEETING ADJOURNED** at 2:16 p.m. by Schoenrock.

RECORDING SECRETARY

*Tracie Foster*