

# **BLUE RIVERS AREA AGENCY ON AGING GOVERNING BOARD**

## **Minutes**

January 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. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice, NE.

Board members present: Schoenrock, Krueger, Braun, Ferguson, Douglass, Gakle, Hill, Nieveen, Speth, Swenson and Ward

Absent: Hall, Hedges and Seitz

Blue Rivers Agency on Aging staff members present: Carla Frase, Fiscal Officer/Interim Executive Director; Tracie Fossler, Administrative Assistant, Kathy Erickson Home & Community Options Manager, Beth Williams Fiscal and Glenda VanEperen Nutrition Manager.

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

**MOTION** to accept the agenda by Douglass; second by Ferguson; voice vote; motion carried.

**MOTION** to approve the consent agenda by Ferguson; second by Speth; voice vote; motion carried.

### **PRESENTATION ON THE 6 MONTH REVIEW: NUTRITION CENTER MEAL COUNTS** by Glenda VanEperen and Beth Williams.

VanEperen presented spreadsheets to the board for each site which consisted of the number of meals served, the home delivered meals, contributions received, NSIP received, Title XX received, staff by name and their hours worked, wages & taxes, benefit cost, rent & utilities, phone/internet, pest control, laundry, supplies and food cost. Also a spreadsheet on the Price Per Meal – 3 months each by center for July, August and September 2019. VanEperen also discussed how our Nebraska City and Falls City Senior Centers receive meat donations from Cargill.

### **FINANCIAL INFORMATION**

Frase distributed financial reports for July 2019 – December 2019 Blue Rivers Program Expenses by services.

**MOTION** to approve the November and December 2019 expenditures by Braun; second by Gakle; voice vote; motion carried.

**DISCUSSION AND/OR ACTION: REVIEW OF PERSONNEL POLICY – CARLA FRASE**

A copy of the Personnel Policy was previously emailed to all board members to review. A copy was also sent out to each Nutrition and Transit Site. Frase asked the board if we should develop a policy for employees to review their own personnel files. We currently do not have a policy for this. The board suggested that Frase check with other agencies as to if they have a policy. It will then be discussed at the next Board meeting in March 2020.

**MOTION** to approve the Personnel Policy was made by Kruger; second by Ferguson; voice vote; motion carried.

**DISCUSSION AND/OR ACTION: CONFLICT OF INTEREST ANNUAL STATEMENT – CARLA FRASE**

A copy of the Conflict of Interest Annual Statement was distributed to all board members to sign.

**DISCUSSION AND/OR ACTION: PLYMOUTH MEALS INQUIRY/INTEREST – CARLA FRASE**

Zoe Olson had been corresponding and met with Becky Briney and attended a PIA meeting about the interest in starting a food programs in Plymouth. Frase addressed this with Briney and informed her that this would need to be discussed with the board. Frase informed the board of the issues we are having at one of our other nutrition sites that may need to be addressed also. It was suggested that the Executive Director, Nutrition Manager and a Governing Board member set up a meeting with that board to discuss how to cut costs. It was suggested to table the discussion of a food program in Plymouth until the issue with the other site is solved. It was decided that John Hill, Carla Frase and Glenda VanEperen will meet with the board during their next Board meeting on February 11, 2020 at 9:00 a.m. to see if they can come to an agreement. The Executive Director will then contact the board via an email to inform them of the information. Then the board will make a decision on an outcome. VanEperen brought up that she has also been contacted by someone about transporting meals to Pawnee City from Table Rock. The Pawnee City contract sight was shut down as of January 2, 2020. The board suggested this be deferred until the March 2020 meeting.

**EXECUTIVE DIRECTOR’S REPORT**

- The Nebraska Brain Injury conference will be March 26 & 27, 2020. Zoe Olson had previously been the contact for the AAA’s. That spot is now open.
- Closings for bad weather have been:  
1/17/2020 – Administrative Leave for all BRAAA

1/22/2020 – All Thayer County, Nebraska City Transit, Palmyra, Sterling, Douglas and Cook.

1/24/2020 – Table Rock, Auburn Transit, Beatrice Home Delivery, Diller/Odell Home Delivery, Palmyra, Douglas, Sterling, Cook and Wymore Center & Transit.

- Time studies have been sent to the SUA on December 30, 2019. Zoe Olson and Carla Roland who worked on them are no longer with BRAAA. So if they have questions they will have to wait for us to check into them.
- Safety Manuals have been sent to all Nutrition and Transit offices on January 9, 2020. Cliff Lindell the Transit Manager has been appointed to head up the Safety Committee for BRAAA. He will recruit members and set up quarterly meetings.
- Frase attended the AAA Directors meeting in Kearney on January 14, 2020. LP877 was discussed which is a bill introduced by Senator Walz. It is regarding appropriations of \$260,230 for expansion of the collaboration with the Disability Partners and the marketing for services provided by resource centers. The consensus was not in the best interest of the AAA's to be the distributor of these funds.
- There will be a reception for the senators on February 6, 2020 at Billy's in Lincoln hosted by the AAA's. There will be a AAA meeting at 1:00 p.m. at an Aging Partners on that day.
- February 7, 2020 there will be packets of Aging information put in the senator's mailboxes at the Capitol. AAA's were going to ask the Legislature for appropriation for a statewide increase of \$5 million. Cheryl Brunz of the Aging Office of Western Nebraska reported that she visited with Senator Stinner the Head of Appropriations. He stated to wait until the next session because everyone has their hand out this session. They will try to re-schedule a meeting February 6 with Senator Stinner at the Capitol.
- Frase reported that each month the Aging directors bring examples of Best Practices. In January the topic was Shelf Stable Meals. February will be about I.T. Issues and March will be about the Safety Manual.
- The Legal Services Contract for all AAA's will now have their own contract and be billed separately from Legal Aid. This was signed and mailed on January 22, 2020 to Margaret Schafer.
- The State Program Report on Variance/Staffing profile was worked on by Kathy Erickson, Carla Frase and Amy at the SUA via phone and computer to find the information for the report. Some of our units went "missing" in NAMIS. So several of our per until cost was found and sent to Amy and discussed the loss of items. We are hoping next year will look ok and quarterly reports will be easier.
- The scheduled Legal Series Monitoring visit with Madhavi will be on February 5 at 8:30 a.m. here. All paperwork is due into the SUA by February 4. We will be working on it this week.
- The monitoring visit with the SUA is on February 25.
- The N4a sent out a message that the hold harmless provision that is part of the recently expired OAA reauthorization does not continue beyond the period of the FY 2016-2019 OAA reauthorization. That provision stipulates that no state can get less than 99 percent

of the funding that it received from the previous year. In FY2020, technically, state funding under the formula would be held to the FY 2019 level, however, funding was increased enough in final FY 2020 approps that this provision should not be triggered. In the current proposed OAA reauthorization, which is not yet law, the House and Senate have agreed to a complicated funding formula that would stipulate that if funding is allocated at FY 2019 levels or less between FY 2020 and FY 2029 that the HH/harm-reduction would be progressively phased out over 10 years for affected state at a rate of -.25 percent of FY 2019's funding year-over-year. But that only applies to Titles III B supportive services and III C-1 congregate meals. We hope that is not the case.

- NW Mutual will be here Wednesday January 29 to meet with Frase and Williams regarding employee health insurance.
- Janice Prices has informed us that she will no longer be on the State Advisory Board and has informed the SUA. Price will still remain on the BRAAA Advisory Council.
- A former long-term employee Lorene Fielder passed away on January 26. She was employed at BRAAA from May 9, 1975 until March 31, 2016. We will send flowers.

**MOTION** to go into closed session to discuss the Executive Director selection was made by Schoenrock; second by Kruger; voice vote; motion carried.

**CLOSED SESSION** starting at 2:08 p.m. The session was open again starting at 2:37 p.m.

### **EXECUTIVE DIRECTOR SELECTION COMMITTEE REPORT – MARK SCHOENROCK**

Kruger announced that the board had made a decision on who they have chosen for the Executive Director position. Carla Frase was offered the position of Executive Director, in which she accepted.

**MOTION** for Carla Frase to begin the position of Executive Director effective January 27, 2020 was made by Kruger; second by Ferguson; roll call vote; 11 yea 0 nay; motion carried.

**MOTION** for Frase's salary to begin at \$67,500 subject to increase after a 90-day review and subsequently after that was made by Braun; second by Douglass; roll call vote; 11 yea 0 nay; motion carried.

### **NEXT BOARD MEETING**

The next Board meeting will be held on March 16, 2020 at 1:00 p.m. at the Blue Rivers Area Agency on Aging administrative office.

### **PUBLIC COMMENTS**

There were no public comments.

**MEETING ADJOURNED** at 2:25 pm.

*Tracie Fossler*

Recording Secretary