

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

### **Minutes**

**July 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, Douglas, Ferguson, Gakle, Hill, Speth, Swenson and Ward

Absent: Hall, Hedges, Nieveen and Seitz

Blue Rivers Area Agency on Aging staff present: Carla Frase, Executive Director; Beth Williams, Fiscal Officer; Tracie Fossler, Administrative Assistant and Kathy Erickson, Home and Community Options Manager

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

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

#### **PRESENTATION OF THE FINANCIAL REPORT AND RESOLUTIONS OF BANK CHANGES – Beth Williams**

Williams reported that the balance of the Federal Funds from last year was only through September 30, 2020. However, the unused funds are being returned and we will be receiving the new FY award amount starting October 1, 2020. This is very good news. We have unrequested funds from FY19-20 that were carried over into FY20-21. With the Cares Act money, we are planning on increasing Respite services for current clients and plan on adding more clients on. We will also be doing more advertising. Housekeeping is resuming with many guidelines in place and waivers for clients to sign. We also offered special handyman projects for people in need by using some Cares Act money. We will be addressing more changes with the centers and possibly move some of the centers. The Village of Plymouth is still inquiring about Blue Rivers providing a meal program. They are requesting meals for one day per week. We will consider it later. We have a fuel bill from the Thayer County Roads Department that we missed and we need approval to pay. Williams gave the Resolution of Bank Changes to Schoenrock to sign.

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

**MOTION** to approve the payment of the fuel bill from the Thayer County Roads Department that was missed and needs approval to pay by Braun; second by Krueger; voice vote; motion carried.

**MOTION** to approve the May, June and July Expenditures by Braun; second by Ferguson; voice vote; motion carried.

#### **DISCUSSION AND/OR ACTION: AUBURN REQUEST/ADVICE OF ASSISTANCE**

Frase received a call from Seth Dunn from the Auburn Senior Center seeking help and advice for them. The Auburn Senior Center is having financial difficulties and is needing to seek help with funding. Frase brought up the question of giving them a one-time donation from the Cares Act money we received.

Krueger suggested that Frase contact them again and inquire why they are having financial issues before we consider donating any money. Frase will contact them and report at the next board meeting.

**DISCUSSION AND/OR ACTION: UPDATED POLICIES**

The Procurement Policy, Sub Recipient Monitoring Policy and Internal Control Procedures were reviewed by the board. Minor amendments to the Employee Policy Manual were also brought up to the board. The board agreed to table the discussion on the Employee Policy Manual until the next meeting.

**MOTION** to approve the Updated Policies by Krueger; second by Brawn, voice vote; motion carried.

**DISCUSSION AND OR ACTION: AREA PLAN APPROVAL-DISTRIBUTION OF AREA PLANS**

Each board member was presented with a copy of the Area Plan that was approved by SUA. The board then took a vote to approve it.

**MOTION** to approve the Area Plan by Braun; second by Krueger; voice vote; motion carried.

**DISCUSSION AND OR ACTION: ELECTION OF OFFICERS**

Nominations for Chair, Vice Chair and Secretary. Krueger stated that he would like to step down from his position on the board. Schoenrock stated that he would consider being Chair for one more year and then he would like to step down. No other nominations were made for Chair. Braun was asked to consider being nominated for Vice Chair and he agreed. Gakle was nominated for Secretary.

**MOTION** for Schoenrock to remain Chair by Braun; second by Krueger; voice vote; motion carried.

**MOTION** for Braun to become Vice Chair by Krueger; second by Hill; voice vote; motion carried.

**MOTION** for Gakle to become Secretary by Ferguson; second by Braun; voice vote; motion carried.

The Officers for FY20-FY21 are as follows:

Chair – Mark Schoenrock

Vice Chair – Michael Braun

Secretary – Marlene Gakle

**EXECUTIVE DIRECTORS REPORT – Carla Frase**

- Frase reported that June 9, 2020 was the AAA Director’s Meeting. Frase gave a copy of the agenda and minutes to the board.
- June 10 was the Nutrition Coordinators Meeting. Frase gave a copy of the agenda and minutes to the board.
- June 12 was Medicaid Administrative Claiming Conference call with the SUA. We will be starting times studies again for one or more months.
- June 15 the Area Plan was approved by SUA.
- June 17 Frase received Glenda VanEperen’s retirement letter. Frase and Williams then reviewed the Nutrition Manager job description.
- June 18 Frase met with Pam Hedges of Cash-Wa regarding a contract for purchases. We are currently purchasing from Sysco; however, do not think we are getting the best deals. Since

signing with Cash-Wa they have helped us find rebates to send in for some of the food, which is something we had never received from Sysco.

- June 22 was the Medicaid Administrative Claiming conference call which lasted for 1.5 hours.
- June 24 was the ADRC-NWD WebEx with the SUA re: rapid assessment-AAA's, Disability Partners.
- June 30 Frase had an interview with Lyn Holley re: Gerontological Society of America webinar of Aging Native American, Rural and Homeless populations that Frase will participate in as a panelist on July 22, 2020. There is 117 people registered for this. We will be distributing a survey with questions to all home delivered clients for a grant submission by GSA.
- July 2 Frase sent a letter of rebuttal to Cindy Janssen and Cynthia Brammeier to accompany our Sub Recipient Monitory of the Aging and Medicaid Programs for fiscal year ended June 30, 2020. A copy of the letter was given to the board.
- July 2 Frase received an email request from Professor Julie Masters to all AAA's regarding a focus on community reintegration of older adults along with care-givers, mid and post COVID-19.
- July 14 was the Director's Meeting 9-10, 10-11 AD Waiver AAA/LHD Quarterly Call/ 2-3:30 Next steps re: ADRC Integration with AAA's and Disability Partners.
- July 15 Frase had a dress rehearsal for the GSA Webinar on July 22.
- July 15 Frase received an email from Eric McKay, News Anchor of News Channel Nebraska to participate in a live TV interview at UNO in Omaha on loneliness of our area seniors during COVID-19 and our responses to it. The name of the show is: Nebraska Forward.
- July 16 was the retirement party for Glenda.
- July 21 Frase attended the Live interview on Nebraska Forward 3 p.m. show in Omaha.
- July 22 The Beatrice Senior Center was closed due to an incident of possible exposure to COVID-19. Meals are going to be prepared in Fairbury, assembled and delivered by Agency personnel in the home office.
- July 22 Frase was on a live webinar as a Panelist at 3-4 p.m. for the Gerontological Society of America.
- July 22 Transit had a Stuff the Bus event at Russ's Market for the local Food Pantry.
- July 22 Frase and Williams was on a Nutrition Coordinators Conference Call. The agenda and minutes were given to the board.
- July 23 was the first day of assembling meals in the admin office for the Beatrice Home Delivered clients. There were 45 meals delivered in 4 routes.
- July 28 Frase has a check in call with Cynthia Brammeier, the Director of the State Unit on Aging.
- July 30 there will be a Time Study Meeting with the SUA re: Medicaid Administrative Claiming.
- August 4 there will be an Elder Justice Training via Live Web Streaming.
- August 10 there will be a Time Study Workgroup meeting re: Medicaid Administrative Claiming.
- August 11 there will be ADRC 1 on 1 PeerPlace training with the SUA via WebEx. Frase, Erickson and Bernadt will be attending.
- August 17 is when the Agency Audit begins in-house.
- September 10 is the Big Give Gage Event.
- September 15 is the Advisory Council meeting at 12 p.m. Jefferson County has a new representative. We are still needing a representative for Thayer County. We are also going to

be speaking with the two representatives from Richardson County to see if they want to remain on the council or if they wish to step down.

**NEXT GOVERNING BOARD MEETING** will be on Monday September 21, 2020 at 1:00 p.m. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice.

**MEETING ADJOURNED** at 2:36 p.m. by Schoenrock

RECORDING SECRETARY

*Tracie Fossler*