

Blue Rivers Area Agency on Aging Governing Board

Minutes

June 8, 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, Ferguson, Gakle, Nieveen, Seitz, Speth and Swenson.

Absent: Braun, Douglass, Hill, Hall Hedges and Ward

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 Seitz; voice vote; motion carried.

PRESENTATION OF THE FINANCIAL REPORT – Beth Williams

Williams stated that the budget summary includes the CARES Act money and the FFCRA money. With this money in the budget, the budget is back in line. This money has been a blessing for us. We are in really good shape to finish out the year. It has allowed us to do a lot more than what we were expected to do. We are eventually going to open the Senior Centers back up, based on the Public Health Dept. and Governor's recommendations. We will be able to carry the CARES Act money into next year as well. We will also rewrite our contracts as they all come due July 1, 2020. We are going to model them like western Nebraska and quit paying for everyone's electric and building repairs. The rents have gotten out of control and we are making moves. The Wymore Senior Center has been moved from the Legion Building to the Wymore Fire Hall. We were paying \$800 in monthly expenses at the Legion and we will now be paying \$50 utilities at the Fire Hall. We are looking into doing a similar move in Hebron and possibly other places. We are going to talk with the communities and see if they will work with us. If they won't then we will look for places that will. We have been instructed to spend all of the CARES Act and FFCRA money before we spend our Federal funds. Next year we will spend all of that money before we spend our CASA which is state money and before we spend Federal money.

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

DISCUSSION AND/OR ACTION: FY2021 Budget – Beth Williams and Carla Frase

The budget includes the remaining CARES Act money. We also received more NSIP money (\$2056) that we didn't know we were getting. The NSIP funds are in Title IIIC2 Meal program, and respite funds whereas the caregivers take care of their family member or have someone come in to help care for them. We have added CARES money to help get their hours increase back up to where they were before our "Funding Crisis". In the Title IIIB Chore program we will not be mowing but will make minor repairs and allow housekeepers back into the client's homes, as COVID allows. We are going to forgo the mowing due to issues we have had with that program. We are doing handyman work that we have not been able to do in previous years. So far we are helping build a ramp for someone, cleaning out gutters

and repairing stairs. It has allowed us to do these things. We set our priority to maintain safety issues of the client's house. We have also added a deep cleaning to the housekeeping program, since the housekeepers haven't been allowed in the houses for so long. This will give them extra time to do a good deep spring cleaning and get it back in order for the clients. We believe that this budget is going to permit us to accomplish our objectives. We don't think there are any unmet requirements and if we find out different, we will address them at that time. The Cares Act and FFCRA funds are in effect until September 30, 2021. The State Unit on Aging has approved this budget.

MOTION to accept the FY2021 Budget by Schoenrock; voice vote; motion carried.

DISCUSSION AND/OR ACTION: UTILIZATION OF THE CARES ACT FUNDING

This will allow us to increase the housekeeping to include more hours for a deep cleaning for the clients who haven't been able to have housekeepers in their homes for a while. We have added the handyman program. We have someone installing a garage door opener for someone who can no longer open her garage door manually. We have someone cleaning out gutters. We thought that adding handrails, steps and ramps were more important for the CARES Act money to directly affect our clients lives. We received the most money for the Title IIIC2 meals. We will continue to offer home delivered meals to everyone who doesn't feel comfortable coming to the centers for their meals and make sure they always get a home delivered meal through the COVID-19 crisis. We have people who want to come to the center and are asking when we will be reopening. Then we also have people that will not feel safe coming to the center for quite a while. We want them to still be able to get a home delivered meal. We can also use these funds for the personnel labor, food cost and the rent and utilities for the buildings. FFCRA money was the first money that we received. We expect to have it spent by June 30. Then we will use our CARES Act money. In Title IIIE we will provide more hours to our caregivers who have been shut in and provided more care. We are going to offer more hours and attempt to serve more clients that we haven't had before. We purchased some radio ad time which are included in the Director's report. We have had ads running on KUTT, KWBE, B103, KTNC and KLZA which played the ad 70 times on each station for two weeks which goes out to all of our 8 counties. The ads talk about our services and the ADRC. We plan to do some more advertising after the new fiscal year begins. We might try a newspaper ad. We have sent out press releases to the newspapers. We have also put hand outs in the home delivered meals.

DISCUSSION AND/OR ACTION: EXECUTIVE DIRECTOR'S SALARY INCREASE UPON SIX MONTHS COMPLETED

MOTION to go into closed session by Ferguson; second by Seitz; voice vote; motion carried.

MOTION to go into Open Session at 1:35 p.m. by Ferguson; second by Gakle; voice vote; motion carried.

MOTION to increase the Executive Director's salary to \$75,000 starting on July 27, 2020 by Krueger; second by Ferguson; roll call vote; 8 yeas; 0 nays; motion carried.

EXECUTIVE DIRECTORS REPORT – Carla Frase

- Frase was training Williams on Quarterly Tax Reports in April.
- April 30 was the ADRC NWD Grant call. There is \$300,000 in funds to be issued state wide of CARES Act money for AAA's and Disability partners.
- May 5 CARES ACT funding was discussed on a webinar with Aging Partners.

- May 5 there was a Senior Farmers Market conference call with Erik White from Aging Partners.
- May 8 ADRC/NWD Grant call regarding usage of funds. The development of a list of standardized questions during well checks is still in discussion.
- May 11 six staff participated in a zoom meeting to Address Stress.
- May 12 Frase attended the AAA's Directors meeting via videoconference.
- May 13 Frase attended a Zoom meeting with Leadership Beatrice. Participants included BCH, Mosaic, Good Samaritan Society, Blue Rivers AAA, Asera Care and Home Instead. All participants presented information on services they provide. It was very interesting and informative.
- May 13 there was a Nutrition Coordinators Meeting via conference call.
- On May 14 we received a refund of \$23,631.46 from our Aetna Self-Insured Health Premium.
- On May 15 the budget revision was approved for FY2020 with a portion of the FFCRA funds of CARES ACT funds integrated into the budgets.
- On May 18 we were notified that the Legislator will be reconvening July 20 with anticipated last day of August 13.
- Frase stated that many work hours were spent on the Area Plan in May, on budgets, goals, strategies, objectives and updating the Agency Disaster Plan. In particular, the pandemic portion. Managers work on various areas of the plan with much input. The plan was submitted to the State Unit on Aging on May 28, 2020. After a few revisions, the area plan budget was approved on June 3, 2020.
- On June 2 we received a letter from Cynthia Brammeier, Director of Aging that our FY19 Correction Plan that we had received notification of on February 25, 2020 had been taken care of by Blue Rivers Staff.
- On June 3 we received notification from NIRMA that our Agency 2021 Premium was reduced by 14% or \$8,108 less from last year.
- June 1, 2020 Beatrice and Wymore Transportation opened up to medical, groceries and pharmacy trips only. Many guidelines were put in place such as one on the bus at time, wearing masks, sanitizing the buses after each trip and etc. A policy and procedure has been developed and presented to Transit staff.
- June 8, 2020 Fairbury and Hebron Transportation services opened with the same limitations and training.
- June 15, 2020 Auburn, Nebraska City and Syracuse Transportation will be opening with the same limitations and training.
- There will be guidelines for Housekeeping Services to resume along with a signature of agreement by the contractor and Blue Rivers Program Coordinator. A policy and procedure has been developed in draft form for re-opening of the Senior Centers, based on the Opening Up America Again guidelines developed by the CDC and White House. Frase has also reached out to the local Public Health Department in Crete, Kim Showalter for her input. Per her call on June 4, 2020, she advised that we wait to see what the results of the testing across Nebraska bring back. Criteria is changing to allow anyone to get the testing done, as past tests have shown 20% of people are asymptomatic. The State of Nebraska's goal is to test all residents and staff of long term facilities. Public Health is working with a Data specialist to determine the perceived risk of community transmissions. This will take time to develop. She advised that we wait until at least the end of June for more test results and she will get back to us. We are in no hurry to open centers, to lessen the spread to the most vulnerable citizens to COVID-19.

- Frase stated that our meal counts have maintained at higher than expected levels, with February total meals prior to COVID-19 at 12,156 and our April meals at 11,882 total meals of Title XX, Home Delivered and take-out meals. Our staff is also delivering meals, groceries, mail, laundry, medicines and taking out garbage for our clients to earn extra hours that have been cut due to COVID-19. A new expense reimbursement form was developed to capture these costs and services, whereas the services are added into our DATA capture program of PeerPlace. We have to prove and document the services that we are provided with the extra funding handed down by the Federal Government. Many brainstorming session of management staff have occurred to make sure that we are capturing all of this data/documentation.
- We are working with LPI Company to develop our new newsletter. We have been producing it in house. Deanna will be working with them on the design. Deanna has reached out to our Senior Centers to get names of businesses in their area that might advertise in our newsletter. LPI's sales person then will reach out to the businesses to get them to advertise. The advertisements will then pay to produce the newsletter. If they sell more ads, than it cost to produce we will then receive a refund after a year. It will be in the same format at the one we produced here in house. Deanna will put all the information into their template and they will print them. Blue Rivers will be responsible for delivery of the newsletters.
- June 5, 2020 we had a conference call with the Advisory Council. There were five members in attendance. We are needing representatives in Jefferson County and Thayer County. Frase stated that she has been in touch with someone who is very interested in being the representative for Jefferson County. We then need to find someone for Thayer County.
- The Area Plan Advisory Review letter signed by Janice Price was sent to the State Unit on Aging on Friday June 5, 2020.
- On June 3, 2020 we had a workman's comp claim filed. One of our transit drivers was delivering COVID supplies to our Hebron site when she missed a step and broke her ankle. This door has a dangerous step and it is where the food is always delivered. Frase is going to send out a letter to the owner of the building to see if they can fix the step.

DISCUSSION and/or action: Re-appointment of Board Members

We have received re-appointment letters for Dean Krueger, Dean Speth and Richard Douglass.

MOTION to re-appoint Krueger, Speth and Douglass to the board by Schoenrock; voice vote: motion carried.

NEXT GOVERNING BOARD MEETING will be on Monday July 27, 2020 at 1:00 p.m. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice.

MEETING ADJOURNED at 2:09 p.m.

RECORDING SECRETARY

Tracie Fossler