

Blue Rivers Area Agency on Aging Governing Board

Minutes

April 25, 2022

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, Gakle, Haxby, Crownover, Douglass, Haskell, Krueger, Seitz and Swenson.

Absent: Ferguson, Hill, Holtzman and Pohlman

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; Cliff Lindell, Transit Manager; Tracie Fossler, Administrative Assistant

Public Guests: None

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

MOTION to accept the Consent Agenda by Gakle; second by Haskell; voice vote; motion carried.

TRANSIT REPORT – CLIFTON LINDELL, TRANSIT MANAGER

Lindell distributed his report to all members to review. The report is for January, February and March 2022. It included the number of passengers, miles driven and number of trips for each month. Lindell reported that from the last meeting, two of our buses have been sold through Big Iron Auction and we have received the check. Bus #22 in Syracuse is currently on auction list through end of April. The new Syracuse bus was picked up from NDOT, and will be integrated into the service area upon completion of signage. Maintenance continues to be a high priority for the buses that we currently have in our fleet and still have two buses in insurance/repair limbo due to parts scarcity and supply issues. Total mileage on vehicles in the fleet (active) is 2,704,641 miles total. With a range of 15,476 to 180,018 miles. All of the sites now have two-way radios for the dispatcher and the drivers to make changes in their schedules or other business purposes. Zonar has sent the adaptors for the continuation to use the units that are presently installed on the buses for the 4G data exchange. AT&T was the first Cellular company to discontinue their support for the 3G towers on March 22. Verizon and other companies are scheduled to discontinue their 3G service in June and July of this year. Training of the drivers has started with a series of training occurring in Beatrice later in April and then in Lincoln for the next month. We have had to adjust our fares to help defray costs in the operations side of the transit department and this seems to be well taken by our passengers as they understand that the cost of fuel is not even covered by the cost of a one-way trip in-town.

NUTRITION REPORT – CARMEN MCKEEVER, NUTRITION MANAGER

McKeever met with Cailyn in Auburn and discussed the monitoring visit changes. They talked about menus and the need to meet the SUA guidelines. In Syracuse, McKeever advertised more on Facebook in regards to our site manager/cook position. McKeever has hired a site manager and still looking for a cook. We currently have two assistants making the meals. We have hired a new site manager in

Deshler. In Fairbury we are working on trying to find substitute cooks and a driver for the Diller route. The numbers continue to increase with Congregate and Home Delivery meals in Wymore. Our Palmyra center site manager has found someone to job share with her. Sterling had to vacate their current building due to major leaks and the ceiling tiles falling down. The community helped move them to the Community Building for one day and then they moved them to the Legion Building. This will be a temporary home for a couple of months. The Mayor said they are working with the insurance company to get things fixed both on the roof and inside, with professionals dealing with the mold. We moved our kitchen from Davenport to Hebron on Thursday April 21, 2022. We hired Tech Masters from Lincoln to move the equipment and staff to move small items. We are working with the Davenport Achievement Board on a new contract to continue to use the small north room as a Congregate setting. Our current site manager will remain in Davenport. We did experience some issues with the ownership of equipment in the Davenport center. Colton Lowery who is the representative with the Achievement Board informed McKeever the day before the move that if we didn't have an invoice for the equipment, it was not leaving the center. We were able to provide invoices for the equipment, but not the steam table pans that we do all our cooking in, the mixing bowls or sheet pans. There is a huge contention between us as they are not able to provide invoices either. McKeever spoke to Swenson about the issue with Davenport and how we are negotiating rent for the smaller room. Williams asked if there were any city owned buildings where we could possibly move our congregare meals to if we can't make an agreement with the Davenport Achievement board. Swenson said there is a City Hall building that has a nice conference room. The Hebron center will take a little while to get up and running and they began preparing meals in the center on April 22, 2022. We still have a small list of items that need to be fixed by the building owner and he was very gracious to start work on those. McKeever will be working with the Hebron Coffee Talk and also the newspaper to get the word out about when we will start the congregare meal service. The goal is to begin this service May 9, 2022. New signage has been ordered for the front windows. The movers were able to get all appliances hooked up and running and we had to remove a couple of refrigerators or a freezer to give us a little more space. As time allows McKeever will be working on volunteer meal sites that would model our Plymouth meal service. Towns that we will be looking to add are Bruning, Carleton and Gilead.

CHOICES UNIT – HOME AND COMMUNITY OPTIONS – VERJEAN NOOJIN, HOME & COMMUNITY OPTIONS MANAGER

Medicaid Waiver (MW) - January 2022 – began with 100 clients, assessed 4 new, discontinued 3 = 100. February 2022 – began with 101, assessed 2 new, discontinued 6 – 97. March 2022 – began with 96, assessed 5 new, discontinued 12 = 89. Note that this included the closure of the Kensington ALF, with subsequent placement of some clients to nursing facilities, or ALF's outside of our service area.

Senior Care Options (SCO) – January 2022 – 13 screens, February 2022 – 9 screens and March 2022 – 12 screens.

Care Management (CM) – January 2022 contacted 112 clients, 351.5 hours. February 2022 – contacted 116 clients, 323.25 hours. March 2022 – contacted 119 clients, 346 hours.

Personal Emergency Response Units – CM – January 2022 – 22, February 2022 – 24 and March 2022 – 27.

III-E Caregiver Support Program – January 2022 – Contacted 17 clients, February 2022 – contacted 20 clients and March 2022 – contacted 21 clients.

III-E Caregiver Support Program – Respite/Emergency Response Units/Other – January 2022 11 clients used this, February 2022 – 11 clients used this and March 2022 – 7 clients used this.

ADRC – January 2022 – Options Counseling – 3.75 hours, 57 information & referral contacts with 30 clients. February 2022 – Options Counseling – 0 hours, 56 information & referral contacts with 40 clients, March 2022 – Options Counseling – 3.75 hours, 34 information & referral contacts with 23 clients. Some clients make contact with the agency more than one a month.

III-B IN HOME SERVICES – Chore – January 2022 – 20.5 hours, 11 clients. February 2022 – no chore. March 2022 – 6 hours, 5 clients. Homemaker – January 2022 – 49 clients, 416 hours. February 2022 – 50 clients, 421 hours. March 2022 – 54 clients, 528 hours. This includes Title XX hours.

FINANCIAL REPORT – BETH WILLIAMS, FISCAL OFFICER

Williams apologized to the board that the report was given to them so late. They had been busy working on the transit invoices and the Area Plan Budget. We are at 75% of the year. We have spent a good portion of CASA funds. We will work on the special covid funding such as HDC5. We won't see the Recovery Act Funds until next budget cycle. We want to do a revision. Williams has reach out to Gene Hogan, and wouldn't change the total dollar amounts, just places funds where the expenses are occurring. It also allows us to tap into the funds we want to. Schoenrock asked if we knew why people are not coming back to congregate meals. Williams said that a lot of them are still not ready to come out to crowded places again. There are also family who don't want their parents to be in crowded places. We are working on some programing that we hope will help bring them back. We are going to assign care managers to more hours in other programs, to rectify that funding shortfall. We are looking at putting some in ADRC and possibly get some trained in some evidence-based programs. At this time SUA owes us \$95,000 in MAC Funds. We have received the first quarter funds of \$80,000 and are owed six months more which is a total \$175,000. The funding is held up in appropriations at the State level.

MOTION to approve the March 2022 bills by Seitz; second by Gakle; voice vote; motion carried.

MOTION to approve the Transit, Nutrition, Home & Community Options and Fiscal Report by Haxby; second by Swenson; voice vote; motion carried.

DISCUSSION AND/OR ACTION: FY22 MONITORING LETTER AND APA REPORT – WILLIAMS & FRASE

At our monitoring visit, Erik (Nutrition Coordinator) had an issue over contributions and paperwork in Auburn, our contracted site, which Carmen took care of right away. SUA had no recommendations and gave us positive feedback. We discussed the Disaster Plan, updated it per their recommendations and it will become a part of our Area Plan. The Auditor of Public Accounts was all via email. There was a lot missed in the email portion. These are usually in person. Frase believes important items got lost in the discussion and instead of asking questions, they just wrote it up. The biggest issue was our cost allocation plan. We cost allocate a lot and we do time studies. Discussion followed regarding staff information pulled in the monitoring. We will address this going forward. Mark asked if the other AAA's are having this same issue. Frase and Williams said yes. Schoenrock stated that Frase will go back to other AAA's and ask if approaching the Auditors Office with these concerns about cost allocation. They also have board members sign off on Frases' timesheets even though she is a salaried employee. They want managers to sign off on all bills to account for things and services we have received. The Department of Transportation is also having the exact same issues. APA spent six weeks with them. Cindy Janssen wanted us to do our Transit Cost Allocation based on percentage. A different group from APA went in to transit and said people like us who have multiple programs need to turn in

exact number of hours. Percentage doesn't convert into hours very well. Schoenrock said it sounds like there is a disconnect between the SUA and the Auditor of Public Accountants. They also didn't like how we are coding our expenses in which were based on pre-covid numbers. They want us to do a journal voucher entry every month for each center for meals and where they are actually spent. Frase told them that would take a person five days a week to do that. Schoenrock asked if Frase could send him that. They also wrote us up for our documentation of in-kind for the newspapers printing the menus in the papers. We felt that they didn't understand the documentation, as some companies own more than one paper. We think since the Auditor was new, that she didn't know to ask questions. Frase has time to discuss the audit with the other AAA's before we have to respond back to the Auditors.

AREA PLAN BUDGET – CARLA FRASE

A copy of the Area Plan Budget was passed out to all members to review. Frase reported we added in the ARPA funds of \$771,788. We tried to be mindful of the boards desire to spend it on equipment. The centers need updated laptops, and route delivery vehicles. We talked about an accounting update because of changes that will be coming and computer updates in Home Office, as well as laptops for some staff. We added tray sealers for all of our centers that cook the meals, so that they can freeze meals to be sent out for weekend meals, along with freezers to store those extra meals. Hebron and Beatrice are needing milk refrigerators. We tried to estimate what would be our federal carryover from FY21 and FY22 might be. We have barely touched our federal funds. We plan to train Care Managers in our IIID Evidence Based programs. We are going to get a larger screen TV for Conference room, and new tv's in our sites so they can zoom in. We are always entertaining any ideas for improvement. We had a bit of a cut in CASA in our budget, which we tried to make up for with MAC funds. We also plan to sign the Legal Services Contract with Chuck Benjen again for another year for that \$25,000 and we have to put \$12,500 into our Elder Access Line that is on the Legal Services. The IIID budget looks big, but that is what they have awarded us through our federal funds, our carryover and our ARPA. We plan to do more respite. We had a lot of money in IIIE in ARPA. We have been doing a lot of advertising and Care Managers have identified people for respite. Frase has spoken to Noojin about having our Care Managers go out and have talks at our centers and reach out to people. Possibly also at churches in different areas. Karen went to a church in Burchard with an outreach program of services. We have doubled or tripled the budget for our lifelines because there is a real need for them. We put 60% of our funds into C2 and 40% into C1. We will be cost allocating and doing time studies. We have the funds and as of April 1 we have increased our rate of pay to for chore providers to \$20 per hour due to the rising price of gas. We have also increased the rate of pay for housekeepers to \$14 per hour as of April 1 as well. Schoenrock asked if this budget also included the raises in it. Frase replied that it is included. The transit budget is included, but it is in its second year of a two-year budget. Frase also emailed the Targeted Case Management Waiver Budget Narrative to all board members. This is the first year that we had to do a budget narrative. Frase also emailed all board members information on possibly approving the purchase of two vehicles for AD Waiver.

MOTION to approve the Area Plan Budget and Targeted Case Management Waiver Budget Narrative by Haskell; second by Swenson; voice vote; motion carried.

EXECUTIVE DIRECTOR'S REPORT – CARLA FRASE

- March 23/24 - Met w/AD Waiver staff re: open Choices Unit Supervisor Position

- March 28/29 – developing wage analysis for board meetings
- March 30 – 9am APA Audit Exit Interview via phone
- March 30 – 2pm GetSetUp Kick Off Web w/SUA
- March 30 – 3pm March Nutrition Coordinators via Webex
- April 1 – Information gather/files prep – Area Plan
- April 4 – ModivCare Call w/Cliff/Jackie/Beth
- April 4 – Continued wage analysis work am/Area Plan pm
- April 5 – 3pm – SCC Job Fair Discussion, Management Team
- April 6 – Sams Registration, continue work on wage analysis
- April 7 – 10-11:45am Governing Board Meeting, re: wage increase, recessed until April 11 @ 1pm
- April 8 – Area Plan work and information for Board meeting on 4/11
- April 11 – 1pm Reconvene Governing Board Meeting re: wages
- April 11 – 2pm Quarterly MAC RMTS workgroup
- April 12 – 9:30am-12:30pm UNL Law Clinic held in our building, 7 law students/professor: Ryan Sullivan, met w/22 clients, very well received, satisfaction level highest
- April 12 – 1:15pm met w/Danny DeLong re: State Advisory Board report
- April 13 – 8:30am met w/Care Managers, Choices supervisor re: IIIE Respite program, lifeline program, handyman and housekeeper programs
- April 13 – 10am DHHS information session for all Medicaid and HCBS providers
- April 13 – 11am SPR, NAPIS-OAAPS webex w/Amy
- April 13 – 12:15-1:15pm luncheon, plaque/card presentation to Kathy Erickson
- April 14 – 9am-2pm State Aging Advisory Meeting via zoom
- April 15 – Area plan work, file upload to sharepoint
- April 18 – Area Plan Budget
- April 19 – 10:30am Advisory Council meeting
- April 19 – 12:30-4:30pm Area Plan budget
- April 20 – 9-4:30 Area Plan Budget, AD Waiver budget revision narrative
- April 22 – 9am – 10am AD Waiver Budget FY2023
- April 22 – 2pm AD Waiver meeting
- Future meetings:
 - April 26 – 2pm Charting the Life course – AD Waiver Service Coordination
 - April 26 – 3pm April Nutrition Coordinators meeting
 - May 3 – Final Area Plan and budgets due to SUA

Frase passed out a map of Nebraska that has the state divided into the different Nebraska AAA's.

MOTION to approve the Executive Director's Report by Haxby; second by Haskell; voice vote; motion carried.

DISCUSSION AND/OR ACTION: PURCHASE OF TWO VEHICLES FOR ADWAIVER – SERVICE COORDINATORS PROGRAM – CARLA FRASE

Frase sent out all emails of documentation that occurred between Karen Houseman and herself about allowable expenses for the Ad Waiver program. We are looking to purchase two more staff cars for staff to utilize here at our agency instead of having to pay mileage for them to use their personal vehicles. We have purchased our other staff vehicles out of our Title Grants. We have never utilized the Ad Waiver funds. Upon review of 2 CFR 200, it was determined that the purchase of vehicles is an

allowable expense for AD Waiver. We needed to update the budget for service coordination and submit it for review. It was approved, now we need approval from the board to spend up to \$60,000 to purchase two vehicles for the Ad Waiver – Service Coordinators program.

MOTION to approve the purchase of two vehicles for the Ad Waiver – Service Coordinators Program for up to \$60,000 by Krueger; second by Seitz; voice vote; motion carried.

NEXT GOVERNING BOARD MEETING will be on Monday July 25, 2022 at 1:00 p.m. at Blue Rivers Area Agency on Aging, 103 Eastside Blvd., Beatrice and via Zoom.

MEETING ADJOURNED at 2:46 p.m. by Schoenrock.

RECORDING SECRETARY

Tracie Fosler