

BLUE RIVERS AREA AGENCY ON AGING GOVERNING BOARD

Minutes

November 18, 2019

The annual meeting of the Governing Board of Blue Rivers 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, Douglass, Ferguson, Gakle, Nieveen, Seitz, Speth, Hedges, Swenson and Ward

Absent: Hill and Hall

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

Guests: Patrick Meyer, HBE CPAs & Consultants and Heath Stewart, First National Bank
Schoenrock Chair, presided over the meeting and Fossler recorded the minutes.

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

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

FINANCIAL INFORMATION

Frase distributed financial reports for August, September and October 2019 Blue Rivers Program Expenses. Frase distributed a schedule for members to sign up to review bills in 2020. Frase reported that we are slow on receiving the Title 111D and Title 111C funds from the state. They are awaiting the Federal budget that has not been approved as of today.

MOTION to approve August, September and October 2019 expenditures was made by Nieveen; second by Gakle; voice vote; motion carried.

PRESENTATION ON THE FY2019 AUDIT by Patrick Meyer, CPA, CFE HBE CPAs & Consultants

Discussion was held on the Revenue and Revenue by Source, Expenditures by function and Expenditures by Natural Classifications, Summer of net loss, statement of Financial Position, Assets and Liabilities and cash flows. The finding: Blue Rivers Area Agency on Aging does not have an employee on site to audit expenditures which is not an unusual finding. This is a clean audit.

MOTION to approve The FY2019 Audit was made by Ferguson; second by Ward

ROLL CALL VOTE 12 yea, 0 nay, motion carried.

DISCUSSION was held on our Line of Credit Renewal with Heath Stewart of First National Bank. Heath had four documents for Schoenrock to sign. The promissory note changing the terms of the maturity date that changes every year. All other terms are identical from prior years. The interest rate is prime + 1.25%. Prime is currently 4.75% which makes the interest 6% on the line. We can only accrue interest if there is a balance on the line. The balance has been at 0 since 2016. The disbursement that shows there is 0 balance on the line and the \$100 regeneration fee. The business loan agreement and security agreement that is renewed every 5 years. We have \$150,000 on the line of credit with a 0 balance on the line.

MOTION to approve the Line of Credit Renewal was made by Douglass; second by Ferguson.

ROLL CALL VOTE 12 yea, 0 nay, motion carried.

DISCUSSION was held on the Blue Rivers Area Agency on Aging Safety Manual. Olson reported that NIRMA said we need to have a safety manual and that it is in the state statute. We used NIRMA's template to design ours. Olson has sent out an email to all employees to get volunteers to be on the Safety Committee. So far only one person has volunteered.

MOTION to approve the Safety Manual was made by Nieveen; second by Gakle.

ROLL CALL VOTE 12 yea, 0 nay, motion carried.

DISCUSSION was held on the purchase of a bus and minivan for Gage County Public Transportation. We had previously applied for a grant from Beatrice Community Hospital Foundation for \$9,000 to match funds to purchase a bus and a van. We will be able to receive the funds when we provide proof of purchase attempt and approval. The state no longer has a program on the vans and they have some other vans. Olson stated that she feels a van would be more comfortable ride especially when we are going to Lincoln. Lincoln streets are really bad and the buses are not comfortable. The vans would also be more fuel efficient. We are looking into two minivans with lifts that a local couple who recently passed away had owned. We do not have to purchase them through the state. We are also expecting more transportation needs once the new VA clinic in Lincoln is completed. We have representatives from the VA coming on Friday November 22 to give us more info on changes happening with the VA.

MOTION to approve to authorize Executive Director Zoe Olson flexibility on purchasing private or on the state contract by Braun; second by Ferguson; voice vote; motion approved.

EXECUTIVE DIRECTOR'S REPORT

- Olson reported that Peer Place is the software that is replacing Namis which was originally started in 1987. Peer Place collects 5,000 points of data that we have to send on to the state and which then is sent on to Federal. It is online and cloud based. Michelle Bernadt and Kathy Erickson will be going to training on Peer Place November 19 in

Lincoln. In the future Carla Roland, Zoe Olson, Karen Klover, Rachel Theye and Shirley Smith will also be trained to use the software. We will begin using the Peer Place software on December 1.

- Olson reported that on Friday November 15, 2019 one of the drivers in Nebraska City ran a stop sign and was hit by another vehicle.
- Olson stated that Friday November 15 at approximately 5pm she received an inquiry from NIRMA our insurance company about an accident that happened about a year ago involving a passenger that was in a wheel chair with the wheel chair strapped down, but refused to put on a seat belt. The NIRMA representative suggest that we set up a policy to refuse riders if they refuse to use seatbelts. Per Federal and State law we cannot refuse anyone for not using a seatbelt. The NIRMA representative suggested we have the rider who refuse to use a seatbelt sign a waiver of responsibility form. We will have to run it by the department of transportation. Olson stated that they may say that it is ok for the rider to sign the waiver, but it may not hold up in court. Olson will have the transit manager look into it.
- Olson stated that we are having a Parkinson Support Group meet here on the 1st Wednesday afternoon of each month.
- Olson stated that we now have set up a EAP program through our life insurance company and it will not cost extra for the service.
- Olson reported that Wymore is participating in Tai Chi classes over the course of 12 weeks as part of the falls prevention program and have increased in the number of participants.
- Olson reported that Carla Roland attended Cyber Security Training in October in Lincoln. All of our information is backed up nightly on our server.
- Olson reported that at the Big Give Gage fundraiser we raised \$810 and \$49 that was matched funds for a total of \$859.
- Olson reported that we received the Beatrice Community Hospital Foundation grant.
- Olson stated that we are receiving approximately \$8,700 from the Federal Disaster Grant to purchase shelf stable meals and to reimburse us for the shelf stable meals that were already purchased and distributed in June. We will be ordering another round. We had some affected counties that had sites closed due to flooding and snow. The state unit applied for a grant with most of the money going to northeast Nebraska. We received funds based on the number of days we were closed and how many meals were missed. It will put approximately \$3,200 back in our account. Care Managers are now identifying clients in need and taking them out to them.
- Olson reported that she is on the working group for ADRC funding. It is a very small group. Olson is the only member from the AAA's and they have the Disability Partners. There are six members on the committee. They have come a long way to get people to work together. They are trying to figure out how to increase funding because the Disability Partners would like to get some money and everything is flat and how do they get that money. They met with Senator Bolz in October and she told them that DHHS has pots of money and they have money to put into ADRC. She suggested they meet with Cynthia at the state unit first. They met with Cynthia on November 1. Cynthia said

there is no money at DHHS. Senator Bolz is the vice-chair for appropriations and she also used to run an agency that worked closely with DHHS. She is in communications with our lobbyist and everyone on the committee. Senator Bolz was not surprised with Cynthia's answer. She had advised them to start with Cynthia. They are now in the process of contacting others at DHHS. The Disability Partners need to get reimbursed for their services. They would like to grow and do marketing but there is no money. There is a disconnect between both sides in what they receive. The program is supposed to be statewide so that you can get help no matter where you are. It is called the "no wrong door" initiative at the state. So they know there is money but Cynthia didn't want to ask for it and told the committee to ask. So the committee is going to meet with the second in command at DHHS.

- Olson reported that after the first quarter the Nutrition program is 9% over budget. Olson has sent out an email to all employees in Nutrition on ways to help cut costs and increase revenue like trying to increase the number of Title XX meals because they are reimbursed other than contributions. Promoting carry out meals would also help along with no longer putting condiments in home delivered meals. Most people already have condiments in their house. Olson said that we are having issues with some of the centers having to clean up after rentals. The staff are having to clean up when they come to work because the people renting the building are not cleaning up after they are done. The rental money does not go to Blue Rivers so this is an issue that we are having to pay our employees to do the cleaning. There is also an issue with the people renting the building changing the temperature in the building and not changing it back. It is wasting the utilities and costing Blue Rivers. Olson, Glenda VanEperan and Carla Frase have met with Dean from Sysco to find ways to save on food costs. He can help set up a grocery list that would help him find deals to save on costs. All centers need to follow the same menu and order the same things for us to be able to receive discounts when ordering. We are also looking at reviewing the portion sizes for meal served to make sure we are only giving the amount required and not extra that causes added food costs. We are also trying to control the use of pre-packaged foods in which is higher in costs. Olson reported that SENCA is threatening to shut down their meal program in Pawnee City. They are also talking about moving their transit office to the Pawnee County Courthouse. Olson reported that we are still awaiting information from the town of Plymouth if we will be starting a meal program there. Olson reported that the cook at the Auburn contracted site has put in her resignation. The Auburn site is inquiring about possibly moving to being under Blue Rivers Area Agency on Aging. They have invited Olson to meet and talk about it. Olson reported that they are considering ending the evening meals that are served at the Beatrice Senior Center three times a month. The contributions that are received on the night meals are low and are not covering the costs. The Beatrice Senior Center board is wanting to continue the evening meals. Olson reported that we are looking at our Senior Centers that do not serve many meals, but we pay wages to a manager to be at the center and rent for the site. We are looking at how to keep the meal program going without compromising services. Olson is composing letters

that she will be sending to the executive board to edit regarding some our centers that have had the rent raised on the buildings that are owned by the city.

NEXT BOARD MEETING

The next Board meeting will be held on January 27, 2020 at 1:00 p.m. at the Blue Rivers Area Agency on Aging administrative office.

MEETING ADJOURNED at 2:44 pm.

Tracie Fossler

Administrative Assistant