

BLUE RIVERS AREA AGENCY ON AGING GOVERNING BOARD

Minutes

March 16, 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, Douglass, Ferguson, Hill, Hedges, Nieveen, Speth, Swenson and Ward

Absent: Gakle, Hall and Seitz

Blue Rivers Agency on Aging staff members present: Carla Frase, Executive Director; Tracie Fossler, Administrative Assistant, Kathy Erickson Home & Community Options Manager; Bethanie Williams, Fiscal Officer; Glenda VanEperen, Nutrition Manager; Clifton Lindell, Transit Manager; Cathy Rakes; Deanna Rentschler, Jeanette Vitosh, Shirley Smith and Michelle Bernadt.

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

MOTION to amend the agenda to include the COVID-19 Update by Ferguson; second by Hill; voice vote; motion carried.

COVID-19 UPDATE

COVID-19 Update information was distributed to all members. The information included a Business Pandemic COVID-19 Planning Checklist that was provided from the Lincoln-Lancaster County Health Department. A COVID-19 Update power point from Public Health Solutions District Health Department from 03/13/2020 was also discussed along with Nutrition Services Frequently Asked Emergency Management Questions related to COVID-19. The main objectives is to try to prevent more cases, have all the facts and everyone remain on the same page. Management will be discussing what will happen at all centers and transportation. We will continue to provide home delivered meals to all current clients. Compensation for employees effected by future cuts do to the COVID-19 virus were also discussed along with if employees contract the virus.

MOTION to accept the agenda and consent agenda by Nieveen; second by Ward; voice vote; motion carried.

FINANCIAL INFORMATION

Williams and Frase presented the February 2020 Budget information and explained it to the board.

DISCUSSION AND/OR ACTION: APPROVAL OF JANUARY/FEBRUARY 2020 EXPENDITURES

MOTION to approve the January and February 2020 expenditures by Braun; second by Ferguson; voice vote; motion carried

DISCUSSION AND/OR ACTION: BEATRICE FORD INVOICE DATED AUGUST 24, 2018

We have received an invoice from Beatrice Ford for \$71.71 from August 24, 2018 in which we had not previously received and had been over looked by Beatrice Ford and is needing to be paid.

MOTION to pay the Beatrice Ford invoice dated August 24, 2018 by Braun; second by Krueger; voice vote; motion carried.

DISCUSSION AND/OR ACTION: THE RESERVATION TABLE FOR FY21

The current reservation table that we are operating on dated 1/14/19 and the one issued by SUA on 3/3/2020 were distributed to all members. The difference between them was discussed along with the questions all agencies are asking about where did the funds go.

DISCUSSION AND/OR ACTION: LOC DETERMINATION AND AD WAIVER BUDGETS DUE 4/1/2020 TO SUA

The sub awards for Blue rivers are ending on 6/30/2020 which includes 42348 LOC and 38397 TCM. We are in the process of creating new sub awards that we anticipate will be three-year sub awards. We will continue utilizing the Form A and Form E.

DISCUSSION AND/OR ACTION: STATE UNIT ON AGING AND REPORT BUDGET CHANGES BY GLENDA VANEPEREN, NUTRITON MANAGER

VanEperen distributed a paper showing the cuts that have been made and what we will be cutting and a total of savings so far as of March 1, 2020. A discussion was also held on the meeting with the Beatrice Senior Center Board.

DISCUSSION AND/OR ACTION: SFY2020 AGING & DISABILITY RESOURCE CENTER FUND ALLOCATION

We will be getting \$71,000 in funding. How the funding is split was discussed. The Brain Injury Alliance of Nebraska, League of Human Dignity, Munroe Meyer Institute and Easterseals Nebraska will now start receiving ADRC funding.

DISCUSSION AND/OR ACTION: ROBERT FERGUSON’S RE-APPOINTMENT BY FALL CITY COUNCIL

The Falls City Council has re-appointed Ferguson to the Blue Rivers Area Agency on Aging board at their meeting on January 6, 2020.

MOTION to accept Ferguson’s re-appointment to the board for another term by Ward; second by Douglass; voice vote; motion carried.

DISCUSSION AND/OR ACTION: EMPLOYMENT RECORDS POLICY

Frase obtained a copy of ENHSA Human Resources Employment Records Policies and Procedures. A copy was handed out to each member and read. Discussion was held on how Blue Rivers Area Agency on Aging should create a policy and procedure for who and how employees Employment Records can be obtained. It was suggested to adopt the ENHSA’s Policy and Procedure.

MOTION to adopt ENHSA’s Utilization of Employment Records to create our own Employment Records Policy by Nieveen; second by Douglass; voice vote; motion carried.

EXECUTIVE DIRECTOR’S REPORT

- Frase announced that her Fiscal Officer position has been filled by Bethanie Williams who is already a fiscal employee. Williams is in the process of being trained by Frase. Williams will be continuing her previous duties along with her new duties. Frase stated that some of the office personnel have also stepped up to take on more duties to help out.
- Frase stated that we will not be hiring anyone to fill the ADRC Options Counselor/Resource Developer for Medicaid Waver program and position. The duties have been split between the two Care Managers and Kathy Erickson. One Care Manager, Karen Klover, will send 25% of her time on Senior Volunteer programs and was removed from ADRC Staff to do that job. The Fiscal position that is open due to Williams taking the Fiscal Officer position will not be filled. The position will be divided between the two Fiscal employees.
- Frase stated that we have cut the custodial positions by Region V Services. The office employees have created a cleaning schedule and will be rotating cleaning duties each week.
- Frase stated that the House of Representatives have passed the Re-Authorization of the Older Americans Act on March 12, 2020.
- Frase stated that the Beatrice Leadership Event that was going to be held on Wednesday March 18, 202 has now been cancelled due to COVID-19 concerns.
- Frase stated that we have ordered more shelf stable meals. They are expected to be delivered this coming Friday.
- Frase stated that the directors attended meetings with Senator Stinner at the Capital on February 6, 2020. They then had a meeting at Aging Partners. Later that evening they hosted a reception for senators at Billy’s in Lincoln.

- Frase stated that our SUA Monitoring visit was February 25, 2020. We have received our letter of corrective actions and are addressing them.
- Frase stated that Williams had put in extra time at home working on time studies and they were approved.
- Frase attended the Directors meeting in Lincoln on March 10, 2020.
- Frase stated that the SUA requested employee phone numbers for in the case of a shutdown.
- Frase announced that we have signed a three-year contract with LPi Publishing for printing of our newsletter starting in July. Williams husband who is a lawyer had done pro-bono work by writing the contracts as well as looking at some of our other contracts.

DISCUSSION AND/OR ACTION: APRIL BOARD MEETING TO APPROVE BUDGETS AND AREA PLAN

The board discussed if they would have to meet or if they could hold the meeting electronically. The By Laws will be looked at by Williams husband to see if this would be allowed. Schoenrock stated that in case of an emergency situation the Executive Board can make decisions and actions on behalf of the board.

MOTION for the next Board meeting to be held on April 27, 2020 by Douglass; second by Nieveen; voice vote; motion carried.

NEXT BOARD MEETING

The next Board meeting will be held on April 27, 2020 at 1:00 p.m. at Blue Rivers Area Agency on Aging Administrative Office.

PUBLIC COMMENTS

There were no public comments.

MEETING ADJOUNED AT 3:25 p.m.

Tracie Fessler

Recording Secretary