

# **BLUE RIVERS AREA AGENCY ON AGING GOVERNING BOARD**

Minutes

July 22, 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, Ferguson, Douglass, Gakle, Nieveen, Seitz, Speth, Hill, Hedges and Ward

Absent: Hall

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

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

**MOTION** to accept the agenda by Ferguson; second by Ward; voice vote; motion carried.

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

## **FINANCIAL INFORMATION**

Frase distributed financial reports for April, May and June 2019 Blue Rivers Program Expenses and Corporate Authorization Resolutions.

**MOTION** to approve the April, May and June 2019 expenditures by Seitz; second by Ferguson; voice vote; motion carried.

**MOTION** to approve the Corporate Authorization Resolutions by Ferguson, second by Krueger.

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

**DISCUSSION** was held on the Audit Engagement Letter for HPE CPAs and Consultants.

**MOTION** to approve the Audit Engagement Letter for HPE CPAs and Consultants by Nieveen; second by Gakle; voice vote; motion carried.

**DISCUSSION** was held on the Financial Statements Audit. Olson reported that the State Unit on Aging wants the one non-material finding cleared from our audit. However, each year we have sent a written opinion from our CPA that this is not an unusual finding; in fact, we have received the same opinion from the Auditor of Public Accounts for the State of Nebraska. Olson stated she has made numerous attempts to find a volunteer or receive bids from CPA firms on this

project and has been unsuccessful. Olson stated that she had someone hired, but they backed out because of the financial and federal footnotes. The State Unit on Aging does not understand that it is not an unusual finding as county commissions, school boards, municipalities and other non-profit and for profit organizations have this exact finding every year. Olson asked the board how they would like to proceed: to (1) continue the search and expend funding for an additional CPA or (2) accept the risk and continue the common practice for agencies of this size and larger. Olson stated Blue Rivers now has three people in our fiscal office as recommended by the State Unit on Aging and in consultation with our CPA and have put in place the recommended policies and procedures brought up in previous audits. Blue Rivers has instituted recommended oversight policies and cash handling policies in the three and one-half years that have tightened up our fiscal procedures. The funds to hire an additional CPA for this not unusual finding would be taken from funding that would provide services to our consumers.

**MOTION** to continue the current fiscal oversight and not to hire a second CPA firm for financial statement review and stay on the current course by Braun; second by Douglass; voice vote; motion passed.

#### **EXECUTIVE DIRECTOR'S REPORT**

- Olson stated that the binders with the Blue Rivers AAA Area Plan 2020-2023 are on the tables for each board member.
- Olson stated that we received our monitoring visit report. We are working through the corrective action plan with regard to Cost Allocation and have developed the Cost Allocation Plan required.
- Olson stated that we are doing Time Allocation Studies for employees who work in multiple programs. They are keeping documentation on their sheet of how they spend their time and what program they are working under in half-hour increments. Additionally, these staff members will complete a once a year 15-minute increment time study. This year's study will be conducted from July 29 through August 30 which should give us a full 30 days of data. Olson explained that while this is a requirement of the State Unit on Aging, a 30-day study is a picture of only those 30 days.
- Olson stated fiscal team will review the Cost Allocation Plan two times a year to coincide with the budget revision schedule. Nutrition time is based upon the number of C1 and C2 meals. The Auditor of Public Accounts recommended allocating nutrition money based on each individual site's number of home delivered meals vs congregate meals; however, our budget is based on a system-wide count which Blue Rivers will continue to use as it is the practical and reasonable approach. Allocations will be adjusted if the percentage of meals per program changes. The Cost Allocation Planed was initiated on July 1.
- Olson attended an Aging Research Retreat at UNO in May and served on a discussion panel regarding aging in rural areas.
- Olson attended a couple of Heritage Health MTM Town halls. MTM is one of three Medicaid transportation companies that provide non-emergency medical transportation in the state. Each Heritage Health insurance company has their own providers and service providers could sign up with none, one, two or all three. Olson stated Blue Rivers signed

up with MTM. This is the first time for a long time that we have been providing non-emergency Medicaid medical transportation. It has been a bumpy start as anticipated with any new program. MTM has been experiencing computer issues, but it is being worked out. The hope is to increase service in our area.

- Olson attended the National Rodeo in May for the National Transportation Association as a judge. Blue Rivers AAA had two drivers competing – Marv Baden from Hebron and Carol Graham from Syracuse represented Nebraska. Both did very well. Olson served as a judge for the minivan competition.
- Olson reported that Independence Houses of Lincoln has been providing public presentations here every month. They are doing this once a month on various topics May through August. It has been well received. August is going to be a legal seminar.
- Olson reported that the Advisory Council met here in June.
- Olson reported on the Ne4A Directors' meetings. One was held in Kearney and one in Lincoln. Also the ADRC Leadership meeting in June. The next meeting in August will be held in Kearney.
- Olson reported that they will be having a Cooks' meeting on August 9. The previous meeting was held by conference call. Olson believes having a face-to-face meeting is a benefit for the cooks to get together and exchange best practices.
- Olson reported that on July 17 she gave a presentation to the Beatrice Kiwanis.
- Olson reported that Blue Rivers AAA held their annual All Staff Training on July 19. There were 75 staff that attended and trained on Stop the Bleed and Active Shooter. Fifty-nine staff were trained on CPR and AED and received their CPR and AED certification. NIRMA presented the training and charge \$13 per person for the CPR/AED training which is very inexpensive. Olson said she has sites that would like an AED. She plans to explore fundraising for them because there are not funds in the budget for the \$3,000-3,500 cost per unit.
- Olson will be attending the National Ne4A Conference in New Orleans July 26 to July 31. Olson will be presenting at one of the sessions with AAA Directors from Iowa.
- Olson will be attending the Annual UNO Data Users Conference meeting August 14.
- Olson stated that the week of August 19 to August 23 will be the single payer audit and the accountants will be here.
- August 20 we will be hosting the Elder Justice Training here.
- Olson stated she is going to apply for a grant from the Beatrice Community Hospital Foundation for \$9,000. This would be so we can replace another bus in Beatrice and a small van.
- Olson stated Blue Rivers be participating in the Big Give to Gage County in the next few months.
- Olson stated that the long-time cook at the Beatrice Senior Center passed away in July. Effective July 1 the Beatrice Senior Center is once again a direct nutrition site for Blue Rivers and a great cook was hired. The meal numbers are going up.
- Olson stated that Blue Rives AAA will no longer be using the Nebraska.gov email. The state came to the directors meeting in July 2016 and said they would start charging to be

on the Nebraska.gov system in the future. When we moved to our new location we bought our own server. In June the other agencies who are currently on the Nebraska.gov server received calls saying charges were going into effect July 1 for server and email use. None of the agencies have received a definitive answer regarding costs but all who are on the Nebraska.gov system have been quoted at least \$10,000 per month in costs. Blue Rivers will avoid this as we were proactive in 2017.

- Olson stated Blue Rivers was served with a letter on July 13 that said as part of our corrective action plan, which was not, that we received funding that we weren't entitled to for our Title III-D Evidence Based Program. They wanted us to write a check for \$23,620.04 that was disallowed effective as of June 27 along with a letter and documentation. Olson sent them a letter with documentation. Then Olson received an email stating that they would get back to them after July 8 because they were on vacation. On July 18 Olson received an email stating that the disallowance stands but we can keep the money. They also want us to send them documentation on other costs we have such as our staff costs, which they said before was not allowed. Now we have until August 18 to give them more documentation.
- Olson stated that the town of Plymouth is interested in starting a meal program. Olson will meet with them in September.

**MOTION** to go into closed session by Douglass, second by Nieveen; voice vote; motion passed.

**CLOSED SESSION** starting at 1:49 p.m. Olson was excused from the closed session at 2:09 p.m. The session was open again starting at 2:18 p.m.

**DISCUSSION** was held on the Executive Director Compensation. The board proposed a 3% raise for FY20 as of July 1, 2019.

**MOTION** to approve the Executive Directors Compensation of 3% for FY20 by Douglass; second by Ferguson; voice vote; motion passed.

## **ELECTION OF OFFICERS**

**MOTION** by Ferguson to keep all officers the same for FY20; second by Nieveen; voice vote; motion passed.

**DISCUSSION** was held by Hedges on what the purpose of printing and distributing the Table Talk newsletter was as Fairbury residents do not read the articles and are only concerned with the printed menu. Olson stated that we are required to do outreach and education and this is an effective and efficient way to accomplish those required objectives. Olson further informed the board that we receive many complimentary comments from participants in other communities. Hedges asked what the cost of printing the Table Talk is. Frase stated that it cost eight cents per page for color and five cents for black and white or less than \$12 per client per year in the nutrition program. Olson asked the board how they would like to proceed. Braun noted what an

outstanding public relations piece the Table Talk is. The board agreed to keep the current course of printing the Table Talk and printing it in color.

**NEXT BOARD MEETING**

The next Board meeting will be held on September 16, 2019 at 1:00 p.m. at the Blue Rivers Area Agency on Aging administrative office.

**PUBLIC COMMENTS**

There were no public comments.

**MEETING ADJOURNED** at 2:25 pm.

*Tracie Fossler*

Recording Secretary