BLUE RIVERS AREA AGENCY ON AGING GOVERNING BOARD

Minutes

December 10, 2018

The regular 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: Ivan Zimmerman, Mark Schoenrock, Michael Braun, Rich Douglass, Robert Ferguson, Marlene Gakle, Bob Hutton, Wilma Nieveen, Carol Sorge, Dean Speth, Dean Krueger, John Hill and Homer Ward

Absent: Ron Seitz.

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.

Members of the public attending: Patrick Meyer, CPA, CFE HBE CPAs and Consultants

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

MOTION to accept the agenda by Sorge; second by Nieveen; motion carried.

MOTION by Ward to approve the consent agenda, including the September 17, 2018 Board minutes and written Transit, CHOICES and Nutrition reports; second by Braun; motion carried.

FINANCIAL INFORMATION

Frase distributed financial reports.

- She explained the issues with paying the July 1 – September 9, 2018 ADRC bills.
- Blue Rivers Area Agency on Aging is waiting on budget revisions and approval of CASA implementation for ADRC before they can submit expenses.
- Per state regulation, Care Management clients above the state poverty level must be billed for services. Clients have been paying.

MOTION by Braun to accept the financial report and July – October 2018 as reviewed: second by Gakle; motion carried.

FY2018 AUDIT PRESENTATION

- A power point presentation was given by Patrick Meyer, CPA, CFE HBE CPA's and Consultants.
- Revenue from 2017 and 2018 were similar.
- Biggest expense was payroll as is normal.

- 2018 was a breakeven year.
- Assets, Cash and Liabilities was down but still have a strong balance statement.
- Cash Flows in 2017 were higher due to paying bills earlier.
- The following reports were discussed: Government Audit Standards, Uniform Guidance, Board Communication Letter, Forward Focus Letter and Management Letter.

MOTION by Krueger to accept the FY2018 Audit as presented; second by Ferguson; voting yes: Zimmerman, Krueger, Schoenrock, Braun, Douglass, Ferguson, Gakle, Hill, Hutton, Nieveen, Sorge, Speth, Ward; voting no: none; motion carried.

TYPES OF NON-PROFIT STATUS FOR FOUNDATIONS

- Presentation by Patrick Meyer, CPA, CFE
- Blue Rivers will have to run a Capital Campaign to raise the funds for the foundation.
- Would want it to be a public support organization.
- There is no dollar limit to start a foundation.
- The cost of the application fee is $800 - $1,200. With the cost of Articles and By Laws Blue Rivers would need $2,000 - $3,000 to get the foundation up and going.

RENEWAL OF LINE OF CREDIT

Discussion was held on the Line of Credit Renewal. Blue Rivers did not have to use their line of credit in 2018. Blue Rivers will be renewing the same line of credit as the previous year. The only change is the date of the coverage.

MOTION by Nieveen to accept the Line of Credit Renewal as presented; second by Douglass; voting yes: Zimmerman, Krueger, Schoenrock, Braun, Douglass, Ferguson, Gakle, Hill, Hutton, Nieveen, Sorge, Speth, Ward; voting no: none; motion carried.

POLICY REVIEW AND ADOPTION

- Care Management Unit Fee Billing Policy
- COBRA Billing Policy
- Credit Card Policies and Procedures
- Public Transit Fare Handling Policy

MOTION by Douglass to accept the policies; second by Hutton; voting yes; Zimmerman, Krueger, Schoenrock, Braun, Douglass, Ferguson, Gakle, Hill, Hutton, Nieveen, Sorge, Speth, Ward; voting no; none; motion carried.

EXECUTIVE DIRECTOR'S REPORT

- Olson explained the Blue Rivers AAA and transportation services and the ADRC program.
- All Care Managers will become ADRC representatives so there will be more representation in the office.

- Transportation expanded to provide service for Peru State College students and the public in Peru, NE and is going well.
- Olson attended the NIRMA conference in October.
- All staff training will be July 19, 2019. Training on CPR & First Aid, Stop the Bleed and Active Shooter have been scheduled.
- Olson, Frase and Ron Buchinski met with the director and staff of the Iowa Northeast Area Agency on Aging on the development of a fee-for-service program that will help the agency continue services as funding decreases.
- On September 28, 2018 Beatrice Ford sponsored a "Driven to Give" event to benefit Blue Rivers Public Transportation and $2,850 was raised.
- Olson held a fundraiser on Facebook in which raised over $400.
- Staff members are reviewing liability on Health Clinics at the Senior Centers.
- ADRC budget revision was submitted November 9 and we are awaiting approval and reimbursement. Meetings with ADRC partners are productive.
- The NE4A is sponsoring Senior Day at the State Capitol in Lincoln on February 26, 2019. Board members are encouraged to participate.
- Olson attended the Elder and Tribal Justice Conference and the Region VII meeting in November.
- The Blue Rivers Area Agency on Aging Monitoring visit will be January 24, 2019.
- The Transit plan is due March 1, 2019.
- The Area Plan is due April 1, 2019.

DISCUSSION on whether Blue Rivers Area Agency on Aging will be open on December 24, 2018 was held. All members were in agreement that Blue Rivers will remain open on December 24, 2018 unless the President or Governor make it a holiday. All employees who wish to take that day off may submit a Leave Request. All members were in agreement.

MOTION by Ferguson to have the next board meeting on February 4, 2019 with an alternate date of February 25, 2019 in case of inclement weather: second by Nieveen; motion carried.

NEXT BOARD MEETING
The next Board meeting will be held on February 4, 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 2:50 pm.

Tracie Fossler

Recording Secretary