

**EASTERN NEBRASKA HUMAN SERVICES AGENCY  
AND REGION 6 GOVERNING BOARD MEETING MINUTES  
December 20, 2017**

Chair Mary Ann Borgeson called the meeting to order at 3:44 p.m. Announcing that a copy of the “Nebraska Open Meetings Act” is displayed in this Meeting Room as required by law.

1. Roll Call showed the following Board Members in attendance: Janet McCartney (Cass County); Mary Ann Borgeson (Douglas County); Brian Zuger (Sarpy County); and Lisa Kramer (Washington County). David Saalfeld (Dodge County) arrived at 4:10pm

The following staff members were present: Dennis Loose; Debbie Herbel; Clint Reid and Patti Jurjevich.

Also present: Robyn Hansen (ENHSA); Trish Bergman (ENOA) and Chris Jerram (Attorney)

2. Comments & Correspondence - Governing Board

There were no comments and correspondence.

3. Approval of November 15, 2017 Governing Board Minutes, December 4, 2017 ENHSA Health Insurance Meeting Minutes and December 14, 2017 Region 6 Health Insurance Meeting Minutes

Motion was made by Brian to approve the November 15, 2017 Governing Board Minutes. Motion was seconded by Lisa and passed by unanimous roll call vote.

Motion was made by Lisa to approve the December 4, 2017 ENHSA Health Insurance Meeting Minutes. Motion was seconded by Brian and passed unanimously with the exception of Janet McCartney who abstained for not attending and David Saalfeld who was not present at today’s meeting.

Motion was made by Brian to approve December 14, 2017 Region 6 Health Insurance Meeting Minutes. Motion was seconded by Janet and passed by unanimous roll call vote with the exception of Lisa Kramer who abstained for not attending and David Saalfeld who was not present at today’s meeting

4. Report on New Office Building Progress and Update – Prochaska & Associates and F&B Constructors

The Chair excused Keith Ebert from F & B Constructors and Bill Huey from Prochaska & Associates from attending the meeting. The Building Committee met with them today prior to the Governing Board meeting. She advised that the work is still progressing. They are still working on some boiler issues and plumbing issues.

5. Approval of ENHSA Audit Report – Robyn Hansen

Randy Hoffman from Seim Johnson advised that the report that he distributed is a draft used for discussion only. He met yesterday with the ENHSA Management and the management has not had time to review the final draft. The report includes his power point presentation, the report to the Board of Directors and the financial statements.

Discussion followed on whether the report should be approved at the next Board meeting. Chris Jerram advised that today's motion would be to approve the draft subject to no material managerial changes. This audit report needs to be filed with the State by December 31.

A major contributor to reconciliation difficulties was the construction project that was paid through multiple sources with Region 6 overpaying approximately \$730,000. He recapped each report.

Brian requested that this type of information be distributed to the Board for review in advance of the meeting in the future. Randy advised that in the past this has happened. He noted that cash was not reconciled until last Friday and the property was not reconciled until Monday which led to the managers meeting yesterday.

Motion was made by Brian to approve the ENHSA Audit Report contingent on no other material changes being made by management. Motion was seconded by Lisa and passed by unanimous roll call vote.

6. Approval to Purchase Forklift for Bellevue Day Program – Debbie Herbel

Debbie advised that at last month's meeting she requested approval to purchase a forklift for the Bellevue Day program. She was asked by the Board to get bids for the forklift. She has four bids and would like to purchase Bid #4 for \$24,400. This is an electric forklift versus a propane forklift. They have the option of leasing but she feels that purchasing it is more beneficial. They were going to trade-in the old one and get \$1,000 but last week the old one completely quit. This is used with a good warranty.

Motion was made by Lisa to purchase the used forklift for \$24,400. Motion was seconded by Janet and passed by unanimous roll call vote.

7. Approval to Purchase Roof Top Heating Unit at Blair Office – Debbie Herbel

Debbie advised that she previously brought a bid for this purchase from the firm (Thermal Services) that normally does their repairs in Blair. She was asked to get more bids. They asked BeeBe Heating from Blair and Getzchman Heating from Fremont to give them bids. Neither firm responded nor returned Tom's calls. She feels that they need to get this done immediately.

Dennis advised that this affects ENOA's personnel who office in that area. Last year, he had to send personnel home because a number of times there was no heat. He also discussed that on January 2, the Home Delivered Meals program starts operating out of that office.

Motion was made by Brian to approve the Purchase of a Roof Top Heating Unit at Blair Office. Motion was seconded by Lisa and passed by unanimous roll call vote.

8. Attorney Comments – Chris Jerram

He reported that last month there was discussion on the ENCOR north side remodeling project whether it should go out for rebid. It has been discussed further and the decision was made to cancel the rebidding process for this project.

9. Report from Lobbyist – Sean Kelley

Sean was unable to attend the meeting today. His report is in the packet for review.

10. Executive Session

There was no need for executive session.

11. Director’s Report

There was no Director’s Report.

12. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

13. Motion to Adjourn out of ENHSA Admin and enter Alpha School

Motion was made by Janet to Adjourn out of ENHSA Admin and enter Alpha School. Motion was seconded by David and passed by unanimous roll call vote.

**ALPHA SCHOOL**

14. Approval of 3 School Contracts - Clint Reid

Clint requested approval for school contracts from the Council Bluffs Community Schools, Omaha Public School District and the Westside School District.

Motion was made by Janet to approve the 3 School Contracts. Motion was seconded by Brian and passed by unanimous roll call vote.

15. Director’s Report – Clint Reid

Clint reported that they are off for their two week Christmas break starting in two days. Their school program is Friday. He distributed the school winter newsletter to the Board. They presently have 67 students, one student was terminated last week due to him entering a long term residential facility. They have three students who are graduating on Friday and have five intakes after the first of the year. The school will be losing two students due to lack of attendance. Discussion followed on how many of the children were raised by grandchildren or extended family. He announced that injuries are still down.

16. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

17. Motion to Adjourn out of Alpha School and enter Region 6 Behavioral Healthcare

Motion was made by David to Adjourn out of Alpha School and enter Region 6 Behavioral Healthcare. Motion was seconded by Janet and passed by unanimous roll call vote.

**REGION 6 BEHAVIORAL HEALTHCARE**

18. Approval to Change Agent of Record for Commercial, D&O, Cyber Security, and Worker’s Compensation Insurance – Patti Jurjevich

Patti announced that the Glienke Agency is no longer interested in being the insurance agent for Region 6. Patti contacted Lockton Companies, who introduced her to Jack, their salesman. She contacted Mary Ann requesting that she write a letter appointing Lockton Companies as the agent of record so that Jack could seek bids for the expiring insurance policies. They had to move quickly on this decision so this is the ratification of this approval.

Motion was made by Janet to approve the ratification to Change Agent of Record for Commercial, D&O, Cyber Security, and Worker’s Compensation Insurance to the Lockton Companies. Motion was seconded by Lisa and passed by unanimous roll call vote.

19. Approval of Policy & Procedure #114 – Patti Jurjevich

Patti advised that a copy of the policy is in the packet for the Board’s review. It was sent out in advance as well. This is a policy for media communication.

Motion was made by Lisa to approve the Policy & Procedure #114. Motion was seconded by Brian and passed by unanimous roll call vote.

20. Approval of Revised System of Care Budget – Patti Jurjevich

Patti advised that she had sent this out in advance for the Board’s review as well as in the packet. This was the System of Care budget that was originally approved by the Board in September. They were notified that there were carryover dollars that are eligible to be included in the budget. This document is the original budget with the revised budget including the carryover funds. This is a federal grant that the State of Nebraska has received for System of Care activities. They have identified the additional dollars on this document.

Discussion followed on how the collaborative fits among the counties as well as where will the money come from after the grant expires.

Motion was made by David to approve the Revised System of Care Budget. Motion was seconded by Lisa and passed by unanimous roll call vote.

21. Approval of Alternative Compliance Request – Patti Jurjevich

Patti asked that this request be held over. This item was approved on one of the conference call meetings between the Governing Board meetings. It was submitted to the division and now their legal staff is looking at the language in it to make sure everything is in it.

22. Approval of Budget Shifts – Patti Jurjevich

Patti advised this is in the packet for the Board's review. This is where they shift money out of one category into another category.

Motion was made by Brian to approve the Budget Shifts. Motion was seconded by David and passed by unanimous roll call vote.

23. Approval of Out-of-State Travel – Patti Jurjevich

Patti advised that this is a request for her to travel to Washington DC to attend the National Association of Counties Legislative Conference to be held March 3-7.

Motion was made by Lisa to approve the Out-of-State Travel request for Patti Jurjevich. Motion was seconded by Brian and passed by unanimous roll call vote.

24. Approval of Contracts & Amendments – Patti Jurjevich

Patti reported that the contract amount for the Nebraska Children and Families Foundation is for an additional month of revenue for October to support the families that were affected by the program contract termination. She advised that the amount for Joseph Kohout was for the Region 6 portion of the total cost that six regions spent to hire him as a lobbyist. Discussion followed on Region 6 hiring Joseph Kohout as a lobbyist and the need to revisit this. She recapped the remainder of the list. The last five items were housekeeping amendment items.

Motion was made by Janet to approve the contracts and amendments. Motion was seconded by David and passed by unanimous roll call vote.

25. Director's Report – Patti Jurjevich

Patti advised that Item 25A in the packet was the Preliminary Allocation information from the Division of Behavioral Health so they can begin the process of creating their regional budget plan. There has been no change in revenue. There has been legislation discussion on 2% budget reduction this year and 4% reduction next year. This is not official as of yet. She discussed the President's recommendation for the reduction for the Mental Health Block Grant money. Region 6's reduction would be \$162,288.

Item 25B is the preliminary timeline for the regional budget plan.

Item 25C is the request for Letters of Interest for the Substance Abuse Prevention and Treatment Block Grant FY19.

Item 25D is the requested Profession Partner Program Monthly Utilization Report. This is the first run at providing the Board with data and outcomes. They will provide these reports quarterly as previously requested by the Board.

26. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

27. Motion to Adjourn out of Region 6 Behavioral Healthcare and enter ENCOR

Motion was made by Brian to Adjourn out of Region 6 Behavioral Healthcare and enter ENCOR. Motion was seconded by Lisa and passed by unanimous roll call vote.

**ENCOR**

28. Approval of Resolution to Cancel Construction Project at 1531 N. 18<sup>th</sup> Street – Debbie Herbel

The Chair responded this is the motion that Chris spoke about earlier.

Motion was made by Lisa to approve the Resolution to Cancel Construction Project at 1531 N. 18<sup>th</sup> Street. Motion was seconded by Brian and passed by unanimous roll call vote.

29. Director's Report – Debbie Herbel

Debbie reported that she had met with Sean Kelley to discuss some pressing issues dealing with ENCOR. The Teamsters asked that she meet with their lobbyist to update them also. The Teamsters asked for a list of environments for all five counties and would like to put together a tour for each of the Senators. The Chair requested that the Board members be notified of when these tours will take place so that they can accompany the Senators on the tours.

She also reported that they had a request to set up a Parent Advocate meeting. Some parents wanted to get involved in advocating before the legislation. She was pleased with the turnout of 50 parents. They will get them connected so that they can start lobbying. They will also start offering a quarterly meeting to keep the parents informed.

Lisa inquired how the final negotiations went. Debbie advised that the final wage proposal has been sent. No other details were given.

30. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

31. Motion to Adjourn out of ENCOR and enter Office on Aging

Motion was made by Brian to Adjourn out of ENCOR and enter Office on Aging. Motion was seconded by Lisa and passed by unanimous roll call vote.

## **OFFICE ON AGING**

### 32. Approval of Revised Homemaker Service Contractor Conditions Policy – Dennis Loose

Dennis advised that this policy was approved in June. This is the same policy that is used for the Personal Care Aides Contractor Conditions. The words Personal Care Aide needed to be changed to Homemaker.

Motion was made by David to approve the Revised Homemaker Service Contractor Conditions Policy. Motion was seconded by Brian and passed by unanimous roll call vote.

### 33. Approval of Notice of Privacy Practices – Dennis Loose

Dennis advised that a copy of the Notice is in the packet for the Board to review. This came after the State Unit on Aging monitoring visit where they found that the current notice regarding HIPAA notifications and privacy practices was outdated and needed to be updated. Chris reviewed the updated notice and approved it to be taken before the Board for approval.

Motion was made by Lisa to approve the Notice of Privacy Practices. Motion was seconded by Brian and passed by unanimous roll call vote.

### 34. Approval of Amendment to Treat America Food Ltd. Contract – Dennis Loose

Dennis advised that the contracted rates were approved at the last Board meeting for the Blair Home Delivered Meals program. This is the amendment for those rates. The rates per meal will be \$4.26 for 2018, \$4.37 for 2019 and \$4.48 for 2020.

Motion was made by Brian to approve the Amendment to Treat America Food Ltd. Contract. Motion was seconded by Lisa and passed by unanimous roll call vote.

### 35. Approval of Interpreter/Translator Services Agreement – Dennis Loose

Dennis advised that this is for the standard rate of \$30.00 per hour.

Motion was made by Janet to approve the Interpreter/Translator Services Agreement. Motion was seconded by Brian and passed by unanimous roll call vote.

### 36. Directors' Report – Dennis Loose

Dennis reported that he received the State Unit of Aging annual monitoring visits report in addition to the State auditor's report. The State auditor had a number of recommendations in her comprehensive report. The recommendations were then folded into the SUA monitoring visit report. He has sent back some comments on the reports. One item of concern by the State auditor was that there is no policy on the approval and of paying

claims. He sent back a copy of the policy that the State auditor approved in 2010. The majority of the report was positive. He will be sending out his responses to the Board for their review.

He discussed that ENOA also has a program for grandparents raising grandkids and he explained it further.

37. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

38. Motion to Adjourn out of meeting

Motion was made by Brian to Adjourn out the meeting. Motion was seconded by Lisa and passed by unanimous roll call vote. The meeting was adjourned at 5:00pm.

Respectfully Submitted by Lezlie McPherson