

**EASTERN NEBRASKA HUMAN SERVICES AGENCY  
AND REGION 6 GOVERNING BOARD MEETING MINUTES  
March 21, 2018**

Chair Mary Ann Borgeson called the meeting to order at 3:30 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: Mary Ann Borgeson (Douglas County); Jim Warren (Sarpy County) and Lisa Kramer (Washington County).

Following Board Members not in attendance: Janet McCartney (Cass County) and David Saalfeld (Dodge County)

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

Also present: Trish Bergman (ENOA) and Chris Jerram (Attorney)

2. Comments & Correspondence - Governing Board

There were no comments.

3. Approval of February 14, 2018 Governing Board Minutes

Motion was made by Jim to Approve the February 14, 2018 Governing Board Minutes. Motion was seconded by Lisa and passed by unanimous roll call vote.

4. Presentation and Approval of Bid for Document Management Services with Konica Minolta/ Square 9– Debbie Herbel

Debbie advised that the representatives from Konica Minolta are here today to present their proposal. A copy of the presentation was distributed. They advised that the objective is for them to implement a Content Management System which will take all of ENCOR’s paper documents and make them electronic. They have the capabilities to scan in records, make them searchable and easier to find as well as more useful. This will improve the workflow of a document. The e-forms will be able to be accessed by any web browser. Debbie advised that this will affect ENOA and Alpha and would like them to be involved in the design of the forms. Debbie advised that this is the company that ENCOR would like to go with.

Sarah Graham discussed the reasoning behind choosing this company and included the documentation of comparing other companies to provide this service. This one-time cost will be for ENCOR, ENHSA HR and Accounting, ENOA and Alpha. She discussed adding their own virtual server for storage at a one-time cost of \$1200.

Motion was made by Jim to Approve the Bid for Document Management Services with Konica Minolta/ Square 9. Motion was seconded by Lisa and passed by unanimous roll call vote.

5. Approval of Proposal and Letter of Agreement with Prochaska & Associates for 9810 M Street, Omaha – Debbie Herbel

Debbie advised that this is for the property that will be rented to replace the south location which was sold. The building will need renovations and the landlord has approved \$500,000 in renovations. If they use less, they will get reimbursed. If they go over the \$500,000 they have to pay the overage. Prochaska will be supplying the blueprints etc. and working with the contractors to keep this under \$500,000.

Motion was made by Jim to Approve the Proposal and Letter of Agreement with Prochaska & Associates for 9810 “M” Street, Omaha. Motion was seconded by Lisa and passed by unanimous roll call vote.

6. Approval for ENCOR/ Alpha School/ ENOA to Hire Baird Holm Law Firm to Rewrite All Policies and Procedures at a Fee Not to Exceed \$10,000 – Debbie Herbel

Debbie advised that the last time that the policies and procedures were updated was in 2008.

Motion was made by Jim to Approve ENCOR/ Alpha School/ ENOA to Hire Baird Holm Law Firm to Rewrite All Policies and Procedures at a Fee Not to Exceed \$10,000. Motion was seconded by Lisa and passed by unanimous roll call vote.

7. Approval of Bid for ENHSA Administration Building Foundation Caulking – Debbie Herbel

This is for caulking around the exterior of the building. It was under \$5,000 so did not need to have Board approval. This was discussed at the Executive Building Committee meeting today.

Motion was made by Jim to Approve the Bid for ENHSA Administration Building Foundation Caulking. Motion was seconded by Lisa and passed by unanimous roll call vote.

8. Approval of Scheduled Service Agreement with Trane for ENHSA Administrative Building - Debbie Herbel

Debbie advised that this is very close to the \$5,000 threshold so it was brought to the Board for approval.

Motion was made by Jim to Approve the Scheduled Service Agreement with Trane for ENHSA Administrative Building. Motion was seconded by Lisa and passed by unanimous roll call vote.

9. Attorney Comments – Chris Jerram

There were no comments by the Attorney.

10. Report from Lobbyist – Sean Kelley

A copy of the Lobbyist’s report is in the packet for the Board to review.

11. Executive Session – Dennis Loose

Debbie advised that she also needs to go into Executive Session.

Motion was made by Jim at 4:00pm to adjourn out of ENHSA Admin into Executive Session for ENOA and ENCOR to discuss personnel and litigation. Motion was seconded by Lisa and passed by unanimous roll call vote.

Motion was made by Jim at 4:40pm to adjourn out of Executive Session and enter ENHSA Admin. Motion was seconded by Lisa and passed by unanimous roll call vote.

12. Director's Report

There was no Director's report.

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

There were no comments from the public.

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

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

## **ALPHA SCHOOL**

15. Approval of 6 Public School Contracts – Clint Reid

Clint reported that he has 6 school contracts to be approved; 3 from Omaha Public Schools, 2 from Council Bluffs Community Schools and 1 from Lewis Central Community Schools.

Motion was made by Jim to Approve the 6 Public School Contracts. Motion was seconded by Lisa and passed by unanimous roll call vote.

16. Review Alpha School's Data of Applied Physical Crisis Intervention for the 2017-18 School Year – Clint Reid

Clint distributed the comparison summary of the data for the Applied Physical Crisis Intervention. This comparison is per quarter for the 2016-2017 school year versus the 2017-2018 school year. He advised that this is the highest step in training for physical crisis intervention. They were trained in March and it was implemented in April and May. He advised that the first quarter of last year they had 105 physical interventions and the same quarter this year it was reduced to 63. He recapped each quarter. He feels this training will help with workmen's comp and there will be less injuries on the job. A benefit of this training allows them to create individual plans for the kids instead of using general protocols. He discussed the difficulties that they have had with a first grader.

17. Director's Report – Clint Reid

Clint reported that there are 44 days left in the school year. There are 69 kids enrolled with 10 on a waitlist. They received a call today from Tri-Center, IA. They haven't heard from them in 15 years. The school had their third quarter assembly today and handed out 170 certificate awards for no time outs, perfect attendance etc.

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

There were no comments from the public.

19. Motion to Adjourn out of Alpha School and enter ENCOR

Motion was made by Jim to Adjourn out of Alpha School and enter ENCOR. Motion was seconded by Lisa and passed by unanimous roll call vote.

**ENCOR**

20. Presentation on ENCOR Professional Growth Plan – Debbie Herbel

Debbie advised that this discussion is to review her plans for strategic growth. The summary of this plan is in the packet for review by the Board members. She would like to add three professional staff positions. These three positions would include the addition of a coordinator position to manage planned staff needs as well as recruit and schedule Substitute staff. This position would help reduce overtime. The financial support for this position will be coming from the savings in the overtime reduction. She would also like to add an Associate Director position with the funding source coming from the savings in overtime. Her goal is to reduce overtime by 50%.

Debbie would also like to set up a foundation endowment with a dedicated person to fund raise and manage the foundation. She has been in touch with Anne Meysenburg from the Omaha Community Foundation and Chris Jerram with regards to getting this set up. They would be a foundation employee and paid out of the foundation endowment.

21. Approval to Pursue Information from Realtor on Possible Relocation of Fremont Day Site – Debbie Herbel

Debbie advised that the Fremont Day Site is located in an industrial area. The staff there would like to relocate the building. Before they go too far with this, they need to talk to the county about ownership. The county may have given them the building. This request is for permission to talk to the Fremont Realtor and others about moving the location of this Day Site.

Motion was made by Jim to Approve Pursuing Information from Realtor on Possible Relocation of Fremont Day Site. Motion was seconded by Lisa and passed by unanimous roll call vote.

22. Ratification of Out-of-State Travel – Debbie Herbel

Debbie advised that she and Sarah Graham will be traveling to Dallas to obtain their MBTI certification. She contacted Mary Ann prior to this meeting to obtain approval. The deadline for this registration and obtaining less expensive air fares would not allow this approval to wait until this meeting.

Motion was made by Jim to Ratify this Out-of-State travel request. Motion was seconded by Lisa and passed by unanimous roll call vote.

23. Director's Report – Debbie Herbel

Debbie reported that one of Patti's staff contacted her to see if they would be a resource to work with people who are in the Douglas County Corrections Center. Occasionally there are people who have developmental disabilities and have been inappropriately placed there. The Center staff don't know what to do about it and how to get them out. She contacted Lincoln to see how they can get this process expedited. She will meet with the Cindy from Region 6 to create a plan.

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

There were no comments from the public.

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

Motion was made by Jim 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**

26. Award of Bid for Printing New Horizons Newspaper – Dennis Loose

Dennis advised that at last month's meeting the bids were opened. The summary of the bids is in the packet for the Board to review. It is recommended that the bid be awarded to Suburban Newspapers (Bellevue, NE). They are the current printer. Discussion followed on publishing the New Horizon online. Dennis advised that the readers were surveyed in the past and they like reading the actual paper and do not want it online.

Motion was made by Jim to Award the Bid for Printing the New Horizons Newspaper to Suburban Newspapers. Motion was seconded by Lisa and passed by unanimous roll call vote.

27. Approval of Amendments for Snyder, City of Plattsmouth and St. John's Lutheran Church of Bennington Senior Centers' Leases – Dennis Loose

Dennis has advised that Chris Jerram has reviewed the leases and required that they add the clause "that the landlord will provide insurance. "

Motion was made by Jim to Approve the Amendments for Snyder, City of Plattsmouth and St. John's Lutheran Church of Bennington Senior Centers' Leases. Motion was seconded by Lisa and passed by unanimous roll call vote.

28. Approval of Picket Fence Homecare to Provide Homemaker Services – Dennis Loose

Dennis advised that Picket Fence Homecare is currently a personal care provider and now wants to also become a homemaker provider.

Motion was made by Jim to Approve Picket Fence Homecare to Provide Homemaker Services. Motion was seconded by Lisa and passed by unanimous roll call vote.

29. Approval of Updated Rural Transportation and Homemaker Services Policies – Dennis Loose

Dennis advised that these policies were presented at last month's meeting for review.

Motion was made by Jim to Approve the Updated Rural Transportation and Homemaker Services Policies. Motion was seconded by Lisa and passed by unanimous roll call vote.

30. Review of Updated Personal Care Services and Homemaker Services Policies – Dennis Loose

Dennis advised that these policies are in the packet to review for next month's meeting approval.

31. Approval to Appoint Emily Yoshimoto to the Foster Grandparent Program Advisory Council – Dennis Loose

Dennis advised that she comes with high recommendations. Her history is in the packet to review.

Motion was made by Jim to Approve the Appointment of Emily Yoshimoto to the Foster Grandparent Program Advisory Council. Motion was seconded by Lisa and passed by unanimous roll call vote.

32. Approval of MOU with UNO – Dennis Loose

Dennis explained the relationship with the UNO Gerontology program. Chris Kelley with UNO would like the Gerontology students to spend time with staff from the CHOICES program, Volunteer Services, Community Services and Home Delivered Meals to learn more about the programs. Dennis sent this MOU to Chris Jerram for review.

Motion was made by Jim to Approve the MOU with UNO. Motion was seconded by Lisa and passed by unanimous roll call vote.

33. Directors' Report – Dennis Loose

Dennis advised that the Directors' report is in the packet for the Board to review. He wanted to give thanks to Sean for doing such a good job at the legislature.

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

There were no comments from the public.

35. Motion to Adjourn out of Office on Aging and enter Region 6 Behavioral Healthcare

Motion was made by Jim to Adjourn out of Office on Aging and enter Region 6 Behavioral Healthcare. Motion was seconded by Lisa and passed by unanimous roll call vote.

## **REGION 6 BEHAVIORAL HEALTHCARE**

### 36. Approval of Compensation Proposal from Silverstone – Patti Jurjevich

Patti advised that she sent this information out in advance of today's meeting for review. She advised that a few years ago they overhauled their compensation program with another consultant. She discussed this with Mark McQueen and he advised having Silverstone look at updating the program. The job descriptions are fine. They proposed updating the job classifications and go out to market the positions.

Motion was made by Jim to Approve the Compensation Proposal from Silverstone. Motion was seconded by Lisa and passed by unanimous roll call vote.

### 37. Approval of Resolution for Out of State Travel – Patti Jurjevich

- a. Brett Matthies - Atlanta, GA
- b. Jonathan Koley - Hillsboro, OR
- c. Patti Jurjevich & Vicki Maca - Alexandria, VA
- d. Patti Jurjevich - Nashville, TN
- e. Alena Skrundevskiy - Denver, CO

Patti summarized each request.

Motion was made by Jim to Approve the Resolution for Out of State Travel for the above mentioned staff. Motion was seconded by Lisa and passed by unanimous roll call vote.

### 38. Approval of Contracts and Amendments – Patti Jurjevich

Patti explained the reasoning for the contracts. The Education Development Center presentation will have a presenter that will be paid by the participants directly. Region 6 will advertise but will not have any financial responsibility. Region 6 is updating their website with JM Web Design to better the functionality. The CHI-Lasting Hope Recovery Center amendment is to add dollars for the voluntary services that they did not pay for previously

Motion was made by Jim to Approve the Contracts and Amendments. Motion was seconded by Lisa and passed by unanimous roll call vote.

### 39. Director's Report – Patti Jurjevich

Patti advised that next month they will be bringing the Network Providers Budget. She will email the budget in advance to review.

They are close to issuing the request for proposal for the Psychiatric Emergency System.

Next month she will also bring the County Data Report. She will review it, get feedback and she will then schedule to visit the County Boards.

She will also have the building ownership conversation.

Patti discussed Stacey Warner giving Corporate Compliance training to the Board. There previously was discussion on having this training off site. Discussion followed on whether this would work. It was agreed by the Board members to hold this training off site.

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

There were no comments from the public.

41. Motion to Adjourn Out of Meeting

Motion was made by Jim to Adjourn Out of Meeting. Motion was seconded by Lisa and passed by unanimous roll call vote. The meeting was adjourned at 5:20pm.

Respectfully Submitted by Lezlie McPherson