

**EASTERN NEBRASKA HUMAN SERVICES AGENCY
AND REGION 6 GOVERNING BOARD MEETING MINUTES
April 12, 2017**

Vice Chair Lisa Kramer called the meeting to order at 3:37p.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); Gary Osborn (Dodge County); Brian Zuger (Sarpy County); and Lisa Kramer (Washington County).

Board Members Not in Attendance: Mary Ann Borgeson (Douglas County)

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

Also present: Jim Classe (Prochaska & Associates); Keith Ebert (F & B Constructors); Trish Bergman (ENOA); Robyn Hansen (ENHSA); and Attorney Chris Jerram

2. Comments & Correspondence - Governing Board

Gary Osborn from Dodge county announced that he will be resigning from the Governing Board within the next two months and introduced his replacement, Dave Saalfeld.

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

Jim advised that the pay application submitted this month was approved by the Building Committee for \$747,071.80. He advised that the amount is higher than what has been submitted in the past. This is due to the retainage amount being reduced to 5% from 10%.

Jim reported that the interior is 99% complete. They are waiting for the exterior panels to arrive. Keith hopes that they will arrive by the end of May. It will take approximately one month to install. Painters will be in the building touching up the paint. It needs to warm up before they can work on the parking lot. He reported that the elevator inspection was today but he does not know if it passed. The Fire Marshall has to come back to check a few things but has given permission for everyone to move in.

4. Approval of to Appoint Board Member as Secretary and to Sign Checks – Robyn Hansen

The Vice Chair requested that Gary appoint another Board Member to become Secretary. He asked Janet McCartney and she agreed. The Vice Chair advised that this appointment is an essential requirement of the By-laws.

Motion was made by Brian to Approve the Appointment of Janet McCartney to become Secretary for the Board. Motion was seconded by Gary and passed by unanimous roll call vote.

5. Approval of Janitorial Service for the Building – Dennis Loose

Dennis advised that four cleaning companies toured the building and were advised what the cleaning specifications would be. They then submitted proposal bids for cleaning the entire building. After review of the bids by the Building Committee, it was agreed that the recommendation would be to award the job to ABM Janitorial Cleaning Services. Their proposal bid was for \$4,057.14 monthly to clean the entire building. Dennis presented Chris Jerram the contract for review. Chris made some recommendations and these were fulfilled. Dennis asked for approval for ABM from the Board.

Motion was made by Janet to Approve ABM Janitorial Cleaning Service subject to the changes requested. Motion was seconded by Gary and passed by unanimous roll call vote.

6. Approval of Resolution to Sell 4223 Center Street – Dennis Loose

Dennis advised that the sale of the building was approved at last month's meeting. This resolution is a requirement for the Board.

Motion was made by Gary to Approve the Resolution for the Sale of the 4223 Center Street Building. Motion was seconded by Brian and passed by unanimous roll call vote.

7. Approval of Building Supervisor – Debbie Herbel

Debbie advised that the Building Committee has been discussing the hiring of a Building Supervisor. They do not feel that the time requirements will be that much because the building is new. The Committee is proposing that they use the ENCOR Maintenance Supervisor and allocate 20 hours per week of ENCOR time to assist at the new building. She would like to hire a general contractor to fill in for some of the time that the Supervisor will be spending at this building. This general contractor position would not be charged to the other agencies. This will give the agencies time to determine what the needs and time should be devoted to the building. This is a proposal for one year. She figured the costs and it will be at least a 50% savings if they do not have to hire someone outside the agency.

Motion was made to Approve the Building Supervisor. Motion was seconded by Brian and passed by unanimous roll call vote.

8. Approval to Purchase a Wheelchair Accessible Van for ENCOR General Fleet – Debbie Herbel

Debbie explained the need for an additional wheelchair accessible van. The cost will be \$12,500. She also advised that the transportation budget is quite a bit under budget.

Motion was made by Brian to Approve the Purchase of a Wheelchair Accessible Van for the ENCOR General Fleet. Motion was seconded by Janet and passed by unanimous roll call vote.

9. Attorney Comments – Chris Jerram

There was no comment from the attorney.

10. Report from Lobbyist – Sean Kelley

The Vice Chair advised that Sean is unable to attend and the lobbying report is in the packet.

11. Executive Session with Debbie Herbel and Robyn Hansen

This will be moved until the end of the meeting.

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 Region 6 Behavioral Healthcare

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

REGION 6 BEHAVIORAL HEALTHCARE

15. FY 18 Regional Budget Plan – Taren Petersen

a. Review of Funding and Budget Narrative

Taren advised that the FY18 Budget plan is in the packets for the Governing Board to review. She recapped the revenue noting that there is a \$390,892 decrease in funds from FY17. She then recapped the key activities/changes in FY17. She summarized the Levels of Care and costs. This plan will be submitted to the Division of Behavioral for final approval. These figures are preliminary until they receive the final allocation letter.

16. Approval of Resolution for FY 18 Regional Budget Plan

Motion was made by Gary to Approve the Resolution for FY18 Regional Budget Plan. Motion was seconded by Brian and passed by unanimous roll call vote.

17. Approval of Preliminary Certification of FY 18 County Match—Patti Jurjevich

Patti advised that this handout is in the packet for the Governing Board to review. This document is also a part of budget plan that will be submitted. This is documentation of the county matching funds that will be

collected. There is no change from FY17 to FY18. Patti will bring back a final version in September that she has to file prior to October 1.

Motion was made by Brian to Approve the Preliminary Certification of FY 18 County Match. Motion was seconded by Gary and passed by unanimous roll call vote.

18. Approval of Automated Clearing House (ACH) Payments – Sharise Engel

Patti introduced Sharise as their new controller. She advised that the summary of her proposal is in the packets for the Governing Board to review. She recapped the benefits of using ACH payments. She advised that they can save 57% by using this system; it is more secure, more convenient for the providers and is on the “green” track.

Motion was made by Gary to Approve Automated Clearing House (ACH) Payments. Motion was seconded by Brian and passed by unanimous roll call vote.

19. Appointment of Shawn Thallas, Washington County, to Behavioral Health Advisory Committee – Patti Jurjevich

Motion was made by Gary to Approve Captain Shawn Thallas of the Washington County Sheriff’s office to the Behavioral Health Advisory Committee. Motion was seconded by Lisa and passed by unanimous roll call vote.

20. Approval of Budget Adjustment Request – Patti Jurjevich

Patti advised that they are in the process of finalizing the budget adjustment request. She requests that it be approved to have Mary Ann sign this when it is ready. She will send it to the Governing Board for their review.

Motion was made by Janet to Approve the Budget Adjustment Request after the Governing Board reviews it. Motion was seconded by Brian and passed by unanimous roll call vote.

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

Motion was made by Gary to Approve Out-of-State Travel for Joel Case. Motion was seconded by Brian and passed by unanimous roll call vote.

22. Approval of Contracts and Amendments – Patti Jurjevich

Patti advised that the Summary of the Contracts and Amendments is in the packet for the Governing Board to review. She recapped each item.

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

23. Director’s Report – Patti Jurjevich

Patti advised that the Mental Health State Contract Status Report and the Region 6 internal newsletter are in the packet for the Governing Board to review. She then introduced Julie Matthews as her new Executive Assistant.

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

There were no comments from the public.

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

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

ALPHA SCHOOL

26. Approval of Student Contracts – Clint Reid

Clint advised that he has four contracts to approve.

Motion was made by Gary to Approve the Student Contracts. Motion was seconded by Brian and passed by unanimous roll call vote.

27. Director’s Report – Clint Reid

Clint advised that the Letters of Intent for next fall will be going out next week. He is aware of only one staff who will not be returning. They currently have 68 students with 3 students leaving and received 9 referrals. The increase in referrals is due to the fact that they have to be placed by the end of the school year.

They have been informed that Level 3 schools must now use ACT tests. They will use these for the first time next week. He explained the cons of this change. He passed out the last issue of the Alpha News for this school year. There are 31 days of school left. They are having appreciation events for the staff. He also advised that the Book Fair event will be held next week. He stated that Barnes and Noble requested to have another one this year and this is the second of the year. He explained to the new members about the Book Fair.

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

There were no comments from the public.

29. Motion to Adjourn out of Alpha School and enter Office on Aging

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

OFFICE ON AGING

30. Approval of the FY 17-18 Annual Plan and Budgets– Dennis Loose

Dennis advised that a copy of the annual plan and budget is in the packet for the Governing Board to review. He advised that last year they had to submit the multi-year plan. This year they are required to submit actual budgets with some minor programmatic changes. The budget was presented to the Advisory Council for their review and approval last month. He then recapped the budget documents that will be submitted to the State Unit on Aging totally \$9,158,807. The total budget consists of money also received from the Medicaid Waiver program of \$1,773,253 and \$347,220 received from the Service Coordination Program. The total budget for the coming year will be \$11,279,280. He explained these two programs.

He recapped the included Funding Sources document. He noted that if the Volunteer Services programs for RSVP, Foster Grandparents and Senior Companions was eliminated what a detriment that would be to the community. He was asked by the Vice Chair how many recipients are in those programs. He advised that he will have that information available at the next Governing Board meeting. He explained the new Transitions program. The Program Budgets handout will show where county monies are spent.

Motion was made by Brian to Approve the FY 17-18 Annual Plan and Budgets. Motion was seconded by Janet and passed by unanimous roll call vote.

31. Approval of New Computers for Public Information/New Horizons – Dennis Loose

Dennis advised that this program publishes the New Horizons newspaper. The Mac computers that they have now are quite outdated. They do have money in their budget for these computers. Lisa asked if they got other bids. Lezlie advised that she was told that the closest place that these computers can be ordered from is in Chicago and that the computers are special graphics computers.

Motion was made by Janet to Approve the New Computers for Public Information/New Horizons. Motion was seconded by Gary and passed by unanimous roll call vote.

32. Review of Care Management Policies – Dennis Loose

Dennis advised that the policies are in the packets for the Governing Board to review and approval will be requested at next month's meeting.

33. Review of Durable Medical Equipment Polices – Dennis Loose

Dennis advised that the policies are in the packets for the Governing Board to review and approval will be requested at next month's meeting.

34. Approval of Retired Senior Volunteer Program Advisory Council member – Dennis Loose

Motion was made by Gary for the Approval of Retired Senior Volunteer Program Advisory Council member, Jimmy Chloupek. Motion was seconded by Brian and passed by unanimous roll call vote.

35. Approval of Out-of-State Travel for Pat Tanner and Beth Paleogos – Dennis Loose

Motion was made by Gary to Approve the Out-of-State Travel for Pat Tanner and Beth Paleogos. Motion was seconded by Brian and passed by unanimous roll call vote.

36. Directors' Report – Dennis Loose

Dennis reported that yesterday there was a sewer drain break at the old building. He explained what happened and why. He advised Mary Ann and the new owners. It has been repaired and ServPro cleaned up the mess.

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

There were no comments from the public.

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

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

ENCOR

39. Approval of Technical Support Recommendations and Proposals – Debbie Herbel

Debbie advised that the summary of the proposals is in the packet for the Governing Board to review. She reported that they have working for the last few months on reviewing their technical needs. They will increase their computer count from 50 to about 200 due to the State mandate for logging medical records online going into effect July 1. Due to the increase in computers there will also be a need for technical support. She got proposals for this support and had the technical committee meet with them. Jimmy Wilson who provides support now withdrew his proposal as he does not have the manpower to provide service as ENCOR grows. She proposes that they use the company All Covered. She explained her reasoning. She will continue to use Jimmy Wilson as an onsite tech. Chris Jerram has reviewed the contract and has some recommendations. If they agree to his recommendations she will get a new contract and she will then have Mary Ann sign it. Discussion followed on the proposals.

Motion was made by Gary to Approve the Technical Support Contract with All Covered pending the approval of the contract amendments. Motion was seconded by Janet and passed by unanimous roll call vote.

40. Approval of Proposed Move and Lease Change for Life Choices Day Program – Debbie Herbel

Debbie advised that she had discussed this need a couple of months ago. She explained the program in that it is a Day Program for older adults. She feels their needs are not being such as restrooms with showers. Their mobility needs are increasing. They found a building where Catholic Charities wants to sublease. After Catholic Charities lease has ended ENCOR would enter into a five year lease. She is in the beginning of negotiations. This building would offer what they need including being fully furnished. This could double their census from what they have now. The documents including pictures are included in the packet for the Governing Board to review.

Motion was made by Gary to Approve the Move and Lease Change for Life Choices Day Program based on negotiations. Motion was seconded by Brian and passed by unanimous roll call vote.

41. Approval for Security – Safety Belts for Wheelchair Vans – Debbie Herbel

Debbie had a safety assessment completed and she now feels that they need more safety measures implemented. They are meeting legal requirements but feels that they need more safety measures. She has the money in her transportation for shoulder supports.

Motion was made by Gary to Approve the Security-safety Belts for Wheelchair Vans. Motion was seconded by Brian and passed by unanimous roll call vote.

42. Discussion of Appropriations/ Rate Reimbursement - Debbie Herbel

Debbie advised that this is a follow up on the appropriations rate reimbursement that was implemented last fall. They received a check for \$800,000 last week to cover this reimbursement.

43. Discussion on Offer to Purchase Day Site – Debbie Herbel

Debbie advised that a neighbor to a day site at 50th & I Street would like to purchase the building so he can expand his shop. She needs direction on how to proceed with this. She advised that this is an old building and would be expensive to remodel. The Board advised that she should get an appraisal. Chris Jerram advised using Ryan Ellis to get an assessment and then they could determine a selling price.

44. Director's Report – Debbie Herbel

Debbie advised that they have started training on the electronic timekeeping.

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

There were no comments from the public.

46. Motion to Adjourn out of Meeting

Motion was made by Brian to recess at 5:34pm out of ENCOR and enter into an Executive Session. Motion was seconded by Janet and passed by unanimous roll call vote.

Board reconvened from Executive Session at 5:49pm. There were no actions taken.

Motion was made by Janet to Adjourn out of meeting. Motion was seconded by Gary and passed by unanimous roll call vote. Meeting was adjourned at 5:50pm.

Respectfully submitted by Lezlie McPherson