

**EASTERN NEBRASKA HUMAN SERVICES AGENCY  
AND REGION 6 GOVERNING BOARD MEETING MINUTES  
February 8, 2017**

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: Janet McCartney (Cass County); Gary Osborn (Dodge County); Mary Ann Borgeson (Douglas County); Brian Zuger (Sarpy County); and Lisa Kramer (Washington County).

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

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

2. Comments & Correspondence - Governing Board

There were no comments or correspondence.

3. Approval of Minutes for January 11, 2017 meeting

Motion was made by Gary to approve the Minutes for the January 11, 2017 meeting. Motion was seconded by Brian and passed by unanimous roll call vote.

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

Brian reported that the building is still on schedule and still on budget.

Keith reported that Region 6’s furniture was starting to arrive yesterday. ENCOR’s area is carpeted and ready for their furniture. They have started laying carpet on second floor. The drywall is almost complete in the center lobby area and the windows are in.

Brian advised that the Building Committee met today and approved the Application for Payment for January is \$422,722.72.

The Chair advised that the new Board members still need to visit the new building. Discussion followed on when would be a good time.

5. Approval of Contract between ENCOR and Prochaska & Associates for the ENCOR North Renovation Project (AIA Document B104 – 2007) – Prochaska & Associates

Brian advised that this is the building that Prochaska will be renovating for ENCOR as approved a few months ago. This is the contract for Prochaska & Associates to move forward and start the bidding process. The bidding process will start in April.

Motion was made by Gary to approve the Contract between ENCOR and Prochaska & Associates for the ENCOR North Renovation Project (AIA Document B104 – 2007). Motion was seconded by Janet and passed by unanimous roll call vote.

6. Presentation of ENCOR and Region 6 Behavioral Healthcare December 31, 2016 Financial Statements – Robyn Hansen

The Chair asked Robyn to go into more detail than usual for the benefit of the new Board members.

A copy of the financials is in the packet for the Board to review. Robyn recapped the Office of Mental Health. She advised that there were not a lot of changes and there are no areas of concern. She stated that the budget is not up much from last year. Robyn then recapped ENCOR's financial statement. Debbie explained the reduction in funds. Robyn stated that the expenses have not increased.

7. Attorney Comments – Chris Jerram

There were no comments from Attorney Chris Jerram.

8. Report from Lobbyist – Sean Kelley

The Chair reported that a copy of the Lobbyist report is in the packet for the Board to review. Sean advised the Chair that if anyone has any questions, please contact him.

9. Request for Executive Session – Clint Reid

The Chair advised that the Executive Session will be moved to the end of the meeting.

10. Director's Report

There was no Director's Report.

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

There were no comments from the Public.

12. Motion to Adjourn out of ENHSA Admin and enter Office on Aging

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

## OFFICE ON AGING

### 13. Bid Opening for the New Horizons- Dennis Loose

Dennis explained to the new Board members about the New Horizons publication and how each year they put out to bid the printing of the New Horizons. He then explained the process of the bidding. He will open the envelopes from the interested parties and present to Jeff Reinhardt, the New Horizons publisher. Jeff will then compare the criteria that is required to print the publication and what was presented in the bids. At the next Board meeting, he will present his recommendation for the printing company. The first envelope was opened and it was from Suburban Newspaper. The second envelope was opened and it was from National Print from Omaha. Both bids were presented to Jeff to review.

### 14. Bid Openings for the Meals Programs – Dennis Loose

Dennis explained that this bid is for the preparation of the congregate and Home Delivered Meals programs. They received two bids. The first was from Treat America and the second is from Valley. They had a bidder's conference and both companies were present at the conference. The congregate meals staff and Home Delivered Meals staff will review the bids to make sure they have satisfied all ENOA's requirements. A committee consisting of the staff, Dennis, Trish and Cass County Board Member Janet McCartney will review these bids prior to the next Governing Board meeting to ensure that all criteria requirements have been met and decide on a company that they recommend. Also, the representatives from the two organizations have an opportunity to review each other's bid if they so desire. This review will be done immediately. The recommendation will be presented at the next Governing Board meeting.

### 15. Approval of PERS Agreement with Connect America – Dennis Loose

Dennis advised that Connect America is the second largest company providing personal emergency response systems and are new to Nebraska. They have agreed to meet the current ENOA rates of \$18.50. Chris Jerram has reviewed the agreement and approves. They provide some high tech options such as a pendant for the shower. Dennis explained how the clients qualify for the program through ENOA. He stated that the program is funded through county funds. This is will be an additional provider.

Motion was made by Brian to approve the PERS Agreement with Connect America. Motion was seconded by Gary and passed by unanimous roll call vote.

### 16. Review of ENOA Annual Report – Dennis Loose

Dennis advised that the Annual Report is in the packet for the Board to review. He would like to point out to the Board the demographics data, where the money comes from and where it goes. The county return on investment is listed on page 4. He feels that this report is also a valuable tool to present to the Senators.

The Chair advised that during the comments section she failed to introduce the Vice Chair of the Douglas County Board, Chris Rodgers, who is also the alternate to this Board this year. She welcomed him.

17. FY 18 Budget Development – Dennis Loose

Dennis advised that he will not be requesting an increase in monies from the counties. Also, he is projecting a 3% increase in salaries this year. He will be presenting the budget to the Advisory Council in March and then for approval by the Board in April.

18. Approval of Rebekah Clausing to the Foster Grandparent Program Advisory Council – Dennis Loose

Dennis advised that she is a very well qualified candidate and has been a volunteer for ENOA.

Motion was made by Gary to approve Rebekah Clausing to the Foster Grandparent Program Advisory Council. Motion was seconded by Janet and passed by unanimous roll call vote.

19. Directors' Report – Dennis Loose

Dennis advised that the monthly report of services is in the packet. He also reported that the Area Agencies on Aging held a reception last night where a few Senators were present.

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

There were no comments from the Public.

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

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

## **ALPHA SCHOOL**

22. Approval of School Contracts – Clint Reid

Clint asked for approval of the contracts from the Omaha Public School District and one from the Blair School District.

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

23. Director's Report – Clint Reid

Clint advised that they currently have 69 students and 4 on a waitlist. He has been short on staff due to health reasons. They are mid-quarter of the third quarter. He stated that overall the budget is in good shape. They have waitlisted students but do not have the room in the school to take them in. These students are 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> graders. Next week they will have two students transitioning back into the public school system. Discussion followed on where students wait out their waitlist and what happens to their education.

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

There were no comments from the Public.

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

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

**ENCOR**

26. Discussion on Possible Building Move from Life Choices Program (1915 South 28<sup>th</sup> Avenue) – Debbie Herbel

Debbie advised that she wanted to bring this up for discussion. The Life Choices program is a day program that serves people of retirement age with a disability. The current location is no longer serving this age group well. They have been moving these clients out of ENCOR and having to deny referrals because the environment in the building is no longer compatible with their needs. She explained the restroom situation and exits as examples. She has contacted a Realtor and are now actively pursuing a new place to rent. They were on a 5-year-lease at the current building and it expired one year ago. They would like to stay approximately in the same area. She explained the layout of the current building. They would like to find a larger building to increase their census from the current 25 clients that they have. She would like it to become a real retirement program. Debbie explained that the retirement age group is a niche area that is not served well. She explained the funding for the program. It was asked how much they charge per client. She reported that the rate charged to the clients is set by the State. She explained that there is a high need to support this program for the people who are 50 years and older with disabilities and high medical needs. Discussion followed on serving this age group with disabilities.

27. Approval to take a Lift Van to Auction – Debbie Herbel

Debbie reported that their transportation manager would like to take this to auction. It is an older model with high mileage and a broken lift. It would cost more to repair the lift than what it is worth. It is not being used.

Motion was made by Lisa to approve taking the Lift Van to Auction. Motion was seconded by Brian and passed by unanimous roll call vote.

28. Director's Report – Debbie Herbel

Debbie would like to have a couple of staff present at the next Board meeting. They have been working on a strategic plan. The staff would leave the draft plan with the Board to review and then come back the following month for approval. The Board would be agreeable to this presentation.

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

There were no comments from the Public.

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

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

## **REGION 6 BEHAVIORAL HEALTHCARE**

### 31. Approval of Engagement Letter with Seim Johnson for FY 17 Audit – Patti Jurjevich

Patti reported that Seim Johnson completed their FY16 audit which is the first of a three year commitment. They have asked for a new letter of engagement to be signed prior to the next audit asking to increase their fee to \$18,350.00, which is a 3% increase.

Motion was made by Gary to approve the Engagement Letter with Seim Johnson for the FY 17 Audit. Motion was seconded by Brian and passed by unanimous roll call vote.

### 32. Approval of Additional Payment to Seim Johnson for FY 16 Audit – Patti Jurjevich

Patti advised that the commitment amount for the FY 16 audit was \$17,800. They advised her that because they had to spend extra time working on the proper classifications of deferred revenue amount, they would like an additional \$3,690 in fees. Discussion followed on whether the base rate had any overtime built into it for corrective actions. The Chair advised that in the future Seim Johnson should notify Patti of anticipated overtime in advance so that she can bring it to the Board for approval instead of after the fact.

Motion was made by Gary to approve the Additional Payment to Seim Johnson for the FY 16 Audit with the stipulation that Patti is to advise them of the advance notice declaration. Motion was seconded by Janet and passed by unanimous roll call vote.

### 33. Review of FY 16 Annual Management Summary – Stacey Warner

Stacy advised that this is not the published annual report. This is their internal summary highlighting what they have been working on and future goals. The summary is in the packet for the Board to review. She highlighted the following points: the direction of the strategic plan, increasing awareness and community collaboration; building systems relationships and leveraging national resources, as well as hiring a consultant to review staff job descriptions, salaries, and staff restructuring. She reviewed citizenship and community involvement, network services and system coordination, professional partner program, administration which included fiscal and office management, human resources, quality improvement and performance management.

### 34. Approval of Fitness Equipment Purchase – Patti Jurjevich

Patti presented the quote for the equipment and preventative maintenance agreement for the fitness room from Body Basics. The equipment cost is \$27,507 and the preventative maintenance agreement for one year is \$716.00. Discussion followed on why they chose Body Basics. It was discussed as to why the fitness room is for Region 6 only. It was noted that there was tax on the maintenance agreement. Patti stated that this error has been corrected.

Motion was made by Gary to approve the Fitness Equipment Purchase. Motion was seconded by Brian and passed by unanimous roll call vote.

35. Approval of Budget Adjustment Request – Patti Jurjevich

Patti advised that the total amount transferred from service to service is \$1,531,513.00.

Motion was made by Lisa to approve the Budget Adjustment Request. Motion was seconded by Janet and passed by unanimous roll call vote.

36. Approval of Out of State Travel – Patti Jurjevich

Patti reported that there are numerous travel requests. She summarized each request.

Motion was made by Brian to approve the Out-of-State requests. Motion was seconded by Lisa and passed by unanimous roll call vote.

37. Update on FY 18 Funding – Patti Jurjevich

Patti reported that this funding level is based on the Governor's recommendation. The recommendation is for a reduction which is passed down to the Behavioral Health regional contracts for Program 38. Region 6's budget reduction is \$390, 892.00. There was a slight increase in the budget of \$17,000.00 for first episode psychoses grant dollars. The total allocation difference from the current year and next fiscal year will be a \$373,892.00 reduction. She advised that this amount is what they use to prepare their regional budget plan. They will present their regional plan to the Advisory Committee in April and then will bring this to the Governing Board in April for approval. Discussion followed on how this could impact critical services.

38. Approval of Changes to Behavioral Health Advisory Committee Membership:

Patti stated that their by-laws require a Governing Board representative to be on their committee.

- a. Appointment of Lisa Kramer as Governing Board Representative – Lisa has agreed to this appointment
- b. Removal of Jerry Kruse, Washington County – because Jerry attended the meetings only 13% of the calendar year 2016, they would like to remove him due to lack of attendance.

Motion was made by Gary to appoint Lisa Kramer as the Governing Board representative to the Behavioral Health Advisory Committee and remove Jerry Kruse, Washington County representative. Motion was seconded by Brian and passed by unanimous roll call vote.

39. Approval of Contracts and Amendments – Patti Jurjevich

Patti reported that there are no contracts to approve this month only amendments. She summarized each amendment.

Motion was made by Janet to approve the Amendments. Motion was seconded by Gary and passed by unanimous roll call vote.

40. Director's Report – Patti Jurjevich

Patti included in the packets some documents for the Board's review. She will explain them further when she meets with the new Board members. She addressed the following documents:

- Document A that may answer questions about changes in Medicaid Block Grants. This is in the discussion stage only. Patti explained this concept further.
- Document E is a new format for the Network Services Update. She summarized transitioning consumers from the Lincoln Regional Center back to their community. She found it interesting that there 281 on a waitlist for rental assistance. It is clearly showing a need in the community. Discussion followed.

She advised that the auditor with the Division of Public Health has advised that the Division of Behavioral Health will be audited. She does not know who will be audited. It will be over an eighteen month period.

Patti reminded the Board that there will be a CARF accreditation visit later this year. Also, next month she will present a discussion to replace some vehicles.

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

There were no comments from the Public.

42. Motion to Adjourn out of Meeting

Motion was made at 5:05 pm by Gary to Adjourn into Executive Session to address a personnel matter and a contract negotiation. Motion was seconded by Brian and passed by unanimous roll call vote.

Motion was made to reconvene at 5:55pm and enter into Region 6. No action was taken. Motion was made to Adjourn out of the Meeting. Motion was seconded and passed by unanimous roll call vote. Meeting was adjourned at 6:00pm.

Respectfully Submitted by Lezlie McPherson