

**EASTERN NEBRASKA HUMAN SERVICES AGENCY
AND REGION 6 GOVERNING BOARD MEETING MINUTES
January 11, 2017**

Chair Mary Ann Borgeson called the meeting to order at 3:35 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: Gary Osborn (Dodge County); Mary Ann Borgeson (Douglas 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

The Chair welcomed the newest members to the Board, Janet McCartney from Cass County and Brian Zuger from Sarpy County.

3. Approval of Minutes for December 21, 2016, Meeting

Motion was made by Gary to Approve the Minutes for the December 21, 2016 meeting. Motion was seconded by Lisa and passed by unanimous roll call vote with the exception of Janet McCartney from Cass County who abstained.

4. Election of the Governing Board Officers – Mary Ann Borgeson

The Chair opened the nominations for the Governing Board Officers. Gary nominated Mary Ann Borgeson to the position of Chair. After closing the nomination, motion was seconded by Lisa to approve the nomination of Mary Ann Borgeson as the Chair and was passed by unanimous roll call vote.

The Chair opened the nomination for the position of Vice Chair. Gary nominated Lisa Kramer to the position of Vice Chair. After closing the nomination, motion was seconded by Janet to approve the nomination of Lisa Kramer as the Vice Chair and was passed by unanimous roll call vote.

The Chair opened the nomination for the position of Secretary/Treasurer. Lisa nominated Gary Osborn to the position of Secretary/Treasurer. After closing the nomination, motion was seconded by Mary Ann to approve the nomination of Gary Osborn as the Secretary/Treasurer and was passed by unanimous roll call vote.

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

Brian reported that the office is progressing nicely and continues to be on schedule for completion at the end of March. The Building Committee just met prior to this meeting and approved the monthly pay application of \$539,687.84.

Keith reported that since last month's meeting, carpeting has started. Region 6's area is fully carpeted and they are completing the finish coat of paint in the Region 6 area. The center area of the building is being drywalled. The building is on schedule to be completed at the end of March.

Mary Ann proposed that the two new members tour the building hopefully within in the next month. It was suggested that they could tour after the next Building Committee meeting. Keith said to contact him via email if they would like to tour earlier.

6. Proposal to Provide Cyber Insurance Coverage for ENCOR – Scott Glienke

Scott advised that this policy would mirror what Region 6 has in place. He explained that the coverage would cover cyber extortion and security event coverage. He then explained if there was a computer breach what would the protocol would be. Also, included is network security coverage and employee privacy liability. The annual cost will be \$2,534.00.

Motion was made by Gary to Approve the Proposal to Provide Cyber Insurance Coverage for ENCOR by The Glienke Insurance Agency. Motion was seconded by Lisa and passed by unanimous roll call vote.

7. Approval of Region 6 Property, Casualty, and Cyber Insurance Renewal Policies effective 2/10/17 - Scott Glienke

Scott advised that this is basically the same as was presented last year. He then reviewed the coverages for Property, Liability, Casualty and the Cyber Liability. The Director's and Officer's liability coverage is an errors and omissions policy. The Philadelphia Insurance Company will be the carrier. The costs will be close to last year's premium at an annual rate of \$40,163.00.

Motion was made by Lisa to Approve Region 6 Property, Casualty, and Cyber Insurance Renewal Policies effective 2/10/17 with Glienke Insurance Agency. Motion was seconded by Brian and passed by unanimous roll call vote.

8. Approval of Data Center Hardware for Region 6, ENHSA and ENCOR – Debbie Herbel and Patti Jurjevich

Patti advised that all three agencies need to update some computer hardware and decided to wait until the move. They use the same company to provide this. The total cost of \$124,180.00 will be split among the agencies according to their needs. A diagram was distributed to the Board outlining this plan. Basically, this is to update security devices, firewall, web and spam filtering, and assuring the right hardware and cabling will be able to accommodate speed. This will also assure that there are enough switches. Gary inquired if there was a one year guarantee on this equipment. Patti advised that she will check on the warranty.

Motion was made by Gary to Approve the Data Center Hardware for Region 6, ENHSA and ENCOR. Motion was seconded by Brian and passed by unanimous roll call vote.

9. Approval of Revised Cox Communications Proposal for Internet, Phone, and Cable Services at 4715 South 131 Street – Debbie Herbel and Patti Jurjevich

Patti reported that this revised proposal is less than what was proposed two months ago. They found that there were some enhanced items used for speed that were more than they needed at this time. She did advise that possibly next month there would be another add-on revision because Cox did not include long distance phone coverage in the proposal.

Motion was made by Brian to Approve the Revised Cox Communications Proposal for Internet, Phone, and Cable Services at 4715 South 131 Street. Motion was seconded by Lisa and passed by unanimous roll call vote.

10. Notice to Board of Replacement Furnace at a Day Site in December – Debbie Herbel

Debbie reported that a furnace replacement was needed in December. Due to the weather they had to go ahead and replace without Board approval. The cost was \$5,995.00. This gives notice to the Board that it was replaced.

Motion was made by Janet to Approve the Furnace Replacement at a Day Site in December. Motion was seconded by Gary and passed by unanimous roll call vote.

11. Attorney Comments – Chris Jerram

There were no comments from Attorney Chris Jerram.

12. Report from Lobbyist – Sean Kelley

Sean was in Lincoln attending a legislative session. He sent his report to the Chair and it will be forwarded to the Board and Directors.

13. Request for Executive Session

There was no request for an Executive Session.

14. Director's Report

There was no Director's Report.

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

There were no comments from the Public.

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

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

ALPHA SCHOOL

17. Director's Report – Clint Reid

Clint reported that school has been in session only five days so there is nothing to report. The Chair asked Clint to give a synopsis of his program. He advised that his youngest student is six years old and the oldest is nineteen years old. He reported that the funding comes from the school districts. He discussed how the school has a very structured environment. Clint invited the new Board members to visit the school anytime.

He advised that his evaluation will be due at the next meeting and will elect for an executive session at the next meeting. He passed out the evaluation for the next meeting.

He then discussed a 9th grade student that had moved to Illinois over the break and is his problems. Discussion followed on children within the foster care system.

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

ENCOR

20. Approval of Moving Quote for ENCOR/ENHSA – Debbie Herbel

Debbie distributed a summary of two quotes she got for moving. The cost for All Makes was less money. If they chose another moving company, it would cost \$75.00 per hour to have All Makes head the project in addition to the actual cost of the move. All Makes quote is \$12,770.00.

Motion was made by Gary to Approve the Moving Quote for ENCOR/ENHSA with All Makes. Motion was seconded by Brian and passed by unanimous roll call vote.

21. Director's Report – Debbie Herbel

Debbie distributed a summary of the family and staff surveys that they have been working on. The group that they established to analyze these surveys had their first meeting yesterday. She felt it was a very productive meeting. There were twenty staff members from across the Agency that met to work on a strategic plan that they will take to the Advisory Council. They will be meeting again in two weeks to determine long-term goals. After meeting a few more times after that they will have an idea of the measureable goals that they want to attain. After the goals have been set they will meet every six months to review what has been accomplished.

She also advised that she is going to table the Bylaws that she was going to bring back to the Board for Approval. Debbie may have two new members interested on joining the Advisory Council. She is meeting today with Brenda Carlisle who may be interested in assisting with the Bylaws.

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

There were no comments from the Public.

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

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

REGION 6 BEHAVIORAL HEALTHCARE

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

Motion was made by Gary to Approve Out-of-State Travel for Patti Jurjevich. Motion was seconded by Janet and passed by unanimous roll call vote.

25. Approval to Accept All Makes Bid for Office Move – Patti Jurjevich

Patti summarized her reasoning for choosing All Makes to move their furnishings the same as Debbie's. She feels that it is value added when they head the project and that amount is included in their bid which is still less than the other vendor. All Makes quote is \$13,210.00.

Motion was made by Janet to Approve Acceptance of All Makes Bid for their Office Move. Motion was seconded by Lisa and passed by unanimous roll call vote.

26. Update on Budget Reductions – Patti Jurjevich

Patti distributed a memo from Sheri Dawson, Director of the Division of Behavioral Health with regards to the Governor's budget adjustment recommendations. She stated that at last month's meeting she presented the budget reduction that was requested by the Governor. Region 6's portion was going to be approximately \$625,000.00. She noted that they have been notified that there will be some reductions in funding but it will not impact their contract with the Division of Behavioral Health. Therefore, they will see no budget reductions this year.

The Chair asked Patti to give a synopsis of her programs. Patti advised that her region is one of the six regions in the state. It is the smallest geographically but has the largest population. By statute they are required to plan, organize, fund and evaluate behavioral services for all citizens. Their funding comes from contracts from different State agencies and County matching funds. She invited the new members to come and visit with her to learn more about her programs.

27. Approval of Budget Adjustments – Patti Jurjevich

Patti advised that they are still processing the adjustments. She requests that when it is complete, she would reach out to Mary Ann for her signature and present the adjustments at the next meeting. She explained the process to the new members and the reasoning behind it. Mary Ann advised that she can forward this document to the members after she signs it to review prior to the next meeting.

Motion was made by Janet to have the Chair approve and sign the Budget Adjustments prior to bringing them to the next Board meeting. Motion was seconded by Gary and passed by unanimous roll call vote.

28. Approval of Contracts and Amendments – Patti Jurjevich

Patti advised that the listing of contracts and amendments that need approval are in the packet. She recapped each request and explained the reasoning behind them to the new members. The Chair asked her to give the background on the Catholic Charities closure of Campus for Hope to the new members.

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

29. Director’s Report – Patti Jurjevich

Patti advised that in the packets is a copy of a bill that Senator Schumacher introduced in this legislative session. She believes it may be similar to the bill that was introduced last legislative session. She explained to the new members why he introduced this again. It will entail an increase in reporting to the Division of Behavioral Health and then an increase in summarization and analysis by the Division of Behavioral Health. She will continue to monitor this.

She advised that they have an opening on their Advisory Committee for a Regional Governing Board representative. Brenda Carlisle held that position previously. Lisa agreed to fill the vacant position.

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

There were no comments from the Public.

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

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

OFFICE ON AGING

32. Proposal to Purchase Mediware Software and Licenses for the Home Delivered Meals Program – Dennis Loose

Dennis reported that Mediware Software was implemented approximately one year ago to upgrade the data tracking system for the Home Delivered Meals program also known as Meals on Wheels. This is used on a daily

basis to keep track of the meals and routes. The previous system was a State system and is outdated. The original purchase package was paid for by a foundation. Trish and the Director of Home Delivered Meals have been working with Mediware on an update to improve the reporting system. The total cost is \$12,137.50 which is less than they budgeted for the upgrades. Dennis advised that Woodmen of the World gave \$5,000.00 to be used for Home Delivered Meals. This amount would help to offset the cost. This is a onetime upgrade.

Motion was made by Gary to Approve the Proposal to Purchase Mediware Software and Licenses for the Home Delivered Meals Program. Motion was seconded by Brian and passed by unanimous roll call vote.

33. Request a Board Member to Participate in the Meal RFP Reviews - Dennis Loose

Dennis explained to the new Board members about the preparation of the meals for the congregate and home delivered meals programs. This bid will be for a vendor that will prepare these meals. He then recapped the bid process. He stated that every five years this bid goes out and it is now to time bid it out again. There is a scoring system to pick this vendor. He advised that tomorrow the bids will be submitted. He will then bring these bids to be opened at the next Board meeting. This will only advise who is interested. After that, the staff will score the bids along with a Governing Board member. This could be done approximately one hour prior to the March meeting. Janet volunteered to assist with the scoring.

The Chair asked Dennis to provide a synopsis of what ENOA does for the new members. He stated the agency is one of 650 Area Agencies on Aging in the United States. ENOA provides in-home and community services for the elderly. He then explained the Home Delivered Meals, Homemaker, Bath Aide, Durable Medical Equipment, Chore Services, Respite, Emergency Response System programs, the Senior Centers, Rural Transportation program, the Care Management Program as well as the Medicaid Waiver program and Senior Care Options programs. He also explained the individual Volunteer programs. He talked about the Intergeneration Orchestra. He said he will send the new members ENOA's annual fiscal report with their budgets and explanation of services so that the new members can become more familiar with the Agency.

34. Review of State Unit on Aging's Annual Monitoring Report – Dennis Loose

Dennis reported that a copy of this report is in the packets. He explained that the State Unit on Aging is part of the Department of Health and Human Services. This annual monitoring report monitors different programs each year. This year they reviewed Governance, Fiscal, Legal Services, NAMIS, Long Term Care Ombudsman and Title III-C, III-D, Title III-B, III-E and III. He explained each Federal Title program.

There were no findings and few recommendations which they will be addressing. He asked the Board to review this report as this is different from the fiscal report. This report determines if they are performing their responsibilities under the Older Americans Act and Nebraska statutes.

35. Approval of Denise Moser to the Senior Companion Advisory Council – Dennis Loose

Dennis advised that she would be a good candidate for this Advisory Council due to her background.

Motion was made by Gary to Approve Denise Moser to the Senior Companion Advisory Council. Motion was seconded by Lisa and passed by unanimous roll call vote.

36. Directors' Report – Dennis Loose

Dennis reported that included in the packet is a report that lists the majority of services offered by county for the Board to review.

He advised that he will be attending a Legislative reception on February 7.

Lisa inquired as to the status on the sale of this building. Dennis advised that there have been some showings. Last week a group visited, who had previously visited, and spent quite a bit of time. They seemed very interested. He explained to the new Board members how ENOA purchased the building approximately 17 years ago through a NACO bond.

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 Gary to Adjourn out of Meeting. Motion was seconded by Janet and passed by unanimous roll call vote. Meeting was adjourned at 4:55pm.

THIS AGENDA, WHICH SHALL BE KEPT CONTINUALLY CURRENT, SHALL BE AVAILABLE FOR PUBLIC INSPECTION AT THE EASTERN NEBRASKA OFFICE ON AGING CENTRAL OFFICE, 4223 CENTER STREET, OMAHA NE DURING NORMAL BUSINESS HOURS.

Respectfully Submitted by Lezlie McPherson