

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

Vice-Chair Lisa Kramer called the meeting to order at 3:42p.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; and Patti Jurjevich.

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

2. Comments & Correspondence - Governing Board

There were no comments.

3. Approval of June 21, 2017 Governing Board Minutes

Motion was made by Gary to Approve the June 21, 2017 Governing Board Minutes. Motion was seconded by Brian and passed by unanimous roll call vote with the exception of Lisa Kramer who abstained. She was not present at the last meeting.

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

Keith advised that the subs are reporting the progress to him. The metal panel workers were supposed to take three weeks, they have been coming and going. He was promised that they would be here in two weeks and work on it until it is finished.

They have run out of tile twice for the second floor. It has to be ordered from Italy so it won't arrive until sometime in September. The second floor public restrooms are not functional because of the tile not being finished. The front of the receptionist desk and the elevator floor also need to be tiled. There is no additional cost to the agency.

Brian inquired if there is any recourse on the tile installers. Keith advised that there isn't, the majority of the building was completed on time.

The painters got busy with painting jobs at schools. They should be back here painting this week or next week.

There will be a remodeling project in the storage area of ENCOR.

5. ENHSA, ENCOR and Alpha School Quarterly Financial Report – Robyn Hansen

Robyn advised that a copy of the financial report is in the packets for the Board to review.

She advised that she has refined the report. She was concerned about discussing the confidential report in front of the public present in the room. Chris Jerram advised that because the agency is a public agency, finances of the agency can be discussed publicly.

She discussed the cash account of \$9,925,016 and advised that any cash going out would be for the loan. What she doesn't use out of the Accounts Payable cash account of \$534,911, she will apply to the loan. She then recapped the Alpha School balance sheet. She noted that nothing has changed and they are under budget 4% for expenses as of now. She then recapped the ENCOR budget. She noted that some State funds are less. This could be due to the timing of the budget and loss of clients. Debbie explained why they are down on revenue and that when revenue is down, the managers react by reducing expenses. ENCOR is 4.6% under budget for expenses, even with acquisitions and technology upgrades.

Dennis advised that ENOA's budget will be presented at next month's meeting.

6. ENCOR/ENHSA Infrastructure Upgrade Proposals – Debbie Herbel and All Covered

Debbie stated that they recently started a new IT contract. This company performed an assessment of the IT equipment last week.

Dan Rogers, a Solutions Architect with All Covered made the presentation by phone. Dan advised that he works out of the Minneapolis office and stated his work address is 2812 Fairview Avenue North, Roseville MN 55133 at the request of Chris Jerram. He is charged with designing this project.

The Power Point that he went over covered concerns, objectives, projects, diagrams, summaries and proposals. He discussed the current servers. One of the main concerns is security. They would like to create a server environment that can allow users to function properly and develop a central security database accessibility. He then discussed the objectives and the project to attain these goals. The proposal total is \$48,778 or \$1609 per month for a 36 month lease. Debbie's goal is to get all offices talking to each other and increase security. Debbie advised that she proposes to take the money out of her asset fund. Gary asked if they could take the money out of the ENHSA \$9,000,000 cash account. Robyn advised yes, they could. Debbie also advised that they should be getting some additional funds from selling one of their properties. Debbie will obtain the final proposal and bring it to next month's Governing Board meeting for approval.

It was discussed if leasing would be an option. The Board decided against it because it would increase the cost by approximately \$6,000.

7. Attorney Comments – Chris Jerram

There were no comments from the Attorney.

8. Report from Lobbyist – Sean Kelley

There was no report from the lobbyist.

9. Executive Session

There was no Executive Session.

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 Region 6 Behavioral Healthcare

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

REGION 6 BEHAVIORAL HEALTHCARE

13. Approval of Year 5 Partnership for Success Continuation Proposal – Crystal Fuller

Crystal advised that the overview is in the packets. She stated that they are in year five of the five year grant and has \$439,614 available for the three coalitions that have been involved in the project. The two priorities of the project are underage drinking and binge drinking.

She recapped the process of how they determined which coalition was granted money to continue. All three coalitions submitted their budgets and came in under budget for the available monies. So they were asked to resubmit their budgets and workplans. They recommend that LiveWise Coalition should receive \$219,106, Omaha Collegiate Consortium receive \$193,054 and Project Extra Mile receive \$127,454. It was asked what happens when year five is over. Crystal advised that all three coalitions must work on sustainability plans. There will be no other federal funding coming in.

Motion was made by Gary to Approve the Year 5 Partnership for Success Continuation Proposal. Motion was seconded by Brian and passed by unanimous roll call vote.

14. Approval of Budget Adjustment Request – Patti Jurjevich

Patti advised that this is the usual format for budget adjustments. The recap of the request is in the packet for review. They are shifting dollars from areas that are under-utilized to areas that are over-utilized. This is the final adjustment for the budget for FY17.

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

15. Approval of Alternative Compliance – Patti Jurjevich

Patti advised that there are three requests in the packet for review. The providers are requesting these alternative compliances. They are requesting to bill in 15 minutes increments for Community Support. This is when the provider is not able to conduct three face-to-face contacts or provide a total of three hours of service.

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

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

Patti advised that she sent out these travel requests in advance for review. Patti requests to travel to Columbus, Ohio to attend the 2017 NACo Annual Conference and Jonathan Koley requests to travel to Boston, MA for an Alternatives Conference.

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

17. Approval of Policy and Procedure #507 – Patti Jurjevich

Patti advised that this item was sent out in advance for review. This is to formalize a policy and procedure practice that has been taking place with the Professional Partner Youth Peer Support. Their National Accreditation visit is coming up this year and they would like all policies and procedures formalized.

Motion was made by Brian to Approve the Policy and Procedure #507. Motion was seconded by Gary and passed by unanimous roll call vote.

18. Approval of Contracts and Amendments – Patti Jurjevich

Patti recapped the contracts and amendments that were included in the packet for review. Chris had suggestions for wording on the Omni Contracts. She is asking for approval based on getting that language worked out. Discussion followed on the Plans for One. Question was asked what happens to the money if success is achieved. Patti advised that the money would be reallocated to other programs or individuals. Discussion followed on where is the money spent on these three individuals. She advised that these people have very complicated and intense needs. Concerns were expressed over the high amount of money spent on these three individuals. Patti explained how the money is spent. Discussion followed. Patti offered to have Miles or Laurie come and discuss these peoples' progress.

Motion was made by Janet to Approve the Contracts and Amendments pending the language change for the Omni contracts approved by Chris and the date change for the third Omni contract on the list to expire 6.30.18. Motion was seconded by Brian and passed by unanimous roll call vote.

19. Director's Report – Patti Jurjevich

There was no Director's Report.

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

There were no comments from the Public.

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

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

OFFICE ON AGING

22. Approval of Administrative Bingo Policy – Dennis Loose

Dennis advised that this policy was passed out at last month's meeting for review. This policy is required to keep in compliance with the Department of Revenue.

Motion was made by Brian to Approve the Administrative Bingo Policy. Motion was seconded by Gary and passed by unanimous roll call vote.

23. Approval of Updated Contracts for Snyder Senior Center and the Village of Dodge Senior Center – Dennis Loose

Dennis advised that these are not new contracts but updates to the contracts with current language changes.

Motion was made by Janet to Approve the Updated Contracts for Snyder Senior Center and the Village of Dodge Senior Center. Motion was seconded by Brian and passed by unanimous roll call vote.

24. Approval for Out-of-State Travel – Dennis Loose

Dennis advised that this is travel for Jay Schuoler to travel to Denver, CO to attend the Annual Meals on Wheels of America Conference.

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

25. Directors' Report – Dennis Loose

Dennis advised that the Directors' reports are in the packet for review. He discussed the recent change in the Fremont delivery of meals to the homebound when they unexpectedly closed the program. He advised that this is a private program. He stated that there had been some recent discussion on ENOA taking over the program on September 1 because they were having some difficulties with the program. That decision had not been finalized. He stated that there is no way they can immediately take over the program. Gary explained that he had heard

the Deanna Freitag who had run the program had found someone else to take it over. Trish Bergman was in the audience and explained who they had been working with about this decision.

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

There were no comments from the Public.

27. 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

28. Budget Approval – Debbie Herbel

Debbie advised that she sent the budget out by email previously for the Board's review.

She stated that all rates have changed due to the new waiver regulations. All 775 clients will now be reassessed this year taking their care from levels to tiers. It went from 11 levels to 4 tiers. She cannot assume that they are going to get paid the same. This made the creating the budget more difficult. She then explained how she came up with her budget. She feels uncomfortable giving staff pay increases this year until she knows how this new schedule will affect them their incoming funds. Discussion followed on the staff pay increase and the effect of the increase in health insurance rates. When she receives their definite amount of monies to be received, she will bring back her budget revisions for the Board's approval.

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

29. Approval to Get Bids for Increasing Number of Agency Vehicles in Each Area – Debbie Herbel

Debbie advised that there is a new definition of codes. She distributed the Habilitative Community Inclusion summary. She explained how they code their services and how this will affect their rate of reimbursement. They cannot get reimbursement if their people are not going out into the community. She explained how this inclusion will affect their reimbursement. By having to increase the community activities they will need more vehicles to transport the clients to various activities. She does not want staff using their own cars to transport the clients due to safety of both parties. Discussion followed on purchasing versus leasing. She would like to acquire 10 additional vehicles (2 per area). Discussion followed on State Bid pricing and US Communities pricing. This motion is to get pricing on the vehicles only.

Motion was made by Brian to Get Bids for Increasing Number of Agency Vehicles in Each Area. Motion was seconded by Janet and passed by unanimous roll call vote.

30. Director's Report – Debbie Herbel

Debbie reported that it is a State mandate that they go to electronic medication records. They rolled out using Therap (the State's required software) on July 1. The staff created the reference guide for using Therap that was distributed to the Board for review. All staff have been trained on using it. A staff member from Therap

came in to train and was so impressed with the reference guide and the smooth roll out that they asked her staff to present their training at their national conference. She has asked three of her staff to present at the conference.

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

There were no comments from the Public.

32. Motion to Adjourn out of Meeting

Motion was made by Gary to Adjourn out of the Meeting. Motion was seconded by Janet and passed by unanimous roll call vote. The meeting was adjourned at 5:09pm.

ALPHA SCHOOL

There will be no report from Alpha School this month.