

**Saline County Aging Services Board Meeting
Monday, September 28, 2015, 2:00 p.m.
Saline County Extension Office
Swanton & Tobias hosting**

The minutes were digitally recorded.

Marty Stones called the meeting to order. Roll call showed 15 members present, constituting a quorum. Also present were SCAS staff members Amy Hansen, Director, Laura Mackeprang, Data/Office Manager, and Macey Moore, Outreach Coordinator. Also present were Trudy Kubicek and Denise Boyd, Aging Partners; Stephanie Krivohlavek, Saline County Commissioner; and guest Pat Schwisow.

Richard Jiskra moved and Bonnie Schoenbeck seconded the motion that the June 2015 full board minutes be approved as dispersed. The motion carried.

Marty Stones had originally asked that the executive committee meetings minutes be sent to the full board. Since what happens at the executive committee meetings will be presented to the full board, and to prevent confusion, he asked that the minutes of the executive committee be sent to just the executive committee members and not the full board. Marty stated that anyone wanting the minutes of the executive committee meetings can certainly have one. Scott Bartels commented that anything that happens at the executive committee is not actionable anyway. (3.17)

Birthdays and anniversaries were acknowledged. (7.30) Amy Hansen, Director, introduced Macey Moore, who was hired as Outreach Coordinator. Macey told the board a little about herself and answered questions. (12.25)

ACTION LIST REVIEW

Updated member list

Laura sent the list around for board members to update info, since Richard Jiskra is moving to Wilber, Elaine Erdmann is residing now permanently in Beatrice, and Pat Schwisow will be a new board member, pending approval from the County Commissioners.

Laura reported that Elaine said that she would be willing to be an associate member. Richard said he could still be a representative for Swanton since he owns land there. Amy said that she and Laura felt it was counterproductive to do the member list and then have to do it again. Kathy Stokebrand asked if a copy could be sent with the minutes. Laura will do so. (15.13)

Cover sheets for the board books

Amy did not have them, as she had technical issues in printing them out. She said that it is the

same thing as the cover of the annual report and that page could be used for the cover. (15.30)

Bylaw committee

The bylaw committee will report later in the meeting under old business, so this action is considered complete. (15.50)

Chair-elect/Carla Hubbard

Amy has not been able to get in touch with Carla to see whether she wants to be co-chair for another year or not. Phyllis Svehla inquired as to whether Carla had called Amy today, but she had not. Phyllis Then stated that she spoke with Carla, who indicated that she was going to call the office before the meeting.

Marty asked that this be kept on the action list as a couple of things (the committees and officers) depend on Carla's decision. (16.53)

Who wants to be on the budget committee?

Marty would like to finalize who will be on the committees so this will be clear. This will be discussed in a little while. (18.50)

Food pantry

Marty stated that he discussed the food pantry with his pastor, Jeff Hageman of UCC, in Crete. There are several points at issue:

- The food pantry serves an increasing number of younger people which is not SCAS's mission.
- Resources should be spent growing services and programs in line with SCAS's mission.

The question is whether there is a better way of serving all the people in the county.

Discussion followed with the following points made:

- The food pantry and SCAS are both growing. Amy's job is SCAS; the pantry is not, though Amy said that SCAS would still keep food on hand for the 60+ people that SCAS serves.
- The pantry at SCAS takes up half the total space. She could definitely use the room the pantry takes up in the back to grow SCAS services and programs.
- SCAS does expend a lot of their resources to manage a food pantry for Wilber and the south half of the county.
- There are many players in Saline County: Wilber's food pantry, Friend's food pantry, BVCA's food pantry, Food Net, Feed America program, Catholic Social Services, and Crete's ministerial group.
- Marty felt that getting the county food pantry stakeholders together to discuss the food pantry for the county. This would help educate each other to know what resources are out there. Maybe collectively they will be better able to serve Saline County as compared to individually.
- A core group of people is needed to get things started. He suggested getting the initial

players from Wilber and Crete, at least, to the first meeting plus anyone else who may be interested, to get it going.

- Marty said his pastor is willing to get a dialog going to see how this could go forward. He is willing to host the first meeting for initial talks.
- Amy stated that if someone wanted to do this right, someone could apply for grants, hire staff, etc., to be able to serve people not only with food, but with rent, gas, etc.
- Denise Boyd, Aging Partners, said that SCAS is unique. It is the only one of like agencies that offers material aides, like food. Other like agencies may offer medical equipment loaning, but most refer clients to other resources.
- Trudy stated that the elderly cannot stand in line outside, like with Food Net, so they will not participate in this kind of program.
- Amy stated that she talked with Rick Nation (BVCA). He is not interested in taking over our pantry, and she got the impression he questioning the continuation of their pantry.
- Amy also said that she talked with Rev. Panning and he is willing to help in any way, but wants only one thing--that the money raised in Wilber in their emergency assistance fund will stay here and be used in Wilber.
- Amy stated if it comes to moving the pantry, SCAS won't do it until it is in place and everyone's needs are met, so that no one falls through the cracks.
- Marty will connect Rev. Hageman with Amy to start the meeting/ dialog process. (43.30)

New Vehicle

Richard told us about a van. Bruce Filipi looked at it. There was confusion with the price, so Amy chose to drop the matter. Bruce will talk with his bid guy to look for one.

Amy had asked the executive committee about getting more money for a van. Originally she had planned on spending \$10,000.00. There is extra money in miscellaneous and it is available. Amy needs authorization to spend more for a vehicle. Amy asked the board to keep in mind that they promised the commissioners that they would appropriately spend down the excess funds that SCAS has.

Richard stated that \$10,000 would purchase a 2004 vehicle. Getting a newer one should be possible for \$20,000. Stephanie Krivohlavek stated that the Veterans Committee just ordered a new vehicle through the county/state and it cost around \$21,000 and change.

Scott Bartels stated that if we get a vehicle through the state, that they are often stripped down models, so please be sure you know what you are getting.

Ricard moved and Kathy seconded the motion to give Amy permission to spend up to \$21,000 for a newer vehicle. Scott stated that a new vehicle will also have warranty coverage that a used one would not. Stephanie suggested \$22,000, since the VA vehicle cost \$21,000 plus change. Motion carried with two nay votes. Stephanie would still like to see it up to \$22,000 to make sure the cost is covered. (55.30)

Advisory Council

The advisory meeting was postponed in September. Marty will not be able to attend the October meeting as currently scheduled, but that meeting date isn't finalized. They haven't had many meetings. He will attend the first one that he can. (56.25)

USDA contract for HDM with the WCC

The Home Delivered Meals (HDM) that the Wilber Care Center (WCC) serves does not have a contract as is required by the USDA. Denise Boyd stated it would start with a monitoring visit, which will need to be done soon. She asked if such a visit would upset the WCC. Amy didn't think it would upset their Dietary Supervisor, but she doesn't know the facility director so is unsure of how she will react. (58.00)

OLD BUSINESS

New board member

Pat Schwisow has worked in Swanton at post office for 49 ½ years. She knows Swanton inside and out. She has a Western address. Kathy Stokebrand moved and Carol Fictum seconded the motion that Pat Schwisow is presented to the board of commissioners for approval as a Swanton representative on the SCAS advisory board. Motion carried. (1.00.35)

Presentation of By-Laws

Marty thanked Len Sand, Richard Jiskra, and Scott Bartels for their work on updating the bylaws. There were a couple of things they wanted to bring to the board for approval.

Len stated that what they attempted to do was to modernize and clean up some of the language where it reflected the initial creation of the board. Len went through the bylaws explaining their changes. The board added additional corrections. ***Please see attached changes to the by-laws.*** (1.56.00)

The board had much discussion on the length of term of the Chairman and the consequences to the chair-elect. They wanted flexibility with the length of term and continuity of leadership. There was also discussion on whether to change the chair-elect to vice chair, and the consequences that would follow.

Reviewed bylaws with suggested changes will be sent out to the members for the next meeting. There was discussion as to what the Robert's Rules say about changing the bylaws. Amy said she would order a Robert's Rules book. (1.56.30)

NEW BUSINESS

Social Committee

This item was tabled until next time. (1.56.55)

Staff Performance and Appraisals

The executive committee will formulate the recommendation to the commissioners. Board members were directed to the forms in their book. If they would like give their input, they are to fill them out and return them to Marty. The executive committee's recommendation needs to be in by November. (1.59.50)

Handouts

Amy passed out last year's work plan and her new work plan for FY2016, which she said has not been finalized. It is 90% complete and isn't due until October 9. Amy also passed out a list of

the things she does as director. It is a snapshot of what she does and doesn't include telephone calls and walk-ins. (2.04.00)

The executive committee was scheduled to meet October 26. They were going to finalize the recommendation on staff performance for the commissioners at that time. The inputs can be given to any executive committee member. (2.06.50)

PARTNER REPORTS

DeWitt Senior Center

Bev Plihal reported that the DeWitt Senior Center is 25 years old. And it is Senior Center Month. They are celebrating by have breakfast from 8 a.m. to 9:30 a.m. tomorrow, September 29. They will be serving a breakfast casserole, cinnamon rolls, fruit, coffee and juice. Everyone is welcome.

Bev has just attended the Nebraska Senior Center Conference. She reported that it was excellent and learned good things.

A new Tai Chi program will start in October. She also said Macey spoke in front of their group and was excellent and encouraged anyone to invite her as a speaker. (2.08.15)

Saline County Area Transit

Scott Bartels reported that SCAT will be going to Yorkfest this year. Nothing is scheduled for Christmas season just yet, but is planning on doing a Christmas trip this year.

He reported that they are enjoying their new building, especially every time it rains. (2.09.30)

OTHER ITEMS

Amy asked if we are supposed to be adhering to open meeting rules. Open meeting rules need to be posted. Discussion followed. Carol stated that at one meeting the question was brought up and it was decided then that we did not have to. She doesn't remember the reason. Times have changed and we are with the county now. Does notice of the meeting have to be in the paper?

Stephanie will look into it. She suggested that we let the County Clerk know and she could put it in the paper.

NEXT FULL BOARD MEETING:

To do another reading of the bylaws, another full board meeting was scheduled for October 19 at 1 p.m. County Extension with Wilber hosting. (2.22.00)

The next executive committee meeting will be Monday, November 2, at 9:00 a.m. at the County Extension Office. (2.24.45)

ADJOURNMENT

Respectfully submitted, Laura Mackeprang, Data/Office Manager
Saline County Aging Services

PROPOSED CHANGES TO THE BYLAWS

As presented to the full board on 9/28/2015.

Includes suggested corrections from the full board.

ADDITIONS ARE ***ITALICIZED AND IN BOLD IN THIS FONT.***

BYLAWS of the SALINE COUNTY AGING SERVICES BOARD

ARTICLE I: NAME

The name of the body herein created and defined by the Saline County Commissioners shall be the Saline County Aging Services Board, herein referred to as Aging Services Board.

ARTICLE II: PURPOSE

The purpose of the Aging Services Board shall be to advise the Saline County Board of Commissioners on matters of concern to older residents of Saline County, such advice and duties to include but not be limited to the following:

- ~~to act as a communication link between older citizens and the Board of Commissioners;
- ~~to collect and study information on issues and topics relevant to aging persons of Saline County;
- ~~to propose and/or coordinate community aging services which support the continued independence and self-sufficiency of older persons;
- ~~to monitor and evaluate the effectiveness of community aging services in the county, regional and state bodies affecting aging services and matters;
- ~~to perform other appropriate functions as the Board of Commissioners deems necessary;

--to recommend personnel actions to the Board of Commissioners for the position of Director **of Saline County Aging Services** and other full or part-time positions;

--to complete an annual performance appraisal and recommend salary adjustments to the Board of Commissioners for the position of Director;

--to review other annual appraisals that the Director has completed and recommend salary adjustments as necessary to the Board of Commissioners; and

--to coordinate and prepare, with the Director, an annual budget outlining accomplishments, goals and assure adequate funding is available. This budget will list income and expenses ~~by commodity~~ as required by Aging Partners.

—to recommend approval of completed budget to the Board of Commissioners

ARTICLE III: MEMBERS

Section 1: Number. The Aging Services Board shall have a maximum of twenty-five members, two (2) from each town (a total of 16) and nine (9) at large. Other individuals, i.e. healthcare professionals, business leaders, clergy, etc., may be included as associate members.

Section 2: Qualifications. At least 1/3 of the members shall be fifty-five (55) years of age or older and all shall reside in or work in Saline County. The members shall be selected either for their interest, for their leadership in working for the improvement of life for older persons, or for their specialized knowledge or experience in community aging services.

Section 3: Voting. Each member shall have one (1) vote. Associate members have no voting rights.

Section 4: Appointment. ~~The first Board shall be appointed within a month of the adoption of these Bylaws. Thereafter, The Aging Services Board shall submit to the County Board of Commissioners each year, **or as needed**, a slate of nominations for that year's vacancies. After review the Board of Commissioners shall notify the Aging Services' Board of its appointees for the up-coming year.~~

Section 5: Term. ~~Except for the first Board, The term of the members shall be two (2) years with **the goal of** half of the members selected one year and the other half selected the other year. For the first Board, the Commissioners shall designate at the time of appointment who shall serve two years and who shall serve three years beyond the first June 30 after the adoption of these Bylaws. Board members will not have limits on the number of terms served. **Board members will not have limits on the number of terms served.**~~

Section 6: Attendance. No member shall have more than three unexcused absences during a year's period. Should a member's absences exceed this, the chairperson may declare the position vacant, ~~and the Board shall notify the board of Commissioners of the same and request a new member be appointed to fill the vacancy.~~

ARTICLE IV: ORGANIZATION

Section 1: The Aging Services Board shall be organized into officers and committees for performing functions of the Board.

Section 2: Officers. The Board shall have two (2) officers: a Chairperson and Chairperson-Elect. Their election, a term of office and duties shall be as follows:

Chairperson: The duties of the Chairperson shall be to preside over all meetings of the Board, maintain order, explain and decide all questions of order, announce business, give signature where necessary, appoint the committee chairpersons and assign duties to members as necessary to carry out the purposes of the Board. Except for the first election of officers, the

Chairperson-Elect shall assume the duties of the Chairperson at the annual meeting after the election of the other new officers. The Chairperson shall serve ~~one~~ **a two year term**.

Chairperson-Elect: The Board shall, by written ballot, elect a Chairperson-Elect ~~each year~~ **for a two year term** at its annual meeting ~~except that at the first election when both a Chairperson and a Chairperson-Elect shall be elected. Thereafter, at each year's annual meeting,~~ The current Chairperson-Elect shall assume the duties of the Chairperson immediately after the election of the new Chairperson-Elect. The duties of the Chairperson-Elect shall be to act as Chairperson in the absence of the Chairperson and perform such duties as necessary for and as requested by the Chairperson.

Section 3: Committees. The Board may establish Standing or Ad Hoc Committees as is necessary for carrying out its functions and responsibilities using persons who reside in or work in Saline County, as well as its own members, so long as the purpose, specific duties and responsibilities, and time of reporting are clearly designated in the motion and/or minutes of the meeting establishing such. Ad Hoc committees may be designated for fact-finding, advisory, coordinating, or other purposes deemed necessary by the Chairperson, Board, or County Board. The purposes or duties, appointment, and composition of standing committees must be established in writing as a sub-part of this section of these Bylaws. No committee, Ad Hoc or Standing, shall act or present itself in any way without the express approval of the Aging Services Board.

3A. The Executive Committee shall consist of the Chairperson, Chairperson-Elect, **Past** Chair ~~-Pro Tem~~, a County Commissioner, and one other board member. **(5 member committee)**

3B. The Budget Committee shall consist of the Chairperson, **Chairperson-elect**, a County Commissioner, ~~Program Manager~~ Director, and no less than two nor more than four additional members from the Saline County Aging Services Advisory Board. **(5-7 member committee)**

Section 4: Recording Secretary

4A. Recording Secretary: Duties shall be performed as directed by the ~~program Manager~~. **Director**. Said duties shall include keep and maintain the minutes of all meetings of the Board, take roll, read minutes of previous meetings, read important correspondence, record the proceedings, notify members of meetings, and to take care of all documents of the Board.

ARTICLE V: MEETINGS

Section 1: Frequency. The Aging Services Board shall conduct regular meetings as necessary, but no less frequently than quarterly, at a time and place of the members' choosing except in the case of the annual meeting, which shall normally be held in the month of June of each year, but after the appointments for the up-coming year have been received from the Board of Commissioners.

Section 2: How Called. Regular meetings, dates, times and locations may be established for an annual period or at the prior regular meeting. The Chairperson, with the Executive Committee's approval, may call a special meeting for the purpose of conducting only special or emergency business for which the meeting was called.

Section 3: Quorum. A quorum for business shall be 55% of the appointed members. **(A minimum of 9-14 members for 16-25 members)**

Section 4: Voting. A simple majority of those present shall carry the business. In the case of a tie, the vote of the Chairperson shall determine the issue.

ARTICLE VI: OTHER

Section 1: Annual Report. The Saline County Aging Services ~~Board~~-**Director** shall prepare and submit to the County Board of Commissioners a written annual report of the **Aging Services** Board's activities and accomplishments during the

prior fiscal year. Such report shall be submitted to the Commissioners on or before June 30 of each year. Standing Committees of the Board shall submit a written report of their activities and accomplishments for the prior fiscal year to the **Aging Services** Board on or before April 15 of each year.

Section 2: Rules of Order. Robert's Rules of Order shall govern the meetings of the Board and its committees where appropriate and specifically when questions of procedure and order are raised.

Section 3: Public Meeting. Meetings of the board are open to the public.

ARTICLE VII: AMENDMENTS

Amendments may be proposed to these Bylaws by either the County Board of Commissioners or by the **Aging Services** Board ~~itself~~. Only the Board of Commissioners can approve or amend these Bylaws.

First approved on this the _____ day of _____, _____,
by the Saline County Commissioners.

BYLAWS2014- Changes Proposed by By-Law Committee-met 8/20/2014

BYLAWS2014- Changes as presented to the full board and with corrections suggested by the full board.

ACTION LIST

Laura will send the newly updated board member list along with the minutes.

Updated bylaws will be sent to members before the next meeting.

Amy will find out if Carla will stay as co-chair for another 2 years or does she not want to?

Who wants to be on the budget committee?

Marty will connect Pastor Jeff and Amy to start the initial meeting process for the food pantry.

Amy will keep looking for vehicles

Marty will start attending Advisory Council meetings in October or as soon as he can.

Amy will work with Denise on getting a USDA contract with the WCC for HDM.

Stephanie will check into the open meeting rules to see if we need to follow them.

Amy will get Roberts Rules for the meetings.

Amy will send out the staff reports.