

**Saline County Aging Services Board Meeting
Monday, October 19, 2015, 1:00 p.m.
Saline County Extension Office
Saline County Aging Services hosting**

The minutes were digitally recorded.

Marty Stones called the meeting to order. Roll call showed 14 members present, constituting a quorum. Also present were SCAS staff members Amy Hansen, Director; Laura Mackeprang, Data/Office Manager; Macey Moore, Outreach Coordinator; and Trudy Kubicek, Aging Partners.

There was discussion on a couple of areas in the minutes, but no action was taken to change the minutes. Kathy Stokebrand moved and Dorthy Bartels seconded the motion that the June 2015 full board minutes be approved as dispersed. The motion carried. (5.24)

OLD BUSINESS

Action List Review

Updated member list

Apparently those receiving minutes by email did not receive the updated member list. Laura will send them out. (6.43)

Laura explained that when listening to the digital recording of the minutes to type them up, she realized that Richard Jiskra said he could stay as a Swanton representative. The board allowed Pat Schwisow to be a Swanton representative, because she worked there all her life, even though she did not reside there. Why not let Richard continue to be a Swanton representative since he lived there all of his life, even though he now resides in Wilber? She spoke with Marty before making that change. She stated that Richard was pleased when she told him.

This leaves Wilber with only one representative. Rev. Lila will be moved from Community Representative at Large to Community Representative for Wilber. (8.45)

Chair-elect/Carla Hubbard

Amy spoke with Carla. She is not ready to take over as chairman but is happy to remain to be chair-elect this year. She has been busy working. She missed the change in meeting dates for today's meeting. SCAS will call her to let her know if the meetings change from their normal days and times. (11.10)

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.

Food pantry

Marty spoke to Pastor Jeff Hageman of UCC, in Crete. Amy will contact Pastor Jeff. (11.45)

New Vehicle

Amy reported that Bruce Filipi found a red 2015 Town & Country with the features SCAS wanted at Twin Rivers in Beatrice for \$19,000+ and change with trade in. He then found another 2015 at Sid Dillon for \$18,000 in change with trade in, complete with warranty. This second vehicle was purchased. The color is chameleon. Amy is waiting for the paperwork to be finalized.

Marty asked about decals for the car. County cars do not have any markings except for the license plate. Amy stated that she, too, had thought about this, but she wants to do more research to determine if a magnet or a wrap would be better. She agreed it would be a good advertising tool. (15.30)

Advisory Council Meeting

Marty notified the Advisory Council that couldn't make the upcoming meeting, but Kathy Stokebrand will attend. Marty will be able to attend the subsequently scheduled meeting. (16.20)

USDA contract for HDM with the WCC

Amy stated that this is ongoing and will be for a while. (16.30)

Open meeting rules

Stephanie Krivohlavek checked on the rules about publishing the notices of our board meetings. She did this before the end of the last meeting. Amy stated SCAS would take care of the notice of meetings in the paper. The County Clerk stated that she would put them in the paper if we gave her a list of meetings in advance.

Roberts Rules

Stephanie had Roberts Rules on order before she left the last meeting. Amy was also going to get a copy. She stated that it was possible to get a pdf version along with a paper copy and asked if anyone would like a pdf copy. (19.20)

Staff reports

Amy stated that since they didn't have time to get to the staff reports at the last board meeting, paper reports from Amy, Laura, and Macey were passed around to save time.

Amy went through caregivers support group facilitator training through the Alzheimer's Association chapter in Omaha. The initial training was done via teleconference. Next Amy will shadow an existing leader and do some one-on-one training. Her goal is to help set up a group for caregiver support in Saline County.

Jane Ford Witthoff, Director of Public Health Solutions, spoke with Amy about collaborating Tai Chi throughout the county. She stated that there was some grant money for Tai Chi. There is a possibility of getting Macey trained in Tai Chi. Amy and Macey will meet with Jane on Thursday October 22nd

Aging Partners is coming down to do bone density on November 4.

SCAS is doing a National Memory Screening event on the 3rd and the 5th of November. Both events are by appointment.

Macey asked board members to “like us” on Facebook. She passed around the newsletter that she publishes and told them that they can get them by email or postal mail. (27.00)

Presentation of By-Laws

A consensus on the length of the term of chairman was not reached at the last meeting.

Scott Bartels stated that he felt that they were opening a can of worms by changing the term length. Kathy Stokebrand agreed and suggested they start over with the discussion. Marty stated that as it stands now, he will chair until the end of the year (June) and then Carla would take over.

Discussion ensued with the following points:

- Scott stated that structure should be put in the bylaws to take care of irregularities in the event that the chair elect cannot move into the chairman position.
- A one year term means a commitment of 3 years total, while a two year term means a 6 year commitment. That is counting the time as chair, as chair-elect, and as chair pro tem.
- Many of the board members felt that committing to 6 years was a long time.
- The point was made that having someone new every so often makes things less stagnant.
- Kathy Stokebrand suggested adding the following to the bylaws: *In the event the chair elect is unable to take office, an election will be held to fill the chairperson and chair elect positions.*

Motion was made to have the term of chairman one year and add Kathy’s verbiage. Motion passed by show of hands. (48.10)

In Article 4, Section 3A on the Executive Committee, Len Sand stated that it was a four vote committee and wondered if another person was needed. He asked why the county commissioner is not allowed to vote. Amy stated it’s because of conflict of interest. The County Commissioner is there in an advisory role. Executive committee doesn’t vote and is not actionable as stated in Section 3. Marty stated that the Executive Committee just needs to be able to agree on how to present to the full board.

In Article 6: Other, Section 1: Annual Report, Marty stated that the word ‘Board’ was to have been struck out. He asked what the purpose of the bylaws requiring written reports. Discussion followed. Amy stated that the annual report to the commissioners by Aging Partners is pretty much set in stone. She gives the information to Aging Partners, who prepares the report. The reports the bylaws request would have already been submitted by Amy to be included in Aging Partners annual report to the commissioners. It was agreed to strike the whole last sentence of Section 1. (1.01.13)

In Article 5: Meetings, Section 3: Quorum, Len stated that ‘appointed’ members was changed last time and should be ‘voting’ members. (1.1.45)

Amy read a paragraph concerning the executive board: The Executive Committee is same as the big board with power of the big board in between meetings, so if there is an emergency a decision can be made. It is more informal. (1.02.50)

At the end of the bylaws, Len noted that the date on the change of the bylaws was incorrect and should be 2015. (1.03.30)

NEW BUSINESS

Social Committee

The executive committee had suggested that a social committee be set up to have a couple of board members send cards etc. to those who had life events needing get well wishes, condolences, etc.

Discussion followed. Marty felt that the SCAS staff should send out cards as necessary. Carol Fictum agreed. Amy's problem with this is that she finds out way too late when events happen to board members. The consensus was that you send out a card when you find out. The board needs to do a better job of letting Amy know when something happens to a board member.

Kathy Stokebrand moved that we keep things as is, and not have a social committee. Lila Bottolfson seconded the motion. Motion carried. (1.12.16)

Committees

The following people are on the Executive Committee: Chairperson, Marty Stones; Chair elect, Carla Hubbard; Pro Tem, Jackie Francis; County Commissioner, Stephanie Krivohlavek; and one other board member, Kathy Stokebrand.

What the Budget Committee does and when it meets was discussed for the new board members. Committee members are Chairperson, Marty Stones; Chair elect, Carla Hubbard; County Commissioner, Stephanie Krivohlavek; SCAS Director, Amy Hansen; and board members, Phyllis Svehla, Len Sand, Lorene Horky, and Pat Schwisow. (1.17.00)

PARTNER REPORTS

Saline County Area Transit

Scott Bartels reported that SCAT will be going closing up their books for the building project, retaining \$1000.00 for grass seed to be sown and other small items that need to be finished.

Things are going well. There seems to be an increase in riders. They are seeing new faces on the buses, but he's afraid it won't show in the statistics, because a few heavy using clientele no longer ride.

He has two vehicles on order. One is a 12+2 passenger bus with wheelchair lift. The other is a lower floor minivan. (1.21.35)

Advisory Board

Kathy Stokebrand attended a semi-annual meeting of the state advisory committee. They were told of updates on Medicaid eligibility. Cinnamon Sharp, Community Support person, gave a report on changes in Medicaid.

Ombudsmen of Nebraska have been expanded. They are advocates for assisted living and nursing home residents, and are advocates for the residents there. The facilities are asking for ombudsmen. It is not necessarily because of trouble between the nursing homes and the residents, but more often between residents.

National Office on Aging met with State Office on Aging, who is out of compliance on a couple of things due to the staffing cuts the governor's office implemented in the last few years. They were down to three staff but are now up to nine staff. The State Office on Aging is part of the Department of Health the Human Services, and the director of the unit is trying to get everything back on board.

Scott reminded the board how much trouble SCAT had with Medicaid transportation. The state's ombudsmen office is reaching out to him. Scott's certification with DHHS as a transportation provider will expire at the end of October and he is not going to renew. It is a disaster. Other than within the city services of Crete, the number of clients for long distance service is down to one. DHHS is using taxi services and Saline County has no taxi services. They are using taxis from a other counties instead of using SCAT. (1.28.30)

NEXT EXECUTIVE MEETING:

Monday, November 2, at 9 a.m. at the County Extension Office

NEXT FULL BOARD MEETING:

Monday, December 14, 2015, at 1 p.m. at the County Extension Office

ADJOURNMENT

Respectfully submitted,

Laura Mackeprang, Data/Office Manager
Saline County Aging Services

ACTION LIST

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

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

Amy will get Roberts Rules for the meetings.

Laura will send out bylaws with changes

Laura will send out updated contacts and terms of board members.

PROPOSED CHANGES TO THE BYLAWS

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

Includes suggested corrections from the full board on 9/28/2015 and 10/19/2015.

Additions are ***ITALICIZED AND IN BOLD IN THIS FONT*** for changes made at the 9/28/2015 meeting.

Additions are **in this font** for changes made at the 10/19/2015 meeting.

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 each year~~ 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.

In the event the chair-elect is unable to take office, an election will be held to fill the chairperson and chair-elect positions.

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. **(FOUR 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~~ **voting** 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

BYLAWS2015- Changes as presented to the full board and with corrections suggested by the full board.