

SALINE COUNTY AGING SERVICES
FULL BOARD MEETING
Monday, June 27, 2016, 1:40 p.m.
County Extension Office

The minutes were digitally recorded.

Chairman Marty Stones called the meeting to order. Roll was taken. Present were: 14 members present, staff members Amy Hansen, Director; Laura Mackeprang, Program Assistant; and Macey Moore, Outreach Coordinator. Also present were Aging Partners staff Denise Boyd and Trudy Kubicek. A quorum was reached. Denise Boyd was introduced to the newer board members.

Dorothy Bartels moved and Kathy Stokebrand seconded the motion to approve the minutes as written. Motion carried. (3.10)

ACTION LIST REVIEW

- Marty called Carla. She was Vice Chairman and should have taken the Chairman position this month. She indicated that between her new job and her mother's declining health, she would not be able to easily attend meetings. She would like to stay on the board, however, but cannot take the chairman's position at this time. (4.16)
- Laura sent out the meeting schedule for the year.
- Amy put articles in newspaper about the Food Pantry moving.
- Amy reported that she has received first draft of the USDA contract from Denise for the Wilber Care Center, and it will be sent to care center. Amy and Denise met with Barb Dryer, the Care Center Administrator. Both parties agree the easiest way to handle meals is for SCAS to pay for the meals, complete the paperwork, and receive both the contributions and USDA funds for the meals. Amy will continue to work on HDM with WCC. (5.51)
- Amy met with the budget committee, the status of which will be presented later in the meeting. (6.10)
- Marty and Amy will speak to key players about options to have HDM in Crete. Amy will talk to Tabitha of Crete to see if something could be put in place to transition from the meals now with Gaynelle Coulter to HDM. Kathleen Martin is doing it now and wants to stop by September. Doing HDM would allow those who cannot afford it to receive them.

Trudy stated that she is on Tabitha's board. She said that they have wanted to do this but were waiting until Gaynelle was ready to let them. Trudy suggested Sherri Due, Tabitha Administrator, as a contact person.

It was suggested that one way of keeping Gaynelle involved would be to let her be the face of the meals, to coordinate, and/or keeping the Friendly Meals name. (9.00)

- Amy sent an updated budget out to budget committee. She has prepared a budget summary, which will be presented shortly. (9:10)

OLD BUSINESS

Bylaws:

Marty appreciates the work the bylaw committee did. Approval of the bylaw changes was postponed when there were questions as to the type of board they were (They're an advisory board, not over site board.), how to change the bylaws, and how to do nominations.

The bylaw committee needs to get together again to look at these and other things.

Amy asked if Marty wants to do the board governance talk before we add to the bylaws or just add the changes to the bylaws. Marty had done research and was going to do an overview on the role of boards, what does a good board do, being more strategic than tactical, etc.

Marty suggested perhaps have the bylaws committee meet first, before the next full board meeting. He will do his presentation at the next full board meeting.

The bylaws need to have added to them a nomination process, how to change the bylaws process, and something to address conflict of interest.

Marty and Amy will get together with the bylaw committee. Marty stated that AP is looking at their bylaws and wondered if we should wait and use their bylaws as a model, but they won't meet until September. Amy felt that we shouldn't wait. We could just do it and then add later. Scott Bartels stated that if we wait for a perfect document, it will never happen.

Carol Fictum asked if other county's bylaws are similar or different than ours. Denise responded that they are sort of similar. Carol thought that perhaps by going by the other county's bylaws it would make ours similar to theirs. Denise said that the county bylaws can be pulled off Aging Partner's F drive/Contracts to look at. Amy said that she will get the other county's bylaws to the bylaw committee for them to look over. Len will call meeting of the bylaw committee. Hopefully they will have something done before the September meeting. (21.50)

Food Pantry Update:

Amy reported that the pantry will be closing June 30th. No one has come forward to take it. She had one more person call about the pantry, but they have not called back. People will be referred to Friend or Blue Valley pantries.

Rev. Lila Bottolfsen had a clarification: She said that when she came here, she never knew that "the churches own it". She felt it made it feel like the churches don't care. Amy said she found speeches written and presented by Sunny Kontor that stated that the pantry was the churches program. She had passed out this information at an earlier board meeting.

Marty stated, too, that the churches have the pastoral fund. Amy stated that she never said that the churches don't care. Rev. Lila said she doesn't want the community to think that the churches don't care. Amy said not to worry, that the community already perceives her as the bad guy. (24.50)

Marty stated that as a board we are a team and should be a single body, unified, trying to do the right things for our mission. He hopes that if anyone has an issue with what we are doing that he hopes that we would speak in this forum and talk about it. He stated that you may not agree with decisions, but ultimately you need to support them, if that's the group consensus. Also, if members leave the meetings and still feel they have an issue with decisions that were made, they need to bring them back to the board and not go to Amy about a decision the board made.

Decisions made may not support each board member's thoughts on a subject, but everyone will be listened to and their ideas and thoughts taken into consideration, but board members need to speak them. Once the board decides, then he hopes when members leave, it is with their support for whatever decision was made, even if it isn't what a board member personally thinks.

He was disappointed that no one was found to take over the food pantry. He is still hopeful that eventually someone will come forward to fill this need. (26.50)

Carol wanted clarification on the part in the bylaws that state "*No committee, Ad Hoc or Standing, shall act or present itself in any way without the express approval of the Aging Services Board.*" Carol said that if the board votes on something, then it goes to the commissioners. She felt that the bylaws were not followed in this case. Marty stated that we did not vote on moving the pantry. He apologized for being mistaken on that point. It was a directive from the commissioners. We are an advisory board, not an oversight board. Based on that, we can voice and recommend to the commissioners. (28.10)

Amy said she can see how when you read that part of the bylaws you would get the idea that this board makes the decision, and perhaps this needs to be clarified in the bylaws. She feels it is speaking that the different committees cannot...whatever. The commissioners are separate in the hierarchy.

Carol said that in the past SCAS board would discuss and decide and then it would be taken to the commissioners. Amy stated that Carol is correct. She feels things got muddled when the commissioners did not fully understand that SCAS became a county entity in 2007.

Stephanie agreed that there was a lot of confusion and miscommunication. Stephanie said there is a lot of change in the last year. This year has been a lot of growing pains, trying to figure out where the confusion was and to clarify it. The county commissioners still look to SCAS advisory board for their recommendations; this is what this board is for, to look into an issue, believe it's the best thing for the program, then Stephanie takes it to the commissioners. This is the way it works. (31.50)

Kathy Stokebrand stated that SCAS has evolved since Sunny Kontor's time, that the pantry won't be the important thing now. Trudy stated that the meat packages were a way of getting 'into the door' for people who needed services. Amy said that SCAS will still have the meat package program and Feed America program. (35.00)

Town Hall Meeting:

Amy reported that about 35 people were at the town hall. She felt it was very successful. There were good conversations. People want more services, more transportation, and more senior center type services.

Marty stated that the results of the meeting are modifying Amy's work plan. All town hall meeting results will be used and may redirect priorities.

Amy said that it is nice to know what people want. She feels that now she has a good feel and sense of what people want. (36.36)

STANDING UPDATES

Work Plan

Amy passed out work plan goals. She explained how to read the plan.

Amy stated that Macey had an 'Eat All Your Vegetables' program and had 12 people show up.

The caregiver resource manual is a work in progress and the caregivers support group is on hold.

The caregivers' retreat is incorrect on the work plan. It is actually scheduled for September, and

Amy stated that it will be held in *The Back Room*. Also planned for the back room is 'Breakfast for the Brain' and a second 'Alzheimer's' screening'.

Amy is continuing to work on and adding to the website. Macey is working on the brochures for the office.

Kathy Stokebrand asked if we would need tables and chairs for the back room. It is on Amy's to do list. Amy is hoping for Roundup Funds from NPPD and possibly discretionary funds from Aging Partners. (41.05)

Budget

Amy announced that SCAS and Aging Partners will meet with the County Commissioners tomorrow for the annual dues request. She invited anyone interested or who wanted to give a show of support to come.

Amy announced also that last year when the budget was made out, somehow the budget she turned in wasn't the budget the commissioners approved. \$20,000.00 was omitted. No one is sure what happened or why. This resulted in being over budget by about \$7,000.00.

The commissioners were not too upset, but the budget will have to be opened to move the \$20,000 to the correct place in the budget. This will happen tomorrow.

The mistake was not realized until earlier this year. Because the SCAS staff is county employees, they are entitled to insurance buyback if they do not use the county's health insurance. Neither Amy nor Laura takes the county insurance, so they were entitled to the buyback since its inception in 2009. This was owed to them, and the County Commissioners agreed. This came up after the budget was approved.

Marty stated that the money was there, but it wasn't in a place (in the budget) where it could be used for expenditures.

Bonnie Schoenbeck asked how much the buyout cost was. Amy thought it was about \$27,000.00. She said she could get the total amount. (48.45)

Amy passed out the budget for the coming year, which is what she will submit to the County Commissioners. She showed her goals for Aging Partners for FY2016/2017. The requests from the towns are the same as last year. (50.20)

Trudy Kubicek asked about the space that the County Attorney would be vacating when he moves to the new courthouse addition. She wondered if there was any word on that. Stephanie also stated it was all up in the air. They are not sure what is going to happen to the space at the county extension office.

Trudy wondered about spending the money on more remodeling of our current building, if SCAS would be able to get the space. Amy stated that she was told to not plan on anything, to plan as if we are staying where we are. Most of the remodeling done was general maintenance and upkeep that needed to be done anyway. (53.10)

Amy's new work plan is not due until October, but since she had to do her work plan goals for Aging Partners for their annual report anyway, she passed out what she had given AP. Her work plan will be based on this report.

This falls in line with the town hall meetings and with AP goals. Our Workplan is included in their work plan, which will go to the state. (54.45)

NEW BUSINESS

New Budget

Amy pointed out in the budget summary where the leftover funds were included which can be used if necessary. This is what was omitted in the last budget. She put it in the “Miscellaneous” line item, so it would have a code. (56.15)

Nominations

Marty stated that according to the bylaws, the chairperson would be stepping down at this meeting with the chairperson-elect taking over as chairperson. Nominations for a new chairperson-elect would be made, and a vote would be taken. There is no process in the bylaws to do this when the chairperson-elect is unable to assume the office of chairperson.

Discussion ensued. Jackie Francis stated she would like to step down as Chair-Pro Tem.

Bonnie moved and Lila Bottolfsen seconded the motion to have Marty Stones stay on as chairperson and Lorene Horky take the office of chairperson-elect. Motion carried.

Stephanie asked that the minutes reflect that SCAS is without a Chair-Pro Tem. (1.05.20)

ANNOUNCEMENTS

Laura thanked everyone who sent her condolences on the passing of her mother.

She also reported that Warren Memorial Hospital’s Manor is doing a “Lunch & Learn” the first Tuesday of every month. They will serve a complimentary lunch and have a speaker from 11:45AM to 1 PM. People must RSVP by July 1 for this coming month. Macey will be their speaker in October.

Carol Fictum thanked everyone who sent her condolences and prayers for the passing of her daughter and for her son’s health issues.

Trudy stated that Tabitha of Crete will be having an open house for their new building. She thinks it will be August 25, but to watch the papers for more information.

Scott Bartels said that Saline County Area Transit (SCAT) will be sharing a table with SCAS at the County Fair on July 21-24. They will also have their ice cream social at the Old Settlers Picnic in Western.

Kathy Stokebrand said that DeWitt will be having their July 4th celebration.

Stephanie said that the Wilber Care Center will have fireworks on Sunday and free food and entertainment sponsored by the Chamber of Commerce.

Next full board meeting will be September 26.

Meeting adjourned.

Respectfully Submitted,



Amy Hansen, Director
ABH/lam

ACTION LIST

1. Amy will continue working on getting a HDM contract with the WCC.
2. Amy will work on HDM in Crete.
3. Len Sand will call a meeting of the bylaws committee.
4. Amy will get other county's bylaws to the bylaw committee for their perusal.