

SALINE COUNTY AGING SERVICES
FULL BOARD MEETING
Monday, December 12, 2016, 1:30 PM
County Extension Office
Western & Wilber Hosting

The minutes were digitally recorded.

Chairman Marty Stones called the meeting to order. Roll was taken. There were six members present, including staff members Amy Hansen, Director; and Laura Mackeprang, Program Assistant. Also present was Trudy Kubicek, Aging Partners; and guest, Deb Jess of Tobias.

Deb stated that Dorthy Bartels asked her to come in her place. Deb expressed her interest in becoming a board representative for Tobias. Deb has lived in Tobias for 30 years. Her husband was a teacher at Meridian and is retired. Before retiring herself, Deb worked at Swingsters, then at Petersons for 20 years until they closed. She also worked at Husqvarna for a short time until they closed. Now retired, she is a housewife, with three sons and three grandsons.

Amy explained that she will go before the County Commissioners to request that she be a representative for Tobias. The board introduced themselves to Deb. (4.50)

A quorum was not reached. Therefore, the approval of the minutes of the September 26, 2016, meeting was postponed.

ACTION LIST REVIEW

- Amy was to do home visits to assess eligibility for the HDM clients. Since there is no congregate meal in Crete, anyone may have home delivered meals. Therefore, the home visits are not required at this time. Action completed.
- Amy was to send the financial report to the board members. This was done.
- Amy was to present the updated bylaws to the County Commissioners. This was done.
(6.20)

OLD BUSINESS

Bylaws

Amy did present the bylaws to the County Commissioners, but they were not approved. The commissioners were concerned about lowering the required percentage of members present for a quorum. They suggested having, instead of the two representatives of each town each having a vote, that only one of the two be able to vote. So there would be one voting representative and one alternative. (7.30)

In turn, we would retain the same number of people on the board, but the number of voting members would be smaller. In other words, you decrease the number of voting members, not the percentage for the quorum. 8.25

Discussion followed on this idea and other ways of voting and quorums.

Having a rep and alt:

--If you are an alternate, why come?

--If both are present, who votes? What happens if the two disagree on how to vote?

--It would reduce the number of members and so reduce the number for a quorum.

--It is not supposed diminish the importance of the alternate.

The proposed bylaw changes decreased the quorum from 55 to 40%. Len Sand said that Scott Bartels had experience with other boards that were also running into this situation. Decreasing the percentage for a quorum helped. He also said that the bylaw committee tossed around the idea that the board had too many members. He felt that the commissioners were hinting the same thing.

--Kathy Stokebrand asked why the community reps at large vote. Could they be eliminated?

--Marty said the commissioners' suggestions cuts the voting members by half.

--Kathy felt that being an alternate would diminish their role. Amy said that even if an alternative, they would still have a say in shaping the board, but Marty said that anyone, board member or not, coming to the meeting could have a say.

--Would an alternative be less likely to come? 14.25

--Trudy stated that like today with no quorum, there was no one to represent DeWitt, Swanton, or Friend. Amy said that today 10 people are not here, and only two called. If the bylaws would have been updated, we would have had a quorum. 17.12

--Marty feels that having a large full board you have good representation from all the towns to get input. Then the executive committee meets to take care of many issues and then presents them to the full board to be more efficient. It seemed like a good compromise.

--Getting a reminder about the meeting would help, but everyone gets the minutes that tells the next board meeting, and they get a list of the whole years meeting schedule, too.

--Trudy says that having representatives from each town is important. She felt that one representative per town is not really enough, that two are needed especially to spread the word when needed. Kathy felt that the more you have that are involved, the stronger your program. 20.10

Marty wondered that if we explained to the commissioners that we meet only every three months with the executive committee meeting monthly, then perhaps they wouldn't mind having a smaller quorum. Amy doesn't think the commissioners are concerned with the number of people are on the board. She thinks they are more concerned with going below 55%, since this represents majority. 21.30

SCAS has the largest board of all the counties (under AP), but it also has the most towns. Kathy Stokebrand stated that our county also has the towns spread out and they are more isolated. This allows them to 'get together.' Amy asked the board, while making a decision, to consider the future. With it becoming increasingly difficult to find people willing to serve the board may be forced to look at the size of the board in the future.

Marty stated that this board was probably modeled after the Areawide Advisory board. 23.50

It was suggested that the agenda for the next meeting be sent out earlier, partially as a reminder of the upcoming meeting. The minutes are sent out much earlier.

The bylaws will be added to the agenda of the next executive committee meeting with the bylaw committee members. Next executive meeting will be January 23, 2017, at 9 AM in the Back Room at SCAS. 30.10

STANDING UPDATES

Financial Report

Amy only has the first half of December SCAS. She did not include this two week period in these reports, because it skews the numbers. So she will always bring the most current, completed report. 33.00

Expenditures show that at the end of December we should be at 50% of the budget. Currently we are at 38% of our budget. Macey has only been gone one pay period, so this is largely due to Amy trying to save money, until she sees how Crete HDM is ends up.

These figures are for the month of November. There is also a year to date column includes everything up to November. So would have to spend \$16,000 to be at 50%. Typically expenditures run \$11,000-12,000 per month. 36.41

Home Delivered Meals (HDM)

HDM is under USDA raw foods. HDM started in Crete August 1. Amy stated the majority of Wilber participants appear to be paying the full suggested contribution. Crete has been asked to pay \$3.75, which covers a little over half of the meal cost. Amy does not have all of the bills from Crete, as the billing is working itself out. Marty stated that it seems that the meal count in Crete is down again now.

Amy has decided to 'rip the band aid off' and ask for a contribution that will come closer to covering the cost of meals starting February 1.

- The current cost of the meal is \$6.25.
- SCAS receives USDA in the amount of \$0.70 per meal
- A Fairer suggested contribution would be \$5.50. (making our goal $\$5.50 + .70 = \6.20)
Amy said we would still swallow a nickel. She needs to ask for a fair market value.

Marty said that we should check on the price as they seem to have reduced the size of the portions. The menus must be 33% of Daily Recommended Allowances (DRA) of each category. Marty asked if this gets checked. Amy would not feel comfortable having someone come in to do that unless they were from Aging Partners. Marty wants to know if the clients are getting the correct quantities. Amy said they have to do the same for their clients at Tabitha. Amy said that it's been a bumpy road with Tabitha: the logs, the menus, and the 'billings'. The logs are filled out backward, which caused problems with billings until it was realized. They haven't sent the menus which Amy is supposed to send in, and the dates that the billings go out aren't up to the client's standards. Amy will have to talk to Crete about getting the menus. 46.30

Goals/Work Plan Update

We are doing our best since Macey left. It will be better now that Medicare D open enrollment is over.

Full Circle, SCAS's pop up senior center, will be in Friend on December 20 and in Wilber on December 16 with a short program of Jingle Bingo and a holiday sweater contest for the Christmas holiday. 48.00

Amy would like to take Full Circle to Crete, but is dismayed that the Wanek's center wants to charge us. They will waive the deposit (\$150.00), but there is still a fee. Amy explained to them who we are what we do, etc. Then they said \$5.00. Amy thought of going to the city council, but that was put on hold when Macey left. It was suggested that the cost for renting would cover their cost of the utilities, clean up, etc.

Amy feels that our agency helps keep people in their homes, and stimulates their economy

(with clients shopping in their stores, getting their hair done, paying their taxes and generating revenue, etc.) and they won't waive the fee completely? Marty said that they give each year to SCAS so they are paying, in effect, for SCAS services. Perhaps she should talk to Mayor Foster. 52.10

Tabitha has a new meeting room that is free of charge with a kitchen, which Amy will look into. Amy feels that she would like to use Tabitha. Trudy asked if SCAS would get people from the community to attend, or would SCAS become the activity for Tabitha people? Amy said that was a good point, because that's how they felt when they did Full Circle at Centennial Terraces. Amy agreed to let Marty talk to Mayor Foster about Wanek's. Since the Full Circle is not set at a special date (it pops up), we could take any available date Wanek's has open and not interfere with those who would pay to use the building.

Marty asked if we could do it at the Crete Area Medical Center. (**Side topic**) We do a congregate meal in Friend. They (FCHS) bill us for the meal. Amy told the board the trouble with the Friend Community Healthcare System and the last Full Circle there in November. They complained about the low turnout, and that the presenter didn't know the routine. The low turnout could have been due to the closeness to the holiday. And it was Laura's first time presenting there. 1.00.40.

Marty asked if they should talk to Foster or to CAMC, about doing Full Circle there. The board felt Amy should check with CAMC. Marty will 'open the door' by talking to Marilea Thiem for Amy about having a Full Circle at Crete, even with a meal. Trudy suggested that Amy get flyers out to 'the potluck people'. Amy ultimately wants to increase the number of Full Circle events in Crete to two per month in different places in Crete. 1.08.15

NEW BUSINESS

Monitoring Letter

SCAS was monitored by AP, because they have to do audits, and then they are audited. All the county programs were audited. There are three parts to the audit letter: Commendations, observations, and recommendations.

SCAS received high marks for the new pop up senior centers, HDM in Crete, and we have the most complete foot clinic program in the service area.

It was noted that SCAS should be getting AP the HDM menus. SCAS reached our service unit goals of 73%, just 2% under what it should be. They felt with the recent new programs that we would reach the goal.

Most of the recommendations were about the money handling. Now that we are doing more with more money coming in, she had discussion with them about what exactly was needed to be done: Two people counting the money, deposit money daily (but they will settle for weekly), and more prompt fiscal reports from Amy. Amy needs to answer by 16th of Dec, and will send a response to the board and the commissioners. 1.12.

Counting the money is sometimes a logistical problem, like when Laura returns from a foot clinic after hours and Amy is gone. But they said as long as it is locked in a safe place and two people open the box, that's fine. Amy stated that we have always had two people count the money. 1.14.00

New Items

In case the board members hadn't heard, Stephanie did have her baby, Jack Robert. Both mother and baby are doing fine. 1.14.30

PROGRAM MANAGERS REPORT

Hire status

Amy has interviewed 4 people, with the last interview being conducted last Friday. Amy has discovered that people don't want to work for \$9.00 (minimum wage). She doubts that even offering them Macey's ending pay would help. You can start at Subway and Burger King for more. She is offering the new hire 40 hours per week.

If you take the county's insurance, their cost is 10% of the insurance premium. If the new employee were to participate in the county's wellness program and accumulate 8,000 points, the 10% cost would be waived. If you don't need the county insurance, you are offered a buyout. This adds \$4,200 of taxable income that Amy could offer. Plus, if you don't use their insurance and get less than 8,000 points, you get docked 10% of the buyout. Because the wellness program runs calendar year, Amy is not sure how the wellness program would work with a new hire at this time, as they would have only a short time to accumulate all the points. Amy would like to know if the county insurance rates are based on everyone employed or everyone taking the insurance.

So between this insurance cost and minimum wage, the new hire would bring home \$300.00/week. The board suggested that Amy find out what the county classified Macey's job as and what the pay rate for it was, to find out a starting wage for the new hire. Amy said the last candidate who was already making \$16.50 per hour. Amy doesn't even make that. The candidate has said she would be happy with \$12.00 per hour and the buyout. Amy said that in the seven county Aging Partners area, she is fourth in seniority, and at the bottom of the pay scale by \$3.00/hour. The money for the new hire and pay increases comes out of the SCAS budget and it is not there.

Amy thought about fund raising or getting a grant, but she can't touch it until the new fiscal year, which is July 1. (1.22.30)

Amy said that she had been thinking about it and was wondering if the little bit of money not being used with Macey's leaving, she could find a dime or two more to offer. The board suggested checking with the county to get the pay rate to get a better feel for the wages. 1.27.50

The State Unit on Aging called held a conference call because they had a vista worker who wanted to know about pop up senior centers. They googled it and found out that we were the first ones to do it. Kathy said Randy said at a meeting that they were going to start pop up centers and Kathy told him they were already doing them.

Amy is thinking about getting 'the Full Circle' trademarked.

Medicare D Open Enrollment preliminary figures show us that we served 84 people and saved them \$86,000, which includes AARP's SHIIP figures. 1.33.00.

The next full board meeting will be March 27, 2017, at 1:30 PM at the County Extension Office.

The next executive and bylaw committee will meet January 23, 2017, at 9 AM in the Back Room at SCAS. Len will call the bylaw committee members to let them know. 1.34.38

Respectfully submitted,



Amy B Hansen, Director

ACTION LIST

Amy will ask commissioners to approve Deb Jess as a board member.

Add bylaws to the agenda

Send out the minutes early, then the agenda a week before the meeting

Amy will talk to Crete about the HDM menus

Marty will talk to Mayor Foster about the Wanek's building

Marty will talk to Marilea Thiem at the CAMC about SCAS doing Full Circle

Add disclaimer to agenda

Amy will send the board and the commissioners a letter of response to the monitoring letter

Amy will check to see what pay rate the county gives starting hires for Macey's job.

Len Sand will contact the bylaws committee about meeting with the executive board to discuss the bylaws.