

SALINE COUNTY AGING SERVICES
FULL BOARD MEETING
June 26, 2017
The Back Room at Saline County Aging Services
The minutes were digitally recorded.

The meeting was called to order by Chairman Marty Stones. There were 12 members present, plus Stephanie Krivohlavek, County Commissioner; Trudy Kubicek, Aging Partners; and Amy Hansen, Saline County Aging Services Director; and staff Laura Mackeprang, Program Assistant; and Katie Keller, Outreach Coordinator. A quorum was declared. 1.50

Amy announced that the new tables and chairs were obtained through a request for discretionary funds she received from Aging Partners (AP). (3.25)

Bev Plihal moved and Lorene Horky seconded the motion to approve both the March 27, 2017, full board minutes and the April 24, 2017, special full board meeting minutes. Motion carried. (5.50)

ACTION LIST:

March 2017 meeting:

- Send out minutes before the meetings. Done.
- Amy to talk to Marilee at CAMC. Ongoing.
- Send out bylaws to board members to look over. Done.
- Signed copy of approved bylaws to board members. Ongoing.
- Amy to set up budget committee meeting. Done.
- Add 'elect vice chair' to June agenda. Done. 7.47

April 2017 meeting:

Stephanie and Amy will take bylaws to commissioners for approval. Done
Laura will print out approved, signed bylaws, for board members. Laura passed them out now. 9.40

May meeting;

Things to put on agenda: (all done)

- Approve budget
- Lorene assumes chairman from Marty
- Elect vice chair.
- Prepare for summer happenings. 11.30

Because this years need for fund raising, Marty explained the importance of summer happenings, and the possibility of utilizing them as opportunities.

Discussion ensued regarding the Crete Meals Program.

Amy stated that the Crete Home Delivered Meals (HDM) has been capped. Right now, there will be now new HDM clients added in Crete. They will be put on a waiting list, until funds are available or client need is prioritized by fragility. Last year, we did not overspend, but we did 'under receive'. When the Crete program started in August of 2016, 224 meals were delivered. That number peaked at 520+ in March of 2017, and is running at about 420 per month now.

To keep the program at the current number of meals served, SCAS will need \$35,000 to pay for all three meal programs. The budget includes the entire amount of meals, regardless of contributions, in case clients cannot or do not contribute. This amount does not include the \$0.70 per meal subsidy received from the USDA. 15.25

Cost of the meals at Tabitha is \$6.25, at the Wilber Care Center \$5.75, and Mom's Meals are \$5.00.

Amy is concerned about a few issues that have appeared with the Crete program.

- Tabitha's meal menus are sent to Denise at AP for approval. Since Tabitha audited by HHS, AP accepts Tabitha's menu cycle for approval (each cycle). Amy recently asked if they have moved to a Spring/Summer menu and was informed that they had not. (In June).
- A client has repeatedly voiced frustration with the quality of meals. When Amy asked if the client could keep a list of the meals received, the client stated that she had it all down since she started getting them. Amy stated that at this point, the menu does not appear to be followed, nor does she see a cycle.
- Client reported that the portions have gone down in size (around the time that the food quality declined)
- Observations made thus far: clients receive hamburgers or meat patties often, and sometimes hot dogs too, clients not receiving milk, and some meals do not appear to meet OAA standards. (Each meal is supposed to be 33% of the Recommended Daily Allowance.)

Amy consulted Denise and would like to obtain bids from other sources. 19.30

Amy is attempting to obtain **both** a Block Grant (Title XX) contract and a Medicaid Waiver contract. Both programs would reimburse SCAS for meals served to eligible clients on Medicaid. The difference between the two programs: eligibility. On Title XX, clients must meet income guidelines, while the 'Med Waiver' program clients must meet the criteria to be in a nursing home, but are able to stay home with a higher level of care. If SCAS can obtain contracts with these two programs, it could help alleviate the stress on HDM funding.

Amy is preparing to meet with Tabitha when all of the information is gathered. Their contract is up in August. Trudy is worried about care management clients who may need meals, but not receive them because the program is capped. Marty asked about prioritizing clients by fragility. Amy has learned that if there are clients who are a higher priority due to fragility who needs a meal, another client may be removed from the meal program and placed on a waiting list. 25.36

In regards to service coverage; Tabitha serves Crete, the Wilber Care Center serves Wilber, DeWitt Senior Center serves DeWitt, and Mom's Meals cover the rest of the county, including rural areas. Stephanie asked if we can switch Crete meals to Mom's Meals, to save money. Amy said the existing program must be offered first. (Hot meals are generally preferred.) If we get to a waiting list and prioritize, and then figure out how many we can support on the hot meals, can we then shift money to Mom's Meals? Amy will ask Denise for clarification, but she does know that if there is already a service, we can't duplicate services. Mom's Meals are meant to fill a gap, not replace services. 33.00

Kathy Stokebrand stated that Amy needs to find out how many ADLs are needed before people qualify for meals. Amy said we can set a threshold, but since the rules state that if there is no congregate meal site in Crete, then everyone 60+, who needs a meal, gets a meal. The Friend hospital does their meals on wheels program separate from SCAS. 35.50

Marty wondered if the quality of the meals improved, would the contributions increase. There are other issues with the Crete meals that are affecting client contributions. Amy receives comments with the contributions that the Crete meals aren't worth \$5.75. Kathy asked if the clients know how much the meals cost. Yes, it is printed on their suggested contribution request each month. Marty and Trudy suggested that they talk to Crete first. Amy agreed that Tabitha needed to be made aware of the situation; however, preparation must be done beforehand. It has only been a week since menus were obtained from the client. Trudy offered to go with Amy to talk to them. 40.00

Amy said that there are other issues with Tabitha, particularly a billing issue. A client complained that their contribution request included more meals than they received and Amy still has not seen the correction reflected on the bill SCAS receives. Also, record keeping has been called into question. Tabitha has asked SCAS when a certain client started meals, but one in the office had authorized said client for meals. SCAS will not pay for meals that they did not authorize, and Tabitha is *not* to sign clients up, but refer them to the program staff.

Action: meet with Tabitha before next exec meeting. 43.00

OLD BUSINESS

Bylaws are completed.

STANDING UPDATES

Financial reports:

The last expenditures for June and the revenue for May were passed out.

The June 23 report, which was the final report for FY 2017, showed that SCAS was at 94 % of budgeted expenditures.

The revenue report is from May, as June's is not yet available, neither is the total for this fiscal year. 45.00

The commissioners had to draft resolution to move money from the inheritance fund to cover SCAS payroll.

Besides the burgeoning meal costs, Amy realized that Anita paid SCAS's phone bill. Since there has historically been billing issues with Windstream, SCAS never sees the bill; Anita just pays it from SCAS's fund. And, the bill was \$600.00. Not having seen the bill, Amy is unsure why the phone bill was \$600. Amy asked Anita for copies of the phone bills. AP was paying for internet and now the bill is coming to us. Amy is considering asking AP to pay for the internet and would like to know the cost. Stephanie suggested talking to Tim McDermott first. Stephanie commented that perhaps the \$600 was toward the new equipment, as all of the departments are paying for the new phone system. 51.27

Action: Get phone bill figured out by next executive meeting. If it's high, Amy may have to adjust the budget.

The budget shows that we will not be asking for an increase from the County, towns, and villages.

Fund Raisers

Len Sand said that needing to fund raise \$22,000 thousand to balance the budget is excessive and wondered about the amounts that SCAS asked the cities and towns for. Amy had thought of that, however raising the city/county proposals even a dime is a drop in a bucket. Amy reported that she may have a chance through the Cornhusker United Way to attend a grant writing class. SCAS could use grant money. Amy wants to do a large fund raiser each year, along with several smaller ones. Amy is looking to approach Black Hills, NPPD, Walmart, and Farmland. 57.40

Stephanie worries that the commissioners are going to say it is a very ambitious goal and what happens if the goal isn't met? What happens if the commissioners they say the number is too high? What is an alternative? Marty asked what happens if we don't raise a dime? Amy stated that options included:

- Letting a staff member go
- Further cutting/capping HDM
- Looking at other programs to cut

Kathy Stokebrand said that she doesn't know of any place that doesn't fund raise. Katie shared that Seward does a monthly potato bake as a fund raiser. Marty said that would help, but it isn't going to be enough. Amy plan to start asking for a suggested contribution for Medicare D comparisons.

Stephanie said that she guarantees that Amy will need to present a list of fund raisers and how much she will get from each one showing it add up to \$22,000 to the commissioners. Amy said historically we have received \$5-6,000 from CUW, but not this year. 1.01.40

Amy has a quandary: Because SCAS is a county government agency, rather than a 501(c)(3), it is harder to access some grant money. Amy wonders if SCAS could trademark our Full Circle 'pop up senior center' model and apply for a 501(c)(3)? Amy hopes to discuss this with Tad Eickman.

Stephanie strongly suggests getting all of this done before she meets with the commissioners, and to bring it with the budget.

1.05.10

Carol Fictum spoke about fund raisers at other places and how it will be a challenge. Scott Bartels shared that Saline County Area Transit (SCAT) fund raisers often had better luck when they ask for a 'free will' donation, instead of a set amount. Amy said that even if we say we are going to fund raise a lesser amount, any money over the amount stated in the budget, whether it's through fund raising, donation, grants, or otherwise, CANNOT BE SPENT. Funds not written in the budget will not be available for services.

Scott said SCAT is not a 501(c)(3) either and struggles with this, too. He wrestles with the idea of setting up a foundation for SCAT. Marty said that we need to find a way to be able to spend the money raised by fund raising. Amy reiterated: that is why \$22,000 is budgeted in fundraising. It may seem like a large amount, but cannot be spent if it is not in the budget. If SCAS only raises \$10,000, only \$10,000 is spent. Likewise, \$30,000 was raised, only \$22,000 can be spent.

Stephanie said she wants Amy to be ultra-prepared. Stephanie shared that there may be some confusion about the money SCAS receives. (SCAS is a line item in the county budget: their funds are not county money, their expenses are not county expenses.) This program is a hybrid; unlike anything else that the county deals with, so there may be confusion and apprehension. 1.17.00

Last year's Annual Report showed that for every dollar the county spends in dues to Aging Partners, \$7.49 worth of services are returned to Saline County seniors. (For the \$28,505 the county gave AP, we received \$155,091 worth of services and funding). Stephanie says that SCAS needs to reiterate the benefits of this program; the commissioners seem to only see the dollars. Keeping people in their homes not only helps clients age with dignity, but affects the towns, (including businesses) in a positive way. The meeting with AP and the commissioners is July 25 at 9:45 a.m.

SCAS Executive committee meeting will be Monday, July 24 at 10 a.m. 1.24.00

Work plan:

2017 accomplishments for the AP report:

- Amy is working with Martha to draw up the annual report. The report shows that SCAS served an unduplicated count of 723 clients, up 9.7% from last year.
- Served 105 clients for Medicare D comparisons during open enrollment and saved them close to \$100,000.00. 1.27.00

AP is very pleased with SCAS: Full Circle is the first pop up senior center in their service area, and in Nebraska. Amy has been asked to speak about Full Circle at an area wide meeting.

Next Years' Goals:

1. Take Full Circle to other towns. Crete for sure and maybe Western, Tobias, and/or Swanton. The board suggested starting in Western, as this would be feasible for those living in Swanton and Tobias, too.
2. Get Title XX and Med Waiver contracts
3. Fundraise
4. Utilize Fundraising to evolve '*The Back Room*' into a senior center for Wilber.

NEW BUSINESS

Lorene will be the new chairman for the Saline County Aging Services Advisory Board. She said Marty could finish this meeting. A new vice chair is needed for the new fiscal year. Len Sand and Carla Hubbard are both thinking about doing this. Kathy moved to postpone the vice chair appointment until next time.

While discussion occurred, sign-up sheets were passed around for Czech Days and for the County Fair. Katie shared SCAS's plan to have a bake sale for Czech Days, and passed a sign-up sheet for donating baked goods if anyone was interested. SCAS is asking that the baked goods could be brought to the office by Thursday, so they can be packaged for sale. Those in Crete who bake goods need them at Trudy's office by Thursday morning early, and Katie will pick them up before she goes to work that Thursday. 1.47.30

Monday, August 21 at 11.58.42 a.m., the first Solar Eclipse in 99 years will occur. Saline County is in the path of totality for the eclipse. Crete and Wilber are hosting activities all weekend. SCAS is considering doing a fundraiser that day. Stephanie said although the schedule of events has been printed up, SCAS could advertise solo or become a sponsor.

Marty asked about doing a joint fundraiser with SCAT, as it is very hard to do fund raisers without help. Kathy said that first you need to know when you will fundraise, and then you can decide what you are going to do, etc. Marty said to put it on the agenda for the next meeting, but that is in 3 months so it was moved to the next executive meeting. 2.02.50

A fund raising committee is needed. Marty asked who can help. No one stepped forward. Carla Hubbard offered to help. Kathy Stokebrand said that she would help with one big fund raiser, but cannot help with all of them. Amy said that we can do the little fund raisers, but we need help with planning a big one. Kathy said Amy's goal may be a little high. Amy said getting \$10,000 would be great, and she could cut back on programs. She wouldn't have to cap the HDM program. 2.07.30 Marty revisited the vice chair position. Carla is willing, as is Len. Amy asked if they want to do it jointly, they agreed. A motion was made by Lorene Horky and seconded by Lily Pribyl for Carla Hubbard and Len Sand to be co vice chairs. Motion carried. 2.09.15

A motion was made by Scott to accept the budget, seconded by Lorene. Motion carried. 2.11.30

Next executive committee meeting will be July 24th at 10 a.m., at SCAS.

Lorene Horky adjourned the meeting.

Respectfully Submitted,



Amy Hansen, Director
ABH/lam

ACTION LIST:

- Amy to talk to Marilee at CAMC.
- Amy will find out: if we are wait listing people, can we shift them to Mom's Meals
- Amy will get phone bill figured out
- Amy to find out if Full Circle can be trademarked and have a 501(c)(3)