

**SALINE COUNTY AGING SERVICES
FULL BOARD MEETING
December 11, 2017, 1 :30 PM**

The minutes were digitally recorded.

The meeting was called to order by Chairman Lorene Horky. Roll call was taken. There were nine members present, plus County Commissioner Stephanie Krivohlavek; Aging Partners Trudy Kubicek, Denise Boyd and Director Randy Jones; and Saline County Aging Services staff Director Amy Hansen, Program Assistant Laura Mackeprang, and Outreach Coordinator Katie Keller; and one guest, Sandra Andelt. (A quorum was reached, though not declared.) 1.30

Marty Stone moved to approve the minutes as written of the September 25, 2017, full board meeting. Motion carried. 2.00

REVIEW of ACTION LIST:

Amy will send the full board the income & expenses of the HDM. Done.

Katie will remind the board of the December 2nd bake sale. Done.

Katie said the actual bake sale went well and brought in about \$500.00. Katie said there was not a big response from the board to donate bake sale items, but those who did brought wonderful ones. Plus, all the staff members did a lot of baking for the fundraiser. 5.00

OLD BUSINESS

Tabitha Home Delivered Meals

Everyone on Crete HDM has been moved to Mom's Meals. The last day Tabitha will deliver meals will be December 13. Mom's Meals will start December 14.

An overview of Mom's Meals: Meals are sent via FedEx from Mom's Meals. They are fresh, not frozen, and are refrigerator/shelf stable for 18 days. They cost \$5.77, and they will be delivered every other week. They meet the 33% OAA meal requirements and will have milk with them. The clients will be able to choose from a menu those meals they would like. 6.50

We have a shortfall with Tabitha, which is why we switched to Mom's Meals. We are not serving as many because the clients were prioritized according to the criteria needed for them to receive meals. We are serving only the most fragile. Amy worked with AP to develop the criteria. The shortfall is because the clients did not contribute as much as had been hoped, even though they knew the full cost of the meals.

Amy said that Mom's Meals jumped the gun by calling the clients. Mom's Meals had told SCAS that if the paperwork was in by Tuesday, then they would receive meals the following Thursday, not the Thursday two days from when it was submitted. So Mom's Meals started calling the next day before SCAS staff could let them know of the change. Some clients hung up on them, thinking they were scammers.

SCAS staff called all HDM clients, then a letter was sent out to them. Katie felt that most of those who were upset about the switch was because it was change from their routine. They had legitimate concerns, like what's to stop them from being stolen. But for most people they will be delivered twice a month, so they should be able to be home for the delivery or be able to find someone to take care of the package if they are gone. 12.10

Trudy stated that those clients she has who are receiving Mom's Meals through the Waiver program like them. Denise said it's the same technology that they use in the stores--vacuum out the air to help keep them longer. Amy said that we have had a wide range of clients receive them and never had any complaints. 15.35

STANDING UPDATES

Financial reports:

Amy reported that we are out of money. We have an \$18,000.00 bill will Tabitha. Any overage we had in our budget was eaten up by the meals. Contributing factors included not receiving the requested client contribution rate from those receiving HDM, the new HDM program got out of hand, and there wasn't enough budgeted for lack of client contributions, and Tabitha billing was late and often incorrect. 20.30

Randy did a spreadsheet to show expenses and income for the next six months:

- There is an increase in health care costs, a significant expense.
- Amy was doing well on seeking other revenue sources, but the amount may be a bit high.

He stated that they were not auditors and were not suspecting anyone of any wrong doing. They are trying to fix the budget for the next six months to keep the lights on. There will be a \$9,000.00 deficit for December. The fiscal year ends at the end of June. 23.15

AP's role is as a funder. They provide some direct service. AP's role is to provide technical resources. There are strings attached to the money SCAS receives from AP: state and federal regulations must be met. They are technical support so that Aging Services continue in Saline County will continue.

His suggestions to the Executive Committee, which are a stop gap measure, for the last six months of this fiscal year. He feels things will improve, but they can't continue as they are. He noted that:

- Personnel Costs are 67% of overall budget. Suggest cutting staff to one employee, who would act as the manager. Though money would be saved by having only one staff, you would have additional costs of unemployment insurance, vacation payout, etc. 27.20
- Utilities was corrected to \$6,619.00, which is a 47% increase.

No matter how hard they tried, they could not balance the budget. There will be a shortfall of \$5,000.00 at the end of the fiscal year. The goal is to have a balanced budget of \$0 at FY's end.

Next budget year will be better financially. Stephanie commented that the \$18,000 Tabitha bill is not shown on the budget Randy provided. 29.05

If you chose to take their recommendations:

--Drop two staff.

--Decrease manager's hours to 35 per week. May have to change the hours of operation from five to three days a week to accommodate the office work that will be needed.

--You have already made the shift from Tabitha to Mom's Meals

--Need a priority list of programs from Amy to know which to keep.

--Suggest adding volunteers to help, especially with the foot clinics.

--AP can help with training and orientation, and they have diabetes self management classes that could be brought in. 32.15

This is a saline county decision. They are just giving their profession opinion.

Selling any assets, like the van, is only a short term solution. Selling the van will increase staff mileage. It would be an income. 35.20

Discussion on interlocal funds. 38.15

To keep the Aging Partners funding coming, we are to use it to serve those 60 years and older and the priority services like information and assistance and home delivered meals. 39.30

AP wants to help solve the Tabitha bill with the county. 40.35

Stephanie said the County Attorney is checking on the contract, but she has not heard back from him. She will see him tomorrow. 41.30

Since commitments are a liabilities to the county if they don't get paid, Randy will suggest to the county commissioners that they decide when contracts should go before the commissioners for approval. He also suggested that SCAS get someone on their advisory board with financial expertise. Whatever softward is used by the manager, it needs to be able to handle fund accounting. 43.40

There will be an executive meeting after this full board meeting.

Discussion on postage costs ensued. Randy reduced two month's of postage. We have a contract with the newsletter printers through July. The newsletter is printed, folded, mailed for \$.39 each. We have contracts also with the Wilber Care Center. Our contract with Mom's Meals is piggybacked onto AP's contract with them. We have no contract with the nurses who do foot clinics. The contract with MJM is also through AP. 52.50

Insurance for the building, van, etc. is through the county. We do not pay anything. 54.40

Randy stated that there is an interlocal agreement between AP and the county telling who is responsible for what. 55.00

Monies from Cornhusker United Way will arrive in January. Lumosity could be eliminated.

Guest Andelt stated that she had a client owed Tabitha money for a short term stay. They took her off the list to get HDM. 1.02.30

Randy said that the board knows better than anyone the importance of this program. We need to explain why this is so important to the commissioners. In the next two years 60% of the population of Saline County will be over 60 years old. We have got to grow programs, not eliminate them.

The interim solution is to go one step back so we can go two steps forward. We are going to need to increase funding to make it grow to where it needs to be. We are getting only 10% from tax dollars compared to what other counties are getting based on the population we have. There is a need to educate the commissioners. Would like to ask for more money, but we need to be careful since we have a problem now.

Amy wanted everyone to know she is sorry that the board and the program is in jeopardy. She said she should have asked for help sooner. 1.08.10

Randy suggested that Amy prioritize the programming so that decisions could be made. Amy said that it is meals, foot clinic, and Medicaid/Medicare assistance. There are more and more people turning 65 all the time who need help signing up for Medicare and Social Security. We help people empower themselves, we educate. We do a lot of social work to help people. We are Senior Health Insurance Information Program (SHIIP) counselors. 1.16.30

Randy asked Amy to make a list of all the programs we offer, to see which programs we would be comfortable to cut. 1.18.45

Randy said that this sensitive. Nothing has been decided yet, so please keep this information confidential.

Meeting adjourned. 1.20.10