

**SALINE COUNTY AGING SERVICES
FULL BOARD MEETING
March 26, 2018, 1:30 PM**

The minutes were digitally recorded.

The meeting was called to order by Chairman Lorene Horky. Roll call was taken. There were 10 members present, plus County Commissioner Stephanie Krivohlavek; Aging Partners Denise Boyd; Saline County Aging Services staff Laura Mackeprang and Katie Keller; and guest Lori Moldenhauer, the future new Program Manager. A quorum was reached. 2.00

Lori Moldenhauer was introduced. She will start work April 2. She told a little about herself. 3.16

Bonnie Schoenbeck moved and Lila Pribyl seconded the motion to approve the December 12, 2017, full board minutes as written. Motion carried. 4.08

A couple of board members felt that, even with the highlights of the executive committee, they felt outside the loop. Lorene asked that if any board member has any questions to please call or email. 7.20

Action List Review

Marty Stones brought the full board up to date on what happened since the December full board meeting:

The meal program got away from them, which caused us to be in the red. Aging Partners came down to help SCAS help figure out our options. Stephanie asked Marty to look at the finances. All the extra funds SCAS had been gone. It was decided to let Amy go.

Marty worked on the budget and finances. He talked to Tabitha and they agreed to decrease our bill to them by \$7,000.00. 11.30

The commissioners, the treasurer's office, and the county clerk's office have all been wonderful in helping Marty do the budget. The commissioners came up with extra money, Aging Partners came up with an extra \$10,000.00, and the commissioners will take care of the balance through the rest of this fiscal year. 12.30

The commissioners agreed to pay benefits for the staff and in the future, which is huge (\$30,000.00) and will help the budget immensely. The budget has been submitted to Aging Partners, but not to the county. Aging Partners kept our funding for next year the same. Marty said they were committed to helping keep this program going.

The only outstanding item was the phone bill. It is in the budget for next year. If it's covered by the county, we are in good shape, if not we will have to fund raise. 14.20

Katie reported that we have capped all the meals in the county. Those who are subsidized had to meet certain criteria. If they still wanted meals, they would be private pay and have to have their bill paid by the 15th of the month or services would be stopped.

The only issue the staff has is dealing with Mom's Meals clients in which there is a lag time and so it makes a lot of paperwork for the both SCAS and Mom's Meals when there is non-payment of meals. The private pay clients are required to pay each month or their meals will be canceled. To keep it fair for everyone and to save the time doing the paperwork, Katie asked about charging a

restart fee to get their meals going again when there was non-payment. The hope is that those who are always late will think twice about incurring the restart fee.

Katie also suggested a contract for just the private pay (non-subsidized) HDM clients so that the clients would be informed and understand their responsibilities. Denise stated that we can do this as long as they are private pay and not subsidized.

Bev Plihal suggested that perhaps the billing doesn't work with when their social security checks arrive. She has that for a couple of people in DeWitt. Katie said that is what happened to get us into trouble the last time with the private pay clients.

Marty said that the staff needs to keep track better of pending expenses so that it is known what the balance is, then it would be possible, if the money was there, to wait longer for their payments. Katie said that if you give a grace period to one, you would have to give it to everyone. Lorene thought that this should be documented and to find out why they aren't paying. This is something that Lori will have to work out.

It was thought that having a re-start fee would be a good way to start. A contract would also be a good thing. The lag time between delivery and canceling a meal is a problem with the Mom's Meals, and because the county has a lag time between submitting the bills and getting them paid. 27.20

A **Home Delivered Meal contract** with the Wilber Care Center (WCC) needs to be set up. Denise needs this because Aging Partners is getting pressure from the state. Stephanie said that Lori could sign it after she starts working. She is the hired director and it will be her job. The commissioners don't feel it's their responsibility. Denise wanted to know if Lori will have that authority.

Stephanie feels that those contracts are agreements with this department. Other county departments don't need the commissioner's approval to sign contracts except for something major. 35.34

Marty said that he didn't think the board needs to get involved to write the contracts to execute programs. It is pulling the board into the day to day business instead of as an advisory board. This board is to provide the strategic long term help, and not to be involved in the day to day micromanaging of business. 36.50 Stephanie had to leave.

Denise said that the problem she has had is that she has not had any communication channel from anyone with the Wilber Care Center to review and approve their meals. Because we do not now have a contract with the WCC, Denise has no authority to make sure the meals are up to the Older American's Act standard.

Someone needs to talk to the WCC that we want to renew the contract. This will be left up to Lori and Denise. The USDA funds won't be available if we don't get a contract. The only trouble with letting the WCC do the meals is that the person who can't afford it won't get them. 42.20

Goals and work plan update

Katie reported that our goal numbers were submitted to Denise. It was pretty much kept the same, because of our financial situation. The meals were changed a little, but otherwise it's the same.

The work plan for the half point of this fiscal year had us fund raising and expanding Full Circle. But because of the financial and time constraints for the staff, it has not grown. We are still doing our Full Circles, but every other month because Katie will be on leave shortly. 44.56

Katie attended the Program Manager's meeting this morning. They spoke on the Farmers' Market Coupons. The coupons come to us through Aging Partners who gets them from the USDA. They are passed out to those who qualify by income. Qualifying households receive 16 coupons totaling \$48.00 to be used throughout the summer at Farmers' Markets. They can only be taken by vendors who can accept the coupons.

Our redemption rate was 75%, which is pretty good. We stressed to the clients last year that they needed to be used or we could get less next year. The Fillmore County Program Manager had a 91% redemption rate. She calls people when it gets close to fall to remind people to use them. Bev stated that one of the problems we have had was that there were no vendors in Wilber that took the coupons. Katie said that there were two in Wilber now, which should help. 44.55

Katie reported that we are starting to redo the Aging Partners intakes on our clients. Aging Partners suggested that updating our intakes may catch more of those who are impoverished. 48.35

Volunteer luncheon will not be held this year. Cards were passed out for the board to sign. The clients who volunteer for us do a lot of things for help and wanted to bring up again getting them a small gift card. Carol Fictum said that it would not have to be expensive, that we could do a covered dish meal, and it would get a chance to get to know Lori, and would be a chance to socialize. The executive board was trying to keep expenses down.

Bev made a motion to do the cards this year and see how well it is received, and then next year reassess when our finances are better. Kathy Stokebrand seconded the motion. Motion carried. Lori stated that perhaps she could come up with something personal to show our appreciation to the volunteers. 56.00

A \$5.00 contribution? The newsletter had been one of the programs on the chopping block. Lori said that one client, Ellen, enjoyed them very much. She also said that they are fantastic, and it is one thing she feels should be kept. Other clients have also stated how much they enjoy them. And the commissioners were supportive of keeping it.

The staff's thought was that even though the printing is free; we still have to pay the bulk rate postage. How would the board feel if we were to ask for a \$5.00 contribution to help cover the cost of the mailings? 58.20

The ads in the newsletter pay for the printing. Bev asked if we are making money on it, as we were supposed to receive money back if it was. Katie said probably not as SCAS has not seen any funds from them. She said that the gentleman who came down here to get the ads for our newsletter was not a good fit. We still have some openings in the newsletter for more ads. They are supposed to come annually to do the ads.

The contribution request would be printed in the newsletters. A small article in the newsletter explaining our costs could help, too. The commissioners were supportive of continuing to mail out the newsletters. 1.01.24

Len Sand is having medical issues and has decided that he needs to resign from the board. He and Carla Hubbard are co vice chairs. Carla has not been attending the meetings. Lila Pribyl said that she works Monday and Tuesday. A couple of names were suggested to fill his position.

As Len was an at-large representative, the replacement would not have to be a person from Crete. Kathy said that we to go through the board list to see if there are any who consistently do

not attend. The bylaws state that three unexcused absences drops them from the board.
1.05.30

Czech Days & County Fair

Katie wanted to give everyone a head's up that there will be signup sheets for the county fair and for Czech Days at the next full board meeting. This brought up the topic of needing volunteers to help with our fundraisers. Czech Days was our best fund raiser last year. If you include the cost of the staff needing to man the booths, this decreases the net proceeds of the fund raiser. And the staff did a lot of baking themselves for the fundraiser. 1.06.55

Marty asked why the staff could not volunteer their time also. He felt that the board volunteers a lot of their time, so why can't the staff. Scott Bartels said that having the staff volunteer gets into murky water. If board as a group doesn't man the booth, they will have to. If they are willing to volunteer, that's fine, but as an employer or board they can't criticize if they do not.

Lori said that there are kids who have to do community service, so maybe we can use them as a volunteer resource.

Sharing resources with SCAT at the county fair is nice, but it is only information that is being given so that the booth does not have to be manned continually. 1.12.30

Katy said that the volunteers we have help a lot in the office, but they are getting older. The staff was wondering if some of the board members would be wondering if they would be able to help once a month so that they would get to know what we do here and the staff would be able to rely on more help. This was just put on the table for their consideration. 1.14.45

Bonnie Schoenbeck asked if we were going to have a table at Czech Days or were we going to cancel it if we didn't get enough volunteers to help with it? Lori said they would discuss that.

Having an open house to meet Lori will also be on the list of things to do.

Katie said that it is great to see the board members faces at our fund raisers, as we haven't seen too many. 1.17.37

Bev wanted to thank the executive board, especially Marty and the staff for all their work during this time of transition.

Meeting adjourned.