

**EASTERN NEBRASKA HUMAN SERVICES AGENCY
AND REGION 6 GOVERNING BOARD MEETING MINUTES
December 19, 2018**

Chair Mary Ann Borgeson called the meeting to order at 3:33 p.m. Announcing that a copy of the "Nebraska Open Meetings Act" is displayed in this Meeting Room as required by law.

1. Roll Call showed the following Board Members in attendance: Janet McCartney (Cass County); Mary Ann Borgeson (Douglas County); Jim Warren (Sarpy County) and Lisa Kramer (Washington County).

Board Members not in attendance for the Roll Call: David Saalfeld (Dodge County) arrived at 3:40 p.m.

The following staff members were present: Dennis Loose; Debbie Herbel; Clint Reid and Patti Jurjevich.

Also present: Trish Bergman (ENOA), Robyn Hansen (ENHSA), Sarah Graham (ENCOR), Sean Kelley (Attorney) and Chris Jerram (Attorney).

2. Comments & Correspondence - Governing Board

There were no comments.

3. Approval of November 14, 2018 Governing Board Minutes, November 29, 2018 ENHSA Insurance Meeting Minutes and December 3, 2018 Region 6 Behavioral Healthcare Insurance Meeting Minutes

Motion was made by Janet to Approve the November 14, 2018 Governing Board Minutes, November 29, 2018 ENHSA Insurance Meeting Minutes and December 3, 2018 Region 6 Behavioral Healthcare Insurance Meeting Minutes. Motion was seconded by Jim and passed by unanimous roll call vote.

4. Review of 2018 ENHSA Financial Audit – Randy Hoffman, Seim Johnson

Randy advised that a copy of the Power Point is in the packet with the auditor's report.

He recapped their responsibility as to performing audits and communications with the Board. He discussed the control deficiency that they found and the audit adjustments. He summarized the key disclosures on page 17-19 (Capital Assets), page 19 (Long-term Liabilities) and pages 20-24 (Pension Note). Randy discussed the Statements of Net Positions of the agency. He stated that the Days Cash on Hand is good at 98.8 days. He noted that the amount of salaries and benefits with regards to the percentage of the Operating Revenue has been consistent and that is good. The only suggestion was to be aware of the accounting announcements with regards to accounting methods for leases.

5. Presentation of ENOA's First Quarter Financials – Robyn Hansen

Robyn advised that a copy of the financial report is in the packet for the Board to review.

She recapped the balance sheet and noted that the cash amount decreased due to receivables increasing. Robyn explained the increase in the pension liability. The Statement of Revenue and Expenses shows a decrease in revenue which is due in part on how Medicaid changed their payment process. The agency made adjustments to their expenses to compensate for this loss. The agency is operating on a net income of \$9,127 for this quarter.

6. Approval of a Short Term Tenant Improvement Loan for the South Day Program Site at 9810 M Street and the First Three Pay Applications to Rife Construction – Debbie Herbel

Debbie advised that an email was sent out earlier to the Board so they could review the request for this loan.

The loan is for the cost of the construction to remodel this building. There is an agreement with the landlord that he will reimburse ENCOR for these construction costs after they move in approximately April 1. This is to keep the records straight for the auditors.

Motion was made by Lisa to Approve the Short Term Tenant Improvement Loan for the South Day Program Site at 9810 M Street. Motion was seconded by Jim and passed by unanimous roll call vote.

Motion was made by Janet to Approve the First Three Pay Applications to Rife Construction. Motion was seconded by Jim and passed by unanimous roll call vote.

7. Approval of Furniture Purchase for South Day Program Site at 9810 M Street – Debbie Herbel

Debbie advised that the furniture purchase is to furnish the building that they will be moving into. The current furniture is handmade and built into the walls. This was the best bid that they received for cubicles, desks, tables etc.

Motion was made by Jim to Approve the Furniture Purchase for the South Day Program Site at 9810 M Street. Motion was seconded by David and passed by unanimous roll call vote.

8. Attorney Comments – Chris Jerram

There were no comments by the Attorney.

9. Report from Lobbyist – Sean Kelley

Sean thanked Debbie Herbel for hosting an event on November 29 with Senator Clements. He discussed the committee assignments and the possible committee Chairs that will be decided tomorrow. Sean explained the projected Medicaid annual expenditures. The projected amounts are \$21,000,000 (FY 19/20), \$51,000,000 (FY 20/21), \$64,000,000 (FY 21/22) and after that \$67,000,000 annually. FY 19/20 is lower because it will be for a partial year.

10. Executive Session

The request for Executive Session was deferred to the end of the meeting.

11. Director's Report

There was no Director's Report.

12. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

13. Motion to Adjourn out of ENHSA Admin and enter ENCOR

Motion was made by Janet to Adjourn out of ENHSA Admin and enter ENCOR. Motion was seconded by David and passed by unanimous roll call vote.

ENCOR

14. Approval of Workmen's Comp and Casualty Insurance Renewals – Jack Struyk, Lockton Companies

Jack distributed a comparison of 2018/2019 premium and exposure rates and a loss summary. He noted that some lines are up and some are down which caused the increase to be flat. These renewals will be with the same carriers.

Motion was made by Lisa to Approve the Workmen's Comp and Casualty Insurance Renewals. Motion was seconded by Janet and passed by unanimous roll call vote.

"How secure are the ENCOR office buildings" was a question asked by a Board member. Sarah Graham explained the new security system implemented in ENCOR's office facilities.

15. Approval of Internet and IP Centrix Contracts with Cox for 9814 M Street – Debbie Herbel

Debbie stated that this phone and internet system will be for the new building. They will be tying the two together. By signing the contract, Cox will not charge them for the installation of the fiber optics. This will be a huge savings.

Motion was made by Janet to Approve the Internet and IP Centrix Contracts with Cox for 9814 M Street. Motion was seconded by Lisa and passed by unanimous roll call vote.

16. Approval of Speaking Engagement with Damon Brooks Associates – Debbie Herbel

Debbie explained that last year they had their first direct support conference with a speaker. This year they would like to book this speaker. The speaker is charging quite a bit less than she normally does. The amount that she charges has been budgeted for.

Motion was made by Lisa to Approve the Speaking Engagement with Damon Brooks Associates. Motion was seconded by Janet and passed by unanimous roll call vote.

17. Approval of Agreement for Training for ENCOR Staff with New Horizons Computer Learning Centers of Nebraska – Debbie Herbel

Debbie and Sarah Graham explained how they purchased a lot of new technology for the staff. They would like to offer the staff classes through this learning center so that they could use the technology more efficiently. They explained for \$10,000 per year the staff would have access to all in person classes. This is less expensive than offering a specific class and being charged per class and it would be for all classes offered not just Microsoft. It would be offered to approximately 700 employees.

Motion was made by Jim to Approve the Agreement for Training for ENCOR Staff with the New Horizons Computer Learning Centers of Nebraska. Motion was seconded by Lisa and passed by unanimous roll call vote.

18. Approval to Purchase Two Vans – Debbie Herbel

Debbie stated that Randy Stonys, ENCOR Transportation Director, learned about these two vehicles being for sale through the Douglas County Hospital Foundation. They are used vans with low mileage. Both are for sale for \$4,690. ENCOR will be taking over the grant for these vans.

Motion was made by Lisa to Approve the Purchase of Two Vans. Motion was seconded by Jim and passed by unanimous roll call vote.

19. Approval of Staff Appreciation Event at The Edge Grill – Debbie Herbel

Debbie would like to have a staff appreciation event at the end of February. They can get this venue and staffing for the event at no charge. This event would be for approximately 1500 staff members or less

depending on the RSVPs at about \$11 per person for food and paid for by ENCOR. Region 6 and ENOA also hold staff appreciation events.

Motion was made by Jim to Approve the Staff Appreciation event at the Edge Grill. Motion was seconded by David and passed by unanimous roll call vote.

20. Approval of Out of State Travel – Debbie Herbel

- a. Sara Hampton
- b. Hope Houessoukpe
- c. Mary Rubio
- d. Kelly Spath
- e. David Wallace

Debbie advised that Hope will not be attending the training. The travel is for the Therap Conference. This training will be for the state mandated computer system that they must now use for medication records, data programs, billings and finance. They will be traveling to North Carolina.

Motion was made by Lisa to Approve the Out of State Travel. Motion was seconded by David and passed by unanimous roll call vote.

21. Director’s Report – Debbie Herbel

Debbie reported that tomorrow KETV television network will be doing a piece about an ENCOR individual where they will follow him to his work site and back home. It will be shown at 10pm on Sunday.

22. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

23. Motion to Adjourn out of ENCOR and enter Region 6 Behavioral Healthcare

Motion was made by Lisa to Adjourn out of ENCOR and enter Region 6 Behavioral Healthcare. Motion was seconded by Jim and passed by unanimous roll call vote.

REGION 6 BEHAVIORAL HEALTHCARE

24. Review of FY18 Site Visit Summary – John Murphy

John advised that this is an annual required site visit. The reviews include services purchased verification, program fidelity, a review of prevention coalitions and substance abuse prevention treatment block grant requirements. He explained the types of reviews and the results. He stated that in all areas of the review it remained strong and consistent with past review years. Region 6 follows the Behavioral Health audit manual guidelines to determine the verification thresholds and how many sites will be visited.

25. 2018 Strategic Prevention Framework-Partnership for Success – Crystal Fuller

- a. Review of Request for Letters of Interest Process and BHAC Recommendation
- b. Approval of Funding Plan

Crystal recapped the Strategic Plan that was discussed at the last Board meeting. The grant money will be available from 2018-2023. Region 6 received \$575,891 from the grant. They started the process seeking organizations that would be interested in providing services for the prevention of underage drinking, binge drinking and marijuana prevention for 9 to 20 year olds in all five counties. Region 6 will be hiring a full time staff person to manage the grant. The funding recommendations were determined by the Behavioral Health Advisory Committee and nine staff from Region 6. They are as follows: Too Good for Drugs \$56,614; Omaha

Collegiate Consortium \$92,700; Project Extra Mile \$79,143; Sarpy Cass Health Department \$99,300 and Three Rivers Health Department \$91,734. A copy of the summary is in the packets for the Board to review.

Discussion followed on the mapping project and whether the studies could be drilled down into zip codes to show where the most prevention is needed. It was requested by the Board to supply these figures to them by county.

Motion was made by Jim to Approve the Funding Plan for the 2018 Strategic Prevention Framework- Partnership for Success. Motion was seconded by David and passed by unanimous roll call vote.

26. Appointments to Behavioral Health Advisory Committee – Patti Jurjevich
 - a. Janet McCartney, Governing Board Representative, 1/1-12/31/19
 - b. Ken Timmerman, Consumer Advisory Team Representative, 1/1-12/31/19

Patti advised that these are for one year terms and are re-appointments.

Motion was made by Jim to Approve the Appointments to the Behavioral Health Advisory Committee. Motion was seconded by Lisa and passed by unanimous roll call vote.

27. Approval of Out of State Travel – Patti Jurjevich

Patti will be traveling to attend the National Association of Counties 2019 Legislative Conference.

Motion was made by David to Approve the Out of State Travel request for Patti. Motion was seconded by Janet and passed by unanimous roll call vote.

28. Approval of Contracts and Amendments – Patti Jurjevich

Patti advised that the list of contracts requested for approval is in the packet for the Board to review.

Motion was made by David to Approve the Contracts. Motion was seconded by Jim and passed by unanimous roll call vote.

29. Director’s Report – Patti Jurjevich

Patti advised that they received their funding notification and there was no change in the total dollars that they anticipated for the next fiscal year. The timeline has been moved up by one month on their budgeting process. The budget plan will be brought to the Board in March instead of April.

The usual reports are in the packet for review by the Board. She noted that for this time of the year the draw down would normally be about 41.6 % but as of now it is 43% (Mental Health spending) and 44.5% (Substance Abuse spending) and at this pace they could be about \$1,000,000 over for units of service provided. She stated that they are not obligated to reimburse providers beyond their contracted amount. This year there will be a greater tightening of amount of services provided, the demand for services and the number of people eligible for reimbursement of services through these contracts.

30. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

31. Motion to Adjourn out of Region 6 Behavioral Healthcare and enter Office on Aging

Motion was made by David to Adjourn out of Region 6 Behavioral Healthcare and enter Office on Aging. Motion was seconded by Jim and passed by unanimous roll call vote.

OFFICE ON AGING

32. Approval Mileage/Expense Reimbursement Policy – Dennis Loose

Dennis advised that this policy was emailed out prior to the meeting for the Board to review.

Motion was made by Lisa to Approve the Mileage/Expense Reimbursement Policy. Motion was seconded by Jim and passed by unanimous roll call vote.

33. Approval of NE4A Agreement for ADRC Services – Dennis Loose

Dennis reported that the passage of the Aging Disability Resource Centers bill gave approximately \$87,000 to each area agency to provide coordinators to coordinate area aging systems with the disability services providers, training, education, and organize a statewide meeting. Individually the agencies would not have the ability to provide that coordination so they are contracting with a firm that will do this coordination statewide and each area agency will contribute funds for the service. Chris Jerram reviewed the agreement.

Motion was made by Jim to Approve the NE4A Agreement for ADRC Services. Motion was seconded by Janet and passed by unanimous roll call vote.

34. Approval of One Month Extension for GA Foods 2018 Contract – Dennis Loose

Dennis advised that GA Foods (Sun Meadows) did not get their new contract prepared on time. They provide frozen meals to the elderly in the outlying areas.

Motion was made by David to Approve the One Month Extension for GA Foods 2018 Contract. Motion was seconded by Jim and passed by unanimous roll call vote.

35. Approval of Credit Cards for Rural Transportation and Volunteer Services – Dennis Loose

Dennis advised that there is a need for these two programs to have their own credit cards. Each card will have a \$500 limit.

Motion was made by Janet to Approve Credit Cards for Rural Transportation and Volunteer Services. Motion was seconded by Lisa and passed by unanimous roll call vote.

36. Approval of Care Builders at Home to provide Homemaker and Personal Care Services – Dennis Loose

Dennis stated that this is a current provider who is changing the name of the company from Picket Fence to Care Builders at Home effective January 1.

Motion was made by Jim to Approve Care Builders at Home to provide Homemaker and Personal Care Services. Motion was seconded by David and passed by unanimous roll call vote.

37. Approval of Jessica Petersen and Les Tighe to the Senior Companions Program Advisory Council – Dennis Loose

Dennis discussed their qualifications.

Motion was made by Jim to Approve Jessica Petersen and Les Tighe to the Senior Companions Program Advisory Council. Motion was seconded by Lisa and passed by unanimous roll call vote.

38. Directors' Report – Dennis Loose

Dennis reported that last week ENOA had their annual State Unit on Aging monitoring visit. He will bring the report to the next Board meeting. The Public Accounts audit was also completed. There were no findings or recommendations. Last week they were in Kearney to discuss the new requirements for the multi-year plan which is for four years and is due this year. They moved the due date up to March 1.

39. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

40. Motion to Adjourn out of Office on Aging and enter Alpha School

Motion was made by David to Adjourn out of Office on Aging and enter Alpha School. Motion was seconded by Janet and passed by unanimous roll call vote.

ALPHA SCHOOL

41. Approval of 3 Student Contracts – Clint Reid

Clint advised that there are 3 student contracts that he seeks approval for. One contract is for Council Bluffs Public Schools and 2 are from the Omaha Public School system.

Motion was made by David to approve the 3 Student Contracts. Motion was seconded by Lisa and passed by unanimous roll call vote.

42. Director's Report – Clint Reid

Clint distributed the Alpha News to the Board members. He announced that they will have three students leaving on Friday, two will go back to the public school system full time and one will be graduating mid-year. He discussed the winter program that will be held on Friday. Yesterday, he had a group of junior high students who toured the Stephens Center. They had saved up their points to purchase food and made approximately 100 sack lunches to hand out at the Stephens Center. The current enrollment is 68 and will be losing the three students at the semester. They have four intakes scheduled which will bring the enrollment back up again. He has been receiving one to two calls per week from people asking if the school could take their child.

43. Comments from Public (please limit to 3 minutes each person)

There were no comments from the public.

Motion was made by Jim to Adjourn out of Alpha School and enter an Executive Session to address a personnel and labor relations matter. Motion was seconded by Lisa and passed by unanimous roll call vote. Executive Session was called to order at 5:04pm.

44. Motion to Adjourn out of Meeting

Motion was made to Adjourn out of Executive Session with no action taken and Adjourn out of the meeting. Motion was seconded and passed by unanimous roll call vote. Meeting was adjourned at 5:20pm.

Respectfully Submitted by Lezlie McPherson