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Advisory Committee Agenda

Date: November 7, 2023
Time: 10:00 AM
Location: Apace – 3600 Union Drive, Lincoln, NE 68516

Advisory Committee Members in attendance: Josh Carman, Bert Mishler, Holly Murkle, Gregory Janak, Monte Murkle

Members Absent: Sue Boring, Terry Dittmer, Hazel Cummins

Apace Staff in attendance: Matt Kasik, Brady Svendgard, Joe Dondlinger, Sarah Kramer, Todd Scholz, Michele Scholz, Ella England

I. **Approve past meeting Minutes (motion)**
   a. Past Advisory Committee Minutes
      Motioned by Bert Mishler. Seconded by Josh Carman. Approved by all. Motion carried.
   b. Past Governing Board Minutes
      Motioned by Bert Mishler. Seconded by Josh Carman. Approved by all. Motion carried.

II. **Adopt Meeting Agenda (motion)**
Motioned by Josh Carman. Seconded by Bert Mishler. Approved by all. Motion carried.

III. **Old Business**
   a. None

IV. **New Business**
   a. **Financial Report (motion)**
      Joe reviewed the financial report. There were no substantial changes over what was predicted and budgeted. Employee health insurance savings were significant over last year which allowed us to reduce the stop loss amount for health insurance costs. This shift costs from variable to more fixed without costing the company any additional funds. Elizabeth Park building is a new addition to the assets listed. New vehicles have been added, the company is next working on disposing of older vehicles. The current Central Office location is set to close the sale to Dental Designs in April.
      Motioned by Bert Mishler. Seconded by Holly Murkle. Approved by all. Motion carries.
   b. **Quality Report (information)**
      Presented by Todd. 185 reportable incidents, down by 48 from previous quarter. The number is highly variable. There is a push for directors and coordinators to complete paperwork in a timely manner. Abuse and

Neglect is trending up due to changes in the state reporting requirements. Todd did a breakdown of GER's and what the causes were. He also noted that the state is counting deleted reports that were rewritten by staff which causes a discrepancy in their numbers of reports and ours. There was a thirty-eight percent decrease in medication errors from the previous quarter.

c. **Bi-Weekly Payroll (information)**
Presented by Joe. Payroll changes were announced to staff last week. The change is driven by information received from recruitment efforts. The current wait for wages is on average 48 days. Biweekly pay reduces that to 28 days. A new payroll calendar was posted, and information was given that includes deductions and reimbursements. The company has hired a payroll assistant to ensure the change is sustainable. That was the only tangible cost to the company for this change.

d. **Open Enrollment – Employee Benefits (information)**
Presented by Sarah Kramer. Sarah gave a high-level overview of changes made to the plan. Ancillary benefits were also covered. These should all contribute to recruitment and retention of employees. We currently offer "Top Tier" plans. Matt added that being a political subdivision and not-for-profit allows us to offer those benefits above what other organizations offer. Joe Dondlinger covered the Stabilization Grant we received. He explained the strategy and use of the spending. This was all one-time funding.

e. **Discussion on Interlocal Agreement (information**)
Matt Kasik went over the status of the name-change. The response within the community has been abundantly favorable. We have received great feedback on the name and the logic for the change. The interlocal agreement was not changed, therefore, the organization is operating with a registered trade name – Region V Services D/B/A Apace.
During this process, the need to revise our interlocal agreement became clear. The current interlocal agreement is joint with Apace/Region V Services and Region V Systems. The organization is considering drafting an interlocal agreement for each entity. This makes sense considering how different each of these organizations operate. More discussion will occur over the next several months, until a potential change is adopted by the counties.

f. **CEO's report (information**)
Matt provided an overview of ConnectTeam, a messaging app that the organization will be pushing out for communication between staff, families, people supported, and leadership. Lastly, Matt mentioned staff recognition in the Director's Report.

V. Adjournment

Meeting adjourned at 1127 a.m.

Next Meeting: The next Advisory Committee is scheduled for 10:00 AM on the following dates:

February 6, 2024
March 5, 2024