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Advisory Committee meeting minutes

Date: February 6, 2024
Time: 10:00 AM
Location: Apace – 3600 Union Drive, Lincoln, NE 68516
Join Zoom Meeting
https://regionvservices.zoom.us/j/81761314350

Meeting ID: 817 6131 4350

Advisory Committee Members:

Josh Carman - present	Terry Dittmer - present
Bert Mishler - absent	Gregory Janak - present
Sue Boring - present	Hazel Cummins - absent
Holly Murkle - present	Monte Murkle - present

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

I. A motion to approve past meeting minutes by Josh Carman, seconded by Gregory Janak. Approved by all. Motion carried.
   a. Past Advisory Committee Minutes
   b. Past Governing Board Minutes

II. A motion to adopt the meeting agenda was made by Sue Boring, seconded by Monte Murkle. Approved by all. Motion carried.

III. Old Business
   a. none

IV. New Business
   a. FY2023 Audit Report Joe Dondlinger presented the audit process and findings. No significant risks were found. One issue was found with a now closed account that had a former employee still as a signer on the account. The agency has also clarified its process for documenting approval of payroll. CPA will be at the Governing Board meeting on the 12th. A motion to approve the FY23 audit report was made by Terry, seconded by Sue. Approved by all. Motion carried.
   b. Financial Report Joe Dondlinger presented the financial report and shared that trends continue from previous report. Expenses are under budget, primarily due to self-funded insurance. Current cash position is 69-days of cash on hand. Total asset increase is $5.6 mil. Liabilities show half of provider relief funds has been used as planned. Substantial vehicle purchases have been made according to the budget plan. A motion to approve the financial report was made by Josh Carman. Seconded by Terry Dittmer. Approved by all. Motion carried.
   c. CEO's Report Matt touched on the upcoming move and consolidation of LEAP day center space. He went over the sale of the current building to Dental Designs.
   d. Closed Session
      1. Agenda topic 1

2. Agenda topic 2

e. Employee Policy & Procedure update Sarah Kramer presented changes in the Employee Policy and Procedure manual. Key update in hiring is the requirement of background checks pre-employment and throughout employment. The consequences of criminal charges, not complying with mandatory certifications, and failure to make appropriate notifications prior to missed or incomplete shifts are more clearly defined. Required technology is outlined on page 16. Benefits information was updated to include cell phone reimbursement to all employees that have a cell phone capable of using the required apps. The updated manual also includes the expansion of tuition reimbursement to part time employees. Vacation leave accruals were updated to reflect bi-weekly rates. Reimbursements are clarified in the updates. Employee meals are more clearly defined. Driver safety guidelines have been added to the new handbook. Request by Sue Boring to make a change to page 47 to include "no smoking or vaping in personal vehicles if a person supported is in the vehicle". A motion was made to approve the employee policy and procedure manual, with the aforementioned change to page 47, by Terry Dittmer and seconded by Sue Boring. Approved by all. Motion carried.

f. Interlocal Agreement
    1. Timeline of the process was presented by Matt Kasik. He has met with Region V Systems and legal counsel and had discussions about how to best separate the entities and documents. Timeline is on packet page 36.
    2. Resolution (recommendation to Board) A motion was made by Greg Janak to recommend the Regional Governing Board to adopt the resolution herein to engage in the process of terminating the existing Interlocal Agreement and replacing the one agreement with two individual agreements for each Region V entity (Region V Systems and Apace). Seconded by Monte Murkle. Approved by all. Resolution carried.

V. Adjournment. The meeting adjourned at 1156 am.

Next Meeting: The next Advisory Committee is scheduled for 10:00 AM on the following dates:
March 5, 2024
April 2, 2024