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**Rhonda L Roth**

Executive Director

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**BOARD OF DIRECTORS MEETING**

**September 28, 2023**

**Members Present Members Absent Others Present**

Linda HellerMike Ehrmann Rhonda Roth

Dean Wingfield (phone) Ronald Smith Jerri Spear

Kent Jostes (phone) Anne Melvin

Carrie Ankrom Michelle Seifried

Tom Timm (phone) Leeah Key (phone)

Eva Bruns

Ronald Berges (phone)

**ROLL CALL:** Dean Wingfield, Vice President, called the meeting to order. A quorum was present.

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:** NA

**APPROVAL OF MINUTES:** **Motion** was made with second: (Bruns/Wingfield) to approve the July 27, 2023, All in favor; none opposed. Motion carried.

**AGENDA ADDITIONS/UPDATES**: None

**CORRESPONDENCE**: None

**FINANCIAL REPORT**: NA

**OLD BUSINESS:**

 **Case Management Redesign CMRD:**

* Letters from the State were sent to persons receiving services, their families, and guardians unbeknownst to ECSDD. They are confusing for many, and people started receiving them today. It discusses “exciting news” that people will be working with a new Case Management agency with no specific dates or providers identified. Although we are also directed to send out notification letters, we are not allowed to do so until 3-4 months prior to the transition.
* The possible sale of the Annex building to NECALG is still being worked on. An inspection is scheduled for next Monday. If the sale doesn’t go through, there is still the possibility of leasing the building to NECALG.
* We are waiting for notice regarding a HCPF technological improvement grant request which includes funding for electronic system data transfer for the Case Management documents prior to the transition to NECALG.

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**NEW BUSINESS:**

**Fiscal Year 2024 Board Schedule:**  The proposed Fiscal Year 2023-2024 schedule was presented. **Motion** was

made with second: (Jostes/Timm) to approve the schedule as presented. All in favor; none opposed. Motion carried.

 **Years of Service Celebration:** We will be doing a service recognition for long-term employees at the October

Board meeting.

**Staffing Vacancy Discussion:** Eva Bruns discussed her concern about the Direct Care staff shortage and the impact on persons receiving services. She asked, “What can the Board do to address the shortage?” She encouraged discussion and invited staff members Anne Melvin and Michelle Seifried to the meeting, and they expressed their concerns and suggestions. Although there are no immediate solutions and it is recognized that at all employers are struggling to hire, there was a lengthy exchange of thoughts.

* Everyone recognizes that the seven years of mandatory overtime for Direct Care staff is exhausting and leads to burnout.
* Contracted CNA’s to temporarily fill the Direct Care vacancies are being used for the next three months to provide a reprieve to staff. However, due to the increased costs this is not financially a feasible long-term solution.
* A new LPN has been hired and we will continue to look for additional nursing staff.
* Can we work with the NJC Nursing program to recruit?
* A decrease in Administration was suggested although the recent annual audit revealed that our agency already operates at a lean percentage of administrative costs.
* Can we offer an increase in Direct Care Provide salaries? We are already offering the maximum amount we can pay based on the State requirements and reimbursement rates. We have consistently increased our pay based on the related rates provided by the State and will continue to do so as appropriate.

**MEETING ADJOURNED**

 **Next Board meeting is October 26, 2023, at 6:30pm**

**617 S 10th Ave, Sterling**

**Telephone conference number is 571-748-4021**

**and the Participant Pass Code is 8798724, followed by the # sign.**