

GoToMeeting

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Phone Number: 1-669-224-3412

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June 10, 2020

9:00 AM

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I. Call to Order – (Bob Roesler)		
II. Roll Call – (Bob)		
III. Approval of Agenda – (Bob)		Action
IV. Chair’s Report – (Bob)		
V. Grants & Contracts – (Rhonda Hiller Fjeldberg)		
A. Title III Provider Updates		
B. Title III Project Revision Requests	1	Action
VI. Finance Director – (Joyce Prahm)		
A. Budget Update		
B. Minnesota Council of Foundations – MN Disaster Relief Fund Update Week 5 Review	Info. will come next week	Action
VII. Executive Director Report – (Jason Swanson)		
A. 2021 Request for Proposal	2	Action
B. Staff Office Return	3-6	
C. Nursing Home Closure – Wood Dale Home	7	
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VIII. Other – (Bob)		
IX. Next Meeting		
A. Full Board Meeting – July 15, 2020 – GoToMeeting		
X. Adjourn – (Bob)		

2020 Title III Grant/Contract Requests Resulting from COVID-19 Pandemic

Title III-B Supportive Services

1. Interfaith Caregivers – Homemaker/Chore Program

Requests:

- Change award from a contract to a grant.
- Increase total Title III-B award from \$41,616 to \$44,166 (+\$2,550) to cover supply costs for Personal Protective Equipment (PPE).

2. Central Community Transit – CCT Senior Transportation Program

Request:

- Change award from a contract to a grant.
- Add Telephone Reassurance as a service.
- *Budget revision is not yet final; additional information will be provided during the June 13 meeting.*

Title III-E National Family Caregiver Support Services

1. Lutheran Social Service of MN – LSS Caregiver Support and Respite

Request:

- *Budget revision and requests are not yet final; additional information will be provided during the June 13 meeting.*

CARES Act

1. VINE Faith in Action – Empowering Caregivers

Request:

- \$2,370 of CARES Act Title III-E funds for three Grandpad tablets (\$250/tablet = \$750) with data plans (\$45/month/plan x 12 months = \$1,620) for caregivers without internet access to participate in support groups and one-to-one consulting sessions.

2. Prairie Five Community Action Council – Prairie Five Home Delivered Meals (Nutrition Services)

Request:

- \$4,340 of CARES Act Title III-C2 funds for PPE as follows:

<u>Quantity</u>	<u>Item</u>	<u>Unit Price</u>	<u>Amount</u>
2	SNGLPAR 6'-0 X 2'-9" PC GRAY OPAQUE	\$285	\$570
1	FOLDPAR 6'-0" X 5'-6" PC GRAY OPAQUE	\$533	\$533
1	Temperature Detection Gate	\$2,900	\$2,900
1	Shipping of Detection Gate	\$137	\$137
1	Electrical Hook up	\$200	<u>\$200</u>
	Total Cost		<u>\$4,340</u>



MINNESOTA RIVER
Area Agency on Aging®

June 10, 2020

Minnesota Board on Aging
Attn: Kari Benson
540 Cedar Street
Saint Paul, MN 55164

Kari Benson;

The COVID-19 pandemic has not only changed how we operate in 2020, but it will have lasting impacts past this year. With the numerous uncertainties surrounding how the pandemic may continue to impact our operations, MNRAAA feels it may be best to not hold a competitive process in 2020 for funding in 2021. MNRAAA has noticed many of our current providers dramatically changing their current practices and have been in contact with potential grantees who have also changed their business practices to address the pandemic. MNRAAA's PDC staff are reporting that many organizations are not prepared to submit to a competitive bid for 2021.

Therefore, MNRAAA is requesting to move to a renewal year for all our Title III providers for funding year 2021. MNRAAA will continue to work with our providers in utilizing our carryover funds to assist them in their endeavors.

Respectfully Submitted,

Jason W. Swanson, HSE
Executive Director

COVID-19 Preparedness Plan for Minnesota River Area Agency on Aging, Inc. (MNRAAA)

MNRAAA is committed to providing a safe and healthy workplace for all our employees. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among all staff. Only through this cooperative effort can we establish and maintain the safety and health of our Employees and workplaces.

Management and Employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. MNRAAA's Board of Directors and management staff have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at MNRAAA. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by; keeping open dialogue with all staff through the pandemic, monthly all staff meeting, regular department meeting, daily COVID-19 related emails, employee survey about re-opening the offices and a special meeting focused on returning to the office. Your feedback has been crucial in establishing these guidelines and have been taken into consideration as we move forward. This has been and will continue to be an ever-changing situation, therefore your continued feedback is imperative to a successful and safe return to the office(s). Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and Employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess Employees' health status prior to entering the workplace and for Employees to report when they are sick or experiencing symptoms. Upon reporting to the office at the beginning of the shift, staff will have to fill out a form titled, MNRAAA Health Screening Assessment and have their temperature checked using one of the thermometers available to staff by another staff member. Staff have been given a copy of the Health Screening Assessment and are encouraged to review the assessment prior to coming to work. If an employee is displaying symptoms, they are not allowed to enter the work site and are to return home to monitor their symptoms (see MNRAAA Office Sending Employees Home). Employees are encouraged to continue to follow the sick policy as found in the Employee Handbook (December

2019) page 21. If employees begin to feel ill during the workday, they are to immediately leave the office. After the employee has exited the office all staff are to clean their areas and other staff will thoroughly disinfect the workers area (see MNRAAA Office Cleaning Policy).

MNRAAA has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. MNRAAA leave plans include personal leave, vacation and sick time (see employee handbook for details). Under FFCRA, effective April 1, 2020, employees are eligible for up to two weeks of paid sick leave for qualifying reasons related to COVID-19, subject to daily and total maximums (see resource guide on shared drive). Under FFCRA, effective April 1, 2020, employees are eligible for a 12-week leave of absence for qualifying reasons related to COVID-19, to be paid after the first 2 weeks. Daily and total maximums limits apply (see resource guide on the shared drive). Accommodations for Employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. To get more information on these programs, please email Joyce Prahm (jpahm@mnraaa.org) or Jason W. Swanson (jswanson@mnraaa.org).

MNRAAA has also implemented a policy for informing Employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. **Upon knowledge that an employee has tested positive of COVID-19, information will be sent to all employees that an employee has become ill. No identifying information will be provided within the letter.**

In addition, a policy (MNRAAA Employee Notification COVID-19) has been implemented to protect the privacy of Employees' health status and health information.

Handwashing

Basic infection prevention measures are always being implemented at our workplaces. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Hand sanitizers are installed at the following locations:

- Mankato Office:
 - o Front Entry
 - o Rear Entry
 - o Copy Machine
 - o Employee Break Room
- Slayton Office
 - o Main Entry
 - o Copy Machine
 - o Employee Break Room

All employees must wash hands prior to entering the workspace. Each time an employee exits the office they need to wash hands prior to re-entering. After using common office equipment, such as the copy machine it is recommended that staff apply hand sanitizer to their hands.

Respiratory etiquette: Cover your cough or sneeze

Employees, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all Employees, customers and visitors. MNRAAA will continue to follow the Employee Influenza-Like Illness Policy and encourage staff to cover coughs with either a tissue, a sleeve (preferably into the crook of their elbow).

Social distancing

Social distancing of six feet will be implemented and maintained between Employees, customers and visitors in the workplace through the following engineering and administrative controls:

- **Employees are still encouraged to work from home;**
- **Employees will continue to follow the telecommuting policy;**
- **The MNRAAA offices will remain closed to the public;**
- **Conference Rooms will not be used by more than three (3) people;**
- **Offices will not be used by more than two (2) people;**
- **Employees are to work at their designated locations;**
- **When walking through the office's facemasks will be required to be worn; and**
- **Employees will follow the guidance for movement established within each office.**

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Each employee will be responsible for cleaning their own workspace upon completion of their shift (see MNRAAA Office Cleaning Policy).

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. **[Describe steps being taken introduce fresh air, to improve air circulation, and to properly use and maintain ventilations systems.]**

Communications and training

This COVID-19 Preparedness Plan was communicated via special staff meeting **XX/XX/XXXX** to all Employees and necessary training was provided. Additional communication and training will be ongoing through regularly scheduled all staff meetings and special meetings as deemed necessary by management and provided to all Employees who did not receive the initial training. Both offices will be closed to Customers and visitors until further notices. All staff are to monitor how effective the program has been implemented through the following ways; weekly audits of MNRAAA Employee Health Screening, through review of the program during regularly scheduled meetings, regular review of implementation of policies and supervisor review of program during monthly meeting. All staff are expected to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by MNRAAA Board of Directors and was posted throughout the workplace **XX/XX/XXXX**. It will be updated as necessary.

Certified by:

Jason W. Swanson, HSE

Executive Director

May 27, 2020

Mr. Jason Swanson, Executive Director
Minnesota River Area Agency on Aging, Inc.
201 North Broad Street, Suite 102
Mankato, MN 56001

Re: Notice of Closure of Wood Dale Home Operating LLC

Mr. Swanson:

Please be advised that Wood Dale Home Operating LLC (“Wood Dale”) has decided to close its facility. Please consider this Wood Dale’s written notice as required pursuant to Minn. Stat. § 144A.161. This closure results in the need to relocate residents currently residing at Wood Dale. This closure will affect all current residents of Wood Dale. As of the date of this letter, Wood Dale’s census is currently at 19.

Wood Dale has designated Mr. Joshua Legum as the contact person for the closure and relocation planning process. Mr. Legum may be reached at (507) 203-1001 with any questions about the closure of Wood Dale.

Sincerely,



Mr. Joshua Legum
Wood Dale Home Operating LLC

cc: Ms. Shellae Dietrich
Ms. Munna Yasiri

Background:

On March 13, 2020 the President of the United States, by the authority vested in him by the Constitution and the laws of the United States of America, including sections 201 and 301 of the National Emergencies Act (50 U.S.C. 1601 et seq.) and consistent with section 1135 of the Social Security Act (SSA), as amended (42 U.S.C. 1320b-5), found and proclaimed that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020. Also on March 13, 2020 the President of the United State determined that the ongoing Coronavirus Disease 2019 (COVID-19) pandemic is of sufficient severity and magnitude to warrant an emergency determination under section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act").

On March 13, 2020, the Governor of Minnesota issued Executive Order 20-01 and declared a peacetime emergency because the COVID-19 pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. This declaration continues until the COVID-19 peacetime emergency is terminated pursuant to Minnesota Statutes, section 12.31.

On March 20, 2020, supplemental formula grant awards were issued to the Minnesota Board on Aging, under the authority of the Families First Coronavirus Response Act for activities authorized under Subparts 1 and 2 of Part C, of Title III of the Older Americans Act of 1965, as amended through P.L. 114-144, enacted April 19, 2016.

On April 7, 2020, the Governor of Minnesota received a federal Declaration stating that the state had been declared a Major Disaster. Once a Major Disaster Declaration (MDD) request by a State is approved, Section 310(c) permits states to use any portion of the funds made available under sections of the Act for disaster relief for older individuals.

On April 20, 2020, supplemental formula grant awards were issued to the Minnesota Board on Aging, under the authority of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, P.L. 116-136 for activities authorized under Title III of the Older Americans Act of 1965, as amended through P.L. 116-131, enacted March 25, 2020.

The CARES Act allows funds received through any section of Title III (III-B, III-C, III-E) to fund the delivery of any allowable Older Americans Act service. It is anticipated that most, if not all, of the direct service (non-admin) funds will be used for nutrition services (meal delivery) as the need for meals has increased dramatically during the pandemic.

MBA held a special meeting (Program Operations Committee) on May 29, 2020 at the behest of the Minnesota Association of Area Agencies on Aging to review the CARE's allocation and to accept the Federal dollars upon approval of the Legislative Advisory Commission (LAC). After the POC meeting, the MBA Full Board met and voted to accept the money.

On June 2, 2020, the LAC officially accepted the Federal dollars in relation to the CARE's act. The money will be distributed via the Interstate Funding Formulary (IFF). MBA has made available a budget template for MNRAAA to review and to fill out.

Coronavirus Aid, Relief, and Economic Security Act Funding to AAAs

PSA	CARES Admin*	CARES III-B**	CARES III-C2**	CARES III-E**	Total
Arrowhead Area Agency on Aging	\$101,319	\$235,967	\$568,061	\$116,562	\$1,021,909
Central Minnesota Council on Aging	\$157,420	\$366,625	\$882,602	\$181,103	\$1,587,750
Dancing Sky Area Agency on Aging	\$127,350	\$296,593	\$714,008	\$146,509	\$1,284,460
Metropolitan Area Agency on Aging	\$467,772	\$1,089,422	\$2,622,642	\$538,147	\$4,717,983
Minnesota Indian Area Agency on Aging	\$33,868	\$61,518	\$128,385	\$18,328	\$242,099
Minnesota River Area Agency on Aging	\$149,902	\$349,117	\$840,453	\$172,455	\$1,511,927
Southeastern Minnesota Area Agency on Aging	\$118,261	\$275,426	\$663,052	\$136,053	\$1,192,792
Total	\$1,155,892	\$2,674,668	\$6,419,203	\$1,309,157	\$11,558,920