

**GOVERNING BOARD MEETING**

**Wednesday, June 1, 2016 – 11 a.m.  
Logan Steakhouse Restaurant  
2427 North Main Street in North Logan**

**MINUTES**

**(Approved July 27, 2016)**

**PRESENT**

County Executive Craig Buttars  
Commissioner Bill Cox  
Mayor Roger Fridal  
Commissioner Jeff Hadfield  
Commissioner Jeff Scott

Mayor Craig Petersen  
Council Member Val Potter  
Commissioner Stan Summers  
Mayor Tyler Vincent  
Mayor Sim Weston

**EXCUSED**

Mayor Darrell Simmons  
Mayor John Spuhler  
Commissioner Norm Weston

Commissioner Tom Weston  
Council Member Cory Yeates

**BRAG STAFF PRESENT**

Roger Jones  
Michelle Benson  
Brian Carver  
Dolores Berkley

Zac Covington  
Debbie Lee  
Kent Watson

**OTHERS PRESENT**

Sandy Emile  
Reed Ernstrom  
John Newhall  
Debbie Sparks  
Ryan Wilcox

Cache Chamber of Commerce  
Bear River Mental Health  
Congressman Rob Bishop's Office  
Department of Workforce Services  
Senator Mike Lee's Office

**WELCOME, INTRODUCTIONS AND MINUTES**

Council Member Stan Summers, Chairman, opened the meeting and welcomed everyone to BRAG Governing Board meeting at the Logan Steakhouse Restaurant. Commissioner Summers asked if there were any changes or additions to the minutes of March 23, 2016. Commissioner Bill Cox made the **MOTION** to approve; County Executive Craig Buttars **SECONDED** and the motion **PASSED** unanimously.

**REVIEW AND APPROVE UPDATE TO FOUR-YEAR AREA AGING PLAN**

Michelle Benson, BRAG Director of Aging Services, distributed and reviewed the *Four Year Area Plan Summary for FY 2016-2019-First Year of the Plan for FY 2017*. This is an "update" year for the plan.

Benson highlighted the Accomplishments for 2016-2017 as follows:

- **People Make Things Work** – Dedicated staff from BRAG and Senior Centers have been recognized for serving the older adult population with a wide array of services.
- **Effective Community Partnerships** – Partnerships with Cache Community Food Pantry, Meals on Wheels, LDS Bishop’s Storehouse, Presto Products, Even Steven’ Sandwiches, Grandfamilies Kinship Care Program, the four senior centers and “Pride of the Nation.
- **Resource Development** – Participated in Veterans Rural Outreach Grant with the Aging and Disability Resource Center to identify rural veterans who have not accessed their VA Benefits. The National Innovation Project in San Diego recognized the Bear River Agency on Aging on our exemplary pilot program. Benson said it was a team effort and Deb Crowther was recognized for her work with the program. Commissioner Summers asked for a presentation at a later date.
- **Increased Client Services and Programs** – Reduced waiting lists for in-home services, etc. Lists are being updated every 6 months.
- **New Classes and Ideas Make Our Senior Centers Great!** Classes at Bear River Valley, Cache County, and Brigham Senior Centers provide health improvement classes and activities such as bingo, movies, ceramics, etc.
- **Senior Center Facility Improvements** – Improvements of facilities and Meals on Wheels vehicles, etc.

**Refer to Accomplishments for detail.**

Benson asked for approval of the Area Agency on Aging Four-Year Plan: Fiscal Years 2016-2019 including the first year of the plan: Fiscal Year 2017-July 1, 2016 – June 30, 2017. Commissioner Bill Cox made the **MOTION** to approve the plan; Council Member Val Potter **SECONDED** and **APPROVAL** was unanimous.

**PROPOSED BRAG BUDGET FOR FISCAL YEAR 2017**

Roger Jones, BRAG Executive Director, presented and reviewed the Proposed FY 2017 Budget of \$7,631,892 which is a slight increase from last year. Jones complimented Debbie Lee on the amazing job that she does. Jones reviewed the BRAG Budget Packet including department budgets.

- **Public Hearing on the Proposed FY 2017 Budget** – Commissioner Stan Summers **DECLARED** the public hearing **OPEN**; the public hearing was advertised in *The Box Elder News Journal* and *The Herald Journal*.

Commissioner Summers asked if there were any comments from the public related to the BRAG budget. No members of the public were in attendance to provide comments. Summers **CLOSED** the public hearing with a **MOTION** by County Executive Craig Buttars and **SECOND** by Commissioner Jeff Hadfield; **APPROVAL** was **UNANIMOUS**. The public hearing was **CLOSED**.

- **Recommendations from Compensation/Audit Committee**  
Results of the Compensation/Audit Committee Meeting held prior to today’s meeting were summarized. Five of the six committee members were in attendance. Those attending included: County Executive Craig Buttars, Mayor Roger Fridal, Council

Member Val Potter, Commissioner Stan Summers, Chair, and Mayor Sim Weston. Mayor Spuhler was excused.

Committee members reviewed the FY 2017 Budget in detail and several information sheets prepared by Roger Jones. The following recommendations were agreed upon and made to the BRAG Governing Board:

- 1) Allow an amount up to 2% of current year salaries to be used by the executive director for performance pay increases effective July 1, 2016. Jones had recommended a 2.5% increase.
- 2) Increase the BRAG salary structure or pay chart by 2%.

Council Member Val Potter made the **MOTION** to approve the FY 2017 budget and the two recommendations concerning compensation as stated above. Commissioner Bill Cox **SECONDED** and the motion **PASSED** unanimously.

### **REPORT ON CONGRESSIONAL VISITS/CONFERENCES**

Commissioner Stan Summers reported that Roger Jones, Russ Cowley from Six County AOG, Commissioner Jeff Hadfield and Council Member Val Potter all enjoyed their visits and conferences in Washington D.C. Meetings were held with the congressional delegation— Senator Mike Lee, Staff Members from Chris Stewart’s and Rob Bishop’s Office, and several staff members of Senator Hatch’s Office. Summers stated how very fortunate we are to have members of congress that are very attentive and helpful.

Commissioner Jeff Hadfield said this was the first time that he had been in Washington D.C. and he felt the experience was very worthwhile—their meeting with the congressional delegation was excellent as were the conferences, National Association of Development Organizations (NADO) and U.S. Economic Development Administration (EDA).

Council Member Val Potter expressed his appreciation to Roger Jones and Russ Cowley who made arrangements for the visits. He also said their meeting with the congressional delegation was excellent and commented that there is much work being done by the congressional aides and the younger population.

### **OTHER BUSINESS**

Commissioner Cox asked about the Housing Choice Vouchers and mental health clients in Box Elder Commons, a 15-unit apartment complex in Brigham City. Jones said the Housing Authority agreed to relax the locally imposed background check criminal requirements if clients are receiving case management from Bear River Mental Health. There will be no project based vouchers because of the importance of maintaining quality control and perfect HUD evaluations. Commissioner Cox made the **MOTION** to try for six months to see how it works. Commissioner Scott **SECONDED** and the motion **PASSED** unanimously.

### **ADJOURN TO BRAG’S 45<sup>TH</sup> ANNIVERSARY LUNCHEON**

The meeting **ADJOURNED** at 11:45 a.m. followed by the Bear River Community Services Foundation Board meeting, whose members are the same as the BRAG Governing Board.