



**Board Of Directors  
Tuesday, March 28, 2017**

The Board of Directors met on Tuesday, March 28, 2017 at 10:00 AM the Ainsworth Four Corner Restaurant and Fuel Stop, 3112 Hwy 92, Ainsworth.

Chairperson, Bob Howard, called the meeting to order at 10:00 AM.

**Present:** Jeri Dean, Bob Howard, Jim Howell, Duffy Kester, Lee McClure, Julie Schilling, Stephen Swisher, and Bill Thom.

**Excused:** Lynelle Diers.

**Staff Present:** Christa Merritt, Tina Jaegers, Jeri Swisher, Dawn Carstensen, Pam Taylor, and Charlene Baxter.

The minutes of the Joint Advisory Council and Board of Directors and Public Hearing meeting held on February 28, 2017 were included in the packet. Motion made by Duffy Kester, seconded by Bill Thom, to approve the minutes as sent. The motion was carried unanimously.

Tina Jaegers presented the Financial Report. The Board Report for February, 2017 was included in the packet. There were questions and discussion. We will add an allowance account onto the Board Report that will show uncollectable revenue for services rendered and a line to show provisions for bad debt.

The Statement of Financial Position for February, 2017 was included in the packet.

The Accounts Payables for February, 2017 was included in the packet. There were questions and discussion.

The company credit card statements were included in the packet.

Motion made by Jim Howell, seconded by Stephen Swisher, to approve the Financial Report as presented. The motion was carried unanimously.

Pam Taylor presented the Nutrition Report. The Meal Information Reports for YTD through February, 2017 was a handout. The Raw Food Cost Report for YTD through February, 2017 was also a handout. There were questions and discussion.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

**Board of Director Minutes**

**REPORTS**

**Financial Reports**

**Nutrition Report**

**Milestones AAA Board of Directors Meeting**

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Christa Merritt presented the Case Management Report as a handout.

**Case Management Report**

Dawn Carstensen presented the LifeLong Links Program Reports, which was a handout. Dawn had added the number of open cases to this report. She also added some incoming phone call statistics. We are now able to pull this information with the new phone system. There were some questions and discussion. Bill Thom turned in the LifeLong Links Report to the Legislature; the Legislature liked our report and requested all AAA's to have a report like ours.

**LifeLong Links Report**

Christa Merritt presented the Marketing and Promotional Updates, which was included in the packet. There was some discussion.

**Marketing & Promotional Updates**

There was no Old Business.

**OLD BUSINESS**

Christa Merritt presented the Review and Discussion of the Area Plan. There was a handout on Identified Service Gaps and Identified Strategies, Performance and Service Projections for the 2018-2021 Area Plan, and Performance Measures and FY2016 Actuals. There were questions and discussion. Motion made by Stephen Swisher, seconded by Lee McClure, to approve recommendations as presented for the FY 2018-2021 Area Plan. The motion was carried unanimously.

**NEW BUSINESS  
Area Plan**

Christa Merritt presented the Scott County Regional Authority (SCRA) grant application for approval. We will use this grant to request re-usable trays and carts for the nutrition program. Motion made by Julie Schilling, seconded by Duffy Kester, to approve, sign and submit the SCRA grant application. The motion was carried unanimously.

**SCRA Grant**

Christa Merritt presented the recommendation for 3% increases for staff. We had a lot of staff reductions this year and we didn't replace most of the positions, and job duties were absorbed internally. We are also looking at reducing the amount Milestones pays for the family health insurance plan for employees, which would increase the amount employee's pay if they choose to add their family on to the health insurance. There were questions and discussion. Motion made by Jim Howell, seconded by Stephen Swisher, to approve the 3% increase for staff as recommended. The motion carried unanimously.

**Recommendation for Staff  
Increases**

Bill Thom presented the OIL update. There were questions and discussion.

**OIL Report**

The next Board meeting is scheduled for June 27, 2017 in Ainsworth.

**NEXT MEETINGS**

The meeting was adjourned at 11:15 AM.

**ADJOURNMENT**