



**Board of Directors
Tuesday, August 1, 2017**

A special meeting of the Board of Directors was held on Tuesday, August 1, 2017 at 10:00 AM the Ainsworth Four Corner Restaurant and Fuel Stop, 3112 Hwy 92, Ainsworth to discuss the position of the Milestones CEO.

Chairperson, Bob Howard, called the meeting to order a few minutes before 10:00 a.m. as all members attending were present.

Present: Lynelle Diers, Bob Howard, Duffy Kester, Lee McClure, Julie Schilling, Stephen Swisher, and Bill Thom.

Excused: Jeri Dean and Jim Howell

Staff Present: Tina Jaegers, Jeri Swisher, and Peggy Dykes

Bob Howard read from a text message to his cell phone received on Sunday July 30, 2017 from Linda Miller, Director, Iowa Department on Aging relating to conversations she had had with MAAA Director Dawn Carstensen and Donna Harvey, CEO, Northeast Iowa Area Agency on Aging while at a N4A conference that they were all in attendance. The board discussed this conversation and will take the content under consideration for future discussions and decisions.

Salary ranges for all MAAA staff were provided to board members in their board packet for reference. Discussion was held regarding current CEO salary and what the expectation might be for future applicants. The advertising procedure for positions was discussed. Peggy Dykes, Community Relations Director, explained that with a Director/CEO position, the posting would go to Monster (a web-based job search) and would draw from all regions in our service and beyond by choosing a broader scope, either state or nationwide. The search can also go out via aging network groups, organizations and professionals in all counties. Jeri Swisher, HR Director, will make the necessary changes and provide the board with a revised copy to review at the next board meeting.

Board members critiqued current CEO job description. Lynelle took the lead with deletions, changes and additions. Board members provided comments, additions and were in acceptance with the changes. Lynelle will send Jeri Swisher an email with her changes/additions so the new document would reflect the new verbiage. Bob brought examples of other job descriptions

CALL TO ORDER

ROLL CALL

**Chairman shared
information**

**DISCUSSION OF HIRING
PROCESS FOR CEO**

Salary Range

CEO job description

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which were in-line with other recommendations that were offered by the board members.

The board agrees that the search for the new CEO should be recruited from the outside and not just from within the agency. The board discussed naming an interim CEO. The various staff possibilities were discussed and it was decided that Kim Goering, Director of Consumer Services in Ottumwa, would act as the Interim CEO until a replacement can be found. Lynelle will discuss this with Kim after the meeting. The board also feels that cross-training will be important going forward with the CEO position so there is coverage with all aspects of the job. The proposed 2-3-month training/transition period proposed by Christa Merritt was felt by the board as too lengthy. Other dates were considered; however, consensus was to end Christa's employment as of August 11, Bob Howard will visit with her the afternoon of August 1 and ask for both her office keys and agency credit card. Christa would still have access to the building until the 11th via other staff members during business hours. Motion was made by Steve Swisher and seconded by Duffy Kester to terminate Christa's employment as of August 11, 2017. The motion was carried unanimously.

The interview process was discussed along with a review of interview questions supplied by Jeri Swisher. Suggestions were made by board members with Lynelle offering questions that she had used during interviews she had conducted. She will email Jeri her suggestions as they were too lengthy to write down. The board agrees with suggestions that were provided. Jeri will make the necessary changes and provide the board with a revised copy to review at the next board meeting. Lynelle suggested a 2-step interview with the Board doing the first interview with high scoring applicants going to the next step of the process. A second interview would be conducted by board members, Human Resource Director and two other staff members. Lynelle made suggestions to the scoring document.

Jeri provided the range of MAAA directors to the board.

The statewide CEO salaries were not available at the time of the meeting. However, possibilities were shared from past conversations.

Both the budget and area plan were discussed with continuation at the next meeting.

MAAA Bank accounts were discussed. A motion was made by Bill Thom and seconded by Julie Schilling to change the signatures on all banking accounts as soon as possible. The motion was carried unanimously. Tina will begin the process and create a letter for the banks to take Christa off the accounts. Bob Howard will sign as Board Chairman.

Replacement options of the CEO

CEO interview questions

Milestones Director Salaries

Other AAA CEO salaries

OTHER ITEMS

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The next board meeting will be August 17th at 10:00 a.m. at Ainsworth Four Corner Restaurant and Fuel Stop, 3112 Hwy 92, Ainsworth

NEXT MEETING

The meeting was adjourned 12:30 p.m.

ADJOURNMENT