



**Joint Board of Directors and Advisory Council Meeting  
February 28, 2017**

The Board of Directors and the Advisory Council met jointly on Tuesday, February 28, 2017 at 10:00 AM at the Great Prairie Area Education Agency, 2814 North Court Street, Ottumwa.

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

**Call To Order**

**Advisory Members Present:** Janet Bindewald, Lynelle Diers, Ray Doser, Matt Greiner, Bob Howard, Jim Howell, Duffy Kester, Steve Laing, Kris Laurson, Lee McClure, Rodney Robinson, Julie Schilling, Patricia Steiner, Stephen Swisher, Bill Thom, and Bob Waugh. Karen Quick was in attendance as a proxy for Lillian Frizzell.

**Roll Call**

**Advisory Members Excused:** Christy Davis, Kristy Korpi, Lyn Stinson, and Lyle Van Fleet.

**Advisory Member Absent:** Jeri Dean and Liz Sherwin.

**Board Members Present:** Lynelle Diers, Bob Howard, Jim Howell, Duffy Kester, Lee McClure, Julie Schilling, Stephen Swisher, and Bill Thom.

**Board Members Absent:** Jeri Dean.

**Staff Present:** Christa Merritt, Tina Jaegers, Jeri Swisher, Dawn Carstensen, Peggy Dykes, Kim Goering, Pam Taylor, Peggy Heemsbergen, and Charlene Baxter.

The minutes of the Joint Advisory Council and Board of Directors meeting held on December 13, 2016 were included in the packet. There was a correction to the minutes. In New Business, under New Board Member, for the motion to approve Ray Doser as an Advisory Council member, verbiage needs to be added that the motion was carried unanimously. Motion made by Jim Howell, seconded by Stephen Swisher, to approve the Joint Advisory Council and Board of Directors minutes with correction. The motion was carried unanimously.

**Approval Of Minutes**

**MILESTONES AREA AGENCY ON AGING  
PUBLIC HEARING  
FY 2018-2021 AREA PLAN  
Tuesday, February 28, 2017  
10:05 AM**

The Public Hearing was called to order at 10:05 AM Visitors were asked to introduce themselves. There were 17 Advisory Council and/or Board of Director members present, there were 5 members of the public present, and there were 9 staff members present.

**CALL TO ORDER**

Rosa Mendoza and Alicia Rodriguez from the Diversity Service Center of Iowa, Todd Poci from Senior Resources, Linda Brown from Alzheimer's Association, and Holly Arnold from Wayne Home Health was in attendance.

There was a written comment, given verbally by Todd Poci from Senior Resources in Muscatine County. There were questions and discussion over his comment. Todd left the meeting at 10:27 AM.

**WRITTEN COMMENTS**

Christa explained the purpose of the Public Hearing. The purpose of this meeting is "Prior to the submission of the area plan, the AAA shall hold a public hearing to obtain comments regarding direct service(s) planned by the AAA.

**PURPOSE OF HEARING**

Christa explained the Service Provider Request for Proposals and contract amounts. Contract Services provided under the FY 2018-2021 Area Plan will be Transportation, III E Counseling, Homemaker, Adult Day Care, Outreach, Chore, Health Promotion, III E Respite, Legal Assistance, Congregate Meals, Home Delivered Meals, Meal Trays, and Raw Food.

**REQUEST FOR PROPOSALS**

Tina Jaegers presented the Projected Budget for FY 2018. Funding to all programs except nutrition were reduced by 5% due to an overall budget cut by the legislature that went into effect for the current fiscal year (FY 2017) and into the next fiscal year (FY 2018). Adjustments will be made to contracts if the funding increases. There were questions over the projected budget and service provider amounts.

**BUDGET**

Mandatory services will be met through Case Management, Congregate Meals, Home Delivered Meals, Health Promotion, Information & Assistance, Legal Assistance, Nutrition Counseling, Nutrition Education, and Options Counseling.

**MANDATORY SERVICES**

Priority services will be met through Adult Day Care, Chore, Homemaker, Outreach, and Transportation.

**PRIORITY SERVICES**

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**Public Hearing Meeting for FY 2018-2021 Area Plan, page 2**

It is a requirement of the Older American's Act that a certain percentage of the IIIB resources be spent on priority services. We are required to spend 10% of IIIB funds for Access, 5% of our IIIB funds for In-Home services and 3% for Legal Services. These requirements have been met as follows:

Access will be met through Case Management, Transportation, Information and Assistance, and Outreach. In-Home service is met through Adult Daycare, Chore, and Homemaker. Legal Services is met through Legal Assistance.

The Elder Abuse Prevention and Awareness Program will include the following services: EAPAP Consultation, EAPAP Assessment and Intervention, and EAPAP Training and Education.

Family Caregiver will provide the following services: Access Assistance, Counseling, Information Services, Respite, Options Counseling, and Grandparents as Caregiver Counseling.

**FAMILY CAREGIVER SERVICES**

Other Services that will be provided are Evidence Based, Material Aid, and Training and Education.

**OTHER SERVICES**

Christa explained the goals for the following programs: LifeLong Links/Options Counseling, Case Management, Transportation, Congregate and Home Delivered Meals, Caregiver: Family & Grandparent Older Relative, and Elder Abuse Prevention and Awareness.

**GOALS**

It is required to request permission from the Iowa Department on Aging to provide the following services directly as opposed to contracting them out: Congregate Meals, Home Delivered Meals, Nutrition Education, Evidence Based Activity, Family Caregiver Counseling, and Options Counseling. Christa explained each Direct Service.

**DIRECT SERVICE WAIVER REQUESTS**

Christa presented the projected Units of Services for FY 2018.

**UNITS OF SERVICE**

There were some questions. There were no comments.

**COMMENTS**

Motion made by Lynelle Diers, seconded by Jim Howell, to close the Public Hearing. The motion was carried unanimously. The Public Hearing was closed at 11:15 AM.

**ADJOURNMENT**

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Members would like to review the County Support, County Agreements, and County meal site budgets at the next meeting.

**REPORTS**

Tina Jaegers presented the Financial Reports. The Board Report for January, 2017 was a handout. The Board Reports for December, 2016 and November, 2016 were included in the packets.

**Financial Reports**

The Statement of Financial Positions for January, 2017 was a handout. The Statement of Financial Positions for December, 2016 and November, 2016 were included in the packet.

The Accounts Payables for January, 2017 was a handout. The Accounts Payables for December, 2016 and November, 2016 were included in the Board packets. There were questions and discussion.

The company credit card statements were included in the packet. There were questions and discussion.

Motion made by Bill Thom, seconded by Matt Greiner, to approve the Financial Report as presented. The motion was carried unanimously.

Pam Taylor presented the Nutrition Report for January, 2017 as a handout. There were questions and discussion. Members would like to know if the meals we provide in Douds are only home delivered meals, or if we provide congregate meals also. Members haven't seen any congregate participants in the Douds Meals Site and think they are home delivered only. We believe that there are congregate meals being reported for Douds. We will look into this. We will have Pam O'Leary address something with her staff.

**Nutrition Report**

National Volunteer Month is coming up. Pam Taylor explained the "Let's Do Lunch" campaign.

We received a grant for \$8000 to work on increasing produce accessibility to seniors. We are looking to do this in 6 meal sites. We are working on the developments on this and hoping to have everything figured out by April or May. There were questions and discussion.

Kim Goering presented the Case Management Report, which was included in the packet. There were questions and discussion.

**Case Management Report**

Dawn Carstensen presented the LifeLong Links Report, which was a handout. There were questions and discussion.

**Life Long Links Report**

Peggy Dykes presented the Marketing and Promotional Updates, which was a handout. Please let us know if there are events that we could attend.

**Marketing & Promotional Updates**

Christa Merritt presented the Managed Care Updates and Discussion. We maintain a contract for AmeriHealth for Case Management. AmeriHealth has

**OLD BUSINESS  
Managed Care Updates**

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transitioned the ID Waiver case management clients to an internal service but this did not affect Milestones, as we did not have any of those clients. We asked if they plan on doing that with Elderly Waiver, they said they are keeping us with the contract.

Christa Merritt presented an update on the computer upgrades. We are estimating the cost between \$30,000 and \$50,000. The Milestones Foundation approved \$15,000 to pay for the upgrades, and they will meet again in April to discuss more funding on the upgrades. There is a chance that Milestones won't have much of a bill to pay after the Milestones Foundation's payments. There were questions and discussion.

**Computer Upgrades Updates**

**NEW BUSINESS**

Christa Merritt presented the discussion for the approval of the Area Plan as stated and reviewed in the public hearing.

**Area Plan Approval**

Motion made by Matt Greiner, seconded by Ray Doser, both members of the Advisory Council, to approve the Area Plan as presented and reviewed in the public hearing. The motion was carried unanimously by the Advisory Council.

Motion made by Lynelle Diers, seconded by Duffy Kester, both members of the Board of Directors, to approve the Area Plan as presented and reviewed in the public hearing. The motion was carried unanimously by the Board of Directors.

Christa Merritt presented the discussion on the "under 60" meal charge. Matt Greiner explained the reason he requested to have this item added to the agenda. Christa Merritt stated that we can adjust the amount we charge ineligible participants, however, it cannot be below the \$8.10 that we charge the Elderly Waiver. Volunteers can receive the meals on a contribution basis. It is recommended to look for ways to fund the multi-generation meals.

**Under 60 Meal Charge**

**ITEMS OF INTEREST**

Christa Merritt would like to discuss attendance and review by-laws at the next Advisory Council meeting.

**Attendance & By-Laws**

The OIL Report was included in the packet for members' information. Bill Thom commented on the report.

**OIL Report**

The next Board of Directors meeting is scheduled for March 28, 2017. The location has yet to be determined, hopefully in Ainsworth.

**NEXT MEETINGS  
Board of Directors**

The next Advisory Council meeting is scheduled for June 13, 2017. The location has yet to be determined. Leaning towards Columbus Junction. Can we look at Fairfield?

**Advisory Council**

Janet Bindewald shared some information from the meal sites in her area.

There was a motion and a second to adjourn the meeting. The meeting was adjourned at 12:40 PM.

**ADJOURNMENT**