



NO QUORUM FOR ADVISORY COUNCIL. Meeting proceeded as a Board Meeting.

**JOINT MEETING: BOARD OF DIRECTORS
AND ADVISORY COUNCIL
TUESDAY, SEPTEMBER 12, 2017**

The Board of Directors and Advisory Council members met Tuesday, September 12, 2017 at 10:00 a.m. at the Columbus Junction City Hall, 232 2nd Street in Columbus Junction, Iowa.

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

Advisory Members Present: Jeri Dean, Ray Doser, Lillian Frizzell, Bob Howard, Jim Howell, Duffy Kester, Lee McClure, Patricia Steiner, Stephen Swisher, Bill Thom, and Bob Waugh

Advisory Members Excused: Janet Bindewald, Christy Davis, Lynelle Diers, Steve Laing, and Lyle G Van Fleet

Advisory Members Absent: Matt Greiner, Kris Laurson, Rodney Robinson, Julie Schilling, and Liz Sherwin

Board Members Present: Jeri Dean, Bob Howard, Jim Howell, Duffy Kester, Lee McClure, Stephen Swisher and Bill Thom

Board Members Excused: Lynelle Diers

Board Members Absent: Julie Schilling

Staff Present: Dawn Carstensen, Peggy Dykes, Kim Goering, Tina Jaegers, Jeri Swisher and Pam Taylor

The minutes of the Joint Advisory Council on February 28, 2017 and the Advisory Council on June 13, 2017 were included in the packet. Advisory Board Chairperson, Bob Waugh, announced that there was not a quorum of members present. The minutes from these two meetings will be reviewed and approved at the next meeting.

The minutes of the Board of Directors meeting held on August 17, 2017 were included in the packet. Motion made by Jim Howell, seconded by Lee McClure, to approve the minutes as sent. The motion was carried unanimously.

Tina Jaegers reported on the year end budget. Variances are due to late invoices still coming in for services purchased in FY17 and invoices received in FY18. The payroll portion will be adjusted and reduced over time due to the reduction in workforce. Some expense lines that are showing an overage are due to yearly contracts, professional services and dues/memberships that will be in alignment as the year progresses as these are yearly or a one-time charge. MCO payments are coming in; Ann is

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

REPORTS

Financial Reports

working to resolve the slow payments. Fiscal is seeing payments coming in from January and February and more keep trickling in. These payments will not show as program income as they are coming in from last fiscal year. The bad debt recovery lines will show the collectibles as an expense and then a credit per the Auditor's recommendation. Board looked over credit card reports and check registers. Questions were answered. The auditors have completed the yearly audit. They will compile their report and share with the board. Bob Howard suggested that the auditors include information and accountability regarding the Sunshine Fund on their year-end audit report. Tina Jaegers will request that this be done. The Sunshine Fund has been reviewed by the auditors for many years and they are supportive of the process.

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

Pam Taylor presented year-end nutrition statistics. Year-end raw food costs are at \$1.47 per meal; under budget by 21%. The fiscal year just ending is showing \$2.17 as the average contribution for congregate meals with a decrease in the number of meals served. This is in comparison to average contributions of \$2.34 in FY2014; \$2.49 in FY2015 and \$2.36 in FY2016. Home delivered meal average contribution remain flat with no substantial increases: \$1.61 in FY 17, \$1.60 in FY16, \$1.79 in FY15 and \$1.59 in FY14. In the area of overall average contributions, they are not increasing. Volunteers provided 406,691 hours of services in FY17 which is 2,000 hours down from last year. Average raw food costs last year were \$1.57 with end of FY17 at \$1.45 per meal showing a decrease from last year. Looking at all meals served (Older Americans Act [OAA], Waiver, home delivered and congregate) 37% of home deliveries are waiver which makes up 23% of all meals served. Waiver meals represent a significant source of revenue.

Nutrition Report

Pam brought both boards up-to-date regarding budgetary decisions approved by Board Members last month and presented recommendations for future realignment. Last month Board Members approved the closure of six (6) congregate meal centers to include three (3) locations in Davenport plus Walcott, LeClaire and Donnellson. Criteria for closings included but was not limited to the review of centers with low attendance of 10 or less and whether these sites were run with staff, volunteers or paid by the management of senior housing apartments. The goal is to have one meal center in each county that serves 5 days per week. Pam is working on a strategy and timeline of the announcements. Seniors will be informed of other food options in their area.

Other reductions approved by the Board included staff layoffs in other program areas and reduced mileage reimbursement. Future realignments may include the consolidation of cook kitchens, restructure of meal providers, reduction and reassignment of labor hours and job descriptions.

Discussion followed.

Proposed request for action:

1. Remove Item A from the Congregate Eligibility guidelines with Items B & C to remain.
Milestones has elected, as allowed by Older Americans Act, to allow meals to be available on a contribution basis as follows:
A.) Handicapped or disabled individuals who have not attained 60 years of age but who reside in housing facilities occupied primarily by the elderly in which congregate nutrition centers are established.
B.) Individuals who have not attained 60 years of age but who are providing volunteer services during meal hours are eligible to eat on the day they volunteer on a contribution basis.
C.) Individuals who have not attained 60 years of age but who have disabilities and reside at home with and accompany the same elder individuals(s) who are eligible under the Act, may also attend the meal site on the same basis as meals provided to elder participants.
2. Adopt policy: Waiting lists will be established for various areas, as approved by the Services Director. Criteria and/or factors will include, but not be limited to: budget constraints, food safety issues, adequate staffing of drivers (volunteer or paid. Waiting lists will be maintained on an agency form. Service will be on a first come basis.
3. Close both the Keota (Keokuk County) and the Prairie Village (Clinton County) congregate meal sites.
4. To review and act on what to post for the “current full-cost meal” i.e., keep current cost or change it to actual.

Discussion followed on the four action requests. Other topics discussed included Medicaid reimbursement rate for meals and late or non-payment of services.

Pam’s long term goals include: Grant writing-find money, develop a proactive volunteer program, fundraisers, establish more cook kitchens, look at other options/vendors for home delivered meals in the rural areas, increase in contributions, private fee options and the promotion of memorial giving.

Bob Howard suggests that the Board move forward with these options to manage the current financial need of reducing overhead and streamlining expenses. Once this is done, we can look at long range goals and plans.

Action # 1 Congregate Eligibility

Motion made by Jim Howell, seconded by Bill Thom, to remove item A and keep item B & C regarding Congregate Eligibility Guidelines. The motion was carried unanimously.

NUTRITION ACTION ITEMS

For Consideration and Board Approval

APPROVAL

Congregate Eligibility Guidelines

Action #2 Amended action statement per board discussion.

Waiting lists for home delivered meals will be established and implemented for various areas as approved by the Services Director. Criteria and factors will include and not be limited to budget constraints, food safety issues, adequate staffing of drivers (volunteer or paid).

- Waiting lists will be maintained on an agency form.
- Services will be on a first come basis.
- Designated staff will share information regarding other meal options available.
- Consumers will be notified of their eligibility.

Motion made by Stephen Swisher, seconded by Duffy Kester, to accept Action #2 per amended statement read by Pam Taylor. The motion was carried unanimously.

Action #3 Closure of Keota and Clinton Prairie Village meal centers. Motion made by Jim Howell, seconded by Bob Howard. The motion carried with 6 members voting yes and one member voting no.

Action #4

After discussion, it was determined that changing the cost of the full price meal and posting it will be considered in the months to come after all cost savings are in place and data can be reviewed. This is tabled for a later discussion.

Kim Goering reported on Case Management having 777 current waiver clients. Kim says that we will keep clients for as long as we can. We are maintaining

Dawn Carstensen reported on LifeLong Links. August contacts were lower with some staff members out during the month. Overall the program is going well. Elder/Adult Abuse numbers continue to increase.

Peggy Dykes reported on Marketing announcing past and upcoming events, website statistics and overall community public relations.

Kim Goering reported that we are still working with the Iowa Department on Aging (IDA) in submitting a revised Area Plan. The first revision was sent and reviewed by IDA. They offered suggestions for future improvement. Pam Taylor, Dawn Carstensen and Kim will work on revisions to be submitted by the end of September.

Items of discussion and requested actions for the Advisory Council are postponed until the next meeting as there was not a quorum. Actions included changes to the Advisory by-laws and the review of attendance and the removal of members who are not abiding by the attendance rules as stated in the by-laws.

APPROVAL

Waiting Lists for Home Delivered Meals

APPROVAL

Closure of Meal Centers

APPROVAL

Posting of the Full Meal Cost

REPORTS

Case Management

LifeLong Links

Marketing

OLD BUSINESS

NEW BUSINESS

Changes to Advisory By-Laws and Attendance Report

Discussion on action item regarding agency credit cards. Motion made by Bill Thom, seconded by Lee McClure to increase the credit limit on Dawn Carstensen's agency credit card. The motion was carried unanimously

Discussion of FY18 budget. Motion made by Duffy Kester, seconded by Stephen Swisher to approve the FY18 Budget. The motion carried with 6 members voting yes and one member voting no. Tina Jaegers will provide a budget comparison next year per member request.

OIL update from Bill Thom

The next Board Meeting was not set. Members will be advised.

The meeting was adjourned at 12:10 p.m.

APPROVAL

Agency Credit Cards

Agency FY18 Budget

ITEMS OF INTEREST

Oil Report

NEXT MEETING

ADJOURNMENT