



**Advisory Council
June 12, 2018 at 10 AM
Fairfield Senior Center, Lower Level
209 S. Court, Fairfield Iowa**

Notice is hereby given that the June 12, 2018 Meeting of the Milestones Area Agency on Aging Advisory Council will be held at the Senior Center in Fairfield Iowa. If you would like to carpool with staff to attend the meeting in person and/or make a lunch reservation, please contact your nearest local Milestones office. Call 855-410-6222

Ottumwa area contact Tina, ext. 7402 or tjaegers@milestonesaaa.org
Burlington area contact Pam, ext. 7503 or ptaylor@milestonesaaa.org
Davenport area contact Dawn, ext. 7302 or dcarstensen@milestonesaaa.org

Agenda

- I. Call to Order – Advisory Board Chairperson
- II. Roll Call Board– Secretary
- III. Approval of Board Minutes – Meeting minutes of March 13, 2018
- IV. **Reports** – If reports are not completed at time of packet mailing there will be handouts at the meeting.
 - a. CEO Report – Included in packet for member information and review. *[CEO note: Staff may be able to provide additional general clarification if necessary, however please direct specific comments or questions to me directly via telephone or email. Members are always welcome and encouraged to contact me.]*
 - b. Financial Report - Tina Jaegers
 - c. Nutrition Program - Pam Taylor
 - d. LifeLong Links Program – Dawn Carstensen
 - e. Marketing / Promotional updates – Peggy Dykes
- V. **Old Business**
 - a. (Action Required) Vote to change Advisory Council By-Laws, Article IV, Section 1, to read:

“There shall be a minimum of seventeen (17) delegates on the Advisory Council, with maximum membership not to exceed twenty (20) delegates, inclusive of Board members. Each of the seventeen counties should ideally have a representative (inclusive of Board members). Representation shall strive for balance across the three geographic

regions in the following proportions: Region A (Clinton, Scott and Muscatine counties) 25%; Region B (Appanoose, Davis, Jefferson, Keokuk, Lucas, Mahaska, Monroe, Van Buren, Wapello and Wayne counties) 50%; Region C (Des Moines, Henry, Lee and Louisa counties) 25%."

- ii. (Action Required) Vote to change Advisory Council By-Laws, Article IV, Section 4 to read:

"The Advisory Council meets at least four times per year to receive information of value to the community and to provide necessary input regarding agency plans and services. Reasonable attendance is considered a necessary obligation assumed as a member. Three (3) absences from the Advisory Council meetings within a twelve-month period will result in a member's removal from the Advisory Council due to lack of participation. Every effort will be made to accommodate telephone conferencing options upon request."

- b. (No Action Required - Fulfillment of request) *Updated Organizational Chart* – enclosed in Council packet
- c. (No Action Required - Fulfillment of request) *Advisory Council membership information:*
 - i. Advisory Council members do not have terms (officers only);
 - ii. Four counties currently do not have a representative on the Council: Clinton; Keokuk; Jefferson; Mahaska. We currently have a prospective member from Jefferson County pending Board approval.
- d. (No Action Required - Fulfillment of request) *Contribution Letter Revisions*– A copy of the updated Nutrition Program contribution letter is included in Council packet. This letter reflects revisions made directly in response to Advisory Council input, and will be implemented FY19.
- e. (No Action Required- Fulfillment of request) Elderbridge AAA Advisory Council By-Laws, for informational purposes
- f. (No Action Required) *County Factsheets* – Provided as an informational piece, these factsheets provide county-specific data concerning the Nutrition Program in counties which are served with food prepared in agency-operated cooking kitchens. CEO goal is to provide two sets of factsheets for all 17 counties: one set targeting the Nutritional Program, and a separate set depicting all other directly provided agency services. Factsheets would be updated twice annually.

VI. **New Business**

VII. **Items of Interest** - OIL Report – Bill Thom

VIII. **Next Meeting** -Tuesday, September 11, 2018 – Location TBD

IX. **Adjournment**