



**BOARD OF DIRECTORS  
TUESDAY, JUNE 19, 2018**

The Board of Directors members met Tuesday, June 19<sup>th</sup>, 2018 with a change in venue from Ainsworth Four Corners Restaurant, Ainsworth Iowa to City Hall conference room in Columbus Junction, Iowa.

Board Chairperson, Bob Howard, called the meeting to order at 10:35 a.m.

**Board Members present:** Lynelle Diers, Bob Howard, Jim Howell, Duffy Kester, Julie Schilling, Bill Thom.

**Staff Present:** Becky Passman, Tina Jaegers, Jeri Swisher, Pam Taylor, and Peggy Dykes

Bob Howard asked for comments or changes to the board minutes from March 27, 2018. Hearing none, Bob asked for a motion to approve the regular board minutes. Motion was made by Jim Howell and seconded by Bill Thom. Vote carried unanimously.

**CEO's Report: Becky Passman**

The state budget has not been officially released; however, from what we've heard, it will be the same as FY18 less about \$2,000. Older Americans Act funding amounts have not been released either; however, we are hopeful that there will be a slight increase. At the state level, Director Linda Miller, Iowa Dept. on Aging, is making a concentrated effort for better communication and collaboration. Bi-weekly conference calls help to communicate updates, department information and hear requests and concerns from the six area agencies on aging. The Area Plan Update by the state was well received with minimal changes. All corrections were made. Our approval letter was received. It was a great team effort and kudos to all directors for their help. The area plan update was presented to the Iowa Commissioners on June 12<sup>th</sup>. It was well received. Milestones went through a state audit monitoring visit for FY17 looking at the Aging and Disability Resource Center, Administration, Elder Abuse Programming Fresh Conversations, Fiscal, Nutrition and Evidence Based programs. All directors participated in preparing documents and providing information to the auditors. This was a great discovery opportunity. There were minor changes and additions to what is currently in place. We will await their formalized final report. The agency is looking at ways to level the budget. We are decreasing the number of contracted meals that are ordered, utilizing waiting lists, and eliminating county supplemental agreements. Letters

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF  
MINUTES**

**REPORTS**

**CEO REPORT**

were sent to county supervisors. We are in hopes that the counties will support the senior centers where our meal sites are present. There was board discussion regarding the county supplemental payments. Nutrition impact fact sheets per county were distributed to better understand usage and costs. For resource savings, the fiscal department is looking into a more up-to-date and efficient time keeping system. Four request-for-bids have gone out and the agency is in the interview process. Milestones is looking into other cost savings and will be requesting proposals for copier and IT services. There will not be employee increases in July with an optional 2% raise in January and again in July if the budget permits. This would limit the raises to 4% over 2 years versus 6%. Milestones is participating in two fundraisers: John Deere Birdies for Charity and Amazon Smile. The Clinton office has been closed with final payment made. The Muscatine office is actively looking for a smaller office space. The current location is too large for our needs. Ottumwa's office is cleaning up and relocating files with the goal of canceling the current storage unit contract. Retirements this summer include Pam O'Leary and Teresa Sprague who both work in the nutrition program. Milestones is close to launching the Conservatorship Program which will be discussed later in the meeting.

## **CEO REPORT**

(cont'd)

Tina Jaegers reported that we have a shortage mainly due to a legal settlement which cannot be paid by state/federal dollars. The agency is looking to lower expenses where ever we can. Staff has also contributed suggestions on cost saving practices. We are still experiencing late payments from the MCO's with Ann Trowers working to collect these overdue invoices. Auditors will be on-site August 21st thru 24th. Explanation of reports followed with some discussion from board members. Bob asked for a motion to approve the financial reports. Motion was made by Bill Thom and seconded by Jim Howell. Motion passed unanimously.

## **FINANCIAL REPORT**

Jeri Swisher reported on FY19's employee benefits. Plan break-down as follows: Dental – 25 employees (agency share \$1260); Vision – 32 employees (no agency cost); Health Insurance – 31 employees (agency pays up to \$2500 per month, employees share went up this year decreasing the amount of agency participation). United Healthcare is the most cost-effective company with better rates than projected.

## **HUMAN RESOURCES**

Pam Taylor went over nutrition numbers reporting that Milestones is serving 2,000 meals per day which is down from last year's figure of 2,595 per day. There are waiting lists in Davenport, Mt. Pleasant and Ottumwa. Average contributions are \$2.16 for congregate and \$1.83 for home delivered. Food costs are holding steady. Volunteer hours are reported at 29,000. Two key positions are being filled due to recent retirements. The nutrition program is still facing MCO payment issues. A church as stepped forward in Mt Pleasant to become a congregate meal site; however, the area program coordinator position has not been filled yet. Jim would like to see the addition of county income on Becky's county nutrition fact sheets and would like to see the income per meals per county added to Pam's report.

## **NUTRITION**

Becky gave the Life Long Links report for Dawn Carstensen.

## **LIFE LONG LINKS**

Peggy Dykes reported on events, website, news and social media engagement. Peggy also reminded board members to contribute information regarding any upcoming county activity, events or health fairs that Milestones could be a part of.

## **MARKETING**

Several policies need board approval.

## **POLICIES**

Employee Expense Reimbursement revised policy was submitted by Jeri Swisher. Discussion followed. Bob Howard asked for a motion to approve the Employee Expense Reimbursement policy. Motion was made by Jim Howell and seconded by Bill Thom. Roll Call Vote: 5 ayes, 1 nay. Majority passes.

Extended Illness revised policy was submitted for board approval. After board discussion, the policy will be reworded and resubmitted at the next meeting for approval.

Becky Passman introduced a new program to be launched, Guardian/Conservatorship, for board approval. As Becky explained, this will be a revenue source with a potential start date of sometime in September. There will be a set fee for service and will not come under a sliding fee scale. It is private pay by family members or from the person receiving the services. Milestones proposes to contract with a person to perform this function. He has been certified. The agency is doing due-diligence in setting up this program both with funding, certifications and liability measures. Some AAAs in the state are currently performing these functions. It is a much-needed service. There was board discussion about expenses, legality issues, separation of private pay funding stream, etc. A request was made for our attorney to look over the contract. Questions were answered; however, the board was not willing to approve the new program until the next meeting which will give the CEO more time to put all program pieces together and present the program in detail. A motion was made by Jim Howell and seconded by Julie Schilling to approve activities in preparing the program's details and infrastructure with final approval at the August meeting. A roll call vote was taken with 5 ayes and 1 nay. Vote was passed by majority.

## **NEW BUSINESS**

It was brought to the attention of board that the Ottumwa office does not have access to an agency credit card since a past director has left. It is requested that Tina Jaegers be issued an agency credit card to be used for Ottumwa purchases. A motion was made by Duffy Kester and seconded by Bill Thom to issue the credit card. Vote was passed by majority.

An application was received from Lee Dimmitt to join the Advisory Council. Lee provided a letter of interest to Becky. He is from Jefferson County (one of the counties without representation). A motion was made by Duffy Kester and seconded by Julie Schilling to approve Lee Dimmitt as the newest advisory board member. Vote was passed by majority.

Becky presented information to the Board regarding advisory board membership and term limits for members. Discussion was held. It was suggested that roles and responsibilities need to be redefined along with the number of active members and attendance. Becky will work on Advisory Board policy and terms and present to the Board later.

## **NEW BUSINESS**

**(cont'd)**

Bill Thom presented information regarding Older Iowa Legislature.

## **OIL REPORT**

Jim Howell moved with a second by Bob to go into closed session to discuss 6-month performance appraisal of CEO. Closed session began at 1:55.

## **CLOSED SESSION**

Bill Thom made a motion and seconded by Julie Schilling to return to open session.

## **OPEN SESSION**

The CEO's 6-month performance was discussed in closed session and the Board is supportive of the retention of Becky Passman as CEO in fulfillment of the probationary period. A motion was made by Lynelle Diers and seconded by Jim Howell to retain Becky as CEO. Board members shared their thoughts about Becky's leadership, performance and encouragement for the future.

Bob Howard adjourned the meeting at 2:15 p.m.

## **ADJOURNMENT**

The next board meeting will be Friday, August 17<sup>th</sup>, 10 a.m. at Ainsworth.

## **NEXT MEETING**