



BOARD OF DIRECTORS
Tuesday October 16, 2018

The Board of Directors members met Tuesday October 16, 2018, at the Ainsworth Four Corners Restaurant, Ainsworth Iowa.

Board Chairperson, Bob Howard, called the meeting to order at 10:05 a.m.

CALL TO ORDER

Board Members present: Bob Howard, Jim Howell, Duffy Kester, Julie Schilling, Stephen Swisher, and Bill Thom

ROLL CALL

Excused: Lynelle Diers

Staff Present: Becky Passman, Dawn Carstensen, Tina Jaegers, Jeri Swisher, Pam Taylor, and Sheila Mooney

Bob Howard asked for comments or changes to the board minutes from August 17, 2018. There was one change to the minutes Steve Swisher needs to listed as present at the August 17, 2018 Board Meeting. Motion was made by Bill Thom and seconded by Steve Swisher for the correction. Vote carried unanimously.

APPROVAL OF MINUTES

CEO REPORT: Becky Passman

CEO REPORT

Becky explained why Linda Miller was unable to attend this meeting. Will have our 2nd State monitoring visit on December 3 and 4th. They will be going over the following items; Aging and Disability Resource Center, Administration, and Legal Assistance. Meetings have been taking place to form a more cohesive and productive relationship between the Department and the six AAA's. September 24th and 25th I4A Retreat with other CEO's in Mason City. We will meet on November 15th with the MCO who is replacing AmeriHealth. Director Miller visited us on October 4th and talked with staff individually and met as group to discuss department priorities. She shared three IDA-identified priority areas for FY19: the ADRC; Return to Community Initiative; and Family Caregiver program. On October 5th attended the Iowa Commission on Aging.

Becky introduced Sheila Mooney as new Director of Community Relations.

Several staff training events have taken place. Dawn and Shirley went down to San Antonio, Texas for a Mediware/Harmony training. Shirley will be attending advance training next year. Sheila, Jeri, and Becky attended the Annual Southeast Iowa Non Profit Summit in Ottumwa. Dawn, Melanie, and Becky went to the Guardianship Association of

Iowa Annual Networking Conference. Jeri will attend the professional development training on the topic of FMLA on October 17th.

CEO REPORT (cont'd)

Milestones was invited to participate in a round table discussion for Leadership Academy on Poverty Experience in Ottumwa on October 18th. Wendy Thompson-Option Counselor from Ottumwa represented the agency. Milestones was one of five organizations invited to participate.

Kelly Ripperger, Pam and Becky met with the seniors in West Liberty about reaching out to the community for additional support for their nutrition site.

Preparations for the new Kronos payroll system began September 21st. Human Resources and Payroll staff are working hard to have the new system ready to roll out February 1st.

Jeri Dean received her gratitude gift.

Milestones submitted a grant application to Ottumwa Legacy Foundation for \$30,000 to support the Nutrition Program. Award announcement is expected in early December. Grant was also submitted to the Quad Cities QC55+ Club for \$5,000.

Downsizing the Ottumwa office has been put on temporary hold. Becky is working on FY18 individual county fact sheets to give the board a snapshot of what AAA is doing in the communities.

Tina Jaegers went over the August Board Report. We have received \$916,516 from state and had expenses of \$952,297. We show a net loss of \$35,781 but this is due to expenditures of carry over funds which were required to be spent by end of September. This is not considered an actual net loss. The state will reimburse us after we turn in our 1st Quarter reporting. We had over \$90,000 to spend in carryover funds.

FINANCIAL REPORT

Cash flow looks very good right now and receivables are down. Billing is working hard with the MCO's to improve payment processes.-

Tina went over the check registers and credit card statements with all member questions answered by staff. Steve Swisher made the motion and seconded by Jim Howell to accept the financial report. Motion passed unanimously.

Pam Taylor reported on the August Meal Contributions by Site and YTD Meal Report. She pointed out that the average contributions for Congregate was \$1.99 and Home Delivered Meals \$1.71. Both dropped in July and August. Congregate Meals average contributions have been as high as \$2.14 and Home Delivered Meals \$1.80. Discussion about regional financial influences on the contribution.

NUTRITION

Pam shared with the Board the YTD Meal Count of 69,993 meals served in July and August and the Raw Food Cost is \$1.47 which is below the budgeted amount of \$1.50.

NUTRITION (CONT.)

Bill Thom mentioned about Milestones not having availability to Food Bank Commodities anymore. Pam explained that if we use the USDA foods, then we can't ask for contributions, which regulations require we do—.

Milestones has a contract with US Foods to buy food for the Nutrition Centers. We do Request for Proposals for different food vendors.

Dawn Carstensen shared the Lifelong Links 1st report. Dawn and Pam applied for a Disaster Grant for the counties of Lee and Van Buren of \$7,500. We received the grant. The grant will be used to assist seniors who had damage in July.

LIFE LONG LINKS

Sheila Mooney went through her report showing the events, website, news and social media activities that were held and what is coming up in the future. There was discussion about getting her out and about to let communities know what programs Milestones have.

COMMUNITY RELATIONS

Substitute Decision Maker/Budget Benefits Entrepreneurial Program-Guardianship/Conservatorship. Unfortunately, it took so long to get contract back that Milestones lost the person who we were going to employ. We will explore how we might set this up using an employee instead of contracting it out. Becky asked the Board for approval of the contract. Motion was made by Jim Howell and seconded by Bill Thom to approve the contract. Vote carried with four "ayes" and two "no" votes. No votes were issued by Duffy Kester and Steve Swisher.

OLD BUSINESS

Becky asked for Board approval on a Wells Fargo Credit Card for Sheila Mooney with a \$5,000 credit limit. Motion was made by Duffy Kester and seconded by Bill Thom to approve the card. Vote carried unanimously.

NEW BUSINESS

The Legacy Foundation Grant was discussed under the CEO Report.

Bill Thom provided the Older Iowans Legislative update. Joe Sample I4A Director came to the OIL meeting on the September 24 and 25th. Things might be changing with the election coming up and decided to table their discussion of their bills. There were four bills that OIL was working on: Elder Abuse, Future Ready Program, Care Act, Home Modifications Improvements to make handicapped accessible to keep elders in their homes.

OIL UPDATE

Meeting was adjourned at 12:10

Next meeting time and place to be determined.

MEETING ADJOURNED