



**BOARD OF DIRECTORS
Tuesday December 11, 2018**

The Board of Directors members met Tuesday December 11, 2018, at the Fairfield Nutrition Center, Fairfield Iowa.

Board Chairperson, Bob Howard, called the meeting to order at 10:08 a.m.

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

Advisory Council Members present: Ray Doser, Lillian Frizzell, Steve Laing, and Bob Waugh

Staff Present: Becky Passman, Dawn Carstensen, Tina Jaegers, Jeri Swisher, Pam Taylor, and Peggy Heemsbergen

Special Guest: Dan Montgomery with TD&T

Bob Howard ask for approval of the agenda with additional items. They were under “New Business Request for mid-year 2% pay increase” with the addition of limited wage a brackets adjustment. Motion was made by Julie Schilling and second by Steve Swisher. Vote carried unanimously.

Bob Howard asked for comments or changes to the board minutes from October 16, 2018. Motion was made by Jim Howell and seconded by Bill Thom. Vote carried unanimously.

PRESENTATION OF AUDIT

Dan went over the Draft of Independent Auditors’ Report that explained the different Financial Statements with the Management’s (Milestones) responsibility, Auditors’ responsibility, opinion, other matters, and other reporting required by Government Auditing Standards.

The Auditors were pleased to announce that, in their opinion, Milestones had earned unmodified audit assurance, which is the highest level of assurance that financial statements are correct.

On the Consolidated Statements of Financial Position (balance sheet). Dan went over the differences from this year and last year. Current assets/receivables, net allowance were down \$335,000, Current liabilities/accounts payable were down \$60,000, Accrued payroll and payroll taxes were down \$140,000 and Long-term liabilities/mortgage payable were down due to paying off a mortgage.

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

AUDIT REPORT

AUDIT REPORT
(cont'd)

On the Consolidated Statements of Activities (profit and loss report). Milestones total support and revenues showed a decrease of 1.7 million from last year and total expenditures also show a decrease of 1.6 million. In fiscal year 2018 we had a net loss of \$205,694.

On the Consolidated Statements of Functional Expenditures shows the breakdown of Administrative and Program Expenditures.

Consolidated Statements of Cash Flows; net cash flows provided (used) by operating activities. In 2018 our cash flow was down from \$267,327 to \$15,952 due to paying of the long term debt.

Notes to Consolidated Financial Statements are just the comments that were discussed as Dan went over the different financial statements.

The supplement information is the IDA Area Plan Financial Status Report that Tina submits to IDA.

Schedule of Expenditures of Federal Awards and Notes to Schedule of Expenditures of Federal Awards show that we are spending our Federal dollars according to the requirements.

The letters to the Board of Directors state that Milestones is in compliance per the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. An Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.

Schedule of Findings and Questioned Costs. This shows the Auditors' results and findings. There were no findings related to the financial statement audit and no findings or questioned costs for Federal awards.

Summary Schedule of Prior Audit Findings: there were none.

Motion was made by Duffy Kester and seconded by Lynelle Diers to accept the audit as presented. Vote carried unanimously

CEO REPORT

Becky welcomed our new Board Member Sheri Wilson.

On December 3rd and 4th we had our 2018 State Visit. The areas monitored were Administration, Legal Aid, and ADRC. There were no areas of noncompliance noted.

There was also an Area Plan update meeting which was very helpful since it is time to update our Area Plan. We will start working on the Plan after the 1st of the year. The first draft will need to be submitted by the 31st of January, budget by end of February and final draft by March 31st.

Along with the other AAA's and IDA, a meeting was held with Iowa Total Care on September 11th. This provided a chance to meet the new MCO and discuss potential opportunities. They will be starting their services July 1, 2019.

Becky attended the Region 7 N4A workshop on November 17th. Legislative visit dates have been set: N4A is having policy briefing and advocacy in Washington DC on the 5th and 6th of March which Milestones is planning to attend along with the other i4a members; Iowa State Capitol Day is set for March 19th.

CEO REPORT (CONT.)

Becky shared the new informational I4A Fact sheet handout.

Milestones' new payroll system transition is still in the process. We hope to have the system up and running the 1st of February.

Davenport Office will take part in a disaster drill on December 12th.

Grant update: We applied for a grant from the Ottumwa Legacy Foundation and didn't receive it. Received \$1,000 for QC55+Club and \$7,500 Disaster Aid for Lee and Van Buren Counties for the following services: Material Aid, Option Counseling, Shelf Stable Meals, and/or frozen meals

Becky brought up the article in the Ottumwa Courier about Jefferson County questions funding of Milestones. In the board packet there was a copy of the article and copy of her letter to the editor hoping to clear up the confusion the article generated. There was discussion. Lynelle Diers stated that questions about Milestones should be directed to the CEO or particular Program Director, as Board and Advisory members are not authorized to speak to the agency's finances or on the agency's behalf. The Board agreed.

Tina Jaegers went over the October Board Report. We have received \$1,955,432 from state and had expenses of \$1,989,907. We show a net loss of \$34,474.56. We are showing a net loss due to the timing of receiving federal dollars and also because we paid for the Audit in full.

FINANCIAL REPORT

She also went over the check registers and credit card statements with all members' questions answered by staff.

Motion was made by Lynelle Diers and seconded by Julie Schilling to accept the Financial Reports. Vote carried 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 \$2.02 and Home Delivered Meals \$1.41.

NUTRITION REPORTS

Food Cost is \$1.48 which is below the budgeted amount of \$1.50.

Pam went over the Condition of Iowa's Congregate Meal Program focus group results. Statewide, findings include that the top 3 recommendations are choice menus; fundraising, since funding is scarce and is needed; visibility, including statewide advertising.

Pam included in the results the list of participants, top recommendations and answers to questions that were asked. Milestones also did a quick survey at the congregate meal sites.

Pam went over the Farmers Market coupon results. We distributed fewer coupons, then last year but response was still very good and usage percentage was high.

Jeri Swisher went over the handout for the Sunshine Fund donations; it is strictly voluntary.

Dawn Carstensen shared the LifeLong Links report. Numbers are up and staff is very busy.

Jeri Swisher went over Sheila's report showing the events, website, news and social media activities that were held and what is coming up in the future.

Becky handed out per county OAA program factsheets. This packet of factsheets contained that numbers for each of the 17 counties, showing the 60+ population per county, total congregate consumers, HDM consumers, and meals served. It also included the Nutrition Budget information (the FY18 Milestones nutrition program expenditures in each county), and the number of consumers served and units of service for other core services provided that are funded under the Older Americans Act.

She also went over an Agency Factsheet that included services information, mission statement, vision, and roles and responsibilities for Board and Advisory Council members.

Bob Howard asked for a motion to accept Sheri Wilson as a new member on the Board. Motion was made by Jim Howell and seconded by Lynelle Diers to accept the appointment. Vote carried unanimously.

Becky came to the Board to request a mid-year 2% staff pay increase. There hasn't been a pay increase since 2017. She hopes to also present another 2% request in July to bring us closer to par. She would also like to increase the bottom 4 pay grade brackets by \$.50 per hour.

Becky is recommending the increase for any employee who has been with us for a complete year from January 1, 2018 to January 1, 2019 who has received no other wage adjustment during the year; employees in the bottom 4 pay grade brackets will receive a \$.50 per hour wage adjustment in place of the 2% increase.

Motion was made by Jim Howell and seconded by Sheri Wilson to accept the 2% pay increase starting Jan. 1st with the board revisiting the additional 2% in July if it is requested, and increasing the bottom pay grade brackets by \$.50 per hour. Vote carried unanimously

The Board broke for lunch at noon and reconvened at 12:55.

Becky gave the board some suggestions for the next calendar year meetings. The board decided to move the meetings from the 3rd Tuesday to the 3rd Thursday every other month. Those dates are Feb. 21, 2019, March 21, 2019 (Joint meeting with Advisory Council), June 20, 2019 (Joint meeting with Advisory Council), August 15, 2019, and October 17, 2019. Joint Board and Advisory will be December 12, 2019.

**HUMAN RESOURCES
REPORT**

**LIFELONG LINKS
REPORT**

**COMMUNITY
RELATIONS
REPORT**

OLD BUSINESS

NEW BUSINESS

Bill Thom agreed to share his OIL Update with the Advisory Council since the Board members are also on the Advisory Council.

Meeting was adjourned at 1:00. Next Meeting date is February 21, 2019.

OIL UPDATE

MEETING

ADJOURNED