



ADVISORY COUNCIL

MARCH 20, 2025 AT 9 AM

VIA ZOOM

Council Members Present: Susan Leuthauser, Liz Sherwin, Dawn Dunnegan, Michele Ross, Pat Swartzlander, Todd Wilson, and Ryanne Wood

Council Members Absent: Cyndi Mears (Excused), Brian Teeter

Staff Present: Becky Passman, Kathy Hyde, Stephanie Newton, Devin Hansen, Lisa Harwood, Sonita Oldfield-Carlson, Kim Crutcher and Sharon Schnoor

I. Call to Order

The meeting was called to order at 9:05 am.

II. Roll Call

Roll call was taken and two were absent.

III. Approval of Agenda of March 20, 2025

Motion was made to approve the Agenda as written by Dawn Dunnegan and seconded by Michele Ross. All were in favor.

IV. Approval of Advisory Council Meeting Minutes of December 12, 2024

Motion was made by Liz Sherwin and seconded by Dawn Dunnegan to accept the Minutes as written. All were in favor.

V. CEO Update

Becky said she hoped everyone had an opportunity to look through the Area Plan draft. The Plan is due April 4. Becky said we are going through a financial situation and are working to get through it. Those that are Providers she wanted to extend

appreciation and support during this time. In contract situations are doing something different. In the past have contracted with service providers using one process, allocating funds during the years from contracted amounts. This year operating some contracted services differently. Checked with other agencies to see how they were handling contracted services. Others were using purchasing of a service module. Sometimes contractors already had a full roster. We are obligated to make sure consumers can get services and by doing this will help to ensure our consumers are being served by managing the funds we have. Michele asked if we would reestablish some of the purchase orders (service orders). Becky said they will go through our system. Detailed Policies and Procedures are being created for this method of service delivery. We are downsizing the Ottumwa office. Trying to get more economical. There are 5 in the office. Had contacted the landlord to terminate contract and he happened to have a vacant building almost right across the street that we will be moving into. Staff thinks it will work. By moving to the new location, we will be saving about 60% a month.

VI. New Business – Presentation of SFY2026-2029 Area Plan

Preparing goals assigned by the State. Have four major goals. Had to come up with objectives and gaps – missing services and looking more to who we are not reaching. Program Directors in problem areas have come up with objectives, strategies and activities. Must get permission to provide some services such as family caregiver support, congregate and home-delivered meals, and evidence-based programs. Susan had some questions about the Area Plan. One concern was disabled and older adults. Susan said there was nothing in the Area Plan regarding that goal. Becky said the Older American Act tasks us to work with disabled adults 18 – 59 through the ADRC, through our Information and Assistance lines and options counseling. Our I & A specialists can provide them with information that assists them with services they might need and provides them with lists of agencies and contractors. We do have data to show some improvement. Plan is more focused on gaps. During discussion Ryanne said the team did a great job with a system that needs change especially in home services. Michele also mentioned good job with the Plan. Showed worked hard on the Plan. Appreciated the short summary provided.

VII. Program Updates and Reports

- a. Nutrition Program Update – Lisa said working on efficiencies and working with ADS to update our priority system. Dawn asked what the highlighted items meant. Lisa said it showed how many days we were open during the fiscal year and days closed. Michele asked how many seniors in Iowa affected by the changes. Lisa said some sites they have contracted with restaurants for meals

- but not able to do everywhere. We are in the process of getting a system in place for taking some frozen meals.
- b. Social Services Program Update- Kim said need to add to the report that have lost 3 staff employees, which is a significant hit on us. Working to pull together redistributed duties. Ryanne asked if we posted positions on Indeed and was told we are not doing any hiring right now. We will not be participating in the IRTC program next year. Kathy added that when we hire, we do post in Indeed and in some local newspapers.
 - c. Health Promotion & Home Safety – Sonita said major activity is in health promotion evidence based and non-evidence based. But has been activity there with Milestones and home nutrition and wellness information. Tried using the evidence-based programs on some of the meal sites but not always working there. Evidence-based programs do have certain requirements that are not provided in their area.
 - d. Marketing Update – Devin said he had nothing to add to his report.

Ryann asked about LifeLong Links activity. Told LLL is the Information, Assistance, and Referrals toll free phone line and options counseling. RFP started out for administrative services to oversee the contracting and then RFP changed focus from that to a call center focus. Have had one conversation and will be more conversations, responsibility for operation concerning protocols for I&A. Supposed to have all together by July 1, impact on us not entirely known at this time.

VIII. Adjournment

Motion to adjourn the meeting at 10:05 am made by Michele Ross and seconded by Liz Sherwin. All were in favor.