



**ADVISORY COUNCIL  
MINUTES OF SEPTEMBER 21, 2023  
VIA ZOOM**

**Council Members Present:** Susan Leuthauser, Liz Sherwin, Patricia Steiner, Cyndi Mears, Michele Ross, Brian Teeter, Pat Swartzlander

**Council Members Absent:** Frank Illiff, Diane Carr, Dawn Dunnegan (excused)

**Staff Present:** Becky Passman, Adrian Blackwell, Devin Hansen, Kathy Hyde, Pam Taylor, Stephanie Newton, and Sharon Schnoor

**I. Call to Order**

The meeting was called to order at 9:00 am by Chair Susan Leuthauser.

**II. Roll Call**

Roll call was taken and there was a quorum.

**III. Approval of Agenda**

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

**IV. Approval of Advisory Council Meeting Minutes of March 16, 2023, and July 20, 2023**

Approval to approve both Minute dates made by Patricia Steiner and seconded by Susan Leuthauser. All were in favor.

**V. CEO Update**

**Welcome to New Members:** Becky welcomed all the new members to the Advisory Council. Adding the new members brought Council participation to 10. Becky wanted to thank Patricia for the list she provided us with and to Susan for making calls and

helping with recruiting. Becky had all members introduce themselves and tell a little bit about themselves.

**Mini Overview of Advisory Council Role and Responsibilities:** Becky shared a Fact Sheet with the Council, talking about our programs and services. Beside our Nutrition Program we have a lot of other things and perform a lot of services. Becky also touched on how we get our funding for all these services. Our goal is to help people 60+ stay in their homes as long as possible.

a. Review of applicable Older American's Act section – The Older American Act requires that we have an Advisory Council as well as a Board of Directors. One of the Council's main responsibilities is providing input to questions, especial with an Area Plan update. The Council is to advocate for all individuals, and provide insight on issues in their area. They should be community minded, stay informed of things in their area so they can make recommendations on content and strategies in the Area Plan. They should participate in public hearings we have in the spring, read through the Area Plan and ask questions regarding the plan. They also serve as an information link as we try to get providers in all 17 counties. We are always looking for more providers so if Council members know of any, they should convey that information to us. They also should assist in generating local support.

b. Review of Advisory Council ByLaws – Becky said that a copy of the ByLaws had been sent to all Council members and she hoped they had taken the opportunity to review them.

c. Introduction to the Area Plan – Becky said our Area Plan should be posted on our website. The Plan is a 4-year Plan with updates every year. Spring meetings are time when Advisory and Board of Directors approval takes place.

## **VI. Old Business**

### **a. Election of Officers – Advisory Council**

- i. Chair –Susan Leuthauser to continue to serve as Chair. Susan agreed to do so.
- ii. Vice-Chair –Michele Ross. Michele agreed to do so.

Patricia Steiner nominated Susan Leuthauser as Chair and Michele Ross as Vice-Chair, and Brian Teeter seconded the nominations. All were in favor.

## **VII. New Business**

There was no new business.

## **VIII. Informational Reports**

a. Nutrition Program Update – Pam discussed her reports with the Council, going over some of the figures and showing the Council the total number of meals for the month. Pam also talked about coming to an agreement and will be continuing to serve waiver meals for Amerigroup. Michele Ross asked if we had a contract with Molina or Iowa Total Care and Pam replied that we do not have a contract with them at this time. The issue is with the reimbursement rate. Cyndi Mears asked questions about our wait list for meals and Pam explained how our wait list works and explained that we try to ensure those with the greatest need are served. Pam explained we try to use volunteers as much as possible to stretch our budget. The Older American Act wants us to do that first but sometimes we just can't find volunteers for an area.

b. Social Services Program Update – Adrian explained the different services he oversees and briefly explained staff roles. He said the goal is to help people make informed choices.

c. Health Promotion and Home Safety – Sonita is on vacation, but the Council was given a copy of a report that Sonita had submitted.

d. Marketing Update – Devin spoke with the Council about our advertising and job postings. He said we are trying to utilize our budget in the best way possible. Presently working on things for the annual Caregiver Conference which is scheduled for November 4 at the Golden Leaf in Davenport. Devin said we have two speakers scheduled for that day. Devin also talked about the ADVC federal grant that is being shared with all AAA's. He also mentioned that we are still looking for a Service Director who would replace Pam, who is retiring. Patricia Steiner asked about the requirements and Becky said the person would have to have a bachelor's degree. They would not have to be a dietician the role is an administrative position. If they have worked with state/federal funding it would be very helpful. Lots of reporting that needs to be done. Need good business sense, supervisory skills, strategic planning experience, and ability to manage a large region. Good with analyzing data and work well with people. Pam has graciously agreed to mentor for a month or two. Prefer the position stay in Burlington.

**IX. Advisory Council Member Spotlight** – Liz Sherwin mentioned they have some money left from COVID and wondered if they could share it with Iowa. Liz is to get together with Devin and Becky, Devin will follow up.

**X. 2024 Advisory Council Meeting Schedule and Remaining 2023 Schedule**

The final meeting of 2023 is scheduled for December 14. 2024 schedule is for March 21, June 20, September 19 and December 12.

**XI. Adjournment**

Motion made by Liz Sherwin and seconded by Pat Swartzlander to adjourn the meeting.  
All were in favor. The meeting adjourned at 10:09 am.