



Milestones
AREA AGENCY ON AGING
ADVISORY COUNCIL MINUTES
SEPTEMBER 18, 2025 VIA ZOOM

COUNCIL MEMBERS PRESENT: Nancy Snakenberg, Susan Leuthauser, Cyndi Mears, Michele Ross, Todd Wilson, and Kim Crutcher

COUNCIL MEMBERS ABSENT: Liz Sherwin, Pat Swartzlander

STAFF PRESENT: Becky Passman, Lisa Harwood, Kathy Hyde, Stephanie Newton, Sonita Oldfield-Carlson, Devin Hansen, and Sharon Schnoor

I. Call to Order

The meeting was called to order at 9:00 a.m.

II. Roll Call

Roll call was taken with two being absent.

III. Approval of Agenda of September 18, 2025

Motion made by Michele Ross and seconded by Todd Wilson to approve the Agenda as written. All were in favor.

IV. Approval of Advisory Council Meeting Minutes of June 19, 2025

Motion to approve the June 19 Minutes as written made by Cyndi Mears and seconded by Kim Crutcher. All were in favor.

V. CEO Update

a. Advisory Council Membership – Becky mentioned there were some changes in the Council Membership. Dawn Dunnegan and Yvonne Pitch were both promoted to the Board of Directors. Two new members have been added to the Advisory Council – Nancy Snakenberg from Sigourney, and Kim Crutcher from Ft. Madison.

b. Area Plan Amendment – Becky said an Area Plan is a requirement through the Older American Act. It must have State approval every 4 years. The State required that we do an Amendment to our FY2026-2029 Area Plan to make needed changes now that we have a better idea of budget and to reflect updates to agency processes and procedures. Changes to the Area Plan now need to be approved by the Advisory Council, which is something new. The draft is due by October 1 and the final Plan is by November 26. We also need to have a Public meeting, which will take place prior to a special Advisory Council Meeting on November 13 of this year to look at the final draft and vote for approval. This is an “extra” meeting November 13 at 9 a.m. Becky went over the various Area Plan goals, objectives, strategies, and activities. A summary of the original Area Plan was shown to the Council. Council Members were mailed copies of the objectives and changes that were being made to the Area Plan and Becky had each Director talk about the changes being made to their areas explaining why they were being made and the hoped results for each goal and objective. Stephanie presented an amended budget and 3A-1, which shows each program area, service, and number of units. This information gets reported to the State. Both Kim and Susan had questions about how the predictions were made and Stephanie explained the process. Cyndi mentioned she’s noticed a considerable drop in donations and other income and Stephanie answered that was true. She also mentioned we were doing a lot more services in the past. Cyndi suggested sending a letter to counties to try and get support from auditors. Becky mentioned getting a draft of the Area Plan to the Advisory Council a week early so that members will be able to vote in November.

VI. Old Business – None

VII. New Business

a. Re-Election of Officers – Advisory Council Chair

Becky mentioned that the State has made Iowa Code Revisions, and we are now unable to have Board of Directors members also be on the Advisory Council. Consequently, nominations for new Chair and Vice-Chair needed to be made. Susan Leuthauser nominated Michele Ross to be Chair and Cyndi Mears seconded the nomination. All were in favor. Motion was made by Michele Ross to make Cyndi Mears Vice Chair and Susan Leuthauser seconded the nomination. All were in favor.

VIII. Information Reports

a. Nutrition Program Update – Lisa said they were successful in making changes. Food costs and labor costs were reduced. About 900 fewer meals per month.

b. Social Services Program – Sonita said she is hoping to have a map that will show counties served and what it will look like in the future. Said working on increasing staff to better provide services across our area.

c. Marketing Update – Devin said he is working on the upcoming Caregiver Conference and working on Santa for Seniors program.

IX. 2025 Advisory Council Meeting Schedule

- Additional Meeting November 13 at 9 am for consideration and vote regarding Area Plan Amendment. Quorum needed. Public Hearing scheduled prior.
- December 11 for December meeting due to holidays.

X. Adjournment

Motion made by Kim Crutcher and seconded by Cyndi Mears to adjourn the meeting at 10:12 am. All were in favor.

