



Advisory Council

September 15, 2022, 10:00 a.m.

Via Zoom Format

Council Members Present: Patricia Steiner, Frank Illiff, Susan Leuthauser, Board Representative Terry Wilson

Council Member Absent: Liz Sherwin

Staff Present: Becky Passman, Dawn Thornberry, Dawn Carstensen, Mariela Treviño, Mike Mathews, Sonita Oldfield-Carlson, Sharon Schnoor

I. Call to Order – CEO to Stand in until group selects Chair and Vice-Chair

The meeting was called to order at 10:00 a.m. by Becky Passman.

II. Roll call

Roll call was taken with one council member being absent.

III. Approval of Agenda of September 15, 2022

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

IV. Approval of Advisory Council Meeting Minutes of June 16, 2022

Motion was made to approve the Minutes as written by Patricia Steiner and seconded by Terry Wilson. All were in favor.

V. Discussion of Advisory Council role and responsibilities

a. Review of applicable Older American's Act section

Becky thought since we are starting a new chapter with a new group that it would be a good time to talk to the Advisory Council as to what their responsibilities would be.

In the Advisory Packet Becky had included the applicable portion of the Older Americans Act of 1965 which pertains to the Advisory Council and their duties of advising the area agency on matters relating to the development of the Area Plan and the administration of the plan and operations conducted under the plan.

b. Review of Advisory Council ByLaws

The Advisory Council By-Laws had recently been updated. Becky highlighted some of the points with the Council giving them perhaps a better understanding of what their roles and responsibilities are.

c. Introduction to Area Plan

Becky discussed the Area Plan with the council to give them a better idea of what we do. Becky told them they submit a 4-year plan and the following year they do updates. The Area Plan shows goals that the State provides for AAAs. We identify where there are gaps in our abilities to meet these goals and work on strengthening these gaps.

VI. Informational Reports

a. Financial Reports – Mariela Teviño provided the Council with various worksheets and discussed them with the Council.

b. Nutrition Program Update – Pam Taylor provided a copy of the congregate dining locations and informed them that we are mandated to provide certain services. She said nutrition counseling is required and we have about 20-30 referrals. We have 3 different dieticians to provide this service. We also do home delivered meals which is required in the Area Plan. We have 12 Iowa Cafes at the present time – which is a contract with restaurants. We have 9 cooking kitchens and 2 contracted kitchens – one with Sodexo, one with Trinity Hospital distributed through Muscatine and Louisa County.

c. Social Services Program Update – Dawn Carstensen provided the Council with a map showing the total number of consumers served. Dawn said by providing the map it gives an idea of some of the areas we have gaps in services.

d. Marketing Updates – Mike Mathews gave the Council an overview of some of the things that he does. He talked about the press releases he creates to promote Milestones in the communities, and upcoming events.

d. Health Promotion & Home Safety – Sonita Oldfield-Carlson said Evidence Based Programs are mandated through the Older Americans Act and other funding. Sonita also mentioned that home safety and modification is an expansion of services to

promote independence and we have a contracted service provider in the Burlington area. We are hoping to explore potential community partners to expand availability of modifications to help older lowans. She also mentioned other programs she is working on.

VII. Old Business – Election of Officers

a. Chair – Terry Wilson nominated Susan Leuthauser and Frank Illiff second the nomination. Susan agreed to serve as Chair.

b. Vice-Chair – Terry Wilson nominated Patricia Steiner and Frank Illiff seconded the nomination. Patricia agreed to serve as Vice-Chair.

VIII. New Business – None

IX. Advisory Council Member Input

Time was set aside to increase member opportunities to ask questions and to share needs, concerns and related information. One thing discussed was whether to share the sometimes-joined Board of Directors and Advisory Council meetings. After some discussion it was agreed that it would be better to perhaps have the Advisory Council meet at 9:00 a.m. on these times and then they could go ahead and leave if they wished, and the Board of Directors could still meet at 10:00 a.m. Patricia Steiner mentioned that she had a list of people she would forward to Becky that possibly would be interested in serving on the Advisory Council.

X. Next Meeting

It was agreed that for the upcoming concurrent Board/Advisory Council scheduled meeting that the Advisory Council would meet at 9:00 on December 15 and the Board of Directors would follow at 10:00 a.m. via Zoom.

XI. Adjournment

The meeting adjourned at 11:40 a.m.