

**BOARD OF DIRECTORS MEETING  
JUNE 20, 2024**

**Board Members Present:** Peggy Fisher, Terry Wilson, Julie Schilling, Stephen Swisher, Susan Leuthauser

**Board Members Absent:** Carol Earnhardt (excused) and Sheri Wilson

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

**I. Call to Order**

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

**II. Roll Call**

Roll call was taken with two Board members absent. There was a quorum.

**III. Approval of Agenda of June 20, 2024**

Motion made to approve the Agenda by Peggy Fisher, and seconded by Steve Swisher. All were in favor.

**IV. Approval of Board Minutes of March 21, 2024.**

Motion made by Steve Swisher, and seconded by Susan Leuthauser, to approve the Minutes as written. All were in favor.

**V. CEO's Report**

Becky said the Area Plan has been approved. Gave updates on ARDC (Aging and Disability Resource Centers), Administrative Service Organizations (ASO), and Behavior Health changes. Said new Behavioral Health region maps should be voted on by mid-summer. They will then be working on RFPs for the Administrative Service Organization for behavior health, ASO for AAA RFP should come out in next month or so. Changes have goal to bulk up disability aspects. Want to expand ARDC to other disability organizations. Will have to meet a certain standard. Need to be trained to same standards statewide. ASO – one goal is to try and bulk up services for disability consumers which are currently underfunded. ASO entity will oversee funding and contracting in service areas. AAAs will respond through i4a proposal. Terry asked if they will increase funding or are funds being reduced. HHS is trying to ensure aging and

disability side are funded equitably. Regarding the State fiscal issues, Stephanie was in Des Moines with ADS and HHS fiscal staff and the other AAA Fiscal Directors. Idea was to get together with an agreement on a process to get money to AAAs. Everyone felt confident with six months of periodic checks-ins with consultants. Becky introduced the new Social Services Director to the Board. Said we are fully staffed now with the exception of one position in Ottumwa. Becky informed the Board that our broker is seeking new vehicle and Worker Comp insurance providers. We are tightening up authorized user list, vehicle usage rules, and staff safety training. Employee Handbook will have some strict guidelines. Notified by firm auditor that they will not be working with us next year. Their reason was that they did not think they had capacity to complete the work within a reasonable time needed to meet the timeline. Are open for suggestions on new auditors. Stephanie and Becky working on getting quotes from a few. Terry suggested reaching out with some that are familiar with the type of work we do. Peggy Fisher suggested changing every few years. Said some people get a little too complacent and it's good to have someone with fresh eyes. Wellsky training ongoing with staff that use it. Starting to see improvement in accuracy as data gets reported. Goal to work on accuracy and efficiency and build staff skill. Iowa Commission on Aging no longer exists, role will be filled by HHS subcommittee.

## **VI. Financial Report**

Stephanie went over her various reports with the Board. Recently went to Baltimore for GMS training. Can now get reports entered correctly. Discussed new state disbursement system that could get money to us more timely than at present. This (draw downs) is the system that we want to use. We did not get as much in participant contributions as budgeted based on past consumer giving. Want to be more conservative in the budget. Becky mentioned that we want to get away from service orders, which were overused. We pulled back this year and almost completely for next year. Going to work through contracted services through providers for the most part. Kantina monitors that to be sure providers don't go over contracted amount. They can come to us for additional monies requests if needed due to demands. We look at our budget to see if more is available. Terry asked where we stand at the end of the year. Stephanie said we would have some carryover in family caregiver and perhaps evidence based but that would be all.

Motion made by Peggy Fisher, and seconded by Steve Swisher, to approve the financial report as written. All were in favor.

## **VII. Old Business – None**

## **VIII. New Business**

- a. Annual forms for signature. Forms to be sent to Sharon.
- b. Election of Officers

Motion made by Julie Schilling, and seconded by Steve Swisher, for officers to stay the same. Terry Wilson – Chair; Peggy Fisher – Vice Chair; Steve Swisher – Secretary/Treasurer. All were in favor.

It was noted that Julie Schilling and Steve Swisher's years of service have expired and were asked if they would consider extending their time with the Board for another year, which they agreed to. Peggy Fisher moved, and Susan Leuthauser seconded, to extend their time of service for one more year. All were in favor.

c. Consideration of application for Advisory Council membership of Ryanne Wood

Motion made by Julie Schilling, and seconded by Susan Leuthauser, to approve the application of Ryanne Wood to the Advisory Council. All were in favor.

d. Resolution of Authorization to Retain and Maintain Account Services for Banking

US Bank in Chariton closed so forced to open new one at First Interstate Bank. Document gives permission and authorization for all transactions. We still had former employee Mariela Trevino and Ann Trowers on this document which is for all general banking but needs to have Stephanie and Becky's names on instead. Motion made by Julie Schilling, and seconded by Susan Leuthauser for authorization to retain and maintain account services for banking. All were in favor.

e. Approval of Updated FY25 Employee Handbook – Kathy drew the Board's attention to page 20 and 21 of the Handbook previously submitted to them, noting the changes regarding accident violations. Kathy also drew the Board's attention to page 46 of the Handbook regarding holidays, saying this is to discourage taking unscheduled sick days off before/after a holiday. Kathy also talked about the drug and alcohol policies. We did not change the policy as we are current with Iowa code. Kathy also mentioned we could request a test for drug and alcohol after an accident. Motion to approve the changes to the FY25 Employee Handbook made by Peggy Fisher, and seconded by Susan Leuthauser. All were in favor.

## **IX. Program Report**

a. Social Services – Kim Crutcher introduced herself to the Board.

b. Human Resources – Kathy said FSLA Fair Labor Act shows a raise in salary. Any exempt employees we have will have to meet new threshold. Added 3 new benefits – one of which was pet insurance. Regarding the salary side, Kathy to keep the Board updated and will report to the Board at the next meeting.

c. Nutrition Program – Lisa said there recently was a senior prom at the Ottumwa site for 60+ participants, theme was a Hawaiian Luau. Received over \$1,400 in donations for prizes and decorations. Great attendance. Peggy said she talked with one of the volunteers and was told it was a great time. Both Becky and Lisa noted that site manager Connie Murray is incredibly creative and site participants are very involved.

d. Health Promotions and Evidence Based – Sonita said the ADS Health Promotion Director happened to be at the meal site the day of the luau and said it was great. Sonita said there is a music program they are working on and a mini

pilot. Hoping can see the value in the program and can go forward on it. University of Iowa wrote a grant with SE Iowa that includes falls prevention, Stepping On, and Tai Chi for arthritis. Trying to get it available for Spanish speaking people and looking for someone who is bilingual. Will receive about \$8,000 a year for the program. Peggy suggested she might want to check with LULAC.

e. Marketing Report – Increase with promotions and created a 12-month calendar/ plan. Trying to be more consistent for all months.

**X. Calendar Year 2024 Board of Directors Meetings**

Meetings August 15, October 17 and December 12 at 10:00 a.m.

**XI. Adjournment**

Motion made to adjourn the meeting made by Peggy Fisher, and seconded by Julie Schilling. All were in favor.