



BOARD OF DIRECTORS MEETING

MARCH 20, 2025 VIA ZOOM

Board Members Present: Terry Wilson, Carol Earnhardt, Julie Schilling, Stephen Swisher, Sheri Wilson, and Susan Leuthauser

Board Member Absent: Peggy Fisher

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

I. Call to Order:

The meeting was called to order at 10:10 am.

II. Roll Call:

Roll call was taken, and all were present except Board member Peggy Fisher.

III. Approval of Agenda of March 20, 2025

Motion made by Susan Leuthauser and seconded by Carol Earnhardt, to approve the Agenda as written. All were in favor.

IV. Approval of Board Minutes of February 20, 2025.

Motion made by Carol Earnhardt and seconded by Steve Swisher to accept the Minutes as written. All were in favor.

V. Presentation by BerganKDV regarding Milestones SFY2024 Fiscal Audit.

Presentation was made via zoom with the report shared online. Went through various items explaining findings as went along. Said report was a consolidation of both the Foundation and Milestones. Findings did show a loss for the year. Motion made by Carol Earnhardt and seconded by Steve Swisher to accept the audit report as written. All were in favor.

VI. Informational presentation pertaining to purpose of HHS on-site audit of Milestones and what areas were reviewed.

As part of HHS Corrective Action Plan did a review of contract procedures, reviewed accounting system and transactions, looked through invoices and conducted some interviews with staff. Looking into all the processes and procedures. Very soon will get a report to us. Terry asked if there were any questions at this time and there were none.

VII. CEO Report

Becky said we do have an agreement for a new location for the Ottumwa office. Their present office was bigger than they needed. When submitted a termination request to the landlord he mentioned he had a smaller space, and it was a good fit. About a third of the cost of what we have been paying. Will be moving on the first of May. Busy with Area Plan and Corrective Action, and the audit. We are experiencing fluctuations in staffing. Cutting hours, letting people go, and closing meal sites, trying to find savings wherever we can. Trying to operate in the black while trying to get services that we need. No longer using Trio as of the first week of March so that is helpful. Trying to sell the building to get out of debt. Have an interested buyer but what being offered is less than what the building is valued at. Must go to the lawyer for his guidance and Foundation Board must decide what to do. Attorney is helping us pro bono.

VIII. Financial Report

Stephanie went over the various reports with the Board. Said trying to decrease nutrition services to where it is manageable. Trying to get current invoices paid. When starting new fiscal year can allocate contracts for services more in our range. In the past have overextended services. Motion made by Steve Swisher and seconded by Susan Leuthauser to approve the financial report. All were in favor.

IX. Old Business – None

X. New Business

a. Milestones Finance Committee Report. Have communicated with Sheri and Nancy but no reason to call group together. Sheri said need to meet again soon.

b. Review and discussion of proposed Milestones spending plan for April – June, 2025. Becky said have plan where things are in the black, but it is the recalibrating in the beginning of the new year. Terry suggested sending out report with the Ottumwa office change and some other changes and will send out to Board members and then can vote to approve it. Report is dependent on State willing to approve reductions.

- c. Review and discussion of SFY2026 Budget – Motion made by Carole Earnhardt and seconded by Julie Schilling to approve draft of Budget. All were in favor.
- d. Review and discussion of SFY2026 – 2029 Area Plan – Becky suggested that the Board look at summary she sent of goals for the Area Plan draft. Becky said working on “back to basics” to provide what people need. Motion made by Steve Swisher and seconded by Carole Earnhardt to approve the Area Plan. All were in favor.
- e. Review and approval of SFY2026 current contracted services provider list, minus Community Action of Southeast Iowa – Said Happy at Home should be added (which is a HARP provider). Motion made by Carole Earnhardt and seconded by Susan Leuthauser to approve the Contracted Services Provider List except for Community Action of Southeast Iowa. All were in favor.
- f. Approval of Community Action of Southeast Iowa as an SFY2026 contracted service provider. Motion made by Julie Schilling and seconded by Steve Swisher to approve Community Action of Southeast Iowa as an SFY2026 contracted service provider. All were in favor.
- g. Nutrition request for approval to operate 3 serving days at congregate meal locations with availability for additional frozen meals for high need participants. Sheri asked how much it would reduce the budget for us and was told 40%. Lisa said Trio was cancelled. Looked at being able to cover Henry County so will be doing larger area. Motion made by Carole Earnhardt and seconded by Steve Swisher to approve the reduction to 3 serving days at congregate meal locations. All were in favor.
- h. Nutrition request for approval to serve 3 home delivered meals per week with availability for additional frozen meals for high need participants – Motion made by Julie Schilling and seconded by Carol Earnhardt to approve serving 3 home delivered meals per week with ability for additional frozen meals for high need participants. All were in favor.
- i. Request for approval to end services for up to 200 of the current 600 home delivered meal participants – Carole asked how we determined the 200 not to be receiving meals. Lisa said took the number of units by provider and sites and how many services vs other sites and costs of meals. Motion made by Carol Earnhardt and seconded by Julie Schilling to approve end services for up to 200 delivered meal participants. All were in favor.
- j. Consideration of received application for Advisory Council membership – Becky said received an application from Yvonne Pitsch who lives in Sigourney to serve on the Advisory Council. Motion made by Steve Swisher and seconded by Carole Earnhardt to accept the application for Advisory Council. All were in favor.

XI. Program Reports

- a. Human Resources – Kathy said had planned to talk about changes, but things were happening so fast that she didn't include her report. Looking at benefit changes such as better health insurance for employees. Because of time constraint Terry said would not go through the rest of the Directors reports at this time.

XII. Closed Session

At this time the Board went into a closed session regarding request for CEO furlough day reduction to 32 hours per week. Motion made by Carol Earnhardt and seconded by Julie Schilling to go into a closed session. All were in favor.

XIII. Adjournment

The Chair adjourned the meeting at 12:40 pm.