



BOARD OF DIRECTORS MEETING

AUGUST 21, 2025 VIA ZOOM

**Board Members Present:** Terry Wilson, Peggy Fisher, Sheri Wilson, and Susan Leuthauser

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

**I. Call to Order**

The meeting was called to order at 10:00 am.

**II. Roll Call**

Roll call was taken and all were present.

**III. Approval of Agenda of August 21, 2025**

Motion made by Terry Wilson and seconded by Susan Leuthauser to accept the Agenda as written. All were in favor.

**IV. Approval of Board Minutes of June 19 and July 3 Special Session Addendum**

Motion made by Terry Wilson and seconded by Peggy Fisher to accept the Minutes and Addendum as written. All were in favor.

**V. CEO Report**

Agency News and Initiative: Becky said the Davenport office move was completed at the end of June but were unable to work in new location until July 29 because of internet installation issues so all had to work remotely. Regarding the settlement

agreement, 26 of the 27 have been signed, paid and resolved. Unity Point Trinity in Muscatine have not responded yet. Around \$39,000 owed to them. Becky said most of the providers have signed on again this year. Trinity did sign on their contract. CASI in Davenport ended adult day care services so that contract has ended. Alzheimer's Association did not renew their contract for a support group due to decrease in contract amount offered. The Foundation Board closed their bank account and transferred their remaining \$23,116 to Milestones Quad City Bank and Trust savings account.

State Level – ADS: FY25 Corrective Action Plan requirements were completed. FY25 CAP closed. First FY26 CAP meeting held and discussed assignments and processes. Staff have attended 3 of the 11 technical assistance meetings so far. Focusing on Area Plan amendment and related documents. There are several actions relating to the Board. One of the items is regarding fiduciary responsibility and fiscal training by HHS. Training needs to be done by Board members by October 31. Sheri mentioned that might need to have an extended meeting. Maybe the board meeting first and then training the second hour. Susan Leuthauser asked about new hires and Becky replied that we have a few new and could incorporate the new board members at the same time at the next meeting. Becky said she needs to get more clarity on what process needs to be done to get the training. Area Plan amendments to address detail in service delivery and service projections need to be submitted to Advisory Council and approved by November 26, 2025. Discussed activating the finance committee again. Becky suggested that the finance committee should meet monthly. Peggy will be attending monthly meetings and said the first meeting was Wednesday that she will be attending. The Board Chair must submit documents with topics discussed and decisions made. Becky asked if Sheri would assist also. Finance Committee is appointed by Board Chair and includes Secretary-Treasurer and recalled Terry said would approach previous members to see if interested. There may be upcoming board members that would be good candidates. Need to submit documents to ADS that demonstrate Milestones Board membership is in compliance with Iowa Code Section 231.23 and also bylaws. Becky said going to submit to Attorney Dianne Articles of Incorporation to be sure we are in compliance.

## **VI. Financial Report**

Stephanie went over the reports with the Board. She went through the list of past due amounts owed and paid. She also mentioned she was working on a summary that Sheri had requested. Everything is now reconciled with GMS. Motion made by

Terry Wilson and seconded by Susan Leuthauser to accept the financial reports as written. All were in favor.

**VII. Old Business – None**

**VIII. New Business**

- a. Consideration of Application for Board of Directors membership  
Candidate – Rick Johnson – All were in favor  
Candidate Yvonne Pitsch – All were in favor  
Candidate Dawn Dunnegan – All were in favor  
Candidate Linda Miller – All were in favor
- b. Consideration of Application for Advisory Council Membership  
Candidate Nancy Snakenburg – All were in favor
- c. Due to no COLA raise, request for consideration to grant one additional Personal Day to all agency employees in the State Fiscal Year 2026.  
Sheri asked how many personal days presently and Becky replied only one.  
Susan asked about overtime and Becky replied that we try to not have overtime.  
Motion made by Susan Leuthauser and seconded by Peggy Fisher to approve one additional personal day in fiscal year 2026. All were in favor.
- d. Resolution to approve Addendum to previous Resolution of Authorization to Retain and Maintain Account Services from June 20,2024 per the request of CBI Bank & Trust in Muscatine.  
This request was made by one bank depository for a meal site. This was just the result of an oversight and need to change designated representatives to Stephanie Newton and Becky Passman. Motion to approve the resolution to change designation to Stephanie and Becky made by Terry Wilson and seconded by Sheri Wilson. All agreed.

**IX. Program Report**

- a. Human Resources – Kathy said all that were previously furloughed or placed on salary reduction for last quarter of FY2025 have been returned to regular hours and pay. Lost a significant number of staff. Changes coming to insurance that will affect employers and employees. Changes to payroll that will require changes.
- b. Nutrition Program – Lisa said they are meeting budget goals for food providers. Waiting list still a primary concern.

- c. Social Services Program – Sonita accepted permanent position as Social Services Director. Still giving Evidence Based information as well. Have 5 open positions. Have a number of applicants they are reviewing.
- d. Marketing Report – Devin said he is in the process of marketing the upcoming Family Caregiver Conference.

**X. CLOSED SESSION – Board of Directors discussion of CEO FY25 review and evaluation**

At 11:12 am the Board entered a closed discussion to discuss and complete the CEO Evaluation. Motion made by Terry Wilson and seconded by Susan Leuthauser to enter a closed session. All were in favor.