



Board of Directors Minutes

October 21, 2021

Via Zoom

Board Members Present: Peggy Fisher, Terry Wilson, Richard Roller, Julie Schilling and Bill Thom

Board Members Excused Absence: Stephen Swisher and Sheri Wilson

Staff Present: Becky Passman, Mariela Treviño, Pam Taylor, Mike Mathews, Dawn Carstensen, Dawn Peterson, Sonita Oldfield-Carlson and Sharon Schnoor

I. Call to Order

The meeting was called to order by Chair, Julie Schilling, at 10:02 am

II. Roll Call

Roll call was taken and all were present except for Stephen Swisher and Sheri Wilson.

III. Approval of Agenda of October 21, 2021

A Motion was made by Rich Roller and seconded by Peggy Fisher to approve the Agenda for October 21, 2021. All were in favor.

IV. Approval of Board Minutes of August 19, 2021

A Motion was made by Bill Thom and seconded by Peggy Fisher to accept the Minutes of August 19, 2021 as written. All were in favor.

V. CEO Report

Becky said the date for submitting the agency budget was moved to October 8 and they were able to submit it on time. IDA stated they will establish a work group for the state formula funding review. They had a couple of meetings with IDA on October 7 and

October 21. The IDA has increased staff from 17 to 28. Ombudsman office is up to 12. AAAs are busy working with new staff members. Received notification yesterday that information will be coming out soon for the Area Plan update and the FY23 Reporting Manual. Annual IDA monitoring visit will be a desk review and in the next month a list of documents they wish to review will be sent. Alert Iowa launched on the 4th. Consumer calls are coming in at a very manageable rate. New Milestones Café at Grace UMC on the 13th, ribbon cutting and FB live stream by Greater Burlington Partnership. Thank you to Julie Schilling and Patricia Steiner who were in attendance. Received a visit from Senator Ernst at our Davenport office on the 15th. She wanted to do a meal delivery accompanying a Milestones employee. The Senator and a couple of staff came to the office, took a tour, staff congregated in our large conference room and shared program information. Partnered with IDA staff Tuesday for a Cady Day Legal Clinic at Luther Manor for Power of Attorney and Wills. About 15 were in attendance and 7 people requested free legal help. Thank you to Richard Roller who volunteered his services for this. Personnel and staffing remain a big challenge particularly delivery drivers. Challenge of attracting drivers particularly in Scott County and Ottumwa areas. Pam trying to come up with alternative ways to deliver. Dawn Peterson working to update cell phone contract and putting together an annual training for staff. Partnering with Sonita to for winter weather hazard awareness.

VI. Fiscal Report

Mariela said she is involved in the process of interviewing for an Administrative Data Specialist to work out of the Burlington office. Next week Mariela and Paula Chrones will attend the annual GMS accounting software conference. Training on accounting software and different programs available. Mariela explained that some new software was not installed correctly so she could not access some fiscal reports right now but that she will send the September board reports by email once the accounting software is corrected. Mariela said next month there is an online Kronos conference regarding payroll software that will be attended by herself, Dawn Peterson, Peggy Heemsbergen, and Paula Chrones. This is an annual training, but they did not attend last year because of COVID. Mariela reviewed the reports with the board. There were no questions. A Motion was made to approve the board reports by Terry Wilson and seconded by Peggy Fisher. All were in favor.

VII. Old Business

There was no old business.

VIII. New Business

Becky talked with the Board about the current procurement policy contract ceiling of \$50,000. This Milestones policy is much more restrictive than the federal procurement regulation which does not require an RFP process unless the contract value is \$250,000

or more. The current policy is burdensome, time-consuming, restrictive, and denies much needed flexibility. Request was made to amend procurement policy to be consistent with Federal procurement regulations and require an RFP process for contract valuations of \$250,000 or above. This would also make Milestones's policy consistent with most other AAAs and IDA's stated goal of operational flexibility, since they want AAAs to have as much flexibility as possible to use these funds for consumer services (such as homemaker, respite, material aid, transportation, etc.). These contracts are the most impacted by these rules. A Motion was made to increase the level to \$250,000 for RFP process by Terry Wilson and seconded by Bill Thom. All were in favor.

IX. Program Reports & Updates

a. Nutrition Program – Pam said they are having to look to contracted people to help with the meals so especially appreciate the RFP change. Pam reviewed the nutrition program mission and purpose and how we can meet that mission. Program strategy is moving more toward Iowa Cafes and contracting with restaurants. Seniors are not as interested in coming back to senior centers so need to find ways to come to them.

b. Lifelong Links – Dawn said the QC Caregiver Conference is scheduled for November 20 at the Golden Leaf. Ottumwa is hosting a caregiver luncheon December 7. A virtual workshop "Powerful Tools for the Caregiver" is scheduled this fall. A community event for "Dementia Friendly" information is being discussed in the Burlington region. Caregiver Support Groups are resuming virtually and in person in all regions. There have been numerous requests for adult bullying presentations in senior high rises. Our Adult Rights Specialist has done 3 already. Diversity Center is working with us to serve Muscatine and Louisa Counties for Options Counseling. Have a new program for service provision in regions where no providers are available. If individuals have a neighbor that can provide the services needed, we will reimburse them but do need a background check first. They can talk with a staff person and do a care plan at a certain rate with hours of service needed. Our staff will check in with the person requesting the care to be sure care is being done satisfactorily. Only \$550 a calendar year can be reimbursed to that individual provider. Another program, Return to Community, is growing as well. Working with Options Counselors on how to manage requests coming in. Did an AIRS conference virtually.

c. Marketing Update – Mike mentioned he recently created a flyer for the Milestones Café at Grace UMC and did a lot of promotional work with that. Evidence Based - doing more advertising and online promotion for Evidence-Based classes. Maintaining basic communication on programs offered. Have been spending a lot of time in recruiting. We have an ad running in the Quad City Times for a couple of positions. Presently revamping the agency brochure – more modern spin and change in programming.

d. Evidence-based Program Update – Sonita said there are many people enrolled in falls prevention classes, Tai Chi and Matter of Balance. We are in partnership with the U of I Geriatric Education Center for medication safety. Hiring a new staff person for the Ottumwa area to expand program availability in more counties.

X. Items of Interest

Bill said there was an OIL board meeting on October 13 via zoom. The session for 2022 is undecided if will be in person or zoom. Will be talking about it at the next board meeting. Some of the priority issues will be House file 6092 – caregiver registry. Talking about having a contract person for them. Elder Abuse House File 839. Senate File 522 Committee. Items will be watching for in January session are livable homes, aging in place. We want to get an annual appropriation to install ramps or update bathrooms. Concerned that state continues to provide for long-term care ombudsman. Program had been cut way back. November and December present to right people in Senate and House before the January session starts in January.

XI. Next Meeting

The next meeting is scheduled for Thursday, December 16 at 10 am with both the Board of Directors and the Advisory Council. It was decided that meetings will continue to be held via Zoom. Peggy Fisher made a Motion to adjourn the meeting.

XII. Adjournment

The meeting was adjourned at 12:00