



**JOINT BOARD OF DIRECTORS AND ADVISORY COUNCIL MINUTES**

**DECEMBER 16, 2021 VIA ZOOM**

**Board Members Present:** Peggy Fisher, Terry Wilson, Julie Schilling, Stephen Swisher, Bill Thom and Sheri Wilson

**Board Member Absent:** Richard Roller (Excused)

**Advisory Members Present:** Peggy Fisher, Julie Schilling, Patricia Steiner, Ray Doser, Stephen Swisher, Bill Thom, Terry Wilson and Sheri Wilson

**Advisory Member Absent:** Liz Sherwin

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

**I. Call to Order – Julie Schilling, Board Chair**

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

**II. Roll Call for Board**

**III. Roll Call for Advisory Council**

Attendance was taken for both the Board of Directors and the Advisory Council.

**IV. Approval of Agenda for December 16, 2021 Meeting**

A Motion was made by Steve Swisher, and seconded by Bill Thom, to approve the Agenda. All were in favor.

**V. Approval of Board Minutes of October 21, 2021**

A Motion was made by Bill Thom, and seconded by Peggy Fisher, to approve the Minutes as written. All were in favor.

**VI. Approval of Advisory Council Minutes of September 17, 2021**

A Motion was made by Patricia Steiner, and seconded by Steve Swisher, to accept the Minutes as written. All were in favor.

**VII. Presentation by TDT CPAs and Advisors Regarding Milestones FY21 Fiscal Audit**

Sam Williams and Ben Winter went over the various reports and corrective actions via zoom with the Board and Advisory Council. A draft of the reports had been mailed to the Board earlier.

A Motion was made by Terry Wilson, and seconded by Sheri Wilson, to accept the audit report as written. All were in favor.

**VIII. CEO's Report**

Becky said the State reporting and document review season has begun. The AAA's reviewed the data recorded for consumer units. The State Reporting Manual just came out. They reviewed any new concerns we have. Becky said they are at the beginning phase of the Area Plan update. This is the first year of updates that they will be doing. Will make status reports on activities. Projecting consumer units for next year. Submitting a budget for 2023. This will be turned in by April 1. Had a meeting with Linda Miller and were able to voice some concerns regarding consumers that need to have better communication. Our Marketing person is going to meet the Directors for preliminary discussions as to how State can aid universally needs and goals for marketing AAA's. Staffing issues continue to an issue, especially with nutrition. Continuing to recruit for Lifelong Links and Nutrition. Working on a vaccination policy. Wanted to have something for the Board to look at today but taking our time on it. This is just in addition to what we already have in place. We are staying in compliance with mandates and will send something to the Board via email for their approval. Any questions or concerns will be shared with all Board members. A County Fact Sheet had been prepared by Mike Mathews and sent out to the Board. Becky drew the Board's attention to the fact that we have good support for rural counties. Working on professional development and training of Supervisors and staff training for Area Program Coordinators. In the process of planning a Board Development Plan for the final year of training. The next step will be to go over the By-laws. Plan to go through them and have professional weigh on what might need to be edited. Would like to have the meeting in late January or early February at the latest. Will have Mike Mathews take a pole with the Board to vote on availability. Looking at a two-hour session.

**IX. Program Reports**

**a. Financial Reports** – In Mariela's absence, Becky went over the reports with the Board. A Motion was made by Terry Wilson, and seconded by Peggy Fisher, to accept the reports as written. All were in favor.

**b. Nutrition Program** – Pam discussed the weekly report as presented. The report given weekly was to give an idea of volume for the different counties. The report showed the impact of non-traditional meal providers. Pam said the size of the routes are getting too large so had to go with Mom’s Meals because didn’t have enough drivers and the list of people wanting meals was just too long.

**c. Lifelong Links Program** – Dawn said they are looking to fill two positions. One of our lead counselors is needing medical leave and is still out. Have several interviews scheduled. Hoping to have them start the first of the year. INA has implemented a chat feature which we hope will be used by older individuals. Wrapped up our Caregiver Conference in November, which was well received. People want to be sure we continue to hold it. Did a Caregiver Luncheon in the Ottumwa region. Offered a meal and door prizes. Referrals have been increasing. We have contractors that have spent or exceeding what is allotted. We need to look at the budget and consider increasing some of the contracts for the rest of the year.

**d. Health Promotions/Evidence-Based Programs** – Sonita said the completion rate for the programs is at 83%. We ask for evaluations at the end of the programs and have received more than 90%. Sonita mentioned we have received some voluntary donations for the programs.

**e. Marketing Report** – Mike said he is revamping the Agency brochure and working on a website update. Trying to do what we can to get more people to reply. Mike is continuing to update and do maintenance to promote programs for Milestones.

#### **X. Old Business**

There was no old business to discuss.

#### **XI. New Business**

The draft vaccination policy was addressed earlier so no new business to discuss.

At the Board Training there was a discussion regarding the job description for a new position January 31, 1922. The CEO emailed the job description and detailed explanation of the new position requesting Board approval of Director of Health Promotion and Home Safety. Approval was given via verbal and email assent by a majority of the members.

#### **XII. Items of Interest**

**a. Oil Report** – Bill said there are priority bills in the works: House File 692 started last year and expect it to continue but some things of concern were direct care workers retention, education, income taxes, and safety training to get Legislature to include in bills. Elder abuse – Senate file passed last year so want House to choose it. Livable homes – One of the things presented as an appropriation to make home modifications

such as ramps and bathroom remodels. Trying to get Health and Human Services to appropriate some money to do these things. Long-term Care Ombudsman – looking to increase numbers of them.

**XIII. 2022 Meeting Schedule**

The next combined meeting of the Board and Advisory is scheduled via Zoom for March 17, 2022. At that time there will be a discussion on whether going forward on joint meetings you would like the meetings held consecutively or have the Advisory first and then the Board afterwards

**XIV. Adjournment**

The meeting adjourned at 11:40 a.m.