



Board of Directors Meeting

Held via Zoom

February 18, 2021

Board Members Present: Jim Howell, Richard Roller, Julie Schilling, Stephen Swisher, Bill Thom, Sheri Wilson and Peggy Fisher

Guest: Linda Wastyn, Wastyn & Associates

Staff Present: Becky Passman, Dawn Carstensen, Pam Taylor, Mariela Treviño, and Sharon Schnoor

I. Call to Order – Board Chair

The meeting was called to order at 10:08 am. Julie mentioned that she had to leave at 11:30 and Rich Roller would take over the meeting at that time.

II. Roll Call

Roll call was taken and all Board members were present.

III. Approval of Agenda

For Peggy Fisher to participate more fully in some of the agenda items it was suggested that approval for her application for Board membership be moved up. Therefore, a Motion was made by Jim Howell and seconded by Richard Roller to approve Peggy's membership to the Board. All were in favor.

A Motion to then approve the Agenda was made by Bill Thom and seconded by Jim Howell. All were in favor.

IV. Approval of Board Minutes of December 10, 2020

Motion was made to approve the Board Minutes by Bill Thom and seconded by Jim Howell. All were in favor.

V. Presentation by Linda Wastyn of Westyn & Associates

Becky mentioned that Milestones received a \$9,300 Non-Profit Capacity Building Grant Award to be used for a 2-year in depth leadership and Board of Directors training project. Linda Wastyn introduced herself to the Board and talked about her history, qualifications, and credentials. Linda said the goal is to make Milestones a much more efficient and effective association by maximizing strengths of the Board. She went on to say she and Becky had talked about some half day workshops and various topics and timelines. She said she would be working with Becky every quarter in individual coaching sessions on how the Board and CEO work together. She would be working on a Board recruitment and orientation plan for what kind of Board members we are looking for. Linda said she is looking to do a half-day session in the Spring. Quarterly coaching sessions will be part of the next two years. Linda said that she needs to find dates for the half day Board retreat (4 hours). She also said the sessions will be virtual. She asked the Board members which part of the day they preferred and almost each member said 2 – 2 ½ hours in the morning. Becky did say it could be on-site if members wished to come to Davenport. Some of the Board members brought up the 2-year timeline and mentioned that they thought their time to serve on the Board would be up before this program was completed. Becky was going to check on the individual members time and let them know. Linda went on to say one of the subjects discussed would be an overview of the Board's roll and responsibility and what is the Board's job and what is the staff's job. Also, what are some different ways to make the Board more effective. What is the Advisory Council's roll and their responsibility and how do they interact? Linda said they could talk about the Advisory Bylaws to see what is working for everyone. She also said she is not concerned that the Advisory Council is not part of the training and was not part of the Grant per Becky. Steve Swisher asked if the training could be recorded for future Board members and was told it could be. After much discussion, Becky and Linda will talk again about the best timeline to move forward with the training.

VI. CEO's Report

Becky said work on the State Area Plan continues. The Board did receive a copy of the basic bones in their packet. The goals, gaps and strategic goals are ones the State provides for us. The gaps are areas to work on to reach our goals. Strategies are actions identified to take to make progress to close the gaps. Our strategies to reach the goals are listed in the packet.

The State got a 1.6 million Grant to revitalize the meal program. We are still trying to get more information. We are continuing to work on revamping the Lifelong Links website to make it more accessible for all. We are working to try to make a connection with our county public health departments. It is confusing and challenging as each county is doing its own thing. We have sent emails and done a couple of zoom

meetings. Some counties are doing well but others are overwhelmed. The biggest issue is the lack of vaccine. Becky said so many folks are unable to go online that we are trying very hard to help. We are doing our best to keep abreast of all the new information that is constantly coming out. Our HR Director, Jeri Swisher, is retiring and we are presently interviewing for the position. It is RPF time so working on bids for next year's contracts and will be going over bids sent later today. The Ottumwa office is being remodeled. They will be going to a smaller area more suitable for our modest means. Peggy Heemsbergen has been doing a great job coordinating that. Office Machine Consultants is managing the internet cabling and other needs. Work is scheduled to be completed March 1. Mike Mathews did a wonderful job creating our first annual report, which all Board members received a copy of. Our virtual programs we have set up right now will continue.

VII. Program Director's Reports

a. Financial Reports – Mariela Treviño

Mariela drew the Board's attention to the financial reports. She said we were slightly under monies spent for our budget for both October and November. She said we did purchase a lot of equipment in those months but that was for our Nutrition Department. Mariela also mentioned we have several homemaker contracts with several agencies in small communities. One of our counties is enrolled in option counseling but there is a procedure in place, and they do all the paperwork. The State orders us to provide COVID meals. The State wants us to show that we are using Cares Act dollars. In December we should have spent at least 50% of our budget and we were at 45%. Reimbursement from the State has been a little slow, but we can use unrestricted assets which is money we have we can use until the State can reimburse us, so we are okay. Once we receive the funds from the State, we put back the money we temporarily used back into the unrestricted assets, so we always have that cushion. There were a few questions, and they were all answered.

A Motion was made by Jim Howell and seconded by Bill Thom to approve the financial reports. All were in favor.

b. Nutrition Program – Pam Taylor

Pam mentioned the Board was sent a report that went through the end of the year. Pam said they are doing about the same average number of meals to date as compared to last year. We have more delivery meals right now and are serving new people we have never been able to before because of a Grant. Pam mentioned we are still offering the Fresh Conversations program remotely and have three sessions a month. We are working with Lucky Frog and are having a dietician look over their menus to see if they can meet our requirements. Still working with Grace United Methodist Church in Burlington regarding the soup and sandwiches and a license has been applied for. The

First presbyterian Church in Mt Pleasant we do not have a meal site there yet but are using it as a drop off site for meals. The State is trying to put a new face on congregate meals. They are not so interested in a senior center but more wanting a community setting. We are working on a voucher system between some restaurants where tickets for meals could be used to help revitalize the congregate meals program.

c. Lifelong Links Program – Dawn Carstensen

Dawn said they are busy trying to find additional ways to meet needs without a lot of face-to-face contact. Information and assistance numbers continue to increase. We receive lots of vaccine calls every day. Dawn said they constantly have webinars to keep up with changes to serve our clients. The team are showing a lot of dedication and caring to our seniors. Dawn said she was able to hire a Lifelong Links Supervisor. Her name is Heather Maize and she was an Options Counselor and is now a Supervisor in the Ottumwa office.

VIII. Evidence-Based Programs/Marketing/Grants Update – Becky Passman and Mike Mathews

Becky said Evidence Based Programs and Grants information were included in the Board packet. Mike said we are getting a lot of the word out and a lot of reporting to i4a. Also did an Annual Report to get out all information and numbers. This is the first one Milestones has ever done. The plan is to continue putting out a monthly Milestones E-Minute Newsletter which will be distributed to meal recipients to expand the list. We are looking to be a little more pro-active in our rural counties. We are maintaining month to month communication making sure alerts are out for any cancelled meal delivery or COVID updates.

IX. Old Business

a. Mileage Reimbursement – A request was made to increase the mileage reimbursement specifically with the volunteers in mind. It was agreed we could increase the rate to 45 cents per mile pending approval by the Board.

Motion to approve the increase for mileage reimbursement to .45 cents per mile was made by Sheri Wilson and seconded by Bill Thom. The Motion carried with one dissent.

X. New Business

a. Formal Approval of Peggy Fisher’s Application for Board Membership

This item was moved to earlier in the meeting so that Peggy was able to vote on some of the items brought to the Board.

b. FY22-2025 Area Plan Narrative – Becky Passman

Becky mentioned the approval does not come until after the submitted completed final draft and that will not be until April. Some of the items in the draft came through a survey out in the field from public input and will be posted on our website so people can review it. We want their additional comments.

c. Request for 3% Cost of Living Increase for All Staff as of July 1, 2020

Becky said we have come to the Board in the last few years to make this request. We were not able to give anything for 2018 and in January of 2019. Last year we were able to approve a bulk payment in lieu of a 4% raise in the form of a bonus payable in July of 2020. We are now requesting a cost-of-living increase of 3% for people employed July of 2020 from then until June 30, 2021. This increase would become effective on July 1, 2021. Becky said we have checked our finances and would be able to handle this increase. A Board member asked if some were still getting hazard pay and it was replied that they were, but it would end September 30.

Jim Howell made a Motion to table the discussion for the cost-of-living raise and Bill Thom seconded it. All were in favor.

d. Request for Pre-Approval to Seek Used Van to Purchase for Delivery of Meals in Scott and Clinton County Areas.

Becky said our cargo van was involved in an accident and was totaled so we needed to replace it. We would get some reimbursement for the van from the insurance company, but the amount is unknown at this meeting. We are asking for the total between the insurance reimbursement and Milestones money to not be more than \$20,000.

A Motion to approve the van purchase up to \$20,000 maximum was made by Sheri Wilson and seconded by Peggy Fisher. All were in favor.

XI. Items of Interest

a. Oil Report – Bill Thom

Bill said they had a zoom meeting yesterday. They discussed the 4 bills submitted. The bills have all been into a sub-committee. And some are referred to another committee. If no action by March 5 on any of the bills by then they will just die. Bill said they have two unpaid lobbyists. These lobbyists went to a sub-committee meeting and were not allowed to come to the meeting. Two bills have already been referred to Appropriation Committees. There is another meeting scheduled for March 3 via zoom.

XII. Next Meeting

The Advisory Council will meet March 18 and the Board of Directors April 22.

XIII. Adjournment

The meeting adjourned at 12:30 pm.