



Board of Directors Minutes

April 21, 2022

Via Zoom Format

Board Members Present: Terry Wilson, Richard Roller, Stephen Swisher, Bill Thom & Sheri Wilson

Board Members Absent: Peggy Fisher and Julie Schilling

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

I. Call to Order

The meeting was called to order at 10:00 a.m. by Vice Chair Rich Roller.

II. Roll Call Board

Roll call was taken by the Secretary.

III. Approval of Agenda – April 21, 2022

A Motion was made by Sheri Wilson and seconded by Steve Swisher to approve the Agenda as written. All were in favor.

IV. Approval of Board Minutes for Meeting of March 17, 2022

A Motion was made by Bill Thom and seconded by Terry Wilson to approve the Minutes of March 17, 2022, as written. All were in favor.

V. CEO's Report

State Level – Becky said the FY2023 Area Plan Update was successfully completed and submitted to the Iowa Department on Aging on the April 1st due date. We received

feedback on the FY21 Annual State Monitoring submission with just a few items in need of attention and have until August to submit corrections. Most corrections were related to written contract policy procedure details. Becky said she attended an IDA touch base meeting on April 20. The next Milestones Quarterly Conversation will be June 6.

Agency News & Initiatives – Becky said this time of year they typically have increased contract administration activity. Since Peggy Heemsbergen is retiring soon, contract-related tasks are being redistributed. Program Directors and Becky are sharing the annual monitoring visit tasks. Peggy has also been working with our new Administrative Data Specialist, Kantina Schmiers, training her to take over the contract-related administrative duties. We have filled two key positions since our last meeting – an Operations Coordinator in the Davenport office for the Nutrition Program, and an HR Generalist/Office Manager to take over for Peggy in the Ottumwa office. The Wage Committee which consisted of Terry Wilson, Sheri Wilson, and Rich Roller, met 3 times recently. They reviewed information, had many discussions, and considered many different scenarios. Becky, Dawn Peterson (HR), and Mariela Treviño (Fiscal) provided staff support. Sheri will present the findings and recommendations later in this meeting. The second supervisory staff training will be held May 17. QC Leadership Consulting will conduct the session.

VI. Financial Report

Mariela's report was just for one month since we just recently had the joint meeting last month. Mariela said we are at 67% of our budget, and spending is getting closer to what was budgeted. She also said we have enough money in our banking account to cover when reimbursements from the State are behind. There were no questions regarding her report. A Motion to approve the financial report was made by Terry Wilson and seconded by Bill Thom. All agreed.

VII. Old Business – Board Wage Committee Report

a. Agency wage range chart – Sheri Wilson said the committee met 3 times and all agreed on the financial recommendation. Sheri said the committee felt good about the adjustment to the wages. They looked at other Iowa agency scales and the fact that cost of living has gone up. They looked at salary rates. They went by grades and proposed an increase of 15.6% for the lowest grades and 6% increase for the highest grades. Within the ranges the goal was to get the lowest salary range up. Rich Roller said the hope is to attract new people at the higher amount. A Motion was made to approve adjustment in salary grades per Salary Committee recommendation. Steve Swisher made motion, Bill Thom seconded. All were in favor.

b. FY23 employee cost of living increase – The committee looked at budget impact. It was thought that 6% would help positions stay competitive and support employee retention. It was acknowledged that we will constantly have to adjust to keep salaries in

range. The Committee concluded that 6% was not a budget buster. A Motion to approve the 6% salary increase was made by Steve Swisher and seconded by Terry Wilson. All were in favor by a roll call vote.

VIII. New Business

There was no new business.

IX. Program Reports

a. Nutrition Program – Pam discussed the meal count by sites. She said the total meals and average meals are what they focus on right now. Congregate meals are slow to come back. More people are getting meals in their home as opposed to sites. We started with Mom’s Meals in July to reach homes in rural areas we were not able to reach previously. Pam drew the Board’s attention to a new column added for the Iowa Cafes. Pam said we are exploring contracted meal provider options and discussed conversations and agency strategy. Becky said it has been a real challenge this last year and we have been looking to see how we can work more effectively and sustainably. No decisions have been made yet but wanted the Board to be fully informed.

b. Lifelong Links Program – Dawn said things are going well in the program. She has been working with some of our contracted providers since Peggy Heemsbergen will be retiring shortly. We are hoping to increase our units.

c. Health Promotions/Evidence-Based Programs – Sonita said this is a busy time for delivering programs. Have about 71 people enrolled in different evidence-based programs. We are on track for reaching our goal. For the first time we can resume the chronic disease program and have two people enrolled already. We must have a minimum of 8 to hold the class. We are working with marketing to get the word out.

d. Marketing Report – Mike says he has been spending a lot of time with spot media events and other community events. This is the 50-year anniversary of the nutrition program, and the State did a campaign through all the areas. We had a good response from it.

X. Items of Interest

a. Oil Report – Bill says they haven’t been meeting because of a legislative conflict between the House and Senate. The Elder Abuse Bill finally got passed by the House. It is waiting for the Governor’s signature. Direct care work force in several committees but not sure where it is going to be. Trying to keep a plan to have a registry of direct care workers. It has been submitted over the last several years but is still not there. Livable homes bill pretty much died for this year unless budget comes out that can appropriate money to keep people in their own homes. Long-term care ombudsman

needs to be in budget. Supposed to hire another person. These are still on the agenda before legislative session closes for this year.

XI. Next meeting June 16 (Joint w/Advisory)

XII. Adjournment

A Motion was made by Bill Thom and seconded by Terry Wilson to adjourn the meeting at 11:15 a.m.