



Board of Directors Meeting

Via Zoom

February 16, 2023

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

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

I. Call to Order

The meeting was called to order at 10:00 a.m. by Board Chair Julie Schilling.

II. Roll Call

Roll call was taken and all were present. Becky read the Board the resignation email from Rich Roller. The Board accepted his resignation with regret stating that they would miss Rich; he served us well and was a good board member. It was requested that a letter of thanks be sent to him on behalf of the agency/board.

III. Approval of Agenda

Motion was made by Bill Thom, and Terry Wilson seconded to approve the Agenda as written. All were in favor.

IV. Approval of Board Minutes of December 15, 2022.

Motion was made by Terry Wilson and seconded by Steve Swisher to approve the Minutes as written. All were in favor.

V. CEO Report

State Level: Submitted a variance report for state's use in their annual State Program Performance Report to the Administration on Community Living. For this report, an explanation must be provided for any variance <10%> in consumer and/or unit counts for each program. Reviewed and provided feedback for State FY24 Reporting Manual. Traveled to Des Moines in February for Quarterly Conversation. Spring Monitoring – Documents sent February 8 regarding on-site monitoring for nutrition and evidence based/non-evidence-based health promotion. Will have a site visit on February 28. Still waiting for official allocation amounts needed for FY24 budget. Advised Mariela to use previous figures until we receive actual amounts.

Agency News and Initiatives: The audit completion has been delayed this year; auditors are working with Mariela to resolve issues, expect to be able to present report at the March 16 Board meeting. IDA staff coming to Davenport in response to our request for additional technical assistance and training on the contracting process. We requested a review of our contracting process and tools, and feedback and guidance to help us strengthen our processes and ensure compliance. Working on Area Plan Update document. Goal is to have full draft completed for Board and Advisory Council review before the March 16 Advisory and Board meeting. Area Plan update activities also involve projecting program consumers/units and determining FY24 budget. Working with Robert Half to find new HR Director.

VI. Financial Report

Mariela went over the various reports with the Board. She said we are at 48.82% of the budget at the end of November, and we are trying to reduce our spending a bit. There were no questions from the Board.

Motion to approve the financial reports made by Sheri Wilson and seconded by Bill Thom. All were in favor.

VII. Old Business

There was no old business.

VIII. New Business

a. Becky, in tandem with Pam, said historic base wage for long-term temps/substitutes \$9.54 an hour. Does not seem fair, as they are doing the same job as the regular employee would do but at a lower wage. They are not eligible for benefits and do fill a critical role. We believe it would be fairer to have their pay structure mirror the position that they are filling. Request starting wage for persons hired as sub/temp be based on the base wage of the position being filled. Worker must meet education and experience

requirements of the position, 1% experience credit will apply when determining new hire starting wage.

Motion made by Terry Wilson, and seconded by Steve Swisher, to approve the change in the wage policy. All were in favor.

b. In the board packet Pam included draft Wait List Policy. Pam said our contract spending with contractors such as Iowa Café, Mom's Meals and several others have surpassed our capacity. For the first time we need to implement a wait list for services. Pandemic-related health emergency funding (CARES Act and ARPA) enabled us to expand services to meet the high additional needs, but these funds have been expended. Now need to realign services to stay within budget. Steve asked if the Department of Elderly Affairs was given this information to the legislature. Part of the requirement is that we put people on a wait list and there is a data report of services that we are to provide. This report goes to the State. This will show how much more money we need to meet need. IDA is encouraging wait list with priority scoring criteria, which we have created. Pam went over the criteria scoring with the Board.

Motion was made by Terry Wilson, and seconded by Peggy Fisher, to approve the wait list policy update. All were in favor.

c. Becky discussed with the Board the Iowa Open Meeting Laws. She said a question was raised about the last Board meeting where we had neglected to put the second voting of the mileage rate on the agenda. To address it we conducted an email vote. A question was raised regarding Iowa Open Meetings law compliance. To conform in the future, Becky stated extra care will be taken to post agenda and link at least one week prior to meeting, and minutes will be posted on website promptly after approval. In the future if votes need to be taken in between meetings, a special session will be held via zoom, with meeting notice, link, and action posted on website at least one week in advance. Sheri mentioned that must give public notice, asked if we had an attorney check our By-Laws recently, and expressed interest in training on Open Meeting Laws. Terry suggested an action might be to revise By-Laws if necessary. Becky is to have the By-Laws reviewed for compliance by our attorney.

IX. Program Reports

a. Human Resources – Dawn said she has still been working on our new phone system. Have all the lines ported over. The call center is now functioning. Working on the control functionality. We now have control over adding new hires. We now have 16 new iPhones with LifeLong Links and nutrition services. Have 3 additional routers. Looking at fax lines going forward. Becky said our fax line was about \$400 a month. Just received a new bill and it jumped to \$1,400. They did not want to work with us to reduce the rate, so Becky is working with Office Machine Consultants (our IT and

copier specialists) to help us with this service. This would be for Davenport, Burlington and Ottumwa.

- b. Nutrition Program – Pam pointed out some corrected figures for congregate meals and total home delivered meals in the YTD December End Report . Low participation in some congregate meal sites. Considerations include replacing with Iowa Café. Always evaluating options. Ft. Madison averages only two participants. Sheri asked about the café cards, Pam said due to high interest and depleted funding new cards are not being given out and monthly meals reduced to 4. Consumer contributions extremely low overall. Home delivered spending levels high, need to re-evaluate and get levels down. No new recipients will be added until June at least. Mariela said average contribution rate for Iowa Café is 60 cents/meal. Farmers Market allocation for 2021 was 3,970, and 3,800 coupon sets in 2022. 1,000 fewer checks redeemed in 2022. Fy23 coupons are being increased from \$30 to \$50 per person. Redemption rate was 70% lower this year, fewer vendors accepting coupons.
- c. Social Services Program – Need more Options Counselors. Had 28 applicants, 3 were qualified. Looking for Options Counselor and a Resource Navigator, Davenport office. Will continue efforts. Two new staff in Ottumwa – Iowa Return to Community and EAPA Counselor. Iowa Return to Community had first consumer in Bloomfield. Family Caregiver in Ottumwa presented at the Ottumwa library with about 6 participants. Ottumwa library wants us to come back to talk about elder abuse during Elder Abuse Month. EAPA worker in Davenport has given numerous talks including KWQC Senior Moments. Burlington office gave a talk regarding dementia. In December gave out \$150 vouchers for family caregivers. Thank you to Becky and the Board for making this happen.
- d. Health Promotions/Evidence-Based Programs – Scheduling new classes for spring. Online program didn't meet the attendance requirements so not scheduled. Trying to work on solutions for online programs. Because of licensing, certain number of weeks for classes and if not enough people available in that area we could do virtual. Had very first meeting recently with Iowa Falls Coalition Leadership for strategy for rural task force for Evidence Based programs. What can we do to overcome barriers. Grandpads not very well received so are looking for other things. Will conduct a new leader training for falls prevention program "A Matter of Balance" in February for public health personnel in Wayne and Des Moines counties. Working to cultivate new HARP program. Co-funding to expand Evidence Based Programs.
- e. Marketing Report – Utilizing a lot of resources on our website. Have been able to see that traffic and online forms are up significantly. Helping I & A staff overall. Online less time consuming, website much more user friendly. Finishing Annual

Report, Board will receive in a couple of weeks. Periodic attendance at senior and health fairs. Working on an awareness campaign for March called “March for Meals”. County fact sheets completed – snapshot of services provided in each county. Breakdown of nutrition expenses within each county. It is not posted on the website yet.

X. Oil Report

OIL board meeting Monday. Continue round table discussions on how best to represent 2023 oil priority issues. Four issues have been sent to legislators and all require funding. Planning another meeting on the 27th of February to see how things are going.

XI. 2023 Board of Directors Meeting Schedule, all at 10:00 a.m.

Next meeting will be March 16. It was noted December meeting moved up to December 14 due to holiday.

XII. Adjournment

Terry Wilson moved to adjourn the meeting at 11:57 a.m.