



BOARD OF DIRECTORS MINUTES

OCTOBER 17, 2024

VIA ZOOM

Board Members Present: Peggy Fisher, Terry Wilson, Carol Earnhardt, Julie Schilling, Stephen Swisher, Sheri Wilson, and Susan Leuthauser

Staff Present: Becky Passman, Sonita Oldfield Carlson, Kim Crutcher, Lisa Harwood, Stephanie Newton, Theresa Davison, Devin Hansen, and Sharon Schnoor

I. Call to Order

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

II. Roll Call

Roll call was taken, and all were present.

III. Approval of Agenda

Motion made by Peggy Fisher and seconded by Julie Schilling to accept the Agenda as written. All were in favor.

IV. Approval of Minutes of August 15, 2024

Motion made by Peggy Fisher and seconded by Steve Swisher to accept the Minutes as written. All were in favor.

V. CEO Report

State Level – ADS

ADRC award to be announced November 18. Preliminary activity for Area Plan continues and will for a while. Timely payments continue to be an issue, primarily with the HHS process. ADS remains committed to improvement.

Agency News and Initiatives –

Agency continues to look for cost savings. Increasing use of our volunteer pool whenever we can. Reviewing staff hours to make sure meeting workloads. Have another insurance broker going to submit options for work comp and vehicle insurance. Current coverage is not satisfactory and very high cost, so trying to get something better. Hopefully they will bring something worthwhile back to review. Assured Partners is the company, and they already are our health insurance brokers so we are open to consolidating if it saves us money. Have put an end to service orders for the most part. “Service orders” are units of service, such as personal care or homemaker, that the agency pays for on behalf of consumers and is on top of the annual service contracts we maintain with providers to help consumers in need. Service orders became common when we had COVID funding, but are for emergency use only, and must be approved. Our annual audit is underway, and we hope it will be completed in time to be presented to the Finance Committee in December.

VI. Financial Report

Stephanie said she completed putting in the numbers for last year and did come up with a loss. We are taking steps to make sure we are balancing the budget now. Stephanie gave the Board the unaudited figures. Presently Stephanie said we have not spent a lot in July and August of this year. Motion made by Peggy Fisher and seconded by Carol Earnhardt to accept the financial report as presented. All were in favor.

VII. Old Business

a. Re: Resolution for Line of Credit - L o C has been established. We will be taking future steps to transfer both checking and savings accounts from Wells Fargo to Quad City Bank and Trust.

b. Appanoose meal site closure - Iowa Café contract has been signed and all is on track.

VIII. New Business: Milestones Finance Committee Report – Sheri Wilson

Terry explained that the By-Laws don't show any objections to using outside assistance on a finance committee. Besides Sheri, Steve and Terry, Dawn Schmidt, General Manager at WQPT-PBS, also agreed to serve on the committee, volunteering her expertise and experience as a valued resource. The committee was provided with the budget layout for every program and a preliminary strategy for cost cutting measures. It will take some time to distinguish each of the program costs, as everything is currently combined in a way that doesn't easily allow cost break out. Have already begun identifying low-use sites and reducing mileage reimbursement rate is being requested. Question asked as to how much mileage reported was by staff versus volunteers, and response was it came to about 50/50. The following recommendations were made:

i. Reduce agency mileage reimbursement rate to .30/mile. Carol had questions about how we show mileage, and it was answered. Motion made by Steve Swisher and seconded by Carol Earnhardt to reduce the reimbursement rate to .30/mile. All were in favor.

ii. Sale of three 2014 Chevy Malibu office vehicles. Ottumwa, Burlington, and Davenport each have a 2014 Chevy Malibu. We would like to try and sell them for approximately \$10,000, with room to negotiate. Each office will still have their Pacifica on site for staff use. Have a Ford 500 in Ottumwa that they would like to keep at this time. Terry mentioned that selling the vehicles would bring in some cash flow and bring in savings on fuel and repairs. It was asked how we would list them, and it was said the Marketplace. Motion made by Carol Earnhardt and seconded by Susan Leuthauser to sell all three 2014 Malibu. All were in favor.

iii. Closure of DeWitt meal site. Lost the site manager for the DeWitt café. Low participation at the site, generally ten or under. Would continue to do home deliveries. Motion made by Julie Schilling and seconded by Carol Earnhardt to close the DeWitt meal site. All were in favor.

IX. Program Reports

a. Human Resources had nothing to add besides what was sent previously to the Board.

b. Nutrition Program had nothing in addition to present to the Board.

c. Social Services Program had nothing in addition to present to the Board.

d. Health Promotions/Evidence Based had nothing new to present to the Board. Terry Wilson thanked Sonita for looking for outside grants.

e. Marketing Report – Devin reminded the Board that the Caregiver Conference is November 4 at the Golden Leaf Banquet on Kimberly Road from 8 until noon. Devin said we received a \$150 donation from Senior Star and \$250 from the Alzheimer’s Association toward purchase of food.

X. Calendar Year 2024

The final 2024 meeting will be December 12.

XI. Adjournment

Motion made by Carol Earnhardt and seconded by Julie Schilling to adjourn the meeting at 11:00 a.m. All were in favor.