



BOARD OF DIRECTORS MEETING

VIA ZOOM

OCTOBER 19, 2023

Board Members Present: Terry Wilson, Stephen Swisher, Sheri Wilson, and Susan Leuthauser

Board Members Excused Absence: Peggy Fisher, Carol Earnhardt, and Julie Schilling

Staff Present: Becky Passman, Pam Taylor, Kathy Hyde, Stephanie Newton, Devin Hansen, Adrian Blackwell, Sonita Oldfield-Carlson, and Sharon Schnoor

I. Call to Order

The meeting was called to order by the Chair at 10:00 am.

II. Roll Call

Roll call was taken and three people were absent, but there was a quorum.

III. Approval of Agenda of October 19, 2023

Motion made by Susan Leuthauser, and seconded by Steve Swisher, to accept the Agenda as written. All were in favor.

IV. Approval of Board Minutes of August 17, 2023

Motion made by Steve Swisher, and seconded by Susan Leuthauser, to approve the Minutes of August 17, 2023, as written. All were in favor.

V. CEO Report

Becky said the State monitoring has begun and documents provided for desk review. ADS staff will be on site at the end of month or early November for program monitoring. Their focus areas are administrative (advisory council and grievance procedures), legal assistance services, and Elder Abuse Prevention and Awareness Program. Fiscal audit coming up the last week in November. Area Plan Update will start about the end of the month. Update is for FY25 of plan. AAA Executive Directors having monthly meetings with and ADS Division Director. Zach Rhein making sure has right staff in place. Seeking

funding opportunities and mechanisms for work AAAs have been doing that hasn't been previously reimbursed and searching for extra funds in HHS that could be allocated to AAAs. Being responsive to issues that we bring to him. The Agency has had some successes in hiring but still need to fill vacancy for Nutrition Director, Nutrition Supervisor, and other roles still unfilled. Working with fiscal, social services, and HR to review policies and procedures. Doing a lot of review and analysis with nutrition and fiscal regarding RFPs and recommendations for moving forward with nutrition program.

VI. Financial Report

Stephanie Newton went over the fiscal reports with the Board. Said she is working in our GMS accounting system to generate an easier, more accurate way to provide reports. Motion made to approve the financial reports by Steve Swisher and seconded by Susan Leuthauser. All were in favor.

VII. Old Business

There was no old business.

VIII. New Business

a. Personnel Policy Revisions

1. Family and Medical Leaves of Absence – Want to replace current with “rolling” 12-month period for calculating available time. Kathy explained to the Board exactly what this would mean. Motion made to approve the FMLA policy change by Steve Swisher and seconded by Sheri Wilson. All were in favor.

2. Attendance Policy – Want policy to show if employee working one-half of workday, then leaving work due to illness will not be counted as unscheduled absence. Supervisor can always make an exception if an identifiable pattern is noted, such as repeatedly on Fridays, etc. Motion to approve attendance policy changes as presented made by Susan Leuthauser and seconded by Steve Swisher. All were in favor.

b. Clarity and address wage policy for substitute workers

There was quite a bit of discussion on this, and it was decided that the policy should be created and presented via email, then the Board would do an email vote.

c. Review of recent nutrition program RFP process; discuss and vote on recommended course of action

Pam said we received proposals from two bidders, but one withdrew. TRIO bid for specific areas and Pam produced maps that she shared with the Board showing different scenarios. Pam expressed concerns about temperatures of food being transferred for quite some distances. Pam said TRIO is contracting with hospital in Oskaloosa for space in a building that we previously used as a kitchen. Pam said restructure may have to go through phases to transition more smoothly. Motion was made to approve the plan to

use contracted meals at negotiated rate up to \$9.25 maximum, by Steve Swisher and seconded by Susan Leuthauser. All were in favor.

IX. Program Reports

- a. Human Resources – Working on changes to Employee Handbook.
- b. Nutrition Program – Nothing additional.
- c. Social Services Program – Adrian said we are fully staffed now. Emily Johnson is our new IRTC/OC/CM in Davenport. Karen Coats retiring and her replacement, Amie Hammes, starting November 6. Looking at creating contribution letters for service orders.
- d. Health Promotions/Evidence-Based Programs – Going out in the communities to make people more sensitive to dementia issues. Had presentation in Eldridge. Have vaccine grant funds that have been shared with us by Connections AAA. Responsible for holding/sponsoring two vaccination “events”, partnering with Hy-Vee. Marketing message is to encourage immunization/vaccinations: flu, COVID-19 boosters, shingles, pneumonia, RSV. Grant allows for incentives to all who get flu or COVID booster shots.
- e. Marketing Report - Devin gathering incentives for immunization. Considering gift cards. Commercial links created. Have 33 vendors signed up for booths for the upcoming Caregiver Conference. Appearing on PSL week before to promote it.

X. Closed Session

Motion made to go into Closed Session at 11:10 am by Steve Swisher and seconded by Terry Wilson. All were in favor.

Motion made to go back into Open Session at 11:35 am made by Steve Swisher and seconded by Susan Leuthauser. All were in favor.

XI. Calendar Year 2023 Board of Directors Meeting

Remaining 2023 session scheduled for December 14. All 2024 Board Meeting dates also listed.

XII. Adjournment

Motion to adjourn the meeting made by Sheri Wilson and seconded by Susan Leuthauser. All were in agreement.