



BOARD OF DIRECTORS MEETING

VIA ZOOM

DECEMBER 14, 2023

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

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

I. Call to Order

The meeting was called to order by the Chair at 10:12 am.

II. Roll Call

Roll call was taken and all were present.

III. Approval of Agenda of December 14, 2023

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

IV. Approval of Board Minutes and Addendum – Board Chair, October 19, 2023 meeting Minutes and Addendum

Motion made by Steve Swisher and seconded by Sheri Wilson to approve the Board Minutes and Addendum as written. All were in favor.

V. CEO's Report

Becky said the State monitoring is completed and the exit report was excellent with no issues. Focus was on administrative, legal assistance services, Elder Abuse Prevention and Awareness Program. Have contracted to receive reimbursements for services

provided to APS consumers – services we are already providing. FFY23 data certification underway. Area Plan Update activities will begin in new year. Fiscal audit wrapping up. Getting clarification and hope at next meeting auditors will be able to give full report. Hoping to move forward in great confidence with better processes. Division on Aging and Disability Services looking for ways for us to find additional sources of funding. New additions to our staff are Lisa Harwood, who will replace Pam Taylor when she retires as Nutrition Services Director; Patrick Bohnenkamp, who will replace Kelly Ripperger, who is retiring from Nutrition Supervisor position in Burlington. Karen Coats is retiring from Family Caregiver position in Davenport, and we have hired Amie Hammes as her replacement. Retirement party planned for Pam and Kelly at The Loft in Burlington on December 28 from 2 to 4 and all are welcome to attend.

VI. Financial Report

Stephanie said she is getting more acclimated and is pulling reports from the system and working closely with the auditors. The audit is going well. November financials are not completed yet because of the timing of the meeting but would be complete by the next Board meeting. Sheri asked a question regarding allocations and asked if something could be developed to show the individual funding sources.

Motion was made by Susan Leuthauser and seconded by Peggy Fisher to accept the financial reports for October as written. November's financial report approval was tabled until the next Board meeting. All were in favor.

VII. Old Business – None

VIII. New Business – None

IX. Program Reports

a. Human Resources – Kathy said they are continuing to go through the handbook updates for clarification and compliance. Completed the EEO1 report per Federal requirements. Have been busy hiring new people for vacancies. Working on auditing employees' files to make sure everything required is available. Also working on the restructuring of nutrition – meeting with individuals that will be affected.

b. Nutrition Program – Lisa said as of November 29 they have 73 names on the wait list. Have 800 receiving home delivered meals. Oskaloosa site will reopen in January. The former site is no longer available but are in talks with the YMCA about using a site there – hoping by February. Have signed a contract with Trio to have them service 6 counties in the Western region. Hoping they can start in mid-January or early February. Staff that would be impacted have been contacted. This will give the staff more time at these sites to increase socialization and promotional activities.

c. Social Services Program – Adrian mentioned that January 5 is Karen Coats last day before retirement. Amie Hammes, her replacement, is doing well. Have a vacancy in our Ottumwa

office – Regional Resource Navigator. Completing interviews and hoping to offer the position to candidate next Friday. Working on contribution letters for social services which will start in January.

d. Health Promotions/Evidence Based – Sonita mentioned Des Moines County Health Department is interested in training to offer Matter of Balance/Falls Prevention as a contracted provider in the Burlington area. Sonita mentioned a unit of service for Tai Chi is different than other services in that a unit consists of 16 hours. Tai Chi virtual classes in Ottumwa started this year with 14 people signing up for the program. COVID money for improved technology went to some select sites to improve virtual capacity. Introducing new program, Walk With Ease, which is in participation with the Community Health Partners CDC grant centering on evidence-based arthritis program. Another new program is CircleTalk by Telligen, which is designed to address loneliness and social isolation for older adults.

e. Marketing Report – Devin has been organizing events utilizing funds from an ADVC grant to promote vaccination throughout Iowa. Had an open house at Main and Locust with about 200 taking advantage of the free vaccination. They also received a \$10 Aldi gift certificate as an incentive. Also had events at HyVee in Ottumwa on November 29 and December 1.

X. Calendar Year 2024 Board of Directors Meetings (all at 10 am.)

Terry drew the Board's attention to the upcoming dates for meetings in 2024 starting with February 15.

XI. Adjournment

The Board Meeting adjourned at 11:00 am.