



BOARD OF DIRECTORS MEETING

MARCH 16, 2023

VIA ZOOM

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

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

I. Call to Order

The meeting was called to order at 10:13 a.m.

II. Roll Call Board

Roll call was taken and all were present.

III. Approval of Agenda – March 16, 2023

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

IV. Approval of Board Minutes of February 16, 2023.

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

V. Presentation by Forge Financial and Management Consulting, Inc. regarding Milestones FY22 Fiscal Audit

Dan Montgomery, CPA, and Justin Schaubroeck, CPA, went over the various reports and corrective actions via zoom with the Board. A draft of the report had been given to the

Board earlier. Motion was made by Terry Wilson and seconded by Steve Swisher to accept the audit report as written. All were in favor.

VI. CEO's Report

Becky introduced our new HR Director Jyl Johnson. Monitoring visit on February 28 went very well. Working on Area Plan updates, contracting activities, etc., which she would go into more detail under New Business.

VII. Financial Report

Mariela discussed the various financial reports with the Board. Motion made to approve the financial reports by Bill Thom and seconded by Sheri Wilson. All were in favor.

VIII. Old Business – None

IX. New Business

a. Review and Discussion of FY2024 Draft Area Plan Update – Board presented with the draft of the Area Plan Update that Becky said would be submitted unless IDA comes back with some editing. FY24 Update reflects progress made over the first 6 months of the implementation of strategies identified in SFY23 Area Plan Update and planned activity for FY24. Motion was made by Steve Swisher and seconded by Peggy Fisher to accept the draft of the Area Plan. All were in favor.

b. Review and Discussion of FY2024 Budget – Mariela went over the proposed budget with the Board. Motion was made by Terry Wilson and seconded by Bill Thom to approve the FY2024 Budget. All were in favor.

c. Review and approval of FY2024 current contracted services provider list, minus Community Action of Southeast Iowa due to Sheri Wilson's connection. Motion made to approve FY2024 current contracted services provider list minus Community Action of Southeast Iowa by Peggy Fisher and seconded by Sheri Wilson. All were in favor. Becky had also mentioned, for Board information, that it is necessary to notify IDA and get permission to contract with for profit organizations. IDA must give approval for them.

d. Approval of Community Action of Southeast Iowa as an FY2024 contracted service provider – Motion made by Terry Wilson and seconded by Steve Swisher to approve Community Action of Southeast Iowa as an FY 2024 contracted service provider. All were in favor. Sheri Wilson abstained.

e. Approval of Board bylaws updated through legal review by Attorney Diane Puthoff of Lane and Waterman, LLP – Becky said the only real change was that we would give Notice of the time and place of any necessary Special Session at least 24 hours prior to each meeting. Sheri said Section 6 of the Bylaws reviews by Diane mention can hold via zoom with 24 hours' notice and can put it on our website and the action that has been addressed and if we do so we are

covered. Motion was made to approve the amended Bylaws by Steve Swisher and seconded by Peggy Fisher. All were in favor.

X. Program Reports

a. Human Resources – Jyl said she has a lot to learn and is very happy to meet everyone.

b. Nutrition Program – Pam went over her various reports with the Board. Iowa Cafes coming to an end as of April 1. They were very much used by the public. Pam presents the Board with some scenarios on how we can address some changes in making cuts to the Nutrition programs. Have reduced Iowa Café meals to 4 and already implemented a wait list that Board has already approved. Already stopped taking any new café people except in Wayne County. Number of people we are serving home delivered meals to decreased according to a nutrition needs scoring to determine homes to be served. Need Board approval to make cuts. Would like to set a Special Session and get it posted on the website. It doesn't need to be a long session. One Agenda item only but approval is recommended course of action. Grace United Methodist Church would need to be closed. Iowa Café closing. Need both approval for whole package because significant action per Becky. Want to give notice of a couple of weeks to restaurants and consumers. Action to be posted and Special Session can be posted timely, having to give 24-hour notice. Special Session set for Friday afternoon at 2:00. All Board members agreed. Pam to send out spread sheet.

c. Social Services Program – Ann, Regional Resource Navigator, looking for alternate meal providers because of upcoming wait list. Damon compiled list of additional senior housing in our 17-county area. Damon continues to work on new phone system. Limited information on the phones was given to us.

d. Health Promotions/Evidence Based – Success with HARP (Home Hazard Removal Program). Sonita provided the Board with some of the testimonies from consumers submitted by Happy at Home Consulting.

e. Marketing Report – Mike doing considerable planning regarding changes to the nutrition program. Informing community partners, public health, and other agencies. Possible media.

XI. Oil Report – Bill said there was going to be a board meeting on Monday regarding core items that were brought up in September. Only one is alive still. Another meeting scheduled for March 27. Want to have it in person rather than zoom. Bill said his term runs out in June on the Board and will be done with OIL. Asked a couple of people to apply that are from rural and western area to Milestones but no response yet.

XII. Scheduled Meetings – A list of scheduled meetings through December were listed.

XIII. Adjournment – Meeting adjourned at 12:10 p.m.

SPECIAL SESSION FRIDAY, MARCH 17, 2023, AT 9:00 A.M.

I. Call to Order by Board Chair

II. Roll Call

All Board Members were present.

III. Approval of Special Session Agenda

Motion made by Steve Swisher and seconded by Peggy Fisher to approve Agenda. All were in favor.

IV. New Business

a. Discussion and permission to take suggested actions to reduce meal deliveries due to budget restrictions.

Board discussion on various scenarios on how to reduce meals delivery costs were held. Talked about a wait list, and a point system for the wait list. Steve wanted to make sure there was no fiscal liability. Written in contracts that we have the right to reduce meals due to budget constraints. Motion made to take suggested actions reducing consumers based on prioritizing nutrition risk/needs scores and closing meal sites to meet limitations through FY2023 made by Terry Wilson and seconded by Steve Swisher. All were in favor.

b. Closing of Iowa Cafes

Motion made by Bill Thom and seconded by Peggy Fisher to suspend Iowa Café activities as of April 1 due to budgetary limitations. All were in favor.

c. Amerigroup Contract

Discussion regarding contract with us being a vendor for Amerigroup to provide meals as a deficit to us. Motion to terminate contract with Amerigroup for waiver meals as of September 29 made by Peggy Fisher and seconded by Terry Wilson. All were in favor.

V. Meeting Adjourned

SPECIAL SESSION TUESDAY, MARCH 28, 2023, AT 9:00A.M.

I. Call to Order by Board Chair

II. Roll Call

Roll call was taken. Board Members present were Julie Schilling, Terry Wilson, Bill Thom and Sheri Wilson, which is a quorum. General public attendee present was Yvonne Pitsch.

III. Approval of Special Session Agenda for March 28, 2023

Sheri Wilson moved, and Terry Wilson seconded to approve the Agenda for the Special Session. All were in favor.

IV. New Business

a. Permission requested to close Camanche congregate meal site due to consistently low participation rate. Site host agrees with this action. Desired effective date is April 15, 2023.

Discussion regarding very low participation – usually only 3 people. Not cost effective to continue to keep the site open. Have done numerous promotions regarding the site, as has the site host, all to no avail. Sheri asked if this was the only site where attendance is that low and the reply was that yes, at this time it is the only one. We are asking for the closing date of April 15 to give participants time to find other alternatives such as Mom’s Meals. Motion was made by Terry Wilson and seconded by Bill Thom to approve the closing of the Camanche congregate meal site effective April 15, 2023. All were in favor.

V. Meeting adjourned.