



Board of Directors Meeting

March 21, 2024 at 10 AM via Zoom

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

Board Member Absent: Steve Swisher, Excused

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

Staff Absent: Adrian Blackwell

I. Call to Order

The meeting was called to order at 10:05 a.m. by Chair Terry Wilson.

II. Roll Call

Roll call was taken with Board Member Steve Swisher absent.

III. Approval of Agenda – March 21, 2024

Motion was made by Sheri Wilson and seconded by Carol Earnhardt to accept the Agenda as written. All were in favor.

IV. Approval of Board Minutes from February 15, 2024

Motion was made by Susan Leuthauser and seconded by Julie Schilling to approve the Minutes as written. All were in favor.

V. Presentation by Forge Financial and Management Consulting, Inc. regarding Milestones SFY23 Fiscal Audit

CPA Dan Montgomery and CPA Justin Schaubroeck were introduced via Zoom to the Board. They went over the report with the Board and said they were pleased with how

well the audit went, especially since Stephanie had only been with Milestones for such a short time. Before the report can be submitted, management needs to sign the report and then it can be sent to the Federal Government. Motion made by Peggy Fisher and seconded by Sheri Wilson to accept the audit report. All were in favor.

VI. CEO Report

Becky went over some of the things she had highlighted with the Board regarding the Area Plan SFY2025 Update. Some of the things mentioned were increased participation in congregate and focus on minorities. Said We have a Hispanic meals program in both Columbus Junction and Muscatine, Hispanic outreach noted by ADS staff as most effective in the state. Rebranded of Milestones Cafes in conjunction with Iowa Cafes, bringing increased activity at meal sites with modernization and virtual programming. Moms Meals and Lucky Frog helped with delivering meals where we were not able to reach previously. Virtual programs for family caregivers were unsuccessful. Able to do some health promotion programming through our meal sites. Home modification and home safety going well but looking for funding to continue program. Assistance has increased for elder abuse awareness. Terry asked Becky how she felt about our goals that had been set and Becky replied that she felt we accomplished most of what we planned to do. She also mentioned we don't enjoy having to place people on a waiting list. Becky will continue to send out information on what is happening at the State level and movement taking place.

VII. Financial Report

Stephanie went through her reports with the Board. Stephanie said she needs to get into the system to update the information but had been waiting until after the audit was completed. Motion made by Carol Earnhardt and seconded by Julie Schilling to approve the report as delivered. All were in favor.

VIII. Old Business – None

IX New Business

a. Consideration of application for Advisory Council membership – Becky had mailed the Board the application from Todd Wilson who is a County Board Supervisor in Wayne County. Motion made by Peggy Fisher and seconded by Susan Leuthauser to approve the application for Advisory membership of Todd Wilson. All were in favor.

b. Review and Discussion of SFY2025 Draft Area Plan Update – Motion made by Susan Leuthauser and seconded by Julie Schilling to approve the SFY2025 Draft Area Plan Update. All were in favor.

c. Review and Discussion of SFY2025 Budget – Stephanie explained the difference in the budget from the previous year, including less funding that was received. Said there

might be some ARPA carryover but won't know until the end of the year. Said she is focusing on more accuracy this year compared to last year. Rather than the Board approving the budget they would prefer to receive the balanced budget and then will approve by an email vote.

d. Review and approval of SFY2025 current contracted services provider list, minus Community Action of Southeast Iowa. Motion made by Peggy Fisher and seconded by Carol Earnhardt to approve the SFY2025 current contracted services provider list, minus Community Action of Southeast Iowa. All were in favor.

e. Approval of Community Action of Southeast Iowa as an SFY2025 contracted service provider. Sheri Wilson abstained from voting. Motion made by Carol Earnhardt and seconded by Peggy Fisher to approve Community Action of Southeast Iowa as an SFY2025 contracted service provider. All were in favor.

f. Approval of St. Paul Congregational UCC as new Oskaloosa meal site location and resumption of nutrition service in Mahaska County. Motion made by Susan Leuthauser and seconded by Sheri Wilson to approve St. Paul Congregational UCC as new Oskaloosa meal site location and resumption of nutrition service in Mahaska County. All were in favor.

X. Program Reports

a. Human Resources – Kathy said turnover rate about 10 weeks for full time positions. Three to six weeks of training and ongoing training, not included in figures. Want to keep pools of candidates open. Looking into whether cost wise beneficial to have Assured Business Partners do benefits electronically.

b. Nutrition Program – Lisa said she had nothing more to add to report.

c. Social Services Program – Adrian on vacation.

d. Health Promotions/Evidence Based Programs – Sonita said we have decided to suspend Better Choice/Better Health program for the time being. Will look at other programming that may be of more interest to people at this time.

e. Marketing Report – Devin said he had nothing more to add.

XI. Calendar Year 2024 Board of Directors Meetings

Next scheduled Board of Directors meeting will be June 20 at 10 a.m.

X. Adjournment

Motion made by Carol Earnhardt and seconded by Peggy Fisher to adjourn the meeting at 11:20 a.m.