



**BOARD OF DIRECTORS MEETING
VIA ZOOM
JUNE 15, 2023**

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

Board Members Absent: Steve Swisher and Sheri Wilson

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

Advisory Council member and Board candidate: Susan Leuthauser

I. Call to Order

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

II. Roll Call

Roll call was taken.

III. Approval of Agenda for June 15, 2023

Motion to approve the Agenda made by Peggy Fisher and seconded by Terry Wilson. All were in favor.

IV. Approval of Board Minutes of March 16, 2023

Motion to approve Board Minutes made by Bill Thom and seconded by Terry Wilson. All were in favor.

V. CEO Report

Director for the Department of Aging, renamed the Division of Aging and Disabilities Services, will be selected before July 1. Two panels interviewing: stakeholders and HHS Administration. Have 3 candidates. AAAs have a representative on stakeholder panel and will make a recommendation. Kelly Garcia will consider all feedback and makes final

decision. Becky introduced new HR Director, Kathy Hyde. Wrapping up contracts and the budget. Becky introduced Susan Leuthauser, who is the Advisory Council Chair and a candidate for Board membership. Susan is helping to try to find more Advisory Council members.

VI. Financial Report

Mariela submitted the updated budget to IDA. Social Services making changes. New fiscal year starts July 1. Terry asked if going to end year in the black. Mariela said trying to get an accurate picture of where we stand. Trying to reduce costs and year-end expenses going forward. Motion to approve financial report made by Peggy Fisher and seconded by Bill Thom. All were in favor.

VII. Old Business

Mileage reimbursement rate – wanted to revisit temporary increase in mileage rate in June from what was agreed to by Board in December. After discussion Terry Wilson said prices have not gone down and don't want to lose staff because of lowering reimbursement rate. We are encouraging the use of staff vehicles whenever available. Motion made by Terry Wilson and seconded by Peggy Fisher to leave mileage reimbursement rate where it presently is at and review it again at end of next fiscal year. All were in favor.

VIII. New Business

- a. Annual forms for signatures – Conflict of Interest, Ethical and Good Faith Standards. Forms given to Board for signature and to be returned to Sharon. Bill Thom term ending end of June so won't need to send in form. Julie extended term for one year and will ask Steve if he would agree to extend for a year. Motion made to extend term limit of Board for one year by Terry Wilson and seconded by Peggy Fisher. All were in favor.
- b. Election of officers -
 - i. Chair – Terry Wilson
 - ii. Vice-chair – Peggy Fisher
 - iii. Secretary/Treasurer – Steve SwisherMotion made by Terry Wilson and seconded by Peggy Fisher to accept and approve nominations as presented. All were in favor.
- c. Consideration of applications for Board membership –
 - i. Susan Leuthauser, Scott County
 - ii. Carol Earnhardt, Scott CountyMotion made to accept both as new members of Board by Terry Wilson and seconded by Bill Thom. All were in favor. Terry wants Susan to remain the Advisory Council Chair and would also be the Board Representative.
- d. Approval of updated FY24 full meal cost posted rate -

Request made to Board by Pam Taylor to post what the cost of all meals are at our meal sites. August was last time rate was approved by Board. End of March showed meal cost was \$11.27. Terry asked what the new budget would show for costs. Mariela said waiting for a discussion with Pam. Pam said cost is \$11.30 right now. Motion made by Terry Wilson and seconded by Peggy Fisher to approve raising the official actual cost rate of \$11.30.

- e. Cost-of-living increase for Milestones AAA employees who have held their positions as of July 1, 2022

Becky presented information on a similar agency's wages for related positions in our region as compared to us. They pay more on what they offer by at least \$3 an hour. They are experiencing the same challenges we are. Our average full-time wages and annual salaries are generally lower. Among AAAs, Milestones is among the lowest in a recent analysis. Julie asked what if we tried to restructure our range system.

Becky said we looked at a 6% cost of living increase. Terry suggested starting with a 4% increase based on cost-of-living increase. Fiscal responsibility would show sign of good faith because of high cost-of-living. Motion was made by Terry Wilson and seconded by Peggy Fisher to provide 4% cost-of-living increase along with note that budget still must be balanced. All were in favor.

IX. Closed Session

Motion made by Terry Wilson and seconded by Peggy Fisher to go into closed session to discuss CEO FY24 pay raise. Motion made by Peggy Fisher and seconded by Bill Thom to end closed session at 11:25 am.

X. Program Reports

a. Human Resources – Kathy introduced herself to the Board and told them a little about herself.

b. Nutrition – Two responses to an agency group RFP were submitted but neither met goal of saving us money so did not go with either bid. Working on updating RFP and submitting on our own before fall. Any recommended actions will be brought to the Board. Looking to see if there are more efficient ways to deliver nutrition program. RFP is not to take over program but to provide meals only. Have an active wait list for meals. Able to run a report every week as to who is on the list and track openings.

c. Social Services Program – Had to make some adjustments but happy to have procedures in place that we did not have before. Looking at budget to make sure we balance services provided with amount of funding available to spend now that we are back to “regular” post-COVID funding. Adrian also provided the Board with information on various activities of his team.

d. Health Promotions/Evidence-Based Programs – Wrapping up programs and doing a lot of data. Sonita updated the Board on some of her program highlights.

e. Marketing Report – Mike working on agency awareness. Senior Farmers Market program underway. Promoting Elder Abuse Day. Launched first internal staff newsletter. Getting started on Caregiver Conference for November 4.

XI. **Oil Report**

Bill's term expired, so there was no OIL report. Right now, Milestones does not have an OIL representative. Bill did mention you can go to their website to get reports. He said only one OIL legislative priority item got passed this year.

XII. **Board Meetings Remaining in 2023**

August 17, October 19, December 14

XIII. **Adjournment**

Terry and Peggy wanted to thank Julie for her time of service. Bill was thanked also for both his many years of service as a Board member and for all his OIL reports. The meeting adjourned at 11:55 am.