



Minutes of Board of Directors Meeting

August 15, 2024 at 10:00 a.m.

Board Members Present: Peggy Fisher, Terry Wilson, Carol Earnhardt, Julie Schilling, Stephen Swisher, and Sheri Wilson

Board Member Excused Absence: Susan Leuthauser

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

I. Call to Order

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

II. Roll Call

Roll call was taken, and all were present except for Susan Leuthauser who had an excused absence.

III. Approval of Agenda

Motion to approve the Agenda of August 15 was made by Steve Swisher and seconded by Sheri Wilson. All were in favor.

IV. Approval of Board Minutes of June 20, 2024.

Motion to approve the Minutes of June 20 was made by Sheri Wilson and seconded by Carol Earnhardt. All were in favor.

V. CEO's Report

State Level: Becky said finishing the year-end data and fiscal reporting to certify to the State. These are the official counts and statistics for SFY2024. ARDC is moving along. LifeLong Links Iowa is in the process of responding to the RFP. At this time we do not

think the AAA regions will be changed. In preparation for new 4-year plan, conducting needs assessments for various program areas. Purpose is to determine underserved consumer populations and consider targeting programs, outreach, services for next plan period. Learned ADS overpaid the AAAs in some funding areas, said they would absorb the bulk of it, but we will need to repay a portion. Likely not more than \$20,000. Also learned that our incentive funding has been cut (Nutrition Services Incentive Program) by \$60,000.

Agency News & Incentives: Have new vehicle and work comp insurance companies. Increase in vehicle premiums but work comp stayed about the same. Implemented an authorized driver list to limit drivers, as insurance is impacted by number of drivers. Have initiated vehicle maintenance check logs to help catch maintenance issues early. New incident report has been put in place. Nutrition instituted a monthly safety training program to help decrease avoidable injuries. Davenport has a new Family Caregiver Specialist. We still have an I & A vacancy in Davenport to fill. The Farmer's Market program is almost over. We are in the process of seeking a new firm for annual audit. Have inquiries out with 7 firms, two of have declined stating they no longer perform federal audits. Will start following up next week.

VI. Financial Report

Stephanie said she did not have the year end report yet. We have funds we need to have to pay bills. Things are getting corrected and stabilized. Working to make sure payments made to us in a timely way that we can count on. Sheri asked if we are within our budget and the response was that we are. Making sure we have control on what is being approved and what is being supported. Needing to be very frugal and very cautious for quite a while. Need to serve within our means. Terry asked about the figures for staff as it shows we are over staffed but are short staffed. He asked if another meeting was needed just to focus on the end of the year figures. No action was taken on the fiscal report but rather just acknowledged it as a summary at this time.

VII. Old Business – None

VIII. New Business

- a. Resolution of Authorization to Retain and Maintain a Line of Credit with Quad City Bank and Trust - Becky said the reason for this is we have always enjoyed a nice savings account as a buffer for late payments from the State. We don't have that cushion anymore. This has been a source of anxiety. The Foundation has been filling this role, but we believe we need a plan in place to restore funds to the Foundation and then also have a line of credit established where we could access funds if needed to bridge any gaps. We have been with Wells Fargo but would like to get away from them and establish banking with Quad City Bank. They understand what we are trying to do. We need permission from the Board to establish a line of credit

- to help us carry through difficult times and delays. We are also requesting an increase in rent payment to the Foundation. Terry said he has reservations because there is no final budget yet but understands the need to make sure we meet payroll and bills. Said the Board would be looking at it as a vote of confidence. Becky said the intention is to never have to use the line of credit but want it as a safety net in case of need. Motion to approve the line of credit with Quad City Bank and Trust made by Steve Swisher and seconded by Julie Schilling. All were in favor.
- b. Request for approval to close meal site – Lisa said the meal site at Appanoose County attendance has decreased over the years. After reopening attendance was about 14 individuals. Challenges with staffing has been a recurring issue for a long time. Albia site manager has been going to the Centerville location twice a week since late winter but that is not sustainable. Site host group has also not been overly supportive. We are moving forward with establishing an Iowa Café at a local restaurant. It will be about 3 months before the actual closing. Will work on finding a site that is a good fit and is positive about being involved. ADS will be informed once Board decides whether or not to approve. Motion made to approve the closing of the Appanoose County meal site in Centerville made by Peggy Fisher and seconded by Steve Swisher. All were in favor.

IX. Program Reports

- a. Human Resource – Kathy said she had nothing additional to report at this time.
- b. Nutrition Program – Lisa said she had nothing additional to report at this time.
- c. Social Services Program – Kim said at the next meeting she should have more data about service positions.
- d. Health Promotions/Evidence-Based Programs – Sonita said they are wrapping up the HARP Program. Putting together lessons learned and offering as a virtual meeting in September. Sonita will share the link.
- e. Marketing Report – Devin said we received an award related to the Aging and Disability Vaccination Collaborative grant we participated in last fall. It was a 2023 champion award and recommendation.

X. Calendar Year 2024 Board of Directors Meeting remaining

Next Board meeting will be October 17.

Terry said if anyone was interested on serving on the financial committee to please email him.

XI. Adjournment

Motion to adjourn the Board Meeting made by Carol Earnhardt and seconded by Terry Wilson. The meeting adjourned at 11:02 am.