

**MILESTONES AREA AGENCY ON AGING  
BOARD OF DIRECTORS MEETING  
Tuesday, February 25, 2014  
10:00 AM**

The Board of Directors met Tuesday, February 25, 2014 at 10:00 AM at the Ainsworth Four Corner Restaurant and Fuel Stop, 3112 Hwy 92, Ainsworth.

Dorothy Goldizen called the meeting to order at 10:15 AM

**CALL TO ORDER**

Roll call was taken by secretary.

**ROLL CALL**

**Present:** Bob Howard, Christy Davis, Dorothy Goldizen, Frances Bohlken, Jeri Dean, Jim Howell, Lee McClure, Lloyd Hahn, and Lynelle Diers.

**Staff Present:** Connie Holland, Christa Merritt, Pam Taylor, Tina Jaegers, Kim Goering, and Charlene Baxter.

The minutes of the Board of Directors meeting held on December 17, 2013 were included in the packet. There was a correction to the Board minutes under members present: Jim Howard should be Jim Howell. The minutes of the Executive Committee teleconference held on January 16, 2014 were also included in the packet. Motion made by Jim Howell, seconded by Frances Bohlken, to approve the minutes with the correction to the Board minutes. The motion was carried unanimously.

**APPROVAL OF MINUTES**

Tina presented the Financial Report. The Board Report for December, 2013 was included in the packets. The Accounts Payables for November and December, 2013 were included in the packet. There were some questions and discussion.

**REPORTS**

**Financial Reports**

The Wells Fargo credit card statements were included in the packet for members' information. There were some questions.

Motion made by Lynelle Diers, seconded by Lee McClure, to approve the December, 2013 Board Report and Accounts Payables for November and December, 2013. The motion was carried unanimously.

Connie Holland informed members that Lisa Crews, Fiscal Analyst, has resigned, Tina Jaegers is now the Fiscal Director, and we will be hiring an Accounting Supervisor to be located in the Davenport office. There were questions and discussion.

The job description for Fiscal Director was a handout. There were some questions and discussion. There was a correction; the date should be February 2014 not February 2013. Motion made by Frances Bohlken, seconded by Jim Howell, to accept the job description for Fiscal Director with the correction. The motion was carried unanimously.

**Fiscal Director  
Job Description**

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The Accounting Supervisor job description was a handout. Lisa Crews and Tina Jaegers worked together to create this job description. There were some questions and discussion. Motion made by Lynelle Diers, seconded Jeri Dean, to approve the Accounting Supervisor job description. The motion was carried unanimously. Members would like to see the salary grade. This will be included in the March packet.

**Accounting Supervisor  
Job Description**

Pam Taylor presented the Nutrition Report. The Meal Information Reports for November and December, 2013 were included in the packet. There were questions and discussion.

**Nutrition Report**

Kim Goering presented the Case Management Report, which was included in the packet. We have an opportunity to train case managers in Healthy Ideas, an Evidence Based Program, to be able to help clients identify depression. It is becoming more difficult getting clients on the Elderly Waiver program, and also keeping clients on the Elderly Waiver programs. Case Managers help clients with denials/appeals to which are mostly successful. There were some questions and discussion. Members would like a column to show the change in number of clients per county from the previous report.

**Case Management Report**

Kim Goering presented the ADRC (Aging & Disability Resource Center) Options Counseling Report, which was included in the packet.

**ADRC/Options Counseling  
Report**

Christa presented the Lease for the Burlington office. The lease was up for renewal, staff recommends renewing the lease and staying in the same building at the same price. Motion made by Jim Howell, seconded by Bob Howard, to renew the lease for the Burlington office. The motion was carried unanimously.

**OLD BUSINESS**

**Burlington Office Lease**

Connie presented the FY 2014 Area Plan Update. As of January 1, 2014 all six Area Agencies were conditionally designated as Lifelong Links Aging and Disability Resource Centers. This necessitated several items to update in the FY 2014 Area Plan. The definition for options counseling was included in the packet. The letter of conditional approval of Lifelong Links Aging & Disability Resource Center from the Iowa Department on Aging was included in the packet. The Request for Direct Service Waiver was included in the packet. A copy of the public hearing notice that was published in the newspapers was included in the packet. A copy of instructions to join by telephone was included in the packet. The public hearing agenda for February 20, 2014 was included in the packet.

**NEW BUSINESS**

**FY 2014 Area Plan Update**

**Direct Service Waiver**

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An informative sheet for the Ottumwa office relocation was included in the packet. A copy of the draft lease from June, 2014 to May, 2019, for the Ottumwa office anticipated move was sent to members prior to the meeting. Connie explained the concerns with the current office location. A copy of the anticipated new office for Ottumwa was included in the packet. There were questions and discussion. Motion made by Bob Howard, seconded by Jeri Dean, authorizing Connie Holland to sign the lease as presented. The motion was carried unanimously.

### **Ottumwa Office Relocation**

The Options Counseling job description was a handout. This would not be a new position, just a position title change. There were questions and discussion. Members would like to have computer skills added as a requirement on the job description. Members also would like for the computer skills to be demonstrated during the interview for this position. Motion made by Jim Howell, seconded by Frances Bohlken, to approve the Options Counseling job description with the changes as stated. Motion carried unanimously.

### **Options Counseling Job Description**

An informative sheet was included in the packet regarding the wage equalization acceleration effective as of January 1, 2014. An informative sheet was included in the packet for a 1.3% wage increase for all employees effective January 1, 2014.

Tina Jaegers presented the Revised FY 2014 Area Plan Budget. This was a handout, which replaced the FY 2014 budget that was included in the packet. The revised budget included wage equalization for Ottumwa area staff and 1.3% wage increase for all staff. Personnel costs have been reduced from the original budget because the fringe benefits were estimated too high. The professional services decreased due to over budgeting of audit expense. The contractual costs were over budgeted due to some duplication of contracts. State revenues were decreased \$10,000 due to the startup of the Vocational Rehab program. The Fresh Conversations grant of \$30,000 was removed due to lack of funding. The budget also included the additional rent expense for the Ottumwa office of (\$2,700) due to an anticipated move in June. There were questions and discussion. The budget did not include the moving expenses for the Ottumwa office. Motion made by Lloyd Hahn, seconded by Lee McClure, to approve the FY 2014 Area Plan Update/Amendment as presented. Motion carried unanimously.

### **Budget**

Connie Holland presented the Iowa Vocational Rehabilitation Project. There was an informative sheet included in the packet. We will be able to be reimbursed for expenses for this position from the Iowa Vocational Rehabilitation. This position will be housed in the Davenport office. There were questions and discussion. Disability will be a requirement to receive vocational rehabilitation services. Motion made by Lee McClure, seconded by Jim Howell, to authorize signature of the contract for the Iowa Vocational Rehabilitation. The motion was carried unanimously.

### **Iowa Vocational Rehabilitation Project**

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Connie Holland presented the FY 2014-2015 Area Plan Update. There was an informative sheet included in the packet. There will be an Advisory Council meeting held in Davenport on March 10, 2014 at 10 AM, Advisory Council meeting held in Ottumwa on March 12, 2014 at 10 AM, and a Joint Board and Advisory Council meeting at the public library in Burlington on March 13, 2014 at 10 AM. This will allow each Advisory Council and the Board of Directors to receive the Area Plan update so that staff will be able to submit the FY 2015 Area Plan Update on or before April 1, 2014. There were questions and discussion.

**FY 2014-2015  
Area Plan Update**

Christa Merritt presented the Policy for Agency Vehicle Use. The policy was included in the packet. This policy would apply to all volunteers and employees that use any agency vehicle. There were questions over log books. Members would like to add in number 5 that log books are required to be used for all vehicles. Members would like to change number 13 to say that Drivers may not use their cell phone in any capacity while operating the agency vehicle. Motion made by Jim Howell, seconded by Lloyd Hahn, to approve the policy with the changes to numbers 5 and 13. Motion carried unanimously.

**Policy for Agency  
Vehicle Use**

Christa Merritt presented the Returned Check Poster. There was a copy of the poster included in the packet. Motion made by Lynelle Diers, seconded by Lee McClure, to approve Returned Check Poster as presented. The motion was carried unanimously.

**Returned Check Poster**

Christa Merritt presented the Sunshine Fund. There was a sheet included in the packet for members' information. The Sunshine Fund is a completely voluntary program.

**Sunshine Fund**

**ITEMS OF INTEREST**

The 2014 Iowa Association of Area Agencies on Aging Legislative Priorities, which was included in the packet for members' information.

**Legislation Priorities**

The Older Iowans Legislature (O.I.L.) Report for January was included in the packet for members' information.

**OIL Update**

The next meeting is scheduled to be held jointly with the Advisory Council at the library in Burlington on March 13, 2014 at 10 AM.

**NEXT MEETING**

Motion made by Lynelle Diers, seconded by Jim Howell, to adjourn. The meeting was adjourned at 11:45 AM.

**ADJOURNMENT**