



Minutes
Advisory Council Meeting
Region A – Davenport
March 10, 2014

Members Present: Christy Davis, Quinn Williams, Kristi Korpi, Larry Sinclair,
Stephen Swisher, Sylvia Banes, Leslie Arquilla,

Members Absent: Bob Howard(excused), Lee McClure, Liz Sherwin,

Staff Present: Connie Holland, CEO; Christa Merritt, COO; Tina Jaegers, Fiscal
Director; Kim Goering, Regional CM Director; Pam Taylor,
Services Director; Sharon Schnoor, Office Assistant

Call to Order: The meeting was called to order at 10:00 a.m. by Chair, Quinn Williams.

Attendance: Sharon Schnoor took the roll call.

Approval of Minutes: Kristi Korpi moved and Sylvia Banes seconded, to approve the Minutes.
The Minutes were approved unanimously.

Reports:

Connie Holland said the draft of the Minutes of Milestones Board of Directors February meeting were included in the Advisory packet for informational purposes. There were no questions regarding the Minutes.

Financial Reports – Tina Jaegers presented the financial report through the month of January to the Advisory Council. Tina pointed out various things regarding the report. There were no questions by the Council.

Council Action: Steve Swisher moved, and Leslie Arquilla seconded, to accept the financial report as written. It was approved unanimously.

Nutrition Reports – Pam Taylor passed out the Nutrition Reports. She explained that there was a summary of meals served on the back side of one of the reports. Pam wanted to draw the Council's attention to the fact that numbers were down slightly due to weather related closures. It was asked if it was possible to show the number of volunteer hours and Pam said she would see if it was possible to do so in the next report.

Council Action: Sylvia Banes moved, and Steve Swisher seconded, to accept the Nutrition Report. The report was accepted unanimously.

Case Management – Kim Goering went over the list of counties that showed the percentage of elderly waiver, client-based purchase of service, and private pay/contribution for Case Management in each county. The report shows any new clients that were added during the month of February. It was asked what the average amount of time a client is in the program. Staff thought it was about an average of 32 months but we do not have specific data at this time.

Council Action: Larry Sinclair moved, and Kristy Korpi seconded to accept the report as written. The report was accepted unanimously.

ADRC Option Counseling Report – Kim Goering said that the number of clients have dropped from the first month. She indicated that the units were reported incorrectly for the first month and that has been corrected. She stated that we have been getting some calls as a result of Lifelong Links. As a result, we are also getting a large number of referrals to Case Management.

Council Action: Sylvia Banes moved, and Leslie Arquilla seconded, to accept the report as written. The report was accepted unanimously.

Old Business – There was no old business to discuss.

New Business

(1) FY 2015-2014 Area Plan Update - Christa Merritt

The Council packet had included a copy of the Area Plan narrative. Christa said IDA was very specific on what we needed to discuss. She asked if there were any specific questions regarding the content. Christa reviewed the main topics of the plan. One change was noted in regards to sentence structure and that will be changed.

- (2) Information on providing meals directly for Burlington and Ottumwa/Wapello County – Pam Pam presented a handout to the Council showing various costs for having meals previously contracted by HyVee in Burlington to the Ft. Madison kitchen. Pam said we already have a cook on site and would only need to increase her hours slightly. There was also a handout concerning the Ottumwa/Wapello County project which listed other positions that would be needed and it showed a breakdown in costs. Pam said we would have a significant savings by producing our own meals in both locations.

Pam said the Salvation Army (Ottumwa) notified us they are discontinuing their contract with us as of May 31 so by June 1 we have to have a plan in place. Pam said the Oskaloosa site has the capability to produce the food.

Council Action: Steve Swisher moved, and Christy Davis seconded, to recommend termination of the contract with HyVee and to implement a plan for Ottumwa/Wapello County and Burlington. The Motion was approved unanimously.

- (3) Advisory Council Bylaws – Christa

Christa said a change had been made in the Bylaws regarding telephone and electronic communication for voting purposes. A copy of the Bylaws showing the change was included with the Council's packet.

Council Action: Larry Sinclair moved, and Kristy Korpi seconded, to accept the first reading of the amendment to the Bylaws. The Motion was approved unanimously.

- (4) Policy on employee donation of sick leave to another employee – Christa

Christa said we are drawing up a new policy for donating sick leave to another employee. This would be a voluntary program for people to donate their sick time to someone that might not have it. The people that are donating must keep a balance of 40 hours in their own time.

Council Action: Sylvia Banes moved, and Larry Sinclair seconded, to recommend the donation of sick leave to another employee option. The Motion was approved unanimously.

Items of Interest – There were none.

Next Scheduled Meeting – The next scheduled meeting is June 17, 2014 at 10 a.m.

The meeting was adjourned at 11:15 am.



Minutes
Advisory Council Meeting
Ottumwa
March 12, 2014

The Advisory Council met Wednesday, March 12, 2014 at 10:00 AM in the Ottumwa office conference room of Milestones Area Agency on Aging.

Bob Waugh, Chairperson, called the meeting to order at 10:00 AM.

CALL TO ORDER

Present: Lynelle Diers, Cheryl Downard, Dorothy Goldizen, Toni Griffith, Duffy Kester, Colleen Putnam, Joan Runyan, Lyle Van Fleet, Bob Waugh, and Joseph Wheeler.

ROLL CALL

Proxy: Karen Quick was proxy for Lillian Frizzell.

Excused: John Campbell, Edd Felgar, Lloyd Hahn, Steve Laing, Kris Laurson, Rodney Robinson, and Bill Thom.

Absent: Leslie Docekal and Matt Greiner.

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

The minutes of the Advisory Council meeting held on February 24, 2014, were included in the packet. Motion made by Lyle Van Fleet, seconded by Lynelle Diers, to approve the Advisory Council minutes as sent. The motion was carried unanimously.

APPROVAL OF MINUTES

The draft minutes of the Board of Directors meeting held on February 25, 2014 were included in the packet for members' information. There were no questions.

REPORTS

Board Minutes

Tina Jaegers presented the Financial Reports. The Board Report for January, 2014 was included in the packet. There were some questions. Motion made by Lynelle Diers, seconded by Dorothy Goldizen, to accept the Financial Report for January, 2014. The motion was carried unanimously.

Financial Report

Milestones AAA Advisory Council Meeting Ottumwa

March 12, 2014

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Pam Taylor presented the Nutrition Report. The Meal Information Reports for January, 2014 was a handout. There were questions and discussion. Motion made by Toni Griffith, seconded by Cheryl Downard, to accept the Nutrition Report. The motion was carried unanimously.

Nutrition Report

Kim Goering presented the Case Management Report. The Case Management Report was included in the packet. There was a new column added to show new clients. There were some questions. Motion made by Lyle Van Fleet, seconded by Colleen Putnam, to accept the Case Management Report. The motion was carried unanimously.

Case Management Report

Kim Goering presented the ADRC (Aging & Disability Resource Center) Options Counseling Report, which was included in the packet. Kim explained that the last report was incorrect due to counting the units wrong, and that this report is correct. Motion made by Cheryl Downard, seconded by Bob Waugh, to accept the Options Counseling Report. The motion was carried unanimously.

ADRC Options Counseling Report

There was no Old Business.

OLD BUSINESS

Connie Holland explained that this meeting was scheduled for the Advisory Council to approve the FY 2014-2015 Area Plan Update and authorize submittal to the Iowa Department on Aging. The entire Area Plan Update for FY 2014-2015 was available for members' viewing if they wished to see it.

NEW BUSINESS

FY 2014-2015 Area Plan Update

Christa Merritt presented the FY 2014-2015 Area Plan Update Narrative. This was included in the packet.

Narrative

Connie Holland presented the contracts for the FY 2014-2015 Area Plan as a handout. She explained that this was the second year for the contracted services and that the funding amount either stayed the same or was lower. There were some questions.

RFPs

Connie Holland presented the Units of Service for the FY 2014-2015 Area Plan as a handout. The funding source and measurement of each unit were shown for each service on the handout.

Units of Service

Tina Jaegers presented two options for the FY 2014-2015 Projected Budget. The two budget options were handouts. The difference between the two budget options were the percentage of pay increase for employees. The Board members had requested two different options for pay increases. One budget included a 2% raise for employees with revenue over expenses of \$82,248. The other budget included a 3% raise for employees with revenue over expenses of \$59,647. The criteria for employees to receive the raise would be

Projected Budget

Milestones AAA Advisory Council Meeting Ottumwa

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that they would need to have their 90 days in and receive a 3 or higher on their annual evaluations. Connie informed members that the Advisory Council meeting held in Davenport on March 10, 2014 had recommended the 3% pay increase for employees. There were questions and discussion. Motion made by Cheryl Downard, seconded by Lyle Van Fleet, to approve and recommend to the Board a 3% pay increase for employees. Motion was passed, with 8 members that voted yes and 3 members that voted no.

Pam Taylor presented the Ottumwa/Wapello County Meal information. This was a handout. The Salvation Army has given notice that they will be terminating their contract with us to provide meals for Wapello County as of May 30, 2014. It was proposed to cook the meals at the Oskaloosa Nutrition Center and transport the meals to Ottumwa, with an estimated total net savings of \$44,743.37. We haven't found a place to hold the congregate meals yet, but we are looking into it. Any cost for the congregate meal location was not included in the estimated total net savings. There were questions and discussion.

Wapello County Meals

Pam Taylor presented the Burlington Meals. The meals in Burlington are currently contracted to Hy-Vee. It is proposed to terminate the contract with Hy-Vee for the Burlington meals as of July 1, 2014, and to produce the meals from the Ft. Madison kitchen. The estimated total net savings to do this would be \$34,390.00. To terminate the Hy-Vee contract for the Burlington meals we would need to give notice by March 30, 2014, to become effective July 1, 2014.

Burlington Meals

Motion made by Lyle Van Fleet, seconded by Lynelle Diers to approve the proposals for the Burlington and Ottumwa/Wapello County Meals. Motion carried unanimously.

Christa Merritt presented the first reading of the amendment to the Advisory Council Bylaws. This was included in the packet. The following verbiage was added: While the priority continues to be that Advisory members participate in person and on-site, the members may permit participating in a regular or special meeting or to conduct the meeting through any means of communication by which all members participating simultaneously hear each other during the meeting, including by telephone or video conferencing. A member participating in a meeting by this means is deemed to be present in person at the meeting. Electronic communication for purposes of voting in an emergency situation is also allowed. Advisory members must notify the CEO or COO of their need to participate other than by physical presence at their meeting. Motion made by Lyle Van Fleet, seconded by Colleen Putnam, to accept the first reading of the Advisory Council Bylaws amendment. Motion was carried unanimously.

Advisory Council Bylaws First Reading

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Connie explained that Gayla Harrison, Milestones' attorney, had suggested starting to join the Advisory Councils into one instead of 3 separate councils. There were questions and discussion over this.

Christa presented the Policy on Employee Extended Illness/Injury Donation which would allow employees to donate sick leave to another employee under certain conditions on a voluntary basis. A copy of the policy was a handout. There were questions and discussion. Motion made by Colleen Putnam, seconded by Duffy Kester, to approve the policy as presented and recommend to the Board. The motion was carried unanimously.

There were no items of interest.

The next Advisory Council meetings are as follows:

Davenport-June 17, 2014

Burlington-June 18, 2014

Ottumwa-June 19, 2014

The meeting was adjourned at 11:30 AM.

**Policy on Employee
Donation of Sick Leave**

ITEMS OF INTEREST

NEXT MEETINGS

ADJOURNMENT



Minutes
Joint Board of Directors and Advisory Council Meeting
Burlington
March 13, 2014

The Board of Directors and the Advisory Council met jointly on Wednesday, March 13, 2014 AM in the conference room of the Public Library in Burlington.

The meeting was called to order at 10:00 AM.

CALL TO ORDER

Advisory Members Present: Janet Bindewald, Frances Bohlken, Cathy Holtkamp, Jim Howell, Julie Schilling, Patricia Steiner, and Lyn Stinson.

ROLL CALL

Advisory Members Excused: Linda Albright and Jeri Dean.

Board Members Present: Bob Howard, Christy Davis, Dorothy Goldizen, Frances Bohlken, Jim Howell, Lee McClure, and Lynelle Diers.

Board Members Excused: Jeri Dean and Lloyd Hahn.

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

The minutes of the Advisory Council meeting held on February 19, 2014, were included in the packet. Motion made by Frances Bohlken, seconded by Julie Schilling, both members of the Advisory Council, to approve the Advisory Council minutes as sent. The motion was carried unanimously by the Advisory Council.

**APPROVAL OF
ADVISORY COUNCIL
MINUTES**

The draft minutes of the Board of Directors meeting held on February 25, 2014 were included in the packet. Motion made by Bob Howard, seconded by Lynelle Diers, both members of the Board, to approve the Board minutes as sent. The motion was carried unanimously by the Board of Directors.

**APPROVAL OF BOARD
MINUTES**

Tina Jaegers presented the Financial Reports. The Board Report for January, 2014 was included in the packets. The Accounts Payables for January, 2014 were included in the Board packets. There were some questions. Motion made by Frances Bohlken, seconded by Julie Schilling, both members of the

Financial Report

Milestones AAA Joint Board Of Directors and Advisory Council Meeting Burlington

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Advisory Council, to accept the Financial Report for January, 2014. The motion was carried unanimously. Motion made by Christy Davis, seconded by Lynelle Diers, both members of the Board, to approve the Financial Report and Accounts Payables for January, 2014. The motion was carried unanimously by the Board of Directors.

Pam Taylor presented the Nutrition Report. The Meal Information Reports for January, 2014 was a handout. Motion made by Julie Schilling, seconded by Janet Bindewald, both members of the Advisory Council, to accept the Nutrition Report. The motion was carried unanimously by the Advisory Council. Motion made by Bob Howard, seconded by Lee McClure, both members of the Board of Directors, to accept the Nutrition Report. The motion was carried unanimously by the Board of Directors.

Nutrition Report

Kim Goering presented the Case Management Report. The Case Management Report was included in the packet. There was a new column added to show new clients. There were some questions. Motion made by Frances Bohlken, seconded by Julie Schilling, both members of the Advisory Council, to accept the Case Management Report. The motion was carried unanimously by the Advisory Council. Motion made by Lynelle Diers, seconded by Jim Howell, both members of the Board, to accept the Case Management Report. The motion was carried unanimously by the Board of Directors.

Case Management Report

Kim Goering presented the ADRC (Aging & Disability Resource Center) Options Counseling Report, which was included in the Board and Advisory Council packets. Kim explained that the last report was incorrect due to counting the units wrong, and that this report is correct. Members would like to know if it would be possible to put different age groups on the report. Staff will check if it is possible to do that in the reporting program. Members would also like to see the topics of the items discussed. Motion made by Julie Schilling, seconded by Janet Bindewald, both members of the Advisory Council, to accept the Options Counseling Report. The motion was carried unanimously by the Advisory Council. Motion made by Bob Howard, seconded by Lynelle Diers, both members of the Board, to accept the Options Counseling Report. The motion was carried unanimously by the Board of Directors.

ADRC Options Counseling Report

There was no Old Business.

OLD BUSINESS

Christa Merritt presented the FY 2014-2015 Area Plan Update Narrative. This was included in the packets. There were questions and discussion.

**NEW BUSINESS
FY 2014-2015
Area Plan Update
Narrative**

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Connie Holland presented the contracts for the FY 2014-2015 Area Plan as a handout. She explained that this was the second year for the contracted services and that the funding amount either stayed the same or was lower. There were some questions.

RFPs

Connie Holland presented the Units of Service for the FY 2014-2015 Area Plan as a handout. She explained the contracted services and direct services. The funding source and measurement of each unit were shown for each service on the handout. There were questions and discussion.

Units of Service

Tina Jaegers presented two options for the FY 2014-2015 Projected Budget. The two budget options were handouts. The difference between the two budget options were the percentage of pay increase for employees. The Board members had requested two different options for pay increases. One budget included a 2% raise for employees with revenue over expenses of \$82,248. The other budget included a 3% raise for employees with revenue over expenses of \$59,647. The criteria for employees to receive the raise would be that they would need to have their 90 days in and receive a 3 or higher on their annual evaluations. Connie informed members that the Advisory Council members that met in Davenport and Ottumwa had recommended the 3% pay increase for employees. There were questions and discussion.

Projected Budget

Motion made by Janet Bindewald, seconded by Julie Schilling, both members of the Advisory Council, to approve the FY2014-2015 Area Plan Update, to include the 3% pay increase for all staff that have their 90 days in and receive a 3 or higher on their annual service evaluation. The motion was carried unanimously by the Advisory Council. Motion made by Frances Bohlken, seconded by Bob Howard, both members of the Board, to approve the FY2014-2015 Area Plan Update, to include the 3% pay increase for all staff that have their 90 days in and receive a 3 or higher on their annual service evaluation. The motion was carried unanimously by the Board of Directors.

Pam Taylor presented the Ottumwa/Wapello County Meal information. This was a handout. The Salvation Army has given notice that they will be terminating their contract with us to provide meals for Wapello County as of May 30, 2014. It was proposed to cook the meals at the Oskaloosa Nutrition Center and transport the meals to Ottumwa, with an estimated total net savings of \$44,743.37. We haven't found a place to hold the congregate meals yet, but we are looking into it. Any cost for the congregate meal location was not included in the estimated total net savings. There were questions and discussion.

Wapello County Meals

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Pam Taylor presented the Burlington Meals. The meals in Burlington are currently contracted to Hy-Vee. It is proposed to terminate the contract with Hy-Vee for the Burlington meals as of July 1, 2014, and to produce the meals from the Ft. Madison kitchen. The estimated total net savings to do this would be \$34,390.00. To terminate the Hy-Vee contract for the Burlington meals we would need to give notice by March 30, 2014, to become effective July 1, 2014.

Burlington Meals

Members would like to see the impact on the budget with the meals produced this way after one year. Motion made by Julie Schilling, seconded by Patricia Steiner, both members of the Advisory Council, to approve the proposals for the Burlington and Ottumwa/Wapello County Meals. The motion was carried unanimously. Motion made by Lee McClure, seconded by Frances Bohlken, both members of the Board, to approve the proposals for the Burlington and Ottumwa/Wapello County Meals. The motion was carried unanimously.

Christa Merritt presented the first reading of the amendment to the Advisory Council Bylaws. This was included in the Advisory Council packet. The following verbiage was added: While the priority continues to be that Advisory members participate in person and on-site, the members may permit participating in a regular or special meeting or to conduct the meeting through any means of communication by which all members participating simultaneously hear each other during the meeting, including by telephone or video conferencing. A member participating in a meeting by this means is deemed to be present in person at the meeting. Electronic communication for purposes of voting in an emergency situation is also allowed. Advisory members must notify the CEO or COO of their need to participate other than by physical presence at their meeting. Members would like Article IV, Section 4 removed, as it is also stated in Article VIII Section 1. Connie explained that Gayla Harrison, Milestones' attorney, had suggested starting to join the Advisory Councils into one instead of 3 separate councils. Motion made by Janet Bindewald, seconded by Patricia Steiner, to accept the first reading of the Advisory Council Bylaws amendment with the removal of Article IV, Section 4, and with the removal of the pluralized Advisory Council. The motion was carried unanimously.

Advisory Council Bylaws First Reading

Christa presented the Policy on Employee Extended Illness/Injury Donation which would allow employees to donate sick leave to another employee under certain conditions on a voluntary basis. A copy of the policy was a handout. There were questions and discussion. Motion made by Janet Bindewald, seconded by Julie Schilling, to approve the policy as presented and recommend to the Board. The motion was carried by the Advisory Council with 6 yes votes and 1 no vote.

Policy on Employee Donation of Sick Leave

Advisory Council

Milestones AAA Joint Board Of Directors and Advisory Council Meeting Burlington

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Motion made by Jim Howell, seconded by Lee McClure, both members of the Board, to approve the policy as presented. Roll call vote was taken with 4 members that voted no, and 3 members that voted yes, the motion did not pass. Members would like to cap of 40 hours included as well as vacation time included in the policy. Members would also like to see the policies on vacation and sick leave. This will be reviewed again at the April meeting.

**Policy on Employee
Donation of Sick Leave
Board of Directors**

There were no Items of Interest for the Advisory Council members.

**ITEMS OF INTEREST
Advisory Council**

The next Advisory Council meetings are as follows:

Davenport-June 17, 2014

Burlington-June 18, 2014

Ottumwa-June 19, 2014

**NEXT MEETINGS
Advisory Council**

The Advisory Council members that were not on the Board of Directors were adjourned at 12:05 PM.

**ADJOURNMENT
Advisory Council**

Pam Taylor presented the agreement with the City of Winfield Commission Board. The agreement was included in the Board packets. There were questions and discussion. Motion made by Frances Bohlken, seconded by Bob Howard, to approve the agreement with the City of Winfield Commission Board. The motion was carried unanimously.

**Agreement with
City of Winfield
Commission Board**

Bob noted that he had been impressed due to a lot of cooperation and good quality decisions with the transition and bringing everyone together. Jim Howell asked about conducting record checks on all volunteers. We are looking into this and whether it is required or not.

**ITEMS OF INTEREST
Board of Directors**

The next Board of Directors meeting is scheduled for April 22, 2014.

**NEXT MEETING
Board of Directors**

Motion made by Jim Howell, seconded by Christi Davis to adjourn. The Board of Directors was adjourned at 12:15 PM.

**ADJOURNMENT
Board of Directors**