



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**

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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**

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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**