

**MILESTONES AREA AGENCY ON AGING
BOARD OF DIRECTORS MEETING
Tuesday, April 22, 2014
10:00 AM**

The Board of Directors met Tuesday, April 22, 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 09:55 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, Jeri Swisher, and Charlene Baxter.

The minutes of the Board of Directors meeting held jointly with the Advisory Council in Burlington on March 13, 2014 were included in the packet. Motion made by Jim Howell, seconded by Lee McClure, to approve the minutes as sent. The motion was carried unanimously.

APPROVAL OF MINUTES

There were introductions.

Tina presented the Financial Report. There was an error on the agenda, the Financial Report for February, 2014 would be presented, not March, 2014. The Board Report for February, 2014 was included in the packets. There were some questions. Motion made by Frances Bohlken, seconded by Lynelle Diers, to approve the Board Report for February, 2014. The motion was carried unanimously.

REPORTS

Financial Reports

Tina presented the Accounts Payables for February, 2014, which were included in the packet. The company credit card statements for January, February, and March, 2014 were included in the packet. There were some questions and discussion. Motion made by Jim Howell, seconded by Jeri Dean, to approve the Accounts Payables for February, 2014. The motion was carried unanimously.

Connie informed members that the Meal Information Report for March, 2014 was not ready.

Nutrition Report

Pam Taylor presented the Nutrition Report. The Meal Information Report for February, 2014 was included in the packet. There were questions and discussion.

Christa Merritt presented the Case Management Report, which was included in the packet. There were some questions and discussion.

Case Management Report

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Christa Merritt presented the ADRC (Aging & Disability Resource Center) Options Counseling Report, which was included in the packet. There was additional information on this report, as members requested. Members would like more clarification on this report.

ADRC/Options Counseling Report

Pam Taylor presented the Agreement between Milestones AAA and The Salvation Army. The updated agreement was a handout, which replaces the copy that was included in the packet. The agreement was for a period of six months from June 1, 2014 to November 30, 2014 and signified that Milestones AAA will be using The Salvation Army facility to serve the congregate meals for Ottumwa, and will pay a monthly fee of \$100. There were questions and discussion. Staff recommends signing the agreement for the six month period, and to find an alternative location to serve the Ottumwa congregate meals. Motion made by Bob Howard, seconded by Jeri Dean, to approve and authorize signature of the agreement with The Salvation Army in Ottumwa for June 1, 2014 to November 30, 2014 and to find an alternative location to serve the Ottumwa congregate meals. The motion was carried unanimously.

OLD BUSINESS

Agreement with The Salvation Army - Ottumwa

Pam Taylor presented the Agreement between Milestones AAA and Eddyville American Legion. This agreement signified that Milestones AAA will be using the American Legion facility in Eddyville to serve the congregate meals for Eddyville for a stipend fee of \$110 per month, paid quarterly. There were questions and discussion. Motion made by Jim Howell, seconded by Lee McClure, to approve and authorize signature of the agreement with Eddyville American Legion. The motion was carried unanimously.

Agreement with American Legion – Eddyville

Christa Merritt presented the Policy for Employee Extended Illness/Injury Donation. The policy was included in the packet, along with information on accrual of sick and annual leave. She explained that number 2 under Donating Employee was changed and added a cap of 40 donated hours per employee and that the employee must leave their sick leave accrual balance of at least 80 hours. Vacation was not added into the policy due to varying accumulation rates. All employees accumulate sick leave at the same rate. Roll call vote was taken with 6 members voting yes, Frances Bohlken, Jim Howell, Lee McClure, Lynelle Diers, Jeri Dean, and Lloyd Hahn and 3 members voting no, Bob Howard, Christy Davis, and Dorothy Goldizen. The motion was carried.

Policy For Employee Extended Illness/Injury Donation

Connie Holland presented the Sole Source Procurement Justifications for i4a Caregiver, County Board Agreements, and Food Banks for FY2015. There were questions and discussion. Motion made by Lee McClure, seconded by Frances Bohlken, to approve the Sole Source Procurement Justifications as presented. The motion was carried unanimously.

Sole Source Procurement Justifications

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Pam Taylor presented the Luther Knoll request to increase serving days. There was an informative sheet included in the packet. Luther Knoll requested to increase congregational services from two days a week to three days a week. There were questions and discussion. We will need to email the Department on Aging to notify them of the increase. Motion made by Lynelle Diers, seconded by Jeri Dean, to approve increasing from two serving days to three serving days at Luther Knoll, effective May 1, 2014. Members would like to see updates on this. The motion was carried unanimously.

NEW BUSINESS

Luther Knoll Request to Increase Serving Days

Christa Merritt presented the Board of Directors Terms. Three members' terms will expire on June 30, 2014. The application/nomination form was included in the packet. There will be a news release in the area newspapers. Members were encouraged to reapply, return application to Connie. All members are eligible to serve another 3 year term, July 1, 2014 through June 30, 2017. The Board Chairperson will appoint new members at the meeting held on June 24, 2014. There were questions and discussion.

Board Of Directors Terms

Jeri Swisher presented the Policy for Weather Closures. This would be a new policy. The policy was a handout. There were questions and discussion. Motion made by Jim Howell, seconded by Lloyd Hahn, to approve the Policy for Weather Closures. Roll call vote was taken with 5 members voting no, Bob Howard, Christy Davis, Dorothy Goldizen, Frances Bohlken, and Lynelle Diers, and 4 members voting yes, Jim Howell, Lee McClure, Jeri Dean, and Lloyd Hahn, the motion did not pass.

Weather Closures Policy

Jeri presented the Policy for Employee Expenses/Reimbursement. This was an existing policy. The following sentence under Meal Expenses was added: "If meal(s) is part of a working meal and over the maximum allowed, maximum may be exceeded. There were questions and discussion. Members would like the 'working meal' clarified. The new sentence would read as follows: "If meal(s) is part of a meeting and the hosting agency provides the meal, the maximum may be exceeded with approval. Motion made by Bob Howard, seconded by Lee McClure, to approve the addition of the following sentence to the Policy for Employee Expenses/Reimbursement: "If meal(s) is part of a meeting and the hosting agency provides the meal, the maximum may be exceeded with approval. The motion was carried unanimously.

Policy for Employee Expenses/Reimbursement

Jeri presented the Employee Handbook proposed changes effective as of July 1, 2014. The changes were included in the packet. All the changes were highlighted in gray and were explained. The weather closures section that was added to the Employee Handbook will be removed, as the policy was not passed. Jeri will add language under Weather Closures that if a site is closed due to weather employees must utilize vacation or personal time or their time will be unpaid. If the site is closed nobody will work. There were

Employee Handbook Changes

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questions and discussion. Motion made by Frances Bohlken, seconded by Lee McClure, to approve the changes to the Employee Handbook with the added language for Weather Closures, to become effective as of July 1, 2014. The motion was carried unanimously.

Connie presented the Iowa Administrative Code 17-6.10(321) which called for a AAA Procedures Manual. The proposed Procedures Manual was mailed with the packets. There were questions. There were some corrections that were made to phone numbers in the Disaster Policy that are not reflected on members' packets. The manual is subject to change, per the Department on Aging. Motion made by Frances Bohlken, seconded by Jeri Dean, to approve the Iowa Administrative Code Procedures Manual as presented, with changes noted to the Disaster Policy. The motion was carried unanimously.

**Iowa Administrative Code
17-6.10(321)
Procedures Manual**

Tina Jaegers presented the Fiscal Policies Manual. This was mailed with the Board packets as well. There were questions and discussion. Motion made by Lynelle Diers, seconded by Frances Bohlken, to approve the Fiscal Policy Manual as presented. The motion was carried unanimously.

Fiscal Policies Manual

Christa Merritt presented the letter from Muscatine County Board of Supervisors, which was included in the office. There were questions and discussion.

ITEMS OF INTEREST

**Letter from Muscatine County
Board of Supervisors**

The next meeting is scheduled to be held on Tuesday, June 24, 2014 at 10 AM at the Ainsworth Four Corner Restaurant and Fuel Stop, 3112 Hwy 92, Ainsworth.

NEXT MEETING

Motion made by Bob Howard, seconded by Lee McClure, to adjourn. The meeting was adjourned at 12:32 PM.

ADJOURNMENT