

**MILESTONES AREA AGENCY ON AGING
BOARD OF DIRECTORS MEETING
Tuesday, June 24, 2014
10:00 AM**

The Board of Directors met Tuesday, June 24, 2014 at 10:00 AM at the Ainsworth Four Corner Restaurant and Fuel Stop, 3112 Hwy 92, Ainsworth.

Chairperson, Dorothy Goldizen, called the meeting to order at 10:00 AM

CALL TO ORDER

Introductions were given.

Present: Bob Howard, Christy Davis, Stephen Swisher, Dorothy Goldizen, Frances Bohlken, Jim Howell, Lee McClure, Lloyd Hahn, Bill Thom, and Lynelle Diers.

ROLL CALL

Excused: Jeri Dean

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

The minutes of the Board of Directors meeting held on April 22, 2014 were included in the packet. There was a correction to the minutes in the third paragraph on the second page, motion was made by Jim Howell, not Jim Howard. Motion made by Lee McClure, seconded by Frances Bohlken, to approve the minutes with the correction. The motion was carried unanimously.

APPROVAL OF MINUTES

There were introductions.

Tina presented the Financial Report. The Board Report for April, 2014 was included in the packets. The Accounts Payables for March, 2014 was included in the packet. The company credit card statements for April, 2014 were included in the packet. There were some questions and discussion. Motion made by Lynelle Diers, seconded by Bob Howard, to approve the Financial Report as presented, to include the April, 2014 Board Report, March and April, 2014 Accounts Payables, and the April, 2014 company credit card statements. The motion was carried unanimously.

REPORTS

Financial Reports

Pam Taylor presented the Nutrition Report. The Meal Information Report for March and April, 2014 was included in the packet. There were questions and discussion. Motion made by Frances Bohlken, seconded by Christy Davis, to accept the Nutrition Report. Motion carried unanimously.

Nutrition Report

Kim Goering presented the Case Management Report as a handout. Admissions Per Month was changed to Admissions Year-To-date. The number in the Total column is the number of open cases as of June 15, 2014. We are working on getting more clients in the Burlington area. There were some questions and discussion. Motion made by Frances Bohlken, seconded by Lynelle Diers to accept the Case Management Report as presented. Motion carried unanimously.

Case Management Report

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Kim Goering presented the Options Counseling Report as a handout. Motion made by Jim Howell, seconded by Frances Bohlken, to accept the Options Counseling Report. Motion carried unanimously.

ADRC/Options Counseling Report

Pam Taylor updated members on the Ottumwa/Wapello County Meals. The process is going good. The meals are cooked at the Oskaloosa Nutrition Center and then transported to Wapello County for congregate and home delivered meals. The Ottumwa congregate meals are being served in the dining room at The Salvation Army. There were questions and discussion. Motion made by Lee McClure, seconded by Bob Howard, to accept the update on the Ottumwa/Wapello County Meals. Motion carried unanimously.

OLD BUSINESS

Update on Ottumwa/Wapello County Meals

Connie Holland updated members on the record checks conducted for volunteers. Ottumwa used to conduct record checks for all volunteers, Davenport and Burlington did not conduct record checks. It would cost us approximately \$5,800-\$6,000 to update record checks on volunteers. Iowa Department on Aging does not require record checks to be conducted on volunteers. Our insurance carrier does not require record checks to be conducted on our volunteers either, and we do have insurance to cover anything that would happen with volunteers. The Advisory Councils had recommended not running record checks on volunteers, but developing a screening process for volunteers. There were questions and discussion. Motion made by Lloyd Hahn, seconded by Frances Bohlken, to accept the Advisory Council's recommendations to not perform record checks on volunteers and to develop a screening process for volunteers. Members would like to see the screening tool before it is implemented. Motion carried unanimously.

Update on Volunteer Information

Connie Holland updated members on the FY2014 Funding. In April we reviewed contracts and funding. Contractors were notified of additional funds that were available. There were questions and discussion. Motion made by Lynelle Diers, seconded by Lloyd Hahn, to accept the updated. Motion carried unanimously.

Update on FY 2014 Funding

Tina Jaegers presented the Purchasing Policy for the Fiscal Policy Manual. This was included in the packet. There were questions and discussion. For the bids on \$5,000 and above Board members would like to change the wording to include the requirement of receiving a written confirmation of the bids. Motion made by Jim Howell, seconded by Bob Howard, to accept the policy with the changes as discussed. Motion carried unanimously.

Purchasing Policy Fiscal Manual

Chairperson, Dorothy Goldizen, recognized Lloyd Hahn and Christy Davis for their dedicated service to the Board of Directors. They will remain on the Advisory Council. They were presented with plaques.

Recognition of Departing Board Members

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Chairperson, Dorothy Goldizen, seated incoming members, Stephen Swisher and Bill Thom, to the Board of Directors. Jim Howell had reapplied for another term of three years as a Board of Director member. The term for all three members is a three year term, to end on June 30, 2017.

NEW BUSINESS

Seating Incoming Members

Connie Holland informed members that the Board needed to have an Election of Officers. All members were eligible to serve another term. Attorney, Gayla Harrison, stated that the Board did not need a Nominating Committee for Board officers, and that floor nominations are appropriate. Connie opened the floor for nominations. Motion made by Frances Bohlken, seconded by Jim Howell, to keep officers as they currently are and to close floor nominations. Motion carried unanimously.

Election of Officers

Jeri Swisher gave an update on Employee Health Insurance. This was a handout which showed the premiums for employees and the employer. There were some questions and discussion. Motion made by Lynelle Diers, seconded by Frances Bohlken, to accept the update on Employee Health Insurance as presented. Motion carried unanimously.

Update on Employee Health Insurance

Connie informed members that she would ask the Property/Liability Insurance Agent to attend next month's meeting and review the coverage with members. There were questions and discussion.

Kim Goering presented the HCBS Quality Management Periodic Review results. This was included in the packet. The review was conducted on the Ottumwa area case management files. She explained the Corrective Action Plan, which was also included in the packet. There is a meeting planned with the Case Managers to inform them of the changes to be implemented, as they were listed on the Corrective Action Plan. Motion made by Lee McClure, seconded by Bill Thom, to accept the HCBS Quality Management Periodic Review results and the Corrective Action Plan as presented. Motion carried unanimously.

HCBS Quality Management Periodic Review

Christa Merritt presented the FY 2015 tentative meeting schedules for Advisory Council and Board meeting as a handout. Members will need to decide on a meeting date for December by the October meeting. Motion made by Bob Howard, seconded by Jim Howell, to accept the tentative schedule as presented.

FY 2015 Meeting Schedule

Christa Merritt presented the Bright Ideas Community Enrichment Fund Grant from the Legacy Foundation. We would be asking for a grant in the amount of \$30,000 for a vehicle to be used in Wapello County for the nutrition/meal program. The grant applications are due by June 30, 2014. Motion made by Stephen Swisher, seconded by Lynelle Diers, to approve the Bright Ideas Community Enrichment Fund Grant submission to the Legacy Foundation. Motion carried unanimously.

Bright Ideas Community Enrichment Fund Grant

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Bob Howard commented on the ads that are publicized in the papers. He had noticed in a paper that there was another ad that was placed next to ours that is extensive and listed lots of programs they offer. Our ad looked like we had only offered meals. Bob Howard will send in the article in question. Is there a way we can look into putting more information in the ad. There was questions and discussion. We will look into this.

Program Advertising

Connie Holland informed members that the Iowa Department on Aging is planning a retreat for the 6 AAAs scheduled for July 10-11, 2014. Three representatives from each AAA can attend the retreat; the Director, Advisory Council Chairperson and Board Chairperson. Dorothy Goldizen will attend as the Board Chairperson. We will contact Linda Albright to attend as the Advisory Council Chairperson, as the other two chairpersons will not be able to attend.

ITEMS OF INTEREST

Iowa Department on Aging Planned Retreat

The next meeting is scheduled to be held on Tuesday, August 26, 2014 at the Ottumwa Office, 623 Pennsylvania Avenue, Ottumwa. Gayla Harrison will be presenting the training, "How to Keep Workplace Free of Harassment and Discrimination". The meeting will tentatively begin at 10 AM. Members mentioned possibly having lunch delivered from the Wapello County meal program. Tina volunteered to bake cookies for this meeting.

NEXT MEETING

Bill Thom updated members on the Older Iowans Legislature. Members would like to have this added to the agenda on future meetings.

Older Iowans Legislature

Motion made by Lee McClure, seconded by Jim Howell, to adjourn. The meeting was adjourned at 11:30 AM.

ADJOURNMENT