

**MILESTONES AREA AGENCY ON AGING
BOARD OF DIRECTORS MEETING
Tuesday, August 26, 2014
9:30 AM**

The Board of Directors met Tuesday, August 26, 2014 at 9:30 AM in the conference room of the Ottumwa Milestones Area Agency on Aging.

The training was started at 9:30 AM. Gayla Harrison presented the “Keeping the Workplace Free of Harassment and Discrimination” training. There were questions and discussion. The training ended at 10:50 AM.

TRAINING

Chairperson, Dorothy Goldizen, called the meeting to order at 11:00 a.m.

CALL TO ORDER

There were introductions.

Present: Bob Howard, Stephen Swisher, Dorothy Goldizen, Frances Bohlken, Jeri Dean, Jim Howell, Lee McClure, Bill Thom, and Lynelle Diers.

ROLL CALL

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

The minutes of the Board of Directors meeting held on June 24, 2014 were included in the packet. Motion made by Jim Howell, seconded by Bill Thom, to approve the minutes as sent. The motion was carried unanimously.

APPROVAL OF MINUTES

Tina presented the Financial Report. The Board Report for June, 2014 was included in the packet.

REPORTS

Financial Reports

Connie explained the carryover funds that were available. Staff recommended using some of the carryover funds to replace older vehicles. We sent bid requests to 24 companies to purchase 2 company cargo vans. We received one bid back from Vaughn Automotive. Connie recommended accepting the bid from Vaughn on the cargo vans from Vaughn. We also sent bid requests out for 3 company cars, one for each office. We received 2 bids back, one from Vaughn, and one from Fesler. Connie recommended accepting the bid from Vaughn for the 3 cars. There were questions and discussion. A company vehicle is fully depreciated after 4 years. We did receive the grant that we had previously applied for to purchase a new van for Ottumwa. Motion made by Bob Howard, seconded by Lynelle Diers, to accept bids from Vaughn Automotive to purchase all of the company vehicles as staff recommended. Motion carried unanimously.

Purchase Company Vehicles

The Accounts Payables for May and June, 2014 were included in the packet. The company credit card statements for April, May, June and July, 2014 were included in the packet. Motion made by Jeri Dean, seconded by Frances Bohlken, to approve the Financial Report as presented, to include

Accounts Payable

Company Credit Card Statements

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the June, 2014 Board Report, May and June, 2014 Accounts Payables, and the April, May, June and July, 2014 company credit card statements. The motion was carried unanimously.

Connie presented the Policy on Charging for Copies of Documents under the Freedom of Information Act. This was a handout. Motion made by Lynelle Diers, seconded by Lee McClure, to approve the policy as presented. Motion was carried unanimously.

Policy on Charging for Copies

Pam Taylor presented the Nutrition Report. The Meal Information Report for month ending May and June, 2014 was included in the packet. The Meal information for Year-To-Date June 2014 was included in the packet also. Pam noted that Ottumwa, Agency, and Eddyville were added to the top section and The Salvation Army was removed from the contracted meals on the June, 2014 reports. There were questions and discussion.

Nutrition Report

Pam Taylor presented an update on Luther Knoll. The Luther Knoll nutrition center had increased from 2 serving days to 3 serving days. The number of meals served remained steady. There were questions and discussion.

Update on Luther Knoll

Kim Goering presented the Case Management Report, which was included in the packet.

Case Management Report

Kim Goering presented the Options Counseling Report, which was included in the packet. There were some questions. Each unit is an hour.

ADRC/Options Counseling Report

Motion made by Lee McClure, seconded by Jim Howell, to accept the Case Management and Options Counseling Reports as presented. Motion carried unanimously.

Pam Taylor presented the Volunteer Screening Procedure, which was included in the packet. There were questions and discussion. Members would like Gayla Harrison to review the Volunteer Screening Procedure. Members would like to add "when able" to the Volunteer Worker Position Description to number 4 under General Responsibilities for All Volunteers. On the last page of the Volunteer Worker Position Description under Agreement of Volunteer; lean should be learn. Motion made by Bob Howard, seconded by Bill Thom, to accept the volunteer screening procedure with the changes as discussed, to have Gayla Harrison review, and to grandfather in current volunteers. Motion carried unanimously.

OLD BUSINESS

Volunteer Screening Procedure

Bob Howard commented on the advertising. He brought a piece of the advertisement. There were questions and discussion.

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Connie presented the On-Site Monitoring and Performance Review. This was included in the packet. The audit was performed on 2013 items. There were question and discussion. Motion made by Bob Howard, seconded by Stephen Swisher, to accept the On-Site Monitoring and Performance Review as presented. Motion carried unanimously.

NEW BUSINESS

On-Site Monitoring & Performance Review

Kim Goering and Peggy Dykes presented the Elder Abuse Prevention and Awareness. Kim explained the Elder Abuse Prevention and Awareness position that will be located in the Burlington Office. Peggy Dykes explained the SMP and VISTA position that is located in Davenport. There were some questions and discussion.

Elder Abuse Prevention & Awareness Position

SMP/VISA Position

Connie informed members that Iowa Association of Area Agencies on Aging and the Department on Aging has been working with Department of Human Services and Iowa Medicaid Enterprise to see about getting a \$250,000 capacity building grant per agency to increase the Options Counseling with ADRC program but nothing is definite yet.

Dorothy Goldizen appointed Stephen Swisher, Frances Bohlken, and Bill Thom to serve on the Grievance Committee.

Grievance Committee

Dorothy Goldizen appointed Lee McClure and Jim Howell to serve on the Finance Committee with Lynelle Diers, Treasurer.

Finance Committee

Willene White, Noel Insurance, was in attendance to review the property/liability insurance coverage of the agency with members. This was for members' information. There was a handout of a letter and spreadsheet that showed the coverage, limits, 2013 premium and the 2014 premium. There were questions and discussion.

Agency Insurance Coverage Review

ITEMS OF INTEREST

The Iowa Department on Aging Retreat Report was given by Lynelle Diers and Stephen Swisher.

Iowa Department on Aging Retreat Report

There was a handout of the Older Iowans Legislature Board Of Director meeting minutes. This was for members' information. Bill Thom commented on this.

O.I.L. Report

The next meeting is scheduled for Tuesday, October 28, 2014 at the Four Corner Restaurant in Ainsworth.

NEXT MEETING

There will be an Open House in the Burlington office on September 3, 2014.

Motion made by Bob Howard, seconded by Lee McClure, to adjourn. The meeting was adjourned at 12:35 PM.

ADJOURNMENT