



Minutes  
Advisory Council Meeting  
Region A – Davenport  
June 17, 2014

**Members Present:** Bob Howard, Lee McClure, Christy Davis, Quinn Williams, Kristi Korpi, Sylvia Banes

**Members Absent:** Liz Sherwin, Larry Sinclair, Steve Swisher, Leslie Arquilla,

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

**Call to Order:** The meeting was called to order at 10:05 a.m. by Chair, Quinn Williams.

**Attendance:** Sharon Schnoor took the roll call.

**Approval of Minutes:** Sylvia Banes moved and Lee McClure seconded, to approve the Minutes with the following addition: 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.” The Minutes were approved unanimously with the additional information.

It was mentioned that the Board of Directors Minutes were enclosed for information purposes only and no action needed to be taken.

## **Reports:**

**Financial Reports** – Tina Jaegers presented the financial report through the month of April to the Advisory Council. Tina pointed out various things regarding the report. It was asked about a carry over of money. Tina stated that we have until the end of Federal fiscal year (9/30) to spend any federal carryover funds.

**Council Action:** Lee McClure moved, and Bob Howard seconded, to accept the financial report as written. It was approved unanimously.

**Nutrition Reports** – Pam Taylor discussed the Nutrition Reports. She mentioned that there has been an increase from the winter months. There was a question about the Diversity Center and it was again mentioned that they only serve one meal a month from March to November. Because we provide them with money for other things we do feel it is cost effective.

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

**Case Management** – Kim Goering went over the statistics on the Case Management report for the Board. It was noted that Henry County still did not have any admissions but Kim said we are fairly new to the area for case management and that we are making contacts. In Mt. Pleasant there are already other providers. Cheryl Badolato also mentioned that case management is still predominantly through the Elderly Waiver.

It was asked if we had hired a Spanish interpreter for the Muscatine office and it was said that we have.

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

**ADRC Option Counseling Report** – Kim Goering presented the current figures for the ADRC Options Counseling. Kim mentioned that the report for each month shows the number of contacts made. Kim said Options Counseling is available in all counties. There was a question as to why so few contacts were made in May and Kim said that the person doing the counseling had been off on family leave. It was questioned about whether there was a back-up person and Kim said that that was something we would be working on.

**Council Action:** Bob Howard moved, and Lee McClure seconded, to accept the report as written. The report was accepted unanimously.

**Old Business** –

Christa said we have had the second reading to accept the electronic communication. Article 4, Section 4, Advisory Counsel should meet 4 times a year was again written in Article 8, Section 1, so we removed it from Article 4.

**Council Action:** Kristy Korpi moved, and Sylvia Banes seconded, to accept the second reading of the Amendment to the By-Laws. The Motion was approved unanimously.

Update on volunteer information – Connie said we have approximately 389 volunteers and that if we had to do background checks on each of them it would cost over \$5,000. We had checked with the Department on Aging and they do not require background checks, nor does our insurance carrier. We do carry liability insurance that covers volunteers. Based on that information, staff recommend that we do not do background checks on volunteers, however, the Board will have final action.

### **New Business**

(1)HCBS Quality Management Periodic Review results – Kim said that on April 8 they came to the Ottumwa office to do a quality review. The review would have been for review of what had been the Seneca area. A copy was included in the handout to show the corrections that were made and suggestions for the future. Kim said reviews can come up every 5 years.

**Council Action:** Kristy Korpi moved, and Bob Howard seconded, to accept the HCBS Quality Management Periodic Review results. The Motion was approved unanimously.

(2)Process to join Advisory Councils and hold single meeting, includes By-Law Amendments – Article 4, Section 1, talks about meeting regionally and we want to combine the Advisory Council to one meeting via video conference. Connie said we would like to elect one Chair person and one Vice-Chair and to have one meeting per quarter. Staff would go from one area to another so that we still would have personal contact.

Article 4, Section 4, mentions the Advisory Council meeting four times a year and it was also mention in Article 8, Section 1, so we have removed Article 8, Section 1, since it was in the Articles twice.

**Council Action:** Bob Howard moved, and Sylvia Banes seconded, to approve the process to join Advisory Councils and hold single meetings. Approval will be based by 2/3 of all members.

(3)Schedule for FY2015 – Christa said that the Advisory and Board schedules can change. We do have a December meeting. The Advisory Council will meet in September hopefully by video conferencing.

**Council Action:** Kristy Korpi moved, and Lee McClure seconded, to accept the tentative schedule. The Motion carried unanimously.

(4) Bright Ideas Community Enrichment Fund Grant – This is formerly Ottumwa Regional funding of up to \$30,000. Christa would like to write a grant for a van for the Ottumwa area. We had two vans in Scott County and we are moving one to the Burlington area. We need approval from the Board to submit the proposal.

**Council Action:** Bob Howard moved, and Lee McClure seconded, to approve the submission of the Grant. The Motion carried unanimously.

**Items of Interest** –Connie mentioned the Department of Aging planned retreat scheduled for July 10 and 11 in Des Moines. It is recommended that the Board Chair and one Advisory Chair attend. If an Advisory Chair cannot attend we will ask the Vice Chairs.

**Next Scheduled Meeting** – The next scheduled meeting is September 16, 2014 at 10 a.m.

**Council Action:** Kristy Korpi moved, and Bob Howard seconded, to adjourn the meeting. The meeting was adjourned at 11:20am.



Minutes  
Advisory Council Meeting  
Burlington  
June 18, 2014

The Advisory Council met Wednesday, June 18, 2014 at 10:00 AM in the Burlington office conference room of Milestones Area Agency on Aging.

Chairperson, Linda Albright, called the meeting to order at 10:00 AM.

**CALL TO ORDER**

**Present:** Linda Albright, Frances Bohlken, Cathy Holtkamp, Julie Schilling, Patricia Steiner, and Lyn Stinson.

**ROLL CALL**

**Excused:** Janet Bindewald, Jeri Dean, and Jim Howell.

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

The minutes of the Advisory Council meeting held on March 13, 2014 were included in the packet. Motion made by Patricia Steiner, seconded by Julie Schilling, to approve the Advisory Council minutes as sent. The motion was carried unanimously.

**APPROVAL OF MINUTES**

**REPORTS**

The draft minutes of the Board of Directors meetings held on April 22, 2014 and March 13, 2014 were included in the packet.

**Board Minutes**

Tina Jaegers presented the Financial Reports. The Board Report for April, 2014 was included in the packet. Motion made by Frances Bohlken, seconded by Julie Schilling, to approve the Financial Report. The motion was carried unanimously.

**Financial Report**

Pam Taylor presented the Nutrition Report. The Meal Information Reports for February, March, and April, 2014 were included in the packet. There were questions and discussion. Motion made by Julie Schilling, seconded by Patricia Steiner, to approve the Nutrition Report. The motion was carried unanimously.

**Nutrition Report**

## **Milestones AAA Advisory Council Meeting Burlington**

**June 18, 2014**

**Page 2**

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 Julie Schilling, to approve the Case Management Report as presented. The motion was carried unanimously.

**Case Management  
Report**

Kim Goering presented the ADRC (Aging & Disability Resource Center) Options Counseling Report, which was a handout. Motion made by Julie Schilling, seconded by Frances Bohlken, to approve the ADRC Options Counseling Report as presented. The motion was carried unanimously.

**ADRC Options  
Counseling Report**

Christa Merritt presented the second reading of the amendment to the Advisory Council Bylaws. This was included in the Advisory Council packet. The following verbiage was added as the second paragraph under Article VIII, Section 3: 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 Frances Bohlken, seconded by Julie Schilling, to accept the second reading of the Advisory Council Bylaws amendment as presented. Motion was carried unanimously.

**OLD BUSINESS**

**Advisory Council Bylaws  
2<sup>nd</sup> Reading**

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. There were questions and discussion. The chairman thought most of the group were in consensus to developing a comprehensive screening would be adequate for volunteers without conducting record checks by soliciting opinions of each member. Five members were in agreement, one member was opposed to developing a comprehensive screening for volunteers without conducting record checks for volunteers.

**Volunteer Screening**

## **Milestones AAA Advisory Council Meeting Burlington**

**June 18, 2014**

**Page 3**

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 Julie Schilling, seconded by Frances Bohlken, to accept the HCBS Quality Management Periodic Review results and the Corrective Action Plan as presented. Motion carried unanimously.

Christa Merritt presented the first reading of the amendment to the Advisory Council Bylaws. This was included in the Advisory Council packet. Connie explained that Gayla Harrison, Milestones' attorney, had suggested starting to join the Advisory Councils into one instead of 3 separate councils. The amendment made to the bylaws removed any language indicating any pluralized Advisory Council, region separation, and Article IV, Section 4 removed, as it is also stated in Article VIII Section 1. There were questions and discussion. Motion made by Patricia Steiner, seconded by Frances Bohlken, accept the first reading of the Advisory Council Bylaws amendment as presented. Motion was carried unanimously.

Connie informed members that the 39 members of the Advisory Council will meet at the same location as normally held in Davenport, Burlington, and Ottumwa. It will all be held on the same date and time with video conferencing between the three locations. At the September meeting all three chairpersons and vice chairpersons will step down and one chairperson and vice chairperson will be nominated. We will need one member from each region to serve on a Nominating Committee for those nominations. There were questions and discussion. Frances Bohlken volunteered to serve on the Nominating Committee.

Christa Merritt presented the FY 2015 tentative schedules for Advisory Council and Board meetings as a handout. There were questions and discussion. Motion made by Julie Schilling, seconded by Frances Bohlken, to accept the schedule. Motion carried unanimously.

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 Patricia Steiner, seconded by Julie Schilling, to approve the Bright Ideas Community Enrichment Fund Grant submission to the Legacy Foundation. Motion carried unanimously.

### **NEW BUSINESS**

#### **HCBS Quality Management Periodic Review**

#### **Advisory Council Bylaws Amendment First Reading**

#### **Process to Join Advisory Council**

#### **FY 2015 Tentative Advisory Council & Board of Director Meetings Schedule**

#### **Bright Ideas Community Enrichment Fund Grant**

**Milestones AAA Advisory Council Meeting Burlington**

**June 18, 2014**

**Page 4**

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. Linda Albright suggested for Connie to check with the Ottumwa Advisory Chairperson first, and to check back with her if no one else will be able to attend.

The Older Iowans Legislature minutes were a handout for members' information.

The next Advisory Council meeting is scheduled for September 16, 2014 at 10:00 AM with video conferencing between the following locations:

- Davenport – 935 E 53<sup>rd</sup> Street
- Burlington – 509 Jefferson Street
- Ottumwa – 623 Pennsylvania Avenue

The meeting was adjourned at 11:10 AM.

**ITEMS OF INTEREST**

**IDA Planned Retreat**

**OIL Information**

**NEXT MEETINGS**

**ADJOURNMENT**



Minutes  
Advisory Council Meeting  
Ottumwa  
June 19, 2014

The Advisory Council met Wednesday, June 19, 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:** John Campbell, Edd Felgar, Lillian Frizzell, Dorothy Goldizen, Lloyd Hahn, Duffy Kester, Steve Laing, Kris Laurson, Colleen Putnam, Bill Thom, Lyle Van Fleet, and Bob Waugh.

**ROLL CALL**

**Excused:** Lynelle Diers, Cheryl Downard, Rodney Robinson, and Joseph Wheeler.

**Absent:** Leslie Docekal, Matt Greiner, and Toni Griffith.

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

The minutes of the Advisory Council meeting held on March 12, 2014 were included in the packet. Motion made by Edd Felgar, seconded by Lloyd Hahn, to approve the Advisory Council minutes as sent. The motion was carried unanimously.

**APPROVAL OF MINUTES**

**REPORTS**

The draft minutes of the Board of Directors meetings held on April 22, 2014 and March 13, 2014 were included in the packet.

**Board Minutes**

Tina Jaegers presented the Financial Reports. The Board Report for April, 2014 was included in the packet. There were questions and discussion.

**Financial Report**

Pam Taylor presented the Nutrition Report. The Meal Information Reports for February, March, and April, 2014 were included in the packet. There were questions and discussion. Wapello County meal production transition is going well. There were questions and discussion.

**Nutrition Report**

## **Milestones AAA Advisory Council Meeting Ottumwa**

**June 19, 2014**

**Page 2**

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.

**Case Management Report**

Kim Goering presented the ADRC (Aging & Disability Resource Center) Options Counseling Report, which was a handout. Kim explained Senior Medicaid Patrol (SMP) held a shredding event. There were approximately 20 to 30 vehicles that attended producing 1000 pounds of shredded paper. There were questions and discussion.

**ADRC Options Counseling Report**

Motion made by John Campbell, seconded by Lyle Van Fleet, to accept all report as presented. Motion carried unanimously.

**OLD BUSINESS**

Christa Merritt presented the second reading of the amendment to the Advisory Council Bylaws. This was included in the Advisory Council packet. The following verbiage was added as the second paragraph under Article VIII, Section 3: 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 Dorothy Goldizen, seconded by John Campbell, to accept the second reading of the Advisory Council Bylaws amendment as presented. Motion was carried unanimously.

**Advisory Council Bylaws  
2<sup>nd</sup> Reading**

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. There were questions and discussion. Motion made by Lloyd Hahn, seconded by Lyle Van Fleet, to develop a screening process for volunteers, not to include record checks. Motion carried unanimously.

**Volunteer Screening**

## **Milestones AAA Advisory Council Meeting Ottumwa**

**June 19, 2014**

**Page 3**

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.

Christa Merritt presented the first reading of the amendment to the Advisory Council Bylaws. This was included in the Advisory Council packet. Connie explained that Gayla Harrison, Milestones' attorney, had suggested starting to join the Advisory Councils into one instead of 3 separate councils. The amendment made to the bylaws removed any language indicating any pluralized Advisory Council, region separation, and Article IV, Section 4 removed, as it is also stated in Article VIII Section 1. There were questions and discussion. Motion made by Lloyd Hahn, seconded by Lyle Van Fleet, accept the first reading of the Advisory Council Bylaws amendment as presented. Motion was carried unanimously.

Connie informed members that the 39 members of the Advisory Council will meet at the same location as normally held in Davenport, Burlington, and Ottumwa. It will all be held on the same date and time with video conferencing between the three locations. At the September meeting all three chairpersons and vice chairpersons will step down and one chairperson and vice chairperson will be nominated. We will need one member from each region to serve on a Nominating Committee for those nominations. There were questions and discussion. Colleen Putnam volunteered to serve on the Nominating Committee.

Christa Merritt presented the FY 2015 tentative schedules for Advisory Council and Board meetings as a handout. There were questions and discussion. Motion made by John Campbell, seconded by Lyle Van Fleet, to approve the schedule. Motion carried unanimously.

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 Kris Laurson, seconded by Duffy Kester, to approve the Bright Ideas Community Enrichment Fund Grant submission to the Legacy Foundation. Motion carried unanimously.

### **NEW BUSINESS**

#### **HCBS Quality Management Periodic Review**

#### **Advisory Council Bylaws Amendment First Reading**

#### **Process to Join Advisory Council**

#### **FY 2015 Tentative Advisory Council & Board of Director Meetings Schedule**

#### **Bright Ideas Community Enrichment Fund Grant**

**Milestones AAA Advisory Council Meeting Ottumwa**

**June 19, 2014**

**Page 4**

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. Davenport Advisory Chairperson is unable to attend, Burlington Advisory Chairperson suggested for Connie to check with the Ottumwa Advisory Chairperson first, and to check back with her if no one else will be able to attend. Bob Waugh is unable to attend.

The Older Iowans Legislature minutes were a handout for members' information. Bill Thom commented on the minutes.

The next Advisory Council meeting is scheduled for September 16, 2014 at 10:00 AM with video conferencing between the following locations:

- Davenport – 935 E 53<sup>rd</sup> Street
- Burlington – 509 Jefferson Street
- Ottumwa – 623 Pennsylvania Avenue

The meeting was adjourned at 11:25 AM.

**ITEMS OF INTEREST**

**IDA Planned Retreat**

**OIL Information**

**NEXT MEETINGS**

**ADJOURNMENT**