

**MILESTONES AREA AGENCY ON AGING
BOARD OF DIRECTORS MEETING
Tuesday, October 28, 2014
10:00 AM**

The Board of Directors met Tuesday, October 28, 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 a.m.

CALL TO ORDER

There were two visitors; Gene Meyer, and Lani Meyer.

Present: Dorothy Goldizen, Frances Bohlken, Lee McClure, Bill Thom, and Lynelle Diers.

ROLL CALL

Excused: Stephen Swisher, Jeri Dean, and Jim Howell.

Absent: Bob Howard.

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 August 26, 2014 were included in the packet. Motion made by Bill Thom, seconded by Lee McClure, to approve the minutes as sent. The motion was carried unanimously.

APPROVAL OF MINUTES

Tina Jaegers presented the Financial Report. The Board Report for September, 2014 was a handout. Accounts Payables for July, August, and September 2014 were included in the packet. The auditors will present the audit at the December meeting. There were questions and discussion. The company credit card statements for August and September, 2014 were included in the packet. Motion made by Lynelle Diers, seconded by Frances Bohlken, to approve the Financial Report as presented, to include the September, 2014 Board Report, Accounts Payables for July, August, and September, 2014, and the August and September, 2014 company credit card statements. Motion carried unanimously.

REPORTS

Financial Report

Pam Taylor presented the Nutrition Report. The Meal Information Report July and August, 2014 was included in the packet. September's Meal Information Report was not available yet. There were questions and discussion.

Nutrition Report

Kim Goering presented the Case Management Report, which was included in the packet. There were questions and discussion.

Case Management Report

The Home and Community Based Services (HCBS) self-assessment has been filled out and needs to be signed by Dorothy Goldizen and Connie Holland and submitted to DHS. Motion made by Lynelle Diers, seconded by Frances Bohlken, to authorize Dorothy and Connie to sign and submit the HCBS self-assessment. Motion carried unanimously.

HCBS Self-Assessment

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Kim Goering presented the Options Counseling Report, which was included in the packet. We are receiving an expansion grant through the Department of Human Services and Iowa Department on Aging to expand the Aging and Disability Resource Center (ADRC)/LifeLongLinks. We will be hiring additional staff to be housed in the Burlington and Davenport offices. We currently have an Options Counselor in Ottumwa. We will have an Options Counselor and an Information & Assistance Referral Specialist in the Burlington office. We will have an Options Counselor and a LifeLongLinks Coordinator in the Davenport office. There were questions and discussion.

ADRC/Options Counseling Report

Pam Taylor presented the revised Volunteer Screening Procedure. Gayla Harrison had reviewed the procedure and made the recommendations that were added. On the Position Description for Volunteer Worker the following sentence was added: Must advise the supervisor within two business days if he/she becomes the subject of a dependent adult abuse investigation. On the Home Delivered Meal Driver Volunteer Application the following sentence was added: That I have never been the subject of a founded allegation of dependent adult abuse and that no allegation of dependent adult abuse is currently pending or being investigated. On the Motor Vehicle Report Authorization a driver's license number is sufficient enough that a social security number is not needed. There were questions and discussion. Motion made by Bill Thom, seconded by Lee McClure, to accept the revised Volunteer Screening Procedure as presented, and to grandfather in current volunteers. Motion carried unanimously.

OLD BUSINESS

Volunteer Screening Procedure

Pam Taylor informed members that the Ottumwa meal site had changed locations from The Salvation Army to the Knights of Columbus. There were questions and discussion.

Ottumwa Meal Site Update

Jeri Swisher presented the Grievance Procedure revision. Additional steps were added at the suggestion from Attorney, Gayla Harrison, for the possibility of the unfortunate event of any employee having a grievance against upper management such as the CEO or COO. Motion made by Frances Bohlken, seconded by Bill Thom, to approve the revisions to the Grievance Procedure as presented. Motion was carried unanimously.

Grievance Procedure Revision

Christa Merritt presented the Milestones Foundation Report. We need to look at the Foundation Board structure. Included in the packet was an informational sheet, By-Laws of the Foundation, and Restated Articles of Incorporation of Milestones Foundation. The Foundation Board deals with all issues with the Davenport Property such as the mortgage/loan decisions, repairs done to the building in excess of \$5000, charitable causes for the Foundation in relation to Milestones, fundraising, any other decisions that

NEW BUSINESS

Milestones Foundation

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may occur in relation to the property, and changes to the By-Laws. The By-Laws that were included in the packet need will be revised by the new Foundation Board members. Board Recommends the following items: Staggered 3 year terms with a cap of 3 terms, 5 members to represent the Foundation Board, retain 1 or 2 current members, open nominees on the Advisory Council & Board members, Foundation Board to have the same officers as the Board has. There is currently one member that is willing and one member that is unsure about remaining on the Foundation Board. Christa will check with the member that is unsure about staying on as a Foundation Board member. This will be brought back up at the December meeting. If anything comes up before then, it will be brought to the Board, to include the Foundation Board member.

Jeri Swisher presented the Policy and Procedure on Ethical and Good Faith Standards and the Conflict of Interest Disclosure Statement. These were handed out to members to sign and return. Jeri will mail these forms to members that were not present at this meeting.

The visitors left at this time.

Connie informed members that Dorothy Goldizen signed three contracts. One contract was for Medicare Improvement Provider & Patient Act (MIPPA), which was a continuation from a grant from last year. This provides us funding to conduct outreach to inform people about extra help that includes low income subsidy and a Medicare Savings Plan, which helps pay for the premiums and co-pays. The second contract was for Senior Medical Patrol (SMP). Between SMP and MIPPA funding there was enough to fund one position between the two programs. The third contract was for Section Q with the Department on Aging. Section Q will ask individuals living in nursing facilities annually if they wish to move back into the community. There is a process for anyone who answers with a yes. They payment comes from the process being done.

The Advisory Council minutes from September 16, 2014 were included in the packet. This was for members' information.

Milestones held an all-staff meeting in Burlington on September 25, 2014. The PowerPoint presentation that was presented at the meeting will be presented to the Board members at the December meeting. There was some discussion.

There was Older Iowans Legislature minutes included in the packet. This was for members' information. Bill Thom commented on this.

Policy & Procedure on Ethical & Good Faith Standards

Conflict of Interest Disclosure Statement

ITEMS OF INTEREST

Contracts Update

Advisory Council Minutes

O.I.L. Report

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The Advisory Council's next meeting will be in person on Tuesday, December 16, 2014 at the Southeast Iowa Community College in Burlington in the morning. There will be lunch after the meeting. The Board members will meet after lunch. **NEXT MEETING**

Motion made by Bill Thom, seconded by Lynelle Diers, to adjourn. The meeting was adjourned at 11:20 AM. **ADJOURNMENT**