



Minutes  
Advisory Council Meeting  
December 16, 2014

The Advisory Council met Tuesday, December 16, 2014 at 10:00 AM at Southeastern Community College, 1500 West Agency Road, Room #433, Burlington.

Bob Waugh, Chairperson, called the meeting to order at 10:00 AM.

**CALL TO ORDER**

**Present:** Frances Bohlken, Christy Davis, Jeri Dean, Lynelle Diers, Edd Felgar, Dorothy Goldizen, Matt Greiner, Toni Griffith, Cathy Holtkamp, Bob Howard, Jim Howell, Kristy Korpi, Lee McClure, Colleen Putnam, Julie Schilling, Liz Sherwin, Patricia Steiner, Lyn Stinson, Stephen Swisher, Bill Thom, Lyle Van Fleet, and Bob Waugh.

**ROLL CALL**

**Excused:** Linda Albright, Sylvia Banes, Janet Bindewald, John Campbell, Cheryl Downard, Lillian Frizzell, Lloyd Hahn, Duffy Kester, Steve Laing, Kris Laurson, Rodney Robinson, Joan Runyan, Larry Sinclair, Joseph Wheeler, and Quinn Williams.

**Absent:** Leslie Arquilla.

**Staff Present:** Connie Holland, Christa Merritt, Jeri Swisher, Kim Goering, Cheryl Badolato, Pam Taylor, Peggy Dykes, Peggy Heemsbergen, and Charlene Baxter.

Dorothy Goldizen, Board of Directors Chairperson, introduced herself. She distributed a copy of Connie Holland's resignation letter to all members; copies will be mailed to members that were not present at this meeting. January 16, 2015 will be her last day.

The minutes of the Advisory Council meeting held on September 16, 2014 were included in the packet. Motion made by Bob Howard, seconded by Edd Felgar, to approve the Advisory Council minutes as sent. The motion was carried unanimously.

**APPROVAL OF  
MINUTES**

**REPORTS**

The minutes of the Board of Directors meetings held on August 26, 2014 were included in the packet.

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Connie Holland presented the Financial Reports. The Board Report for October, 2014 was included in the packet. There were questions and discussion. Motion made by Matt Greiner, seconded by Lyle Van Fleet, to approve the financial report as presented. The motion was carried unanimously.

**Financial Report**

Pam Taylor presented the Nutrition Report. The Meal Information Reports for October, September, and August, 2014 were included in the packet. There were questions and discussion.

**Nutrition Report**

Pam Taylor informed members that Mobile Meals United in Clinton had sent us a letter to terminate their contract as of March 1st. There will not be a lapse of services in that area. The Bethel Church in Davenport will no longer make the church available for services as of December 1<sup>st</sup>.

Kim Goering presented the Case Management Report, which was included in the packet. The number of clients in Burlington has been increasing. There were questions and discussion.

**Case Management Report**

Kim Goering presented the ADRC (Aging & Disability Resource Center) Options Counseling Report, which was included in the packet. We now have six staff members in the ADRC/Options Counseling department. There were questions and discussion.

**ADRC Options Counseling Report**

Pam Taylor presented the Revised Volunteer Procedure. This was approved by the Board of Directors. There were some questions and discussion.

**OLD BUSINESS**

**Volunteer Recruitment Procedure**

Pam Taylor presented the Milestones Policy and Procedures packet, which was included in the packet. The On-Site Compliance Monitoring and Performance Review required nutrition policies and procedures to be compliant. There were questions and discussion. Members noted a formatting error on page 23 of the manual, Fire Inspections and Violation, under the third paragraph; number 1, the second line needs to be tabbed over to line up with the first line; also, page 10 of the manual was blank. Motion made by Frances Bohlken, seconded by Jeri Dean, to accept the Policy and Procedures manual as presented with the corrections mentioned and recommend to the Board for approval. The motion was carried unanimously.

**On-Site Compliance Monitoring & Performance Review**

**Nutrition Policies & Procedures**

Christa Merritt presented the Milestones Foundation Board Reconstruction. There was an informative included in the packet. There is currently one Milestones Foundation Board member that is willing to stay on for one more year. This was presented to the Board of Directors in October, a list

**NEW BUSINESS**

**Milestones Foundation Board Reconstruction**

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of their recommendations were included in the packet as well. There were questions and discussion. We need four new members for the Milestones Foundation Board. Floor was opened for members to volunteer. Bob Howard, Lee McClure, Christy Davis, and Steve Swisher volunteered. Motion made by Matt Greiner, seconded Colleen Putnam, close the floor to volunteering and to approve the four volunteers as members of the Milestones Foundation Board. The motion was carried unanimously.

Christa Merritt presented the FY 2014 Year in Review PowerPoint. This was presented to staff at the all-employee meeting that was held in Burlington in September. There were questions and discussion.

Connie Holland presented the letter to County Board of Supervisors. There was a copy of the general letter included in the packet, as well as a spreadsheet showing the formula used and the amount requested from each county. There was also a FY 2014 Year In Review informative sheet that will be sent with each letter. Motion made by Jim Howell, seconded by Frances Bohlken, to approve sending the letters and informative sheets. The motion was carried unanimously.

Connie Holland presented the planning information for FY 2016-2017. We have received preliminary information on the two year Area Plan. Our Area Plan will be due into the IDA on May 1, 2015. We will need to begin planning. An informative sheet was included in the packet. Staff recommends authorization of the same service categories for the two year Area Plan as are being provided in FY 2015, authorize staff to prepare budget for the service categories based on Financial information received from the IDA. The staff recommendation will be provided to both the Advisory Council and Board of Directors at their next meetings. As always, the budget levels will be dependent on the availability of funding. There were questions and discussion. Motion made by Frances Bohlken, seconded by Lee McClure, to approve the staff recommendations and recommend to the Board. The motion was carried unanimously.

The OIL minutes were included in the packet for members' information. Bill Thom commented on the OIL minutes. There was discussion.

The next scheduled meeting will be in March or April, depending on the timelines for the Area Plan.

The meeting was adjourned at 11:25 AM.

**FY 2014 Year in Review**

**Letter to County Board  
Of Supervisors**

**Planning Information on  
FY 2016-2017 Area Plan**

**ITEMS OF INTEREST**

**OIL Minutes**

**NEXT MEETING**

**ADJOURNMENT**