

**MILESTONES AREA AGENCY ON AGING  
BOARD OF DIRECTORS MEETING  
Tuesday, December 16, 2014  
12:25 PM**

The Board of Directors met Tuesday, December 16, 2014 at 12:25 PM at Southeastern Community College, 1500 West Agency Road, Room #433, Burlington.

Chairperson, Dorothy Goldizen, called the meeting to order at 12:25 PM.

**CALL TO ORDER**

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

**ROLL CALL**

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

The minutes of the Board of Directors meeting held on October 28, 2014 were included in the packet. Motion made by Bill Thom, seconded by Frances Bohlken, to approve the minutes as sent. The motion was carried unanimously.

**APPROVAL OF MINUTES**

**REPORTS**

The Board Report for October, 2014 was reviewed at the Advisory Council meeting earlier this day. Members would like to know how we are at 60% on State Income. We ended up with a 6 month allotment. Tina will give further clarification at the next meeting.

**Financial Report**

The Meal Information Reports for October, September, and August, 2014 were reviewed at the Advisory Council meeting earlier this day.

**Nutrition Report**

The Case Management Report was reviewed at the Advisory Council meeting earlier this day.

**Case Management Report**

The Options Counseling Report was reviewed at the Advisory Council meeting earlier this day.

**Options Counseling Report**

Accounts Payables October, 2014 were included in the Board packet. There were questions and discussion. The company credit card statements for October, 2014 were included in the packet.

**Accounts Payables**

**Credit Card Statements**

Motion made by Jim Howell, seconded by Bob Howard, to approve the Financial Report, Nutrition Report, Case Management Report, and Options Counseling Report as it was presented to the Advisory Council earlier this day, and also to approve the October, 2014 Accounts Payables and October, 2014 company credit card statements as presented to Board of Directors. The motion was carried unanimously.

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The On-Site Compliance Monitoring and Performance Review was reviewed at the Advisory Council meeting earlier this day.

**OLD BUSINESS**

**On-Site Compliance**

The Nutrition Policies and Procedures were reviewed at the Advisory Council meeting earlier this day.

**Nutrition Policy & Procedures**

The Milestones Foundation Board Reorganization was reviewed at the Advisory Council meeting earlier this day.

**Milestones Foundation Board**

Motion made by Jim Howell, seconded by Bill Thom, to approve all Old Business items as they were presented at the Advisory Council meeting earlier this day. The motion was carried unanimously.

**NEW BUSINESS**

The Milestones FY 2014 in Review PowerPoint was presented at the Advisory Council meeting earlier this day.

**FY 2014 in Review**

The Letters to the County Board of Supervisors to request monetary support was presented to the Advisory Council earlier this day.

**County Board of Supervisors  
Support Request**

Planning information for FY 2016-2017 Area Plan was presented at the Advisory Council meeting earlier this day.

**FY 2016-2017 Area Plan**

Motion made by Lynelle Diers, seconded by Jim Howell, to approve New Business items A, B, and C, as they were presented to the Advisory Council meeting earlier this day. The motion was carried unanimously.

Connie Holland presented the Change in access procedure for Wells Fargo on line banking. A copy of the form that would need to be signed and submitted to Wells Fargo was included in the Board packet. Motion made by Stephen Swisher, seconded by Lynelle Diers, to approve signature and submittal. The motion was carried unanimously.

**Change in Access Procedure  
Wells Fargo online Banking**

Connie asked the Board members how they wanted to handle the process for hiring her successor. There were questions and discussion. Motion made by Jeri Dean to appoint the Executive Committee to handle the process of hiring a successor. There was not a second to this motion. Motion was not carried. Board members asked for some of the staff to leave the room while this was discussed. Pam Taylor, Kim Goering, and Christa Merritt left the room; Jeri Swisher, Connie Holland, and Charlene Baxter remained in the room for this discussion.

**CEO Successor**

There was discussion. Motion made by Jim Howell, seconded by Jeri Dean, to offer the CEO position to Christa Merritt. Roll call vote was taken, with one no vote, and 8 yes votes. The motion was passed.

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Members asked about the pay increase for Christa Merritt. Jeri informed members that there was already a procedure in place to increase her pay, and/or pay grade and that no action was necessary by the Board to set this. Members asked if we would need to hire another COO? No, we will likely not need to hire a COO, we may be able to fill this internally, or hire a lower position. Christa will figure out if she needs another employee or to rearrange responsibilities.

A responsible staff for the Ottumwa Office will need to be named.

Glen Swanson, of Theobald, Donahue and Thompson, PC presented the Milestones audit for the period ended June 30, 2014. There was a handout of the drafted copy. Motion made by Jeri Dean, seconded by Frances Bohlken, to approve the FY 2014 Milestones audit as presented. The motion was carried unanimously.

**FY 2014 Milestones Audit**

The next Board of Director's meeting is scheduled tentatively for February 24, 2015. This date could change depending on the FY 2016-2017 Area Plan.

**NEXT MEETING**

Motion made by Lee McClure, seconded by Bill Thom, to adjourn. The meeting was adjourned at 1:30 PM.

**ADJOURNMENT**