



**Board Of Directors  
Tuesday, October 27, 2015**

The Board of Directors met on Tuesday, October 27, 2015 at 10:00 AM at the Mill Seed Company Building, 212 N. Iowa Street, Washington, IA.

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

**Present:** Bob Howard, Stephen Swisher, Frances Bohlken, Jim Howell, Lee McClure, and Bill Thom.

**Excused:** Dorothy Goldizen, Jeri Dean, and Lynelle Diers.

**Staff Present:** Christa Merritt, Tina Jaegers, Jeri Swisher, Peggy Dykes, Dawn Carstensen, Kim Goering, Pam Taylor, Cheryl Badolato, Suzanne Roush, and Charlene Baxter.

The minutes of the Board of Directors meeting held on August 25, 2015 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.

The minutes of the Advisory Council meeting held on September 15, 2015 were included in the packet for members' information. Motion made by Frances Bohlken, seconded by Stephen Swisher, to approve the minutes as sent. The motion was carried unanimously.

Courtney DeRonde, from TD & T (Theobald, Donohue & Thompson, PC), presented the FY 2015 Consolidated Audit for Milestones AAA and the Milestones Foundation, which was included in the packet. There was a letter included in the packet as well. The letter will need signed and sent to TD & T upon approval of the audit. There were questions and discussion. Members would like Tina to check into options for accruing interest on money in the bank. Tina will check into the "sweeping" of funds every night to grow interest on funds. Motion made by Lee McClure, seconded by Frances Bohlken, to approve the audit as sent. The motion was carried unanimously.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

**Board of Director Minutes**

**Advisory Council Minutes**

**AUDIT REPORT**

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Tina Jaegers presented the Financial Report. The Board Report for August, 2015 was included in the packet. There is an error on the Board Report, the YTD budgeted amount for the local funds (\$391,038) was incorrect; should be \$111,726. Carryover funds were utilized and posted under expenses, postage/printing/advertising, but the carryover funding is not included in this budget. We had paid 6 months of dues and we are only 2 months into the budget so it looks over budget, but it will even out and we are not really over budget. There were questions and discussion. Tina will check the insurance expenses.

**REPORTS**

**Fiscal Report**

The Accounts Payables for July, 2015 and August, 2015 were included in the packet. There were questions and discussion.

The company credit card statements were included in the packet. There were some questions and discussion.

Motion made by Bill Thom, seconded by Frances Bohlken to approve the Financial Report as presented. The motion was carried unanimously.

Pam Taylor presented the Nutrition Report. The Raw Food Cost Report for YTD through August, 2015 was included in the packet. The Meal Information Reports for YTD through August, 2015. There were questions and discussion. The meals in Centerville are increasing. We had previously contracted for home delivered meals but the contractor didn't renew the contract so now we are cooking the meals in Centerville. The YTD contributions at the bottom of the Meal Information Report is wrong. We are averaging a monthly contribution of \$2.02 for congregate and Home Delivered combined.

**Nutrition Report**

Motion made by Jim Howell, seconded by Frances Bohlken, to approve the Nutrition Report as presented. The motion was carried unanimously.

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

**Case Management Report**

Kim Goering presented the Elder Abuse Report. The Elder Abuse Report was a handout. There were some questions.

**Elder Abuse Report**

Dawn Carstensen presented the Options Counseling & Employment Program Report as a handout. There were some questions and discussion. We have drafted a suggested contribution letter for these services.

**Options Counseling & Employment Program Report**

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Peggy Dykes presented the Marketing and Promotional Updates as a handout. If there are presentations and events going on in the community that we may be able to attend and present at let us know.

**Marketing Report**

Christa Merritt presented the Managed Care Discussion and Updates. We are waiting on contracts to be approved. There were questions and discussion.

**OLD BUSINESS**

**Managed Care Update**

Christa Merritt and Pam Taylor presented the Vietnamese Meal Site Updates. The grant has been submitted, we are hoping to know by Thanksgiving if we will get the grant. The contracted coordinator had requested an additional \$2 per hour, for 24 hours a month, to become effective November 1, 2015. There were questions and discussion. Motion made by Frances Bohlken, seconded by Stephen Swisher, to approve the contract change to an additional \$2 per hour for contracted coordinator position as presented, to become effective November 1, 2015. The motion was carried unanimously.

**Vietnamese Meal Site**

Jeri Swisher presented the Updated Salary Grades. The updated salary grades were included in the packet. This will mostly affect the nutrition staff. It is getting harder to keep staff with minimum wage positions. There were questions and discussion.

**NEW BUSINESS**

**Salary Grade Revisions**

Motion made by Stephen Swisher, seconded by Frances Bohlken, to approve the recommended updated Salary Grades as presented. A roll call vote was taken. Stephen Swisher, Frances Bohlken, Bob Howard, Lee McClure, and Bill Thom voted yes. Jim Howell voted no. The motion was carried with five members that voted yes and one member that voted no.

Pam Taylor presented the Change of Meal Site Location for Ottumwa. We would like to relocate the Ottumwa Meal Site from the Knights of Columbus to the Trinity Episcopal Church. The current contract with Knights of Columbus will end on December 31, 2015. The new contract with Trinity Episcopal Church would begin January 1, 2016. There were some questions and discussion. Motion made by Bill Thom, seconded by Lee McClure, to approve the change of location for the Ottumwa Meal Site to the Trinity Episcopal Church, effective January 1, 2016. The motion was carried unanimously.

**Meal Site Relocation**

Tina Jaegers and Christa Merritt presented the Fiscal Monitoring Report, which was included in the packet.

**ITEMS OF INTEREST**

**Fiscal Monitoring Report**

Christa Merritt presented the Area Plan updates. The presentation will be given at the December meeting.

**Area Plan Process Update**

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The OIL report was included in the packet for members' information. Bill Thom commented on the report.

**OIL Report**

The Centenarian event will be held on November 5, 2015 at Sunnybrook in Fairfield, IA at 1:30 PM.

**Centenarian Event**

The next meeting will be held jointly with the Advisory Council on December 15, 2015, to include a holiday luncheon. The location is to be determined; we are looking into the Burlington area.

**NEXT MEETING**

The meeting was adjourned at 12:30 PM.

**ADJOURNMENT**