



**Joint Board of Directors and Advisory Council Meeting
December 15, 2015**

The Board of Directors and the Advisory Council met jointly on Tuesday, December 15, 2015 at 10:00 AM in the Davenport office conference room of Milestones Area Agency on Aging.

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

Call To Order

Advisory Members Present: Janet Bindewald, Frances Bohlken, John Campbell, Christy Davis, Lynelle Diers, Dorothy Goldizen, Matt Greiner, Bob Howard, Jim Howell, Duffy Kester, Kristy Korpi, Lee McClure, Lyn Stinson, Stephen Swisher, Bill Thom, Lyle Van Fleet, and Bob Waugh.

Roll Call

Advisory Members Excused: Jeri Dean, Edd Felgar, Lillian Frizzell, Kris Laurson, Colleen Putnam, Rodney Robinson, Joan Runyan, and Patricia Steiner.

Advisory Member Absent: Cheryl Downard, Toni Griffith, Cathy Holtkamp, Steve Laing, Julie Schilling, and Liz Sherwin.

Board Members Present: Bob Howard, Stephen Swisher, Dorothy Goldizen, Frances Bohlken, Jim Howell, Lee McClure, Bill Thom, and Lynelle Diers.

Board Members Excused: Jeri Dean.

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

The minutes of the Advisory Council meeting held on September 15, 2015 were included in the packet. Motion made by Matt Greiner, seconded by John Campbell, both members of the Advisory Council, to approve the Advisory Council minutes as sent. The motion was carried unanimously by the Advisory Council.

**Approval Of
Advisory Council
Minutes**

The minutes of the Board of Directors meeting held on October 27, 2015 were included in the packet. Motion made by Bill Thom, seconded by Lee McClure, both members of the Board, to approve the Board minutes as sent. The motion was carried unanimously by the Board of Directors.

**Approval Of Board
Minutes**

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Mark Lechtenberg, of Theobald, Donahue and Thompson, PC presented the FY 2015 IRS Tax Form 990 for Milestones Area Agency on Aging. There were questions and discussion. He noted that there was a correction on Schedule R, Part V, Number 2; Milestones Foundation will be listed for \$96,000. Motion made by Stephen Swisher, seconded by Frances Bohlken, both member of the Board of Directors, to approve the 2014 IRS Tax Form 990. There was a roll call vote taken, with all 8 present members voting yes. The motion was carried unanimously by the Board of Directors.

IRS Tax Form 990

Tina Jaegers presented the Financial Reports. The Board Report for October, 2015 was included in the packets. There were some questions and discussion.

REPORTS

Financial Reports

The Accounts Payables for September, 2015 and October, 2015 were included in the Board packets. There were some questions and discussion.

The company credit card statements were included in the packet. There were some questions and discussion. Tina will call the bank to make sure the over limit fee was forgiven.

Motion made by Bill Thom, seconded by Jim Howell, both members of the Board of Directors, to approve the Financial Report as presented. The motion was carried unanimously by the Board of Directors.

Pam Taylor presented the Nutrition Report. The Meal Information Report for October, 2015 was included in the packet. The Raw Food Cost Report for October, 2015 was also included in the packet. The Ottumwa meal site will be moving to a new location as of January 1, 2016. Tina is helping with making sure the meal sites are accurately inputting the inventory. There were questions and discussion.

Nutrition Report

Pam Taylor presented the Vietnamese Meal Site Update. We had a grand opening on November 21, 2015, there were 20 participants. There were over 36 participants the second day it was open. This meal site is open 2 days a month. There were questions and discussion.

Vietnamese Meal Site

Kim Goering presented the Case Management Report, which was included in the packet. We had received a call from another case management agency asking us if we would be able to accept more clients.

Case Management Report

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

Elder Rights Report

Dawn Carstensen presented the Options Counseling Report, which was included in the packet.

**Options Counseling
Report**

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Dawn Carstensen presented the Employment Program Report, which was included in the packet. There were questions and discussion.

**Employment Program
Report**

Peggy Dykes presented the Marketing and Promotional Updates, which was included in the packet. Please let us know if there are events that we could attend. There were questions and discussion.

**Marketing & Promotional
Updates**

Christa Merritt presented the Managed Care Updates and Discussion. It sounds like we will possibly have contracts with all four companies. We have been working on pricing of programs that we will be offering through managed care. We feel more confident in having a role in managed care. There were questions and discussion.

OLD BUSINESS

Managed Care Updates

Christa Merritt presented the FY 2016-2017 Area Plan Update. Christa attended training in September with staff of other AAAs and IDA to go through the area plan process and see how to change it to make it a useful tool. She explained the proposed changes to the area plan process, there was a copy included in the packets. There were questions and discussion.

NEW BUSINESS

Area Plan Update

Christa Merritt presented the Staffing Changes. We have had some position changes. We opened an OC/Elder Rights position, housed in Davenport. Cheryl Badolato, Regional Case Management Director, took the Elder Rights position. We are not filling the Regional Case Management Director, but we will be appointing an interim supervisor for the time being until we figure out the Managed Care Changes. There was a new position opened for internal application for a Family Caregiver Specialist. This position was filled by an employee in Burlington.

Staffing Changes

Christa Merritt presented the Mileage Reimbursement proposed changes. We have been debating on decreasing the mileage reimbursement since gas prices has declined significantly. This would be an easy save for the budget if we needed to utilize it. We would present this to Advisory Council and Board of Directors for approval.

ITEMS OF INTEREST

**Mileage Reimbursement
Proposed Changes**

Jeri Swisher presented the Sunshine Fund, which was included in the packet. It is time to sign up for the Sunshine Fund again. It is completely voluntary. This was already sent out to employees. If you wish to participate in the Sunshine Fund fill out the form and give the form and money to Jeri. There were questions and discussion.

Sunshine Fund

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

OIL Report

The next Board of Directors meeting is scheduled for February 23, 2016. The location has yet to be determined, hopefully in Ainsworth.

**NEXT MEETINGS
Board of Directors**

The next Advisory Council meeting is scheduled for March 15, 2016. The location has yet to be determined, hopefully close to Ottumwa.

Advisory Council

The meeting was adjourned at 12:00 PM.

ADJOURNMENT