



**Board of Directors Meeting**

**February 23, 2016**

**10 AM**

**Drake Restaurant, 106 Washington Street, Burlington, IA**

Notice is hereby given that the February 23, 2016 Meeting of the Milestones Area Agency on Aging Board of Directors will be held in Burlington, Iowa at the Drake Restaurant. If you would like to carpool with staff to attend the meeting in person, please contact your nearest local Milestones office.

**Agenda**

- I. Call to Order – Board Chairperson
- II. Roll Call Board– Secretary
- III. Approval of Advisory Minutes – Meeting minutes of December 15, 2015
- IV. Approval of Board Minutes – Meeting minutes of December 15, 2015
- V. **Reports** – If reports are not completed at time of packet mailing there will be handouts at the meeting.
  - a. Financial Reports – Tina Jaegers
    - i. Financial Report YTD
    - ii. Accounts Payable**Action:** Motion to approve the Financial Reports – Advisory and Board.
  - b. Nutrition Program – Pam Taylor
    - i. Meal Information Report – YTD
    - ii. 2015 Farmer’s Market check results**Action:** Accept for information
  - c. Case Management – Kim Goering
    - i. Reports YTD**Action:** Accept for information
  - d. Options Counseling, Elder Rights & Employment Program – Dawn Carstensen
    - i. Reports YTD**Action:** Accept for information

- e. Marketing / Promotional updates – Peggy Dykes
  - i. Reports YTD**Action:** Accept for information

VI. **Old Business**

- a. Managed Care Discussion/Updates – Christa & Staff

VII. **New Business**

- a. Nutrition policies – Labeling & Reusable Tray policies for the Nutrition program – Pam Taylor  
**Action:** Motion to approve both Nutrition policies
- b. Need for additional credit card for Dawn Carstensen – Christa  
**Action:** Motion to approve credit card for Dawn Carstensen
- c. Request to reduce mileage reimbursement rate from .51/mile to .45/mile effective March 1, 2016 – Christa  
**Action:** Motion to approve new mileage rate of .45/mile effective March 1.
- d. Lifelong Links Call Monitoring Policy – Dawn  
**Action:** Motion to approve Lifelong Links Call Monitoring Policy
- e. CEO revised evaluation form – Jeri  
**Action:** Motion to approve new CEO evaluation form.

VIII. **Items of Interest**

- a. OIL Report – Bill Thom

IX. **Next Meeting** – Location of meetings to be determined.

- a. Advisory meeting – March 29, 2016, Ottumwa
- b. Board meeting – April 26, 2016, Burlington, Location TBD

X. **Adjournment**