



**Board Of Directors  
Tuesday, February 23, 2016**

The Board of Directors met on Tuesday, February 23, 2016 at 10:00 AM at the Drake Restaurant, 106 Washington Street, Burlington, Iowa.

Vice Chairperson, Lynelle Diers, called the meeting to order at 10:00 AM.

**Present:** Jeri Dean, Lynelle Diers, Jim Howell, Lee McClure, Stephen Swisher, and Bill Thom.

**Excused:** Frances Bohlken, Dorothy Goldizen, and Bob Howard.

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

The minutes of the Joint Board of Directors and Advisory Council meeting held on December 15, 2015 were included in the packet. Motion made by Bill Thom, seconded by Stephen Swisher, to approve the minutes as sent. The motion was carried unanimously.

Tina Jaegers presented the Financial Report. The Board Report for December, 2015 was included in the packet. Local income was a little lower than we had budgeted; we are adjusting the budget as needed. The travel is a little higher than we had budgeted; Christa will address that later on the agenda. There were questions and discussion.

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

The company credit card statements were included in the packet. There were questions and discussion. The limit was increased for Pam Taylor's card in December. The bank isn't sure how that happened, but they are fixing it.

Motion made by Lee McClure, seconded by Jim Howell, to approve the Financial Report as presented. The motion was carried unanimously.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

**Board of Director Minutes  
Advisory Council Minutes**

**REPORTS**

**Financial Reports**

**Milestones AAA Board of Directors Meeting**

**February 23, 2016**

**Page 2**

Pam Taylor presented the Nutrition Report. The Meal Information Report for YTD through December, 2015 was included in the packet. The Raw Food Cost Report for month ending December, 2015 was included in the packet. For the month of December all of the sites were under \$2.00 for raw food cost. The Raw Food Cost Report for YTD through December, 2015 was included in the packet. There were questions and discussion.

**Nutrition Report**

Pam Taylor presented the 2015 Farmer's Market check results. This was included in the packet. There were questions and discussion.

Motion made by Jim Howell, seconded by Jeri Dean, to accept 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**

Motion made by Bill Thom, seconded by Jeri Dean, to accept the Case Management Report as presented. The motion was carried unanimously.

Dawn Carstensen presented the Options Counseling, Elder Rights, and Employment Program Reports, which was included in the packet. There were questions and discussion.

**Options Counseling, Elder Rights, and Employment Program Reports**

Motion made by Jim Howell, seconded by Stephen Swisher, to accept the Options Counseling, Elder Rights, and Employment Program Reports as presented. The motion was carried unanimously.

Peggy Dykes presented the Marketing and Promotional Updates, which was included in the packet. Please let us know if there are events in your county that we can attend. There were questions and discussion. Jim Howell suggests putting the ads in the Columbus Junction paper done in Spanish and possibly Chen languages on the city page in Columbus Junction.

**Marketing & Promotional Updates**

Motion made by Jeri Dean, seconded by Bill Thom, to accept the Marketing and Promotional Update as presented. The motion was carried unanimously.

Christa Merritt presented the updates on Managed Care. We are signing contracts with Ameri-Health, Ameri-Group, and United Health Care. There were questions and discussion.

**OLD BUSINESS**

**Managed Care Updates**

**Milestones AAA Board of Directors Meeting**

**February 23, 2016**

**Page 3**

Pam Taylor presented the Labeling & Reusable Tray policies for the Nutrition program. The policy was included in the packet. All meals prepared or purchased for non-immediate consumption must be labeled to meet Iowa Food Code Requirements. As of November 1, 2015, the label must include a food allergy warning, named menu item, date of preparation, and the location of where the food was packaged and labeled. Currently staff is hand writing these requirements on the meals for later consumption; we have ordered labels. There were questions and discussion. Number 7, Item G. states "Animals are not allowed in transit". It will be added that service animals will be allowed.

**NEW BUSINESS**

**Nutrition Policies**

Pam Taylor presented the policy limiting the number of meals served to one participant. This policy was included in the packet. There were questions and discussion.

Motion made by Jeri Dean, seconded by Stephen Swisher, to approve the Labeling and Reusable Tray Policy, with the addition of "service animals will be allowed in transit" to Number 7, Item G, and to approve the policy limiting the number of meals per participant as presented. The motion was carried unanimously.

Christa Merritt presented the need for an additional credit card for Dawn Carstensen.

**Additional Credit Card**

Motion made by Jim Howell, seconded by Bill Thom, to get a company credit card for Dawn Carstensen. Motion carried unanimously.

Christa Merritt presented the proposed reduction of mileage reimbursement rates. Staff is proposing to reduce the mileage reimbursement rates from \$0.51 to \$0.45, to become effective March 1, 2016. There were questions and discussion.

**Reduction of Mileage Reimbursement Rates**

Motion made by Jeri Dean, seconded by Jim Howell, to approve the reduction of mileage reimbursement rates as presented, from \$0.51 to \$0.45, to become effective March 1, 2016. The motion was carried unanimously.

Dawn Carstensen presented the LifeLong Links Call Monitoring Policy, which was included in the packet. This policy was developed so that supervisors can monitor staff's calls. We will need to monitor approximately 10 calls per month. All LifeLong Links staff will sign off on this policy. There were questions and discussion.

**LifeLong Links Call Monitoring Policy**

Motion made by Bill Thom, seconded by Lee McClure, to approve the LifeLong Links Call Monitoring Policy as presented. The motion was carried unanimously.

**Milestones AAA Board of Directors Meeting**

**February 23, 2016**

**Page 4**

Jeri Swisher presented the proposed CEO Evaluation Form, which was included in the packet. The final copy will be brought back to the April meeting and will be used for the CEO Evaluation in June.

**CEO Evaluation Form**

Motion made by Jeri Dean, seconded by Stephen Swisher, to approve the revised CEO Evaluation Form as presented. The motion was carried unanimously.

There was not a recent report for Older Iowans Legislature available. Bill Thom commented on Older Iowans Legislature.

**ITEMS OF INTEREST**

Christa Merritt had informed members that the auditors had recommended that the Milestones Foundation show more support for Milestones' programs. The Milestones Foundation had met last week and had agreed to move \$5000 to Milestones AAA. We chose to use this funding for extra hours in Options Counseling.

**OIL Report**

Christa informed members that we have a long term vision to provide quality chore services with private pay. We do not have any chore providers in Scott County.

We are looking into if we have a VISTA position open next year, we would want that person to do fundraising opportunities. This position could possibly lead into a position with the agency.

The next meeting for Advisory Council will be held on March 29, 2016 in Ottumwa.

**NEXT MEETING**

The next meeting for Board of Directors will be held on April 26, 2016 in Burlington. There was some discussion; it is possible that the restaurant in Ainsworth might open up again in early April. If they are open in time we might hold the meeting there.

Motion by Jim Howell, seconded by Lee McClure, to adjourn. The meeting was adjourned at 11:30 AM.

**ADJOURNMENT**