



**Advisory Council Meeting
Tuesday, March 29, 2016**

The Advisory Council met on Tuesday, March 29, 2016 at 10:00 AM at the Great Prairie Area Education Agency, 2814 North Court Street, Ottumwa.

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

Present: John Campbell, Lynelle Diers, Karen Quick proxy for Lillian Frizzell, Dorothy Goldizen, Bob Howard, Jim Howell, Duffy Kester, Steve Laing, Kris Laurson, Colleen Putnam, Rodney Robinson, Julie Schilling, Liz Sherwin, Patricia Steiner, Stephen Swisher, Bill Thom, Lyle Van Fleet, and Bob Waugh.

Excused: Janet Bindewald, Frances Bohlken, Christy Davis, Jeri Dean, Matt Greiner, Kristy Korpi, Lee McClure, and Lyn Stinson.

Absent: Cheryl Downard, Toni Griffith, Cathy Holtkamp, and Joan Runyan.

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 Lyle Van Fleet, seconded by John Campbell, to approve the minutes as sent. The motion was carried unanimously.

Tina Jaegers presented the Financial Report. The Board Report for January, 2016 was included in the packet. The budget looks like it was over because the audit was paid but it will even out throughout the year. We also had a few large claims paid through workman's compensation. There were questions and discussion. Employee substitutions were not budgeted and we had a lot of substitutions. We also had 4 employees leave employment with us and we had to pay out their vacation leave that they had accrued by the time they left employment. We did get word that the workman's compensation fee will be reduced. Motion made by Lynelle Diers, seconded by Lyle Van Fleet, to approve the Financial Report as presented. The motion was carried unanimously.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Advisory Council Minutes

REPORTS

Financial Reports

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Christa Merritt presented the Nutrition Report. The Meal Information Reports for month ending January, 2016 and YTD through January, 2016 was included in the packet. The Raw Food Cost Report for month ending January, 2016 and YTD through January, 2016 was included in the packet. Overall our nutrition program has seen an increase. Pam has done a good job on getting the raw food cost down. There were questions and discussion. Members would like to compare total costs between cooking sites and non-cooking sites.

Nutrition Report

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

Kim Goering presented the Care Coordination Report. The Care Coordination Report was a handout. The date at the bottom of the report is wrong, these numbers were pulled last week. The MCO will start this Friday. There were questions and discussion.

Care Coordination Report

Dawn Carstensen presented the Options Counseling, Elder Rights, and Employment Program Reports, which was included in the packet. There was a handout for LifeLong Links Service Report for February, 2016. There were questions and discussion.

Options Counseling, Elder Rights, and Employment Program Reports

Peggy Dykes presented the Marketing and Promotional Updates, which was included in the packet. We did publish news articles in February and March. We have a Facebook page and have quite a few likes. We are reaching people on Facebook that we may not have reached before. We are starting to get into the busy season for health fairs. Please let us know if there are events in your county that we can attend. There was some discussion.

Marketing & Promotional Updates

Christa Merritt presented the updates on Managed Care. The Managed Care will start on Friday, April 1, 2016. There were questions and discussion.

OLD BUSINESS Managed Care Updates

Christa Merritt presented the Labeling & Reusable Tray policies for the Nutrition program. The policy was included in the packet as an informational item. The Board of Directors approved the changes to the policy at the February meeting. 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.

NEW BUSINESS Nutrition Policies

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Christa Merritt presented the policy limiting the number of meals served to one participant. This policy was included in the packet as an informational item. The Board of Directors approved the changes to the policy at the February meeting.

Christa Merritt presented the Area Plan Updates. She presented the goals and Units of Service for FY 2017, which were handouts. John Campbell gave his vote in favor with the consensus of the group and then left the meeting. Members would like a report for material aide/unmet needs services to show the number of people in each county that is using the service. . There were questions and discussion.

Approval of Area Plan

Tina Jaegers presented the Budget for FY 2017. It does include a 1.5% raise for all employees. It also includes a required software update. The Managed Care programs are at the bottom of the page, and are not totaled in with the rest of the budget. The Managed Care programs used to be the Elderly Waiver program. There were multiple positions that resigned and we did not replace and we do have one person that is retiring in July that we are not replacing. There were questions and discussion.

Motion made by Jim Howell, seconded by Liz Sherwin, to approve the area plan updates as presented and recommend to the Board of Directors for approval. The motion was carried unanimously.

Christa Merritt presented the reduction of mileage reimbursement rates. The Board of Directors approved mileage reimbursement rates to reduce from \$0.51 to \$0.45, effective March 1, 2016. There were questions and discussion. Members pointed out that it wasn't brought to the Advisory Council for recommendations to the Board. Christa takes full responsibility for not bringing it to the Advisory Council for recommendations.

Mileage Reimbursement Rate Reduction

Motion made by Jim Howell, seconded by Duffy Kester, for the Advisory Council and Board of Directors to revisit the mileage reimbursement rates after a 3 month period, at which point members would like to know about all complaints and would like to receive a mileage reimbursement report. The motion was carried with 2 members, Bill Thom, and Lyle Van Fleet, voting no, and 13 members, Kris Laurson, Steve Laing, Lynelle Diers, Karen Quick, Duffy Kester, Colleen Putnam, Liz Sherwin, Jim Howell, Rodney Robinson, Stephen Swisher, Dorothy Goldizen, Bob Howard, and Bob Waugh voted yes. This will be revisited at the June packets. Tina will compile a report to show mileage that was turned in for March, April, and May that will also show the calculations of both rates.

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The LifeLong Links Call Monitoring Policy was included in the packet as an informational item. The Board of Directors approved the policy at the February meeting. 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.

Christa Merritt presented the By-Laws. The Advisory Council By Laws were included in the packet. Advisory Council member, Colleen Putnam, would like to resign and has a possible replacement. Colleen Putnam and her replacement, Pastor Raymond Doser, will both attend the June meeting.

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

The next meeting for Advisory Council will be held on June 14, 2016 in Burlington.

The meeting was adjourned at 12:30 PM.

**LifeLong Links
Call Monitoring Policy**

By-Laws

Membership Resignation

**ITEMS OF INTEREST
OIL Report**

NEXT MEETING

ADJOURNMENT