



**Board Of Directors
Tuesday, April 26, 2016**

The Board of Directors met on Tuesday, April 26, 2016 at 10:00 AM at the Happy Joe's restaurant, 1011 Lawrence Avenue, Burlington.

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

Present: Bob Howard, Stephen Swisher, Frances Bohlken, Jeri Dean, Lee McClure, Bill Thom, Lynelle Diers.

Absent: Jim Howell.

Excused: Dorothy Goldizen.

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

The minutes of the Board of Directors meeting held on February 23, 2016 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.

Tina Jaegers presented the Financial Report. The Board Report for February, 2016 was included in the packet. There were questions and discussion.

The Accounts Payables for January, 2016 and February, 2016 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.

Motion made by Lynelle Diers, seconded by Stephen Swisher, to approve the Financial Report as presented. The motion was carried unanimously.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Board of Director Minutes

REPORTS

Financial Reports

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Pam Taylor presented the Nutrition Report. The Meal Information Report for YTD February, 2016 was included in the packet. The Raw Food Cost Report for month ending February, 2016 was included in the packet. The Raw Food Cost Report for YTD February, 2016 was a handout. There were questions and discussion. The labeling has been going well. We will be attending a meeting to present a different way of analyzing nutritional guidelines to the state on meals served.

Nutrition Report

Kim Goering presented the Case Management/Care Coordination Report. The Case Management/Care Coordination Report was a handout. We are almost through the first month of Managed Care. Our staff is doing a wonderful job.

**Care Coordination/
Case Management
Report**

Dawn Carstensen presented the LifeLong Links Program Reports, which were included in the packet. She noted that the numbers on the report are new cases. We have been advocating to the legislators for LifeLong Links funding.

LifeLong Links Report

Peggy Dykes presented the Marketing and Promotional Updates, which was a handout. Please let us know if there are events in your county that we can attend.

**Marketing & Promotional
Updates**

Christa Merritt presented the updates on Managed Care. The Managed Care started on Friday, April 1, 2016. The Case Managers/Care Coordinators have been doing a great job. We haven't billed yet, that will happen in a couple of weeks. We are still in the time period of where participants can switch MCO's. They can change into the middle of June, and then thereafter they would need to have a good reason to switch. There were questions and discussion.

OLD BUSINESS

Managed Care Updates

Christa Merritt presented the terms for Board of Directors Officers. Current officers are Chairperson, Bob Howard; Vice Chair, Lynelle Diers; and Secretary/Treasurer, Stephen Swisher. Terms will end June 30, 2016. We will have to vote for officers at the June meeting. We will need to know if Board members are deciding to not stay on the Board. All members prefer to stay on as they are. Plan of action will be that all officers stay the same and all members remain on the Board. Members are in agreeance with this.

NEW BUSINESS

Board of Director Terms

Christa Merritt presented the staff pay increases. Due to budget restraints, we are asking for a 1.5% pay increase to be effective July 1, 2016 and an additional Personal Day for staff. The additional Personal Day would be for FY 2017 only. There were questions and discussion.

Staff Pay Increases

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Motion made by Bill Thom, seconded by Jeri Dean, to approve the 1.5% pay increase and additional Personal Day, with the additional personal day be for the FY 2017 year only. The motion was passed with 6 members voting yes, and 1 member voting no.

Jeri Swisher presented the revised CEO Evaluation Form. This was sent out with the packets along with a self-addressed, envelope with pre-paid postage. Please fill this out and send to Jeri no later than May 20, 2016.

CEO Evaluation Form

Christa Merritt presented the Area Plan Updates. She presented the goals and Units of Service for FY 2017, which were handouts. The Units of Services was a handout.

Area Plan Updates

Tina Jaegers presented the Budget for FY 2017. There was a change on the budget from when it was presented to the Advisory Council. The state decided to withhold the amount of funding for the Harmony software program instead of billing us for it. The budget does include a 1.5% raise for all employees and substitute wages. 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.

Motion made by Stephen Swisher, seconded by Frances Bohlken, to approve the area plan updates as presented. The motion was carried unanimously.

Tina presented the Proposal for Accepting Credit Card Payments as a handout. Members had previously asked for this information. This was for members' information only; there was no action needed. Tina explained the fees.

ITEMS OF INTEREST

**Information on Accepting
Credit Card Payments**

There wasn't an OIL Report available at this time. Bill Thom commented.

OIL Report

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

NEXT MEETINGS

The next meeting for Board of Directors will be held on June 28, 2016 in Ainsworth.

The meeting was adjourned at 11:30 AM.

ADJOURNMENT