



**Board Of Directors
Tuesday, June 28, 2016**

The Board of Directors met on Tuesday, June 28, 2016 at 10:00 AM the Ainsworth Four Corner Restaurant and Fuel Stop, 3112 Hwy 92, Ainsworth.

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

Present: Bob Howard, Stephen Swisher, Dorothy Goldizen, Jim Howell, Lee McClure, Bill Thom, Lynelle Diers.

Excused: Frances Bohlken and Jeri Dean.

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 April 26, 2016 were included in the packet. There were questions and discussion. There was a correction to the minutes; Dorothy Goldizen was listed as present and excused. She should have only been listed as excused. Motion made by Bill Thom, seconded by Jim Howell, to approve the minutes with the correction. The motion was carried unanimously.

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

The Accounts Payables for March, 2016 and April, 2016 were included in the packet. There were questions and discussion. Members questioned the amount paid to Iowa Association of Area Agencies on Aging (i4a). This is caregiver dues paid quarterly. We have always paid this. Members would like a copy of the budget for the i4a.

The company credit card statements were included in the packet. There were questions and discussion.

Motion made by Jim Howell, seconded by Lynelle Diers, 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 Reports for YTD through April, 2016 was included in the packet. The Raw Food Cost Report for YTD through April, 2016 was included in the packet. There were questions and discussion. Pam noted that the average YTD raw food cost listed at the bottom of the second page of the Meal Information Report was wrong, it should be \$1.57.

Nutrition Report

Pam Taylor presented the Contracted vs Cooking Site Comparison Report. This report compares the cost between contracted sites and our cooking sites. The average cost per meal for contracted sites is \$9.30. The average cost per meal for cooking sites is \$6.30. This report was for members' information only. There were questions and discussion.

Contracted/Cooking Comparison Report

Kim Goering presented the Case Management Report. The Case Management Report was included in the packet. We will continue to see a drop in numbers. Heritage AAA in Cedar Rapids had lost a case manager, we offered to help. Katy Paulus, our case manager located in the Ottumwa office, is picking up some cases for Heritage AAA. We set up an agreement, and they will pay for us for her time and mileage. There were questions and discussion.

Case Management Report

Dawn Carstensen presented the LifeLong Links Program Reports, which was included in the packet. The legislators approved additional funding for LifeLong Links. This has yet to be figured out how it will be divided between the AAA's. The Harmony program will be starting. Our staff had their training for it. Harmony is a replacement for the ESP program. Case management staff will be using the Harmony program eventually as well in replacement of Seamless. There were some questions and discussion.

LifeLong Links Report

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. We have been invited to attend John Deere Health and Wellness Fair. We have been invited to have a table at other miscellaneous events as well. We are getting more likes and shares on our Facebook page. There were questions and discussion.

Marketing & Promotional Updates

Christa Merritt presented the updates on Managed Care. At this point it looks like we will still be contracted with all three MCOs for meals. Transition period is over. There were questions and discussion.

OLD BUSINESS

Managed Care Updates

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Christa presented the appointment of Board terms and Officer Terms. At the time the agenda was created all members had agreed to renew their terms as Board members, and all officers had agreed to remain as officers through June 30, 2017 and but now Dorothy will be resigning from the Board.

NEW BUSINESS

Board of Director Terms

Motion made by Jim Howell, seconded by Bob Howard, to accept Dorothy Goldizen's resignation. Lynelle Diers voted no. The motion was carried with 6 yes votes and 1 no vote. Bob Howard would like to make Dorothy Goldizen an Honorary Board Member. This topic will be tabled for now. We will need to find another Board member. The new Board member would need to come from an Advisory Council member from Ottumwa's 10 county area. We could send a letter to the Advisory Council members from the Ottumwa area.

Motion made by Bill Thom, seconded by Jim Howell, to accept the renewal of Board of Director Officers. The motion was carried unanimously.

Christa Merritt presented the Review of Mileage Rate Decrease. There was a spreadsheet included in the packet. We didn't have any complaints from staff or volunteers. The Advisory Council didn't have a quorum but had recommended to keep it as it is.

Review of Mileage Rate Reduction

Motion made by Jim Howell, seconded by Lynelle Diers, to accept and keep the new reduced rate of mileage reimbursement. The motion was carried unanimously.

Jeri presented the CEO Evaluation with the recommendation of compensation. There was a handout that listed all Program Directors and their contact information. There was another handout with the evaluation information. There was some discussion. Motion made by Lynelle Diers, seconded by Bill Thom, to accept the evaluation as presented and to award Christa Merritt with the 1.5% salary increase, effective July 1, 2016. The motion was carried unanimously.

CEO Evaluation

Christa Merritt presented the Material Aid Report. This report was for members' information. If members would like a breakdown of where it was spent, we have that available. We think there may be a mistake under Lee County, it shouldn't be that large. There was questions and discussion.

Material Aid Report

Pam Taylor presented the Nutrition Policies and Procedures Handbook. This was included in the packet. There were questions and discussion. The handbook was originally approved in April, 2014 and has been updated multiple times since then.

Nutrition Policies And Procedures Handbook

Motion made by Jim Howell, seconded by Stephen Swisher, to approve the Nutrition Policies and Procedures as presented. The motion was carried unanimously.

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Dawn Carstensen presented the Milestones Grant Award for Assistance for Elders and Dependent Adults from Crime Victim Services Support Program. This grant will put a full time position in the Ottumwa office and a part time position in the Burlington office. This grant will start July 1, 2016. The grant will be for 3 years; renewable each year for the amount of \$99,635 per year.

There was no OIL Report available. Bill Thom commented. There were questions and discussion.

The next Advisory Council meeting is scheduled on September 13, 2016 in Columbus Junction.

The next Board meeting is scheduled for August 23, 2016 in Ainsworth.

Members voiced their disappointment to see the same reports in the Board packet that was presented to the Advisory Council meeting two weeks prior.

The meeting was adjourned at 12:00 PM.

ITEMS OF INTEREST

Grant Awarded

OIL Report

NEXT MEETINGS

Advisory Council Meeting

Board of Directors Meeting

ADJOURNMENT