



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

The Board of Directors met on Tuesday, August 23, 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: Lynelle Diers, Bob Howard, Jim Howell, Lee McClure, Stephen Swisher, and Bill Thom.

Excused: Jeri Dean.

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

Frances Bohlken had passed away on August 20, 2016. Her funeral will be Friday, August 26, 2016. She was a current Board member.

The minutes of the Board of Directors meeting held on June 28, 2016 were included in the packet. 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 June, 2016 was included in the packet. Tina explained that our revenue for FY 2016 was lower than we expected. Personnel was over budget was because of health insurance and also because the unemployment insurance rate had increased in the middle of the year. Workman's Compensation was also over-budget. Tina explained that she had been working with the auditors the past couple weeks and that they had told Tina to adjust \$66,885 for bad debt expense. This bad debt expense was expected Elderly Waiver revenue for meals and case management that the auditors project we won't receive. The audited report will be different this year because the Milestones Foundation will be added into the financials with the agency. The Board Report for July, 2016 was a handout. There were questions and discussion. Jim Howell would like to see the savings statement/end of year reserve in addition to the year-end financial standing. There were questions and discussion. Lynelle would like to add another line on the Board Report to track the funding from the MCO's.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Board of Director Minutes

REPORTS

Financial Reports

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The Accounts Payables for May, 2016 and June, 2016 were included in the packet. The Accounts Payables for July, 2016 was a handout. There were questions and discussion.

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.

Pam Taylor presented the Nutrition Report. The Meal Information Reports for YTD through June, 2016 was a handout. The Raw Food Cost Report for YTD through June, 2016 was also a handout. There were questions and discussion.

Nutrition Report

Pam Taylor presented the Fresh Conversations Update. Departments have worked together to come up with Fresh Conversations, which is an Evidence Based program. We had to start out with 10 meal sites to start with the Fresh Conversations program. There was a handout of a map that shows Fresh Conversations within the state. There was a Fresh Conversations Newsletter as a handout also. There were questions and discussion.

Fresh Conversations Update

Christa Merritt presented the Case Management Report. The Case Management Report was a handout. Our active client numbers should remain about steady. Most of the discharges on this report were most likely with United Health Care. The ration of caseloads to Case Managers is looking good. There were questions and discussion.

Case Management Report

Dawn Carstensen presented the LifeLong Links Program Reports, which was a handout. There were some questions and discussion.

LifeLong Links Report

Peggy Dykes presented the Marketing and Promotional Updates, which was included in the packet. The Centenarian event will be coming up in Davenport. 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. Case Management will maintain the contract with AmeriHealth. We are contracting for meals with all three MCOs. There were questions and discussion.

OLD BUSINESS Managed Care Updates

Christa Merritt presented the updated Online Communication/Social Media Policy. The policy was included in the packet. The changes to this policy match employment regulations and was approved by our attorney. Motion made by Jim Howell, seconded by Bill Thom, to approve the updated Online Communication/Social Media Policy. The motion was carried unanimously.

NEW BUSINESS Social Media Policy

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Christa presented the nominations for new Board members. We had sent letters to the Advisory Council member in the Ottumwa area. Two members, Duffy Kester, and Matt Greiner, had shown interest in becoming a Board member. Motion made by Lynelle Diers, seconded by Stephen Swisher, to nominate Duffy Kester as Board member. There were no floor nominations. Floor nominations were closed and a roll call vote was taken with all 6 members voting yes. The motion was carried unanimously.

We will send out letters to the Burlington area Advisory Council Members to fill the Board vacancy and will bring it to the Board.

Pam Taylor presented the Nutrition Changes/Updates. There are state requirements that will be reflected on our fall menus. We will now show carbohydrates on our menus.

Christa Merritt presented the Fiscal Monitoring Report from the Iowa Department on Aging. There were no issues or findings. This is an excellent reflection on the fiscal department and the agency. There were questions and discussion.

The annual Conflict of Interest and Disclosure statement was distributed for members to sign and return. The Policy and Procedure on Ethical and Good Faith Standards was also distributed for members to sign and return.

Bill Thom presented the OIL update. Bill had Older Iowan's Legislature brochures available. Pam Taylor will put brochures at meal locations. There were questions and discussion.

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

The next Board meeting is scheduled for October 25, 2016 in Ainsworth.

The meeting was adjourned at 11:50 AM.

New Board Member

Nutrition Changes/Updates

Fiscal Monitoring Report

ITEMS OF INTEREST

**Conflict of Interest &
Disclosure Statement
Ethical & Good Faith
Standards Statement**

OIL Report

**NEXT MEETINGS
Advisory Council Meeting**

Board of Directors Meeting

ADJOURNMENT