



Heritage  
Area Agency on Aging

**Regular Meeting of the Heritage Board of Directors**  
**Thursday, April 11, 2024 – 2:00 p.m.**

Via Conference Call and Heritage Area Agency on Aging Location

---

**MINUTES**

**Call to Order**

**Present:** Keith Stamp, Bruce Barnhart, Michelle Buhman, Chris Montross, Sister Susan O'Connor, John Schlarman, David Thielen, Sarah Wagner, Evans Waller, Dusti Winkie and Larry Kudej.

**Also Present:** Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Jill Sindt, Babcock-Assistant Secretary and Natalie Rugger, Intern.

**Mission Moment – Barb Werning, Executive Director**

Barb shared recent letters of appreciation from two Consumers that focused upon the outstanding services Ann Neville, their Heritage Case Manager, has been providing.

**Approve or Amend Agenda**

Upon review and no questions, Directors Waller and Barnhart moved and seconded to approve today's agenda. Motion carried, 10-0.

**Approval of Minutes of Board of Directors Meeting Held March 14, 2024**

Upon review and no further comments, Directors Barnhart and Montross moved and seconded to approve the Thursday, March 14, 2024 meeting minutes. Motion carried, 10-0.

**REGULAR AGENDA**

**Finance Report – Jennifer Knudtson**

**SFY 23 Audit**

- Denman & Company LLP's "Summary of Independent Auditor Results" reflected no findings and identified Heritage as low-risk auditee since no longer being a new entity.
- Audit finalized, filed with the Federal Clearinghouse as well as funders, and posted to the Heritage AAA website within required timeframes.
- Denman will start the Form 990 work in mid-April and file by May 15, 2024. Requested documents have been provided, however additional information may be needed.

**Grant Updates**

- Heritage notified we did not receive Whirlpool grant award.
- Due to portal issues, New Leader 360 grant request not successfully received. Will re-submit with next grant cycle.



- ADS presented the AAA's an opportunity for some additional funding through an ACL funded grant. Heritage Management Team currently evaluating level of participation based on requirements and staff availability.

### **Monthly IDA & AAA Fiscal Meeting Update**

- ADS informed all six Iowa AAA's that the late passing of the Federal Budget will impact disbursement processing. Further discussion of potential next steps took place. Barb will attend a meeting on April 12, and will have more information at that time. If funds are not received in a timely manner, a special Finance Committee meeting may be called to authorize funds from our money market account held with Farmer's State Bank to be transferred to the checking account. In that event, a Board vote will also be necessary. Advisor Kudej confirmed that we have additional funds held in Endowment with the Kirkwood Foundation. Barb confirmed and stated this is a temporary issue, but may require action from the Finance Committee and Board. Heritage is not at risk of being unable to meet obligations. Board Members will be kept informed.
- ADS is starting Fiscal Quality Improvement Adventure with a workgroup forming in June.
- ACL recently released 2024 Final Rule to update Older Americans Act Regulations. ADS is currently reviewing the updates to determine what changes (if any) may be needed to Iowa Code, Area Plans, policy/procedural changes, etc. Some of the changes may impact the AAA's. ADS will be working directly with the AAA's once the changes are identified. (<https://acl.gov/OAA rule>)
- Management and staff will meet with the Acumen broker soon regarding 2025 employee benefits package changes.

### **Approval of the Finance Report**

Directors O'Connor and Wagner moved and seconded to approve the finance report. Motion carried, 10-0.

### **Fundraising Committee Report – Barb Werning and Dusti Winkie**

- 2024 Caregiver Wellness Day event takes place on Monday, November 4 at The Hotel at Kirkwood. New Sponsorship levels were established, Vendor/Sponsor letters were sent out with Agreement forms in March and responses are being received.
- Speakers have been identified and are being confirmed on topics of Self-Care, Funeral Planning and Medicaid. Next Committee meeting is Monday, April 15, 2024 at 2:00 p.m.

### **Operations/Executive Director Report – Barb Werning**

- One-on-one meetings between the ED and staff continue. Completed sessions have received a good response from staff.
- The Heritage Employee Handbook is undergoing annual review for any revisions. Board will be informed and vote taken on needed changes.
- Equity language must be incorporated into the next Area Plan beginning FY 2026. This month, ADS started providing webinars on definitions, the required language and process to be used in the Area Plan. Staff may also need to take some cultural competency training. Barb indicated these changes could be quite time consuming and extensive.
- The Encore Express program in Iowa City, Senior Dine, has experienced rapid growth from six to thirty-seven Consumers, almost reaching the funding cap of forty participants.



- Thursday, April 18, six ADS employees will travel to Cedar Rapids to participate in the Heritage Nutrition food distribution at St. Paul's UMC.
- There are no significant advancements in the redesign process with HHS at this time. The Behavioral Health Bill, along with ASO role, is not yet approved but expected to pass the House and Senate within next thirty days.
- Review of third quarter Dashboard will take place at next scheduled Board meeting.
- KGAN/KFXA reached out about a story on Grandparent Scams using AI. They were tipped off by Cedar Rapids police that it has become a growing issue in the area. The reporter contacted Harrison March for Heritage's perspective on avoiding scams, what to do if you're scammed, etc. The online story version and Harrison's response can be viewed here:

<https://cbs2iowa.com/news/local/law-enforcement-warns-of-grandparent-scam-using-ai-to-trick-seniors#>

**Action Items and Assignments (No Voting Required)**

**a. Board Recruitment Committee & Training**

Term limits for several Members are expiring soon. Per Board of Director by-laws, A Board Recruitment Committee must be created at least 60 days prior to the annual meeting. Three Directors, Huber, O'Connor and Winkie have volunteered to serve on the committee. Members are encouraged to submit any potential candidates to the Chair and ED for action. The committee will present a full slate of members for approval at the Annual Meeting.

Upon further discussion, which expanded to involve annual Board Training requirements, Members will be provided their term limits along with training hours they still have left in order to meet the required 240 minutes. (ADS has online training that can be accessed to complete hours.)

**b. Shawn Ireland Resignation**

Shawn Ireland, has submitted his resignation as a Board Member, effective April 4, 2024. A copy of the letter was presented for review. He also offered a potential candidate to fill his vacancy.

**Open Agenda**

- Board Members brought no items forward at this time.

**Public Comment**

- No comments received from the Public to address.

**Motion to Adjourn & Next Meeting**

Directors Buhman and O'Connor moved and seconded a motion to adjourn. Motion carried, 10-0.

There being no further business coming before the Board, the meeting was adjourned at 3:05 p.m. The next Heritage Board of Directors meeting will take place on Thursday, May 9, 2024 at 2:00 p.m.

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair