

**HERITAGE AREA AGENCY ON AGING**  
**Regular Meeting of the Heritage Board of Directors**  
Thursday, October 12, 2023, 2:00 p.m.  
Conference Call and Heritage Area Agency on Aging

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**MINUTES**

**Call to Order**

**Present:** Sister Susan O'Connor, Bruce Barnhart, Michelle Buhman, Karri Fisher, Karen Huber, Shawn Ireland, Chris Montross, Scott Olson, John Schlarmann, David Thielen, Sarah Wagner, Evans Waller, Dusti Winkie, Larry Kudej

**Also Present:** Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Jill Sindt, Angela Wright and Denise Babcock-Assistant Secretary

Acting Chair, Sister Susan O'Connor, called the meeting to order at 2:00 p.m.

**Introduction - Angie Wright, Options Counselor**

Our newest Options Counselor, Angie Wright, has been on staff for two months and Barb took this opportunity to introduce her to Board Members who welcomed her. Angie provided information regarding her family and background as well as said she was enjoying her new position with Heritage.

**Mission Moment**

**Walk-In Consumer's On-Line Commendation for Great Service Provided**

Barb shared an e-mail received via a Google review from a Consumer who walked in to our office and was provided great service by Case Manager, Ann Neville:

*"My life preserver! Words cannot express how much a trip to this office did for me, perhaps the tears of relief that streamed from my face as I walked out the door said it all. I was filling out the Medicaid Application for a family member and between that, and all the unknowns that go with that, I was overwhelmed. Had I filled out the form correctly? Was this the right thing to do? What are the next steps? What ...what...my head was filled with questions and I didn't know who to turn to for the correct information. Luckily, I found Ann at Heritage Area Agency on Aging and as she sat down and explained things to me in simple steps, I had finally found the answers that I had spent days pondering and fretting over. I know now that I can go there for guidance and the answers to my questions in the future. Heritage Area Agency on Aging warmly welcomed me in and with the support and assistance that they provided, I now feel educated and on track. I can't thank Ann and the staff at Heritage for being there for me. What a great resource!!"*

**Approve or Amend Agenda**

Directors Schlarmann and Buhman moved and seconded the agenda. Motion carried, 13-0.

**Approval of Revised Minutes of the Board of Directors Meeting Held September 14, 2023**

Revisions to Minutes initially distributed discussed and changes approved. Directors Ireland and Wagner moved and seconded the revised September 14, 2023 meeting minutes. Motion carried, 13-0.

## REGULAR AGENDA

### Finance Report

#### **SFY2023 Closeout and Carryover**

- Heritage continues to work with ADS to tie out SFY2023 closeout numbers and carryover. \$80K in federal title funds carried over into SFY24. Remainder of fund disbursements are expected soon.
- Getting ready to submit end of 1Q SFY24 review. Still meeting monthly with ADS and soon their Staff will come to each AAA to examine how things are being done. Regarding MIPPA funding, ADS is trying to make the process as easy as possible.

#### **Grant Updates**

- Received notification of \$7,500 grant issued by Community Foundation of Johnson County to support Iowa City Encore Express food voucher program. Barb and Tim will be attending an event next week recognizing funding awardees.
- Applying for Benton and Jones County Foundation grants in the next week.

#### **Donations**

- Many thanks to Karen Huber and Home Instead for their recent matching donation.

#### **Other**

- Mandi Holcomb at Denman and Company, LLP, attended the October Finance Committee meeting to kick off the annual audit process. Majority of the work will be done remotely with Mandi on-site a day in November to complete fieldwork.
- Discussion took place regarding Kirkwood's rental cost for existing spaces. This increases 3 percent annually; much lower than current market rates. In addition, Kirkwood's infrastructure alone is a tremendous monetary savings and they are committed to keeping their partnership with us. Kirkwood has said, however, that they will no longer fund capital dollars for property repairs. An alternative location, on-campus, will be found within 3-5 years or if the condition of the buildings requires action sooner.
- Balance Sheet as of October 6, 2023 reflects Total Assets, \$2,083,685.02; Total Liabilities and Net Assets, \$2,083,685.02.

### Approval of the Finance Report

Directors Olson and Huber moved and seconded the motion to approve the financial report. Motion carried, 13-0.

### Fundraising Committee Report

Karen and team members provided an update to the Board regarding Fundraising Committee activities.

- As of today, October 12, there are 114 CWD registrations confirmed to date; 104 family caregivers and 10 professionals. This Sunday, October 15, registration will open to additional professionals.
- Broken out by County: Cedar-5; Linn-83; Jones-5; Johnson-15; Benton-3; Washington-1; Other-Wapello-1; Other-Tama-1.
- 13 Consumers requesting Respite Care (committee member Amber Franzen to contact them to make arrangements) with 12 Consumers requesting a Flu Shot.
- Coordinating activities are still underway and she is pleased with Consumer response and the Committee member's participation to make this day a success.



## **Operations/Executive Director Report**

Barb presented her report and said that grant writing was in full swing, then provided the following updates.

- Our new Elder Rights Specialist, Uriel Moorer, will be reporting on Monday, October 18th. We now have no Staff vacancies.
- Tim Getty, our Regional Nutrition Coordinator, has been asked by the National Resource Center on Nutrition and Aging and the ACL, to serve as a subject matter for congregate nutrition innovation. In this capacity, he will consult with grantees as needed and make occasional presentations.
- Bryan Bruner, our Health and Wellness Coordinator, will be teaching a variety of classes this winter: Tai Chi, Dementia Friends and possibly a Matter of Balance. He will be collaborating with Michelle Buhman and the Iowa City Senior Center to provide Walk with Ease.

Discussion about how homeless, older adults were served by Heritage took place in response to a question from the Board. Kellie Elliott-Kapparos and Barb, as well as several others, added insights related to challenges and possible removal of barriers for these individuals.

## **Action Items and Assignments**

### **a. Policy–Staff Training**

Board Members were asked to review the Heritage Staff Training Policy document provided and ask any questions. Date of adoption, upon approval, will be October 12, 2023.

#### **Approval of Policy-Staff Training**

With no questions, Directors Barnhart and Waller moved and seconded the policy for Staff training. Motion carried, 13-0.

### **b. Board Advisors – Annual Voting**

Annual renewal for the position of Heritage Board Advisors was brought before the Board for discussion.

#### **Approval of Board Advisors**

Directors Waller and Huber moved and seconded the motion to approve Larry Kudej and Bob Welsh as Heritage Board Advisors. Motion carried, 13-0.

## **Open Agenda**

- No other items were brought forward by Board Members at this time.

## **Public Comment**

No members of the public were present.

## **Adjourn**

There being no further business coming before the Board, the meeting was adjourned at 3:00 p.m.  
Respectfully submitted by:

*Denise Babcock*

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Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

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Acting Chair, Sister Susan O'Connor for  
Keith Stamp, Chair