



## Area Agency on Aging

### Regular Meeting of the Heritage Board of Directors

Thursday, March 14, 2024 – 2:00 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

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#### MINUTES

##### Call to Order

**Present:** Keith Stamp, Bruce Barnhart, Michelle Buhman, Karen Huber, Jasmine Megowan, Chris Montross, Sister Susan O'Connor, Scott Olson, Sarah Wagner, Evans Waller and Dusti Winkie.

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

##### Approve or Amend Agenda

Upon review and no questions, Directors Montross and Megowan moved and seconded to approve today's agenda. Motion carried, 11-0.

##### Approval of Minutes of Board of Directors Meeting Held February 8, 2024

Upon review and no further comments, Directors Olson and Huber moved and seconded to approve the Thursday, February 8, 2024 meeting minutes. Motion carried, 11-0.

#### REGULAR AGENDA

##### Finance Report

- Vocational Rehab reimbursements previously delayed have now been received.
- Federal distributions have been paid and received on time.
- ADS has appointed an existing staff member as a fiscal liaison. The individual will take on some of the existing fiscal processes and will coordinate communications between ADS and AAA fiscal staff.

##### SFY 23 Audit

- Continuing to work with Mandi Holcomb, Denman & Company LLP, on final updates. Finalized audit to be submitted to Federal Clearinghouse by end of March 2024.

##### Grant Updates

- **Awarded**
  - United Fire Group - \$5,000 for general operations.
- **Submitted**
  - Proctor and Gamble – request for \$10,000 for Encore Cafe.
  - New Leader 360 – request for \$5,000 for general operations.

- Mercy Health Equity – request for \$19,500 to support malnutrition project and supplement existing nutrition services.
- GCRCF Organization Support Grant – request for \$25,000 for general operations.

**Approval of the Finance Report**

Directors Olson and Huber moved and seconded to approve the finance report. Motion carried, 11-0.

**Fundraising Committee Report**

- The next Caregiver Wellness Day event will take place on Monday, November 4, 2024, at The Hotel at Kirkwood. The Committee will meet on Monday, March 18 at 2:00 p.m., to update Vendor/Sponsor letters, Sponsorship Packages and Agreements.

**Operations/Executive Director Report**

- **One-on-One Employee Meetings Taking Place**
- One-on-one meetings between the ED and staff are taking place now through May. Conversations will be directed by the staff, with focus on their goals and the support they need to succeed in their role at Heritage.

- **Caregiver 101 Sessions Completed**

From January 17 through March 6, 2024, both in-person and via zoom (hybrid) Caregiver 101 presentations were given across multiple counties involving seven on-site locations (Linn, Johnson, Benton, Cedar, Iowa, Washington and Jones). Care Team staff were on-site to answer any questions consumers had. Participation via zoom was strong.

- **Evidenced-Based Health Promotion Requests Increasing**

Classes taught by Bryan Bruner, Heritage’s Health and Wellness Coordinator, continue to be very popular with consumers. The goal for FY24 is 55 units (people completing classes) but he has exceeded that and is currently at 77 units. Tai Chi session requests are increasing and include new sites. Bryan did the Dementia Friendly Organization presentation at the Marion Public Library for their staff to be recognized as Dementia Friendly. He presented Dementia Friends at Meth-Wick Community in Cedar Rapids as well. Powerful Tools for Caregivers begins on April 16.

- **Congregate Nutrition**

The number of diners continues to increase across all Encore Cafe Congregate Meal sites. Marion Public Library has an average of 85 diners and tomorrow, Friday, March 15, 105 dinners have registered for the lunch meal. The Encore Express Senior Dine process has now been implemented in Iowa City.

- **Outreach**

**Marion Chamber of Commerce, “Wake Up Marion”**

On March 7 Heritage hosted the Marion Chamber of Commerce, “Wake Up Marion,” business networking event at the Marion Library. This is an opportunity to learn more about member’s businesses and is held the first Thursday of each month from 8:00 to 9:00 a.m. at member locations. Thirty businesses’ representatives attended the March event!

**Greater Iowa City, Inc. (GIC) – Community Board Fair**



On Tuesday, April 23, 2024, from 4:00 to 6:00 p.m., Barb and Harrison will attend the GIC Community Board Fair to assist with recruiting leaders to serve as committee members, volunteers and board members.

#### **Other Updates- including DHHS integration**

The ED visited with Mae Hingtgen of the East Central Mental Health and Disability Services Region regarding working together to serve potential common service regions after the realignment is complete. More information is needed, and there is a great deal of speculation at this time. However, both entities are ready and willing to work together to support our consumers.

#### **Action Items and Assignments**

##### **a. Policy Approval – Barb Werning**

Changes made to the December 9, 2021, Workers' Compensation policy were reviewed and presented for approval.

After further discussion, Directors Olson and Montross moved and seconded to approve the Heritage AAA Workman's Compensation updated policy as presented. Motion carried, 11-0.

##### **b. Budget – Jennifer Knudtson**

The FY2025 Operating Plan Budget presented (effective July 1, 2024 through June 30, 2025), is included with the Area Plan being submitted to Iowa Department of Health and Human Services in April 2024. It is subject to change due to potential funding and expense changes throughout the year. It is anticipated that minor programmatic changes that may take place during the upcoming fiscal year, along with the possibility of instituting a wait list for some services. Projected OAA and Non-OAA revenues, expenditures and assumptions as well as anticipated grant funding streams were talked about. If contracts/grants awarded do not meet or exceed the need, operational reserves will be expended to meet the need.

After further questions and discussion, Directors Olson and Huber moved and seconded to approve the FY2025 Heritage AAA Operating Plan Budget as presented. Motion carried, 11-0.

##### **c. Area Plan Update Approval – Jill Sindt**

Jill Sindt presented the Heritage AAA FY2025 Area Plan including accomplishments, strategies and performance measure outcomes. The Older Americans Act and the Iowa Administrative Code require Area Agencies on Aging to submit Area Plans to the State Agency for approval. This is done in four-year increments. FY25 is the last year of the current plan. Next plan beginning FY2026-2029. Plans from the 6 designated Iowa AAA's are then compiled into one State Plan which is presented to the Administration for Community Living (ACL-Federal Government). Process and timelines were discussed along with goals, objectives and measurements for achievement.

Upon discussion and with no other questions, Directors Huber and Buhman moved and seconded to approve the FY2025 Heritage AAA Area Plan as presented. Motion carried, 11-0.

#### **Open Agenda**

- Board Members brought no further items forward at this time.

#### **Public Comment**

- No members of the Public were present to comment.

**Motion to Adjourn & Next Meeting**

Directors Montross and Buhman moved and seconded a motion to adjourn. Motion carried, 11-0.

There being no further business coming before the Board, the meeting was adjourned at 3:10 p.m. The next Heritage Board of Directors meeting will take place on Thursday, April 11, 2024 at 2:00 p.m.

Respectfully submitted by:

*Denise Babcock*

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Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*  
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Keith Stamp, Chair