

**HERITAGE AREA AGENCY ON AGING**  
**Regular Meeting of the Heritage Board of Directors**  
Thursday, November 9, 2023 - 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, Karri Fisher, Karen Huber, Shawn Ireland, Jasmine McGowan, Chris Montross, Sister Susan O'Connor, Scott Olson, David Thielen, Sarah Wagner, Larry Kudej and Bob Welsh

**Also Present:** Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Harrison March, Uriel Moorer and Denise Babcock-Assistant Secretary

Chair, Keith Stamp, called the meeting to order at 2:00 p.m.

**Introduction – Welcome, Uriel Moorer, Elder Rights Specialist**

Barb introduced Heritage's newest employee, Uriel Moorer, to the Board. He gave an overview of his background as a staff member of Camp Courageous, which provides "exceptional year-round recreational, respite, and travel opportunities for individuals with disabilities and their families," as well as Discovery Living, a non-profit organization that provides "intellectual disabilities services for adults." He is a service-minded person and really likes his new position stating everyone is very helpful. The learning curve right now involves a lot of shadowing of staff, engaging with Consumers and asking questions, Uriel said.

**Mission Moment**

**Vaccine Report**

As previously shared, the six Iowa AAA's received a vaccine grant. Heritage entered into a partnership with Hy-Vee to provide flu and other vaccinations as part of senior wellness days in designated stores. Also, the six AAA's joined together to film a promotional video, "Get Shots," encouraging older Iowans and our State to be vaccinated. Board advisor, Larry Kudej and his wife, Kim, volunteered to be a part of the filming project. They were thanked for their wonderful performance and the video was shown to the Board. The video will be viewed on Facebook, YouTube, various social media outlets and television. Board Members will be updated as vaccine clinic activity occurs.

**Approve or Amend Agenda**

Directors Montross and Huber moved and seconded a motion to approve the agenda. Motion carried, 12-0.

**Approval of Minutes of Board of Directors Meeting Held Thursday, October 12, 2023**

Upon review, Directors O'Connor and Barnhart moved and seconded the motion to approve the October 12, 2023, meeting minutes. Motion carried, 12-0.

**Changes to Advisory or Task Force Rosters**

**Linn County Task Force Resignations**

Two individuals recently submitted their resignations from positions on the Linn County Advisory Council; Barb Young, for personal reasons, and Sandy Bruce, due to a pending move to Des Moines, Iowa.

## REGULAR AGENDA

### Finance Report

No November Finance Committee meeting was held. Heritage annual audit activity is now underway. On November 20, Mandi Holcomb with Denman and Company, LLP, will be on-site performing audit fieldwork. The Q1 Iowa Aging and Disability Services (ADS) report was submitted.

### Grant Update

- An additional \$3,500 from International Paper Foundation has been received for the Cedar Rapids Encore Express food voucher program.
- Funding was not awarded for the grant submitted to the Washington County Riverboat Foundation.
- Heritage is submitting for a grant from United Fire Group, due December 1, 2023.

### Fiscal Dashboard

- Review of bank balances prior to the opening of the new transition account took place.
- Encore account donations from Congregate were discussed along with market-driven Endowment fund balances.
- Sub-Provider spenddown examination shows the Nutrition and Non-Nutrition spend amounts are right on target.
- Monthly Nutrition and Non-Nutrition expenses were evaluated.

### General Finance Notes

- With previous Board approval, a separate transition account was opened at Farmers State Bank (FSB). Called an "ultimate account," it is a combo money market/CD account which accrues interest and allows for flexibility to access funds when needed in the future.
- ADS fiscal team members visited Heritage to review systems and processes used. Very transparent and communicative, they stated reporting practices are not being changed at this time.

### Approval of the Finance Report

Directors Olson and Buhman moved and seconded approval of the finance report. Motion carried, 12-0.

### Fundraising Committee Report

- Director Huber informed Board Members the 2023 Caregiver Wellness Day event Heritage held at the Kirkwood Hotel on Monday, November 6 was a huge success! She gave several highlights of the day, remarking that from the team to the staff, all were so helpful; committee members, fantastic and the vendors, very satisfied. The Speakers and their topics were put together well. Great interaction between the attendees and the presenters; lots of questions and participation. Director Ireland commented regarding the amount of networking that took place and the wonderful facility and food provided also added to the overall experience.

Barb said vendors had a lot of traffic and were able to provide Consumers with a great deal of information. The Heritage Care Team was present and assisted over 27 individuals with various questions related to caregiving and services. She also wanted to recognize Karen for the wonderful job she did as event emcee. Vendor and Participant survey evaluations are under review and suggestions will be incorporated for next year's event.

Keith thanked everyone involved for the good job and the successful support of the caregiving community along with informing them of Heritage services.

### **Operations/Executive Director Report**

- Barb gave an update on the Iowa Return to Community (IRTC) program. (Heritage is the fifth out of six AAA's that have this program). Our contract with Mercy has been renewed and we continue to build upon our long-lasting relationship with them. Kellie and Kimi are currently doing an outstanding job maintaining, growing and managing 30 IRTC participants. Kellie will be giving a presentation at the end of our meeting today expanding upon the process.
- The Washington County Health event took place on Thursday, October 26, 2023, during our Encore Café Congregate meal. Much appreciation goes out to Karri Fisher who assisted with the vaccine/shot activity coordination. Tim Getty also brought fresh produce from HACAP and members of our Care Team were present to provide a full level of service to people.
- The Johnson County Foundation grant is helping to fund congregate nutrition/Encore Express food vouchers for Iowa City Consumers.
- Yearly contract renewal between Iowa Vocational Rehab and Heritage has taken place for The Older Worker Employment Program. Paul Swanson, Skilled OWEP Employment Specialist, received his annual review with Vocational Rehab and been recognized for the large caseload he successfully manages. In the near future, Paul will be invited to give an update to the Board.
- Realignment within Iowa Health and Human Services continues to progress. The Health Management Association recently gave a report, along with recommendations, to the Governor and Director Garcia for review.

In-person and on-line zoom sessions will take place through the end of November about the possible transition from seven Medicaid Waivers to two. "HOMETOWN Conversations," (Hope and Opportunity in Many Environments), is the name for the series of forums. A schedule of the dates and times as well as a sign-up sheet and recordings of previous meetings is available at [hhs.iowa.gov/programs/welcome-iowa-medicaid/current-projects/home/hometown](https://hhs.iowa.gov/programs/welcome-iowa-medicaid/current-projects/home/hometown).

### **Action Items and Assignments**

#### **Strategic Planning - Approval Requested for Board Training Date**

- Review of the Heritage Board Development document prepared by Keith that outlines specific reasons and goals for training, took place. The 90-minute, face-to-face session will assist Board Members:
  - "increase their understanding of the dynamic community needs changing role and services to more fully communicate this information to the community;
  - gain an increased understanding of the Heritage's fiscal context and changes to the fiscal context which will require leadership decisions;
  - and gain an increased awareness of the role community partners engage and collaborate with Heritage to support the needs of elderly individuals in our region."

Board Members were given three options for the training date and time. Upon further discussion (and no other comments or opposition), Option #1 seemed to be the most popular; a 90-minute training session, the second week of February, 2024, during the regularly scheduled Board meeting, with a brief, monthly Business meeting to take place (1:30 to 2:00 p.m.), then the training session to follow (2:00 to 3:30 p.m.).

### **Approval of the Strategic Planning, Board Training Date**

Directors, Huber and Barnhart moved and seconded the motion to approve Option #1 (as stated above) along with the date of Thursday, February 8, 2024, to hold the training after a modified, monthly Business meeting. Motion carried, 12-0.

### **December Board Meeting – Options To Be Discussed**

- No decision-making items are anticipated to come before the Board during December, so it is suggested instead of a formal meeting taking place, a “social” gathering be scheduled. This will be a get together for those individuals available on Thursday, December 14, from 2:00-3:30 p.m., held at a local Cedar Rapids restaurant and a “pay for your own food and beverages” event.

A detailed, e-mail invitation will be sent with an “RSVP” to Denise, requested. In addition, business items for review will come in advance by e-mail, also. After discussion and comments, motion activity was entertained.

### **Approval of December Board Meeting Option**

Directors, O’Connor and Huber moved and seconded the motion to approve the December 2023 Board Meeting being changed to a social gathering for Members. Motion carried, 12-0.

### **Iowa Return to Community (IRTC) Presentation**

- Kellie gave a 30-minute presentation regarding the Iowa Return to Community program currently underway with statistics reflecting the increasing need for these types of option counseling services.

Some areas focused upon:

“What is IRTC to the Professional?” Collaboration between HAAA and Mercy Medical Center; support to Mercy to address concerns, post-discharge; prevent re-admission or Emergency Department usage; standardized referral process with accountability; and “work” the discharge plan with the Patient.

“What is it to the Patient?” Care planning to address concerns and new needs in relation to the discharge instructions and Patient goals; emotional support during what can be a stressful and uncertain time; potential for financial support; in-person and over-the-phone; educate on local resources and connection; assess eligibility for programs, waivers, etc.; develop action steps to support Discharge instructions and their goal(s) and follow up to ensure stability and sustainability.”

“Statewide Goals” Maintain independence in home setting of choice; wrap around services and supports; integrate service through care coordination and management; facilitate increased access to primary and preventative care and reduce unnecessary placement or re-admissions.

“Statewide Desired Outcomes” Ensure consumer choice in care setting, prefer community; increase access to person-center planning; achieve cost savings for consumer; achieve cost savings for Medicaid by delaying facility placement and avoid Medicaid enrollment when possible.

Board Members had questions regarding funding of the program, number of counties being served, if there was sufficient number of staff for the increasing caseload, as well as others that Barb and Kellie were able to address. They thanked Kellie and Kimi Hambright for the excellent service being providing to these vulnerable, older adult Consumers in our communities.

### **Open Agenda**

No open agenda items were presented.

**Public Comment**

No members of the public were present.

**Adjourn**

There being no further business coming before the Board, the meeting was adjourned at 3:30 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