

The Heritage Agency  
Regular Meeting of the Heritage Board of Directors  
Thursday, August 8, 2019, 1 p.m.  
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

---

### MINUTES

Present: Directors Jim Choate-*Secretary*, Larry Kudej-*Vice Chair*, Steve Ovel, Danielle Pickering-*Treasurer*, Rose Rennekamp

Also Present: Jonathan Landon-*Attorney*, Jill Sindt, Peg Sprengeler-*Assistant Secretary*, Sjonna Brunt

Absent: Kellie Elliott-Kapparos, Renee Riffey-*Chair*

Guests: Bob Welsh (*conference call*)

Vice Chair Kudej called the meeting to order at 1 p.m.

#### Approval of Minutes of the Interim Executive Council held on July 11, 2019

Directors Choate and Ovel moved and seconded approval of the minutes for the regular meeting held on July 11, 2019 and directed them to be made part of the permanent record. Motion carried 5 – 0.

#### Approve or Amend Agenda

Directors Ovel and Rennekamp moved and seconded approval of the agenda. Motion carried 5 – 0.

### REGULAR AGENDA

#### Nominating Committee Update

- Board membership information was sent to the Board of Supervisors in each of the seven counties. To-date, we have received several inquiries and two applications.
  - Inquiries
    - Dave Thielen, Linn County, Director of Community Services (*recommended by Stacy Walker, Linn County Board of Supervisors*)
    - Steve Agne, Cedar County, Supervisor
    - Pat Heiden, Johnson County, Supervisor (*working on the application*)
    - Scott Olson, at-large member
  - Applications
    - Kathy Horan, The AbbeHealth Aging Services
    - A representative from Access 2 Independence (A2I)
  - Withdrawal from consideration
    - Jon Brandt, at-large member
  - Future considerations
    - Margaret Staman
    - Dixie Trout
    - Ed Colby
    - Media representative (*Bruce Aune*)
    - Minority representative
    - Legal
      - Attorney Landon will put together a list of potential candidates and email to Sindt/Brunt.
      - Director Kudej recommended Gordon Fischer (Elder Law expertise)
      - Director Rennekamp recommended Tim Meyer (Amana).

- Financial
  - Attorney Landon will review the Cedar Rapids Estate Planning Council for a list of Financial Planners and email to Sindt/Brunt.
- Directors Ovel and Kudej have reached out to various contacts.
- Director Ovel, Elliott-Kapparos and Sindt will prepare follow-up correspondence to the chairman of each county.
- Director Ovel plans to contact Karen (*former trustee*) and Jim Gorham and/or Tara Pickens (*Washington Regional Center Site Director*) regarding potential candidates from their area.
- Discussed concerns with current providers becoming board members. There are no restrictions from the providers serving on the board; they would recuse themselves in certain areas. If such a situation would present itself, hopefully, the provider would gain an understanding of the services and guidelines provided by the Agency.
  - The Conflict of Interest Policy is clear; therefore, removing any potential concerns.
  - Directors Kudej and Ovel will discuss further with the Elliott-Kapparos and Sindt.
- Director Choate stated a few Four Oaks Board members may be interested in short-term board positions.
- Elliott-Kapparos and Sindt will work with Eugenia Kendall to prepare a reminder regarding board candidates for discussion at the upcoming task force meetings.
- The Nominating Committee will meet on Tues, Sept. 3 at 4 pm. Elliott-Kapparos and Sindt will plan to attend.

#### Approvals

- No approvals brought forward.

#### Operations Update

- Staff
  - Lange resigned effective August 2. Sindt and Elliott-Kapparos are assisting Jen Sloan with fiscal-related questions until a replacement is found. The Fiscal Director position is posted; four candidates to-date. Interviews to begin mid-to-late August.
  - Director Choate met with Lange prior to her departure. Overall good discussion with her. No negative feedback regarding Heritage or its staff. She recommended hiring an Executive Director as oversight.
  - Catherine McCauley Center recently had a similar position posted. Director Ovel will reach out to them regarding potential candidates for consideration.
  - Elliott-Kapparos and Sindt will send the job description to the Board.
  - Kriegermeier had a healthy baby boy. She is on maternity leave for 10 weeks. During this time, her duties are temporarily divided among six staff members.
- Fiscal
  - Wrapping up year-end.
  - Submittal of IAFRS (Iowa Department on Aging Financial Report) needed to be resubmitted due to missed invoice.
- Budget
  - Older Iowans Endowment Fund – historically, Heritage has followed the Foundation’s spending policy (budgeting 5% of the spendable interest annually). Heritage has not taken the disbursement since FY12. Following those guidelines above, the FY20 budget for the Heritage Older Americans Endowment Fund is \$24,592. The staff recommend capturing the \$24K distribution this year to build up the discretionary funds.
    - Director Choate and Rennekamp recommended using a portion for business development.
    - Director Rennekamp recommended changing the name from discretionary fund to something else so it doesn’t insinuate “slush” fund.
    - Heritage used the funds in the past to rebuild case management homes (i.e. beds, running water, toilets; emergency funding) during the flood of 2008.

- Elliott-Kapparos and Sindt will discuss with Greg Neumeyer, Kirkwood Foundation, the board's interest in drawing down the 5% and associated timeline.
- Elliott-Kapparos and Briggs (Encore Café site coordinator) attended the n4a conference in New Orleans (July 27-31). Along with attending a number of learning sessions, they accepted the National Innovation in Aging Award for Encore Café (1 of 16 recipients). This was recognition only; no monetary award.
- Director Ovel was selected to pose a question regarding the candidate's support of the Older Americans Act reauthorization at the AARP Democratic Candidate Forum at the Kirkwood Center on July 17. Good publicity for Heritage and chance for advocacy. The State AARP representative was very complimentary of Kirkwood and its service at the forum.
- Roadmap Update – no update.
- Heritage will need to file a 990 for FY18 as our non-profit status was dated for April 19, 2018. Attorney Landon and Elliott-Kapparos will discuss further.

#### Miscellaneous

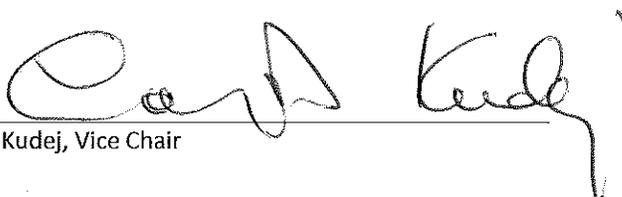
- Brief discussion regarding the September 25 event.
  - Event agenda
    - Social (first ½ hour)
    - Short presentation – who we are, where we've come. Draft PowerPoint slide deck will be emailed to the board by the end of the month.
    - Director Miller to say a few words
  - Guests (150-200 individuals anticipated)
    - Legislative members
    - Kirkwood Board of Trustees
    - Heritage Board of Directors and new board members
    - Advisory Council
    - Advocacy Committee
  - Harrison March, Community Engagement Coordinator-Heritage, is preparing the formal invite.
  - Jackie Bohr, General Manager-The Hotel at Kirkwood Center, will coordinate the appetizers.
- September Board agenda – discussion on Executive Director position and legislative advocacy initiatives.
- Elliott-Kapparos and Sindt will inquire with the other AAAs regarding the job description for the executive director role.
- Elliott-Kapparos and Sindt will research colleges and universities in the service area for professors in area with gerontology/elder knowledge/expertise.

There being no further business coming before the Council, Directors Rennekamp and Ovel moved and seconded the meeting be adjourned at 1:49 p.m. Motion carried 5 – 0.

Respectfully submitted by:

  
Peg Sprengeler, Assistant Secretary

Approval by Board:

  
Larry Kudej, Vice Chair

The Heritage Agency  
Regular Meeting of the Heritage Board of Directors  
Thursday, September 12, 2019, 1:00 p.m.  
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

---

### MINUTES

Present: Directors Jim Choate-*Secretary (arrived at 1:06)*, Steve Ovel, Danielle Pickering-*Treasurer*, Rose Rennekamp, Larry Kudej-*Vice Chair*, Renee Riffey-*Chair*

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Sjonna Brunt-*Interim Assistant Secretary*

Guests: Bob Welsh (via Conference Call)

Vice-Chair Kudej called the meeting to order at 1:04 p.m.

#### Approve or Amend Agenda

Directors Rennekamp and Ovel moved and seconded approval of the agenda as amended as follows: change section VI. C. Election of the Board and move Election of New Board Chair to VI. D. Motion carried 5 – 0.

#### Approval of Minutes of the Board of Directors held on August 8, 2019

Directors Ovel and Pickering moved and seconded approval of the minutes for the regular meeting held on August 8, 2019 and directed each be made part of the permanent record. Motion carried 6 – 0.

### REGULAR AGENDA

#### HAAA Approvals

- Task Force Applications
  - Resignations-Lorraine Dorfmann & Lavon Yeggy-Johnson County and Donna Schroeder-Cedar County
- Advisory Council Appointment
  - Shirley Geadelmann-Cedar County to replace Donna Schroeder

Motion to approve the Advisory Council Appointment by Directors Ovel and Riffey. Motion carried 6-0

- 2018 990 for IRS Submission
  - Director Pickering's name is misspelled on the document. Elliott-Kapparos will correct the 2018 990 for IRS Submission form and email it for Director Pickering to sign.

Motion to approve the 2018 990 for IRS Submission as amended by Directors Choate and Rennekamp. Motion carried 6-0

#### Strategic Planning Session Proposal

- Proposal from Sample Consulting was reviewed and discussed.
- Strategic Planning session should be planned for January. Heritage will send out a Doodle Poll to the Board members on potential dates.
- Strategic Planning Session with Sample Consulting would serve as an introductory process for the new board for planning for immediate needs. Phase two or more long term strategic planning could be considered with a firm (to be identified) Names that were suggested for phase two were Heather Woody and Dick Schwab.
- Director Choate offered to have Kirkwood Community College sponsor the expenses for the initial session with Sample Consulting if the Board chooses to move forward to this.

Motion to accept the Sample Consulting proposal as an initial history and initial setting to the Strategic Process, Strategic High Level Direction for Heritage that will be paid for by Kirkwood by Directors Choate and Rennekamp. Motion carried 6-0.

#### **Nominating Committee Closed Session**

Motion to enter into Closed session at 1:25 pm by Directors Kudej and Rennekamp. Motion carried 6-0

Motion to enter into Open session at 2:25 pm by Directors Ovel and Choate. Motion carried 6-0

#### **Announcement of Resignations of current Board Officers**

- Renee Riffey, Chair resignation as Heritage Board Member

Motion to approve the resignation of Director Riffey as the Chair and Heritage Board Member by Director Ovel and Rennekamp. Motion carried 6-0

#### **Election of New Board Chair**

Motion to elect Larry Kudej as Heritage Board Chair by Directors Ovel and Choate. Motion carried 6-0

Motion to elect Steve Ovel as Heritage Board Vice Chair by Directors Rennekamp and Choate. Motion carried 6-0

#### **Election of the Board**

- The Nominating Committee recommends the following as new members to the Heritage Board: Steve Agne-Cedar County BOS, Pat Heiden-Johnson County BOS, Ned Rohwedder-Jones County BOS, David Theilen-Linn County BOS, Rose Rennekamp-Kirkwood Board of Trustees, and Larry Kudej-Heritage Advisory Board Chair. At-Large Recommendations-Mike Barnhart, Michelle Buhman, Eve Casserly, Toni Claussen, Ro Foege, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, and Beverly Winkie. Alternate members-Nicole Slabach, Kathy Horan and Sarah Martinez.
- Heritage is waiting for final confirmation from Washington and Benton County on potential Board member and has a meeting scheduled in Iowa County for recommendations on a potential Board member.

Motion to approve the new and alternate members to the Heritage Board as recommended by the Nominating Committee by Directors Ovel and Rennekamp. Motion carried 6-0

Motion to recommend the Nominating Committee be tasked with assigning terms to the 10 At-Large Board members, either 1, 2 or 3 year terms. The terms will be reported at the next board meeting and conveyed to the elected board member in the Welcome Letter by Director Ovel and Rennekamp. Motion carried 6-0

Motion for the Welcome Letter to the elected At-Large board members, convey the term(s) and a paragraph reflecting that the by-laws allowing for At-Large members can serve up to three consecutive (3 year) terms by Director Rennekamp and Ovel. Motion carried 6-0.

Director Ovel recommended holding off on sending the acceptance letters to the new board members until the board hears from staff about the open seat from Washington County and Benton County.

Motion to amend the appointment of the new Board members and add that the new members will be effective October 10, 2019 by Director Ovel and Rennekamp. Motion carried 6-0

- It is the Boards intention at the October meeting they would accept any other resignation from any other members on the board and would act on appointing individuals as Board Advisors as appropriate with regards to those resignations.
- The Board will plan to elect a full Board of Officers at the October meeting.
- The Board would like to note that any other Board Advisors that the Board may deem appropriate will be acted on at any other subsequent meetings after October, such as individuals noted as potential Board Alternates.

**October 23<sup>rd</sup> Celebration Event**

Motion to send the invitations to select individuals to the Heritage 501(c)(3) Celebration as presented to the Board by Director Ovel and Choate. Motion carried 6-0

**HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information.**

- o Budget Update
  - Paula Lange continues to contract with Heritage on a limited basis and all revenues/expenses are recorded through August.

**Executive Director Position**-Tabled for October meeting

**Action Items and Assignments**

- Staff will correct spelling of Director Pickerings name in the 2018 990 for IRS Submission form.
- Staff will send out a Doodle Poll for Strategic Planning Session in January
- Staff will send out the October 23<sup>rd</sup> 501c3 Celebration invites ASAP
- Staff will work on a draft of the presentation for the October 23<sup>rd</sup> to provide the Board for their feedback.

There being no further business coming before the Council, Directors' Rennekamp and Ovel moved and seconded the meeting be adjourned at 2:30 p.m. Motion carried 6 – 0.

Respectfully submitted by:

  
\_\_\_\_\_  
Sjonna Brunt, Interim Assistant Secretary

Approval by Board:

  
\_\_\_\_\_  
Larry Kudej, Chair

The Heritage Agency  
Regular Meeting of the Heritage Board of Directors  
Thursday, October 10, 2019, 1:00 p.m.  
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

---

**MINUTES**

Present: Directors Jim Choate-*Secretary*, Steve Ovel-*Vice Chair*, Danielle Pickering-*Treasurer*, Larry Kudej-*Chair*, Rose Rennekamp, Steve Agne, Mike Barnhart, Michelle Buhman (via phone), Eve Casserly, Toni Claussen, Ro Foegel, Pat Heiden, Sister Susan O'Connor, Scott Olson, Gary Bierschenk, Matt Piersall, Vicki Pope, Ned Rohwedder, Dave Thielen, Beverly Winkie, & Richard Young

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Sjonna Brunt- *Assistant Secretary*

Guests: Bob Welsh

Chair Kudej called the meeting to order at 1:00 p.m.

**Approve or Amend Agenda**

Directors Ovel and Rennekamp moved and seconded approval of the agenda. Motion carried 21 – 0.

**Approval of Minutes of the Board of Directors held on September 12, 2019**

Directors Choate and Pickering moved and seconded approval of the minutes for the regular meeting held on September 12, 2019 and directed each be made part of the permanent record. Motion carried 21 – 0.

**REGULAR AGENDA**

**Announcement of Resignations of current Board Officers**

- **Resignations submitted by Director Pickering and Director Choate and Resignation of Director Ovel as Vice Chair**

Motion to approve the resignation of Director Pickering and Director Choate as Heritage Board Members and Director Ovel as Vice Chair of the Heritage Board by Directors Olson and Heiden. Motion carried 21-0

- **Election of New Board Treasurer, Secretary, and Vice Chair**

Motion to elect Director Ovel as Heritage Board Treasurer by Directors Sister O'Connor and Foegel. Motion carried 21-0

Motion to elect Director Olson as Heritage Board Secretary by Directors Rennekamp and Sister O'Connor. Motion carried 21-0

Motion to elect Director Sister O'Connor as Heritage Board Vice Chair by Directors Ovel and Heiden. Motion carried 21-0

- **Election of Board Advisors**

Motion to elect Jim Choate and Danielle Pickering as Heritage Board Advisors by Director Ovel and Heiden. Motion carried 21-0

**HAAA Approvals**

- Task Force Applications-No report
- Advisory Council Appointment-No report
- Fiscal Year 2019 Tax Return

Motion to approve the Fiscal Year 2019 Tax Return by Directors Olson and Ovel Motion carried 21-0

**HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information.**

- Heritage has hired a new Fiscal Director, Brad Franzwa starts on October 21<sup>st</sup>. Paula Lange will help Brad with training as well as the Iowa Department on Aging (IDA)
- Sheila Stepanek is retiring effective October 11.
- Heritage is working with the other Area Agencies on Aging(AAA) and Iowa Department on Aging(IDA) to establish minimum standard and state wide consistency for the Family Caregiver Program and IDA is proposing to do the same for the Elder Rights Program.
- Encore Café was mentioned in the prestigious publication –*National Resource Center of Nutrition and Aging*. The article talks about Innovation and how the Encore Café addresses the decreasing participation at traditional congregate meal sites and uses contemporary style food to satisfy client need and create a sense of community. For the whole article go to [https://drive.google.com/file/d/191TJ0ag5uLptKWzFNkv\\_PwyZifEhiYXs/view](https://drive.google.com/file/d/191TJ0ag5uLptKWzFNkv_PwyZifEhiYXs/view)
- Work continues with IDA on completion of time study allocation plan/cost report needed for Center for Medicaid Services (CMS). This plan is part of IDA's strategy to capture Medicaid Administrative Claiming dollars to the AAA network.
- IDA performed their semiannual compliance visit on 10/7 & 10/8. Areas reviewed were Administration, Information and Assistance (I & A, Options Counseling, Case Management & Elder Abuse), and Nutrition and Health. Staff anticipate some opportunities for improvement in procedures and updating of policies due to transition.
- Two dates were identified for Sample Consulting for initial strategic planning session. Please look for a survey monkey to be sent to you for the best date(s) that will work with your schedule. The date in which the majority can attend will determine the final date.

**Financial Update**

- Quarter 1 estimated financials were reviewed. Official Q1 financial reports are due to IDA on October 22.
- Motion to approve estimated Q1 financial reports by Directors Olson and Barnhart moved and seconded. Motion carried 21-0

**October 23<sup>rd</sup> Celebration Event**

- The PowerPoint presentation for the October 23 Celebration was reviewed.

**Strategic Planning Session**

- Copy of Sample LLC Strategic Planning Session was presented to the Board.
- Heritage will be sending an email to the Board on potential dates for the Strategic Planning session. Potential dates are January 10<sup>th</sup> 1-5 or January 14<sup>th</sup> 1-5

**Executive Director Position-**

- Director Kudej discussed the importance of hiring an Executive Director for Heritage Area Agency on Aging 501c3 and asked for direction from the board on when they think the role should be hired.
  - Suggestion was to make this as part of the planning session.
  - The goal is to have the Director have a presence in all seven(7) counties.
  - Kellie will talk to Sample LLC to make the Heritage Executive Director as part of the strategic planning session.
- Job descriptions of sister AAA's were provided to the Board

### Open Agenda

- Reminder that the Caregiver Wellness Day event is November 4<sup>th</sup> 8:30-3:30 pm at Hotel Kirkwood. This year's event has the most vendors and sponsors ever received. The event is a free event with three Keynote Speakers, includes free breakfast and lunch, and a pamper room. Please contact Sjonna to sign up.
- Heritage and the Board will develop a finance committee to discuss Fiscal policies and procedures. This will be done at a time the Board feels is appropriate and after Franzwa is comfortable in his role as Fiscal Director with Heritage. As Treasurer, Director Ovel will be willing to head up the committee.

### Future Meeting Dates and Times

- The following dates and time were confirmed by the Board: November 14<sup>th</sup> @ 2:30 and December 12<sup>th</sup> @ 2:30.
- The Board confirmed that at this time the 2<sup>nd</sup> Thursday of every month @ 2:30 works. The Board understands there may be a need to move the meeting from time to time.

### Action Items

- Elliott-Kapparos will talk to Sample LLC and get the proposal adjusted event
- Sindt will continue with the Heritage Presentation for the 501c3 event on October 23<sup>rd</sup>.
- Sindt and Elliott-Kapparos will continue to train Brad Franzwa, Heritage Fiscal Director.
- Sjonna will send a survey to the Board in regards to Strategic Planning Meeting dates.
- Sjonna and Harrison will follow-up with invitees to retain last minute RSVPs for the Heritage 501c3 Celebration.

### Public Comment

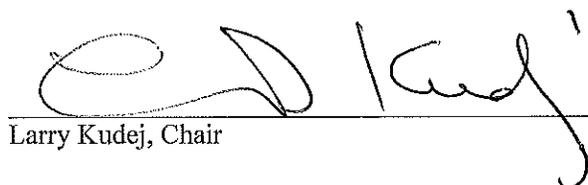
- Mr. Welsh thanked the Board for committing to be a part of the Heritage Board and is happy to see the representation of rural county on the board.
- Director Ovel thanked Mr. Welsh for his dedication to the Board and Heritage.

There being no further business coming before the Council, Directors' Rennekamp and Pope moved and seconded the meeting be adjourned at 2:30 p.m. Motion carried 21 – 0.

Respectfully submitted by:

  
Sjonna Brunt, Assistant Secretary

Approval by Board:

  
Larry Kudej, Chair

The Heritage Agency  
Regular Meeting of the Heritage Board of Directors  
Thursday, November 14, 2019, 2:30 p.m.  
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

---

### MINUTES

Present: Steve Agne, Mike Barnhart, Toni Claussen, Ro Foege, Pat Heiden, Larry Kudej-*Chair*, Sister Susan O'Connor-*Vice Chair*, Steve Ovel-*Treasurer*, Matt Piersall, Vicki Pope, Ned Rohwedder, Richard Young & Rose Rennekamp (3:45)

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Brad Franzwa, Eugenia Kendall & Sjonna Brunt-*Assistant Secretary*

Guests: Bob Welsh

Chair Kudej called the meeting to order at 2:35 p.m.

### Approve or Amend Agenda

Directors Heiden and O'Connor moved and seconded approval of the agenda. Motion carried 12- 0.

### Approval of Minutes of the Board of Directors held on October 10, 2019

Directors Ovel and Rohwedder moved and seconded approval of the minutes for the regular meeting held on October 10, 2019 and directed each be made part of the permanent record. Motion carried 12- 0.

### REGULAR AGENDA

#### HAAA Approvals

- Task Force Applications-Barb Weber of Linn County Task Force resigned
- Advisory Council Appointment-No report
- Update Bank Resolution
  - Due to the change of officers there is a need to update the Bank Resolution signatures. The previous resolution required one signature. Now that there is a full board, this should be adjusted to 2 signatures to open or close accounts. Steve Ovel will be one of the signatures due to him being Board Treasurer. The bank form suggests the Secretary and one other officer to sign at the meeting. In lieu of Director Olson, Board Secretary's absence the Board decided to have Director Ovel and one other Board Official sign the document stating the boards title.

Motion to approve updating the Bank Resolution by Directors Foege and Young. Motion carried 12-0

#### First Quarter Reports

- Brad reviewed the 1<sup>st</sup> Quarter Revenues & Expenditures.
- Heritage explained the Revenues and how they were funded (State, Federal, Grant and other)
- Heritage explained Expenditures listed.
- The Board requested in the future a document summarizing the variances in Revenues and Expenditures.
- Motion to accept the First Quarter Reports by Director Ovel and Heiden. Motion carried 12-0

#### Community Engagement Plan & Area Plan Focus Groups

- Eugenia educated the Board on the Community Engagement Plan and & Area Plan Focus Groups. An explanation was given on how she retrieves data and breaks it up among all of the counties we serve. Heritage is educating and using the task force members and they are

helping with outreach. Heritage has found out that the number of outreach units done in individual counties impacts the number of service calls. The service data is being used to identify where outreach is being done.

- The outreach is a blended approach depending on the program and outreach opportunities. Heritage works to do outreach at Farmers Markets and Resource Fairs. Some programs reach out to specific entities that would have interaction of our services. The presentations that are presented to Heritage's providers, experts and companies for referrals differ from those that we present to the general public.
- A basic overview of the Elder Rights, Nutrition, LifeLong Links, Family Caregiver and HCBS (Transportation) Focus Groups was presented
- Heritage reminded that they can pull different data points for the future strategic planning session in January.

**HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information.**

- The Older Worker Employment Program position informal "offer" made on 11/11/19. This candidate can start immediately and is well qualified.
- Request for Proposal due out to funded agencies in January. Staff is recommending a one-year extension of their current contracts with a full new RFP release next fiscal year. This will allow the Board time to develop priorities and strategic plans.
  - This staff recommendation will be considered and will be an action item for the Board of Directors at the December meeting.
- Older Iowans Fund received notice of a Trust distribution in the amount of \$53,750. Jill is working with Greg at the Foundation for disbursement.
- March 17<sup>th</sup> and 18<sup>th</sup> is N4a Capital Hill Day in Washington, DC. Heritage has reserved 2 rooms and hope to send 2 people.
- Jill and Kellie attended a Zoom meeting on 11/7/19 with Iowa Department on Aging. Updates were provided on new fiscal software being implemented in Wellsky. The goal is for the software conversation to occur in March/April at IDA to coincide with Area Plan updates
- i4a Advocacy day at the State Capital scheduled for March 12, 2020 from 7:30-9:30 a.m. in Room 116. Priorities for the legislative session yet to be determined.
- Iowa Commission on Aging to hold December meeting at Heritage on 12/5/19 with a lunch at Encore Café following the meeting. Board members are encouraged to attend the lunch and meet with Commissioners. Please let Jill know if you would like a reservation.
- The Iowa Department on Aging released a Congregate Revitalization mini grant for \$40,000-\$50,000 to be distributed between all of the Iowa Area Agencies on Aging. Grant is due December 20<sup>th</sup>.
- Kellie listened to a call announcing the release of an RFP (Request for Proposal) through the Department of Administrative Services (DAS) for the services of the Long Term Care Ombudsman Program. Kellie and Jill conversed with some of the parameters in the RFP; applying for this would not be a good fit for Heritage at this time.
- Heritage will be releasing a press release announcing Heritage as a 501c3 and including the Board in the announcement with a small description about each board member.
- The Caregiver Wellness Day was a success with close to 190 participants. This is the largest turnout in the 17-year history of this program. Program income generated from sponsorships totaled over \$9,000. This goes back to Family Caregiver program expenses. Thank you Board members that attended and/or participated as a committee member.

**Future Meeting Times**

- Eve Casserly has resigned due to concerns with the board meeting times.
- The meeting time will be 2:00-3:30 for December 12, 2019 as agreed upon by this group.
- March 12, 2019 Board meeting will be moved to March 19, 2019

**Executive Director Position-**

- Tabled for after January Strategic Planning Session

**Recognition of Past Members**

- Heritage recognized Danielle Pickering for her service and time on the Board.

**Action Items**

- Staffs' recommendation for a one-year extension of their partner's current contracts with a full new RFP release next fiscal year will be listed on the December agenda for the Board to approve.
- Each Board member will review personal description for press release and return to Heritage

**Public Comment**

There being no further business coming before the Council, Directors' Foege and O'Connor moved and seconded the meeting be adjourned at 4:00 p.m. Motion carried 13 – 0.

Respectfully submitted by:

  
\_\_\_\_\_  
Sjonna Brunt, Assistant Secretary

Approval by Board:

  
\_\_\_\_\_  
Larry Kudej, Chair

The Heritage Agency  
Regular Meeting of the Heritage Board of Directors  
Thursday, December 12, 2019, 2:00 p.m.  
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

---

**MINUTES**

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden, Larry Kudej, Sister Susan O'Connor, Scott Olson (2:03), Steve Ovel, Matt Piersall-Phone, Vicki Pope, Rose Rennekamp-Phone, Dave Thielen-Phone, Beverly Winkie-Phone, Richard Young, & Jim Choate

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Sjonna Brunt- *Assistant Secretary*

Guests: Bob Welsh

Chair Kudej called the meeting to order at 2:00 p.m.

**Approve or Amend Agenda**

Directors Heiden and O'Connor moved and seconded approval of the agenda. Motion carried 15- 0.

**Approval of Minutes of the Board of Directors held on November 14, 2019**

Directors Ovel and Young moved and seconded approval of the minutes for the regular meeting held on October 10, 2019 and directed each be made part of the permanent record. Motion carried 15- 0.

**REGULAR AGENDA**

**Future Meetings and Times**

- The board agreed future meeting dates will be held on the 2<sup>nd</sup> Thursday at 2:00 of the month.
- Due to other meeting he chairs, Director Thielen will not be able to make future meeting times and dates during this time.

**HAAA Approvals**

- Task Force Applications-Toni Claussen resigned from the Linn County Task Force.
- Advisory Council Appointment-No Changes

**RFP Update Recommendation**

- Staff recommendation for RFPs for FY2021: Staff will ask current providers to submit an update RFP which will include an updated budget and program changes instead of a full RFP release.
- Heritage staff would recommend that the RFP Update template be released on Monday, January 13<sup>th</sup> and they would be due on Friday, February 7<sup>th</sup>.
- General summary would be provided at the February meeting
- The subcontractors would stay the same. With the exception of Martha Quint, Heritage's legal service provider is considering retirement. IDA recommends releasing and an RFP for Legal Service Provider to bid..
- Rate and Units could change if providers make the request on their RFP update. The framework of capacity of such changes depend on the Area Plan allocations. Heritage staff would make recommendations to the Board based on the Area Plan allocation and the providers request.
- Heritage confirmed that the Iowa Department on Aging is supportive of Heritage doing a RFP update for FY2021 vs the full RFP update.
- Providers are aware that the RFP does not cover 100% of the cost. The provider is responsible for covering a minimum of 25% through match. Voluntary Program Contributions can count toward their match.

- Motion to approve Directors Ovel and Foege motion carried 15-0. Let the record reflect that Director Barnhart abstained from this motion due to potential conflict of interest.

### **Nomination Committee Closed Session**

Motion to enter into closed session at 2:23 by Director Ovel and Foege motion carried 16-0

Motion to enter into open session at 2:28 by Director Ovel and Foege motion carried 16-0

### **Election of Board Member and Board Advisor:**

- The Nominating Committee recommends Sarah Martinez to the Heritage Board replacing Eve Casserly and Bob Welsh as a Board Advisor.
- Motion to approve the Sarah Martinez as a Board member Bob Welsh as a Board Advisor to the Heritage Board as recommended by the Nominating Committee by Directors Ovel and Foege. Motion carried 16-0

### **Nutrition & Wellness Programs**

- Jill presented the Nutrition and Wellness programs at Heritage.

### **HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information.**

- The Older Worker Employment program position has been filled by Paul Swanson.
- Paula Lange, previous Fiscal Director, has completed training and consultation. Her employment was ended 11/22/19. She may be available for questions in the future.
- Ashley Maiers, Options Counselor/Caregiver Specialist has resigned. Her last day will be 1/3/20. She has decided to change career paths.
- Brad Franzwa is continuing training and familiarizing himself with Heritage processes and software. Training with IDA staff, MIP training and introductions with grant accountants getting established. He will be in Arizona for MIP training the week of 12/9.
- Heritage was awarded a \$15,000 grant from Greater Cedar Rapids Community Foundation to address pest and hoarding issues with elder Rights consumers in Linn County as reported in October. This was Drew Floyd's first grant and we are proud of his success. It will be a very limited program, but much needed. Implementation is in process.
- Heritage received \$500 donation from Wallace Winkie Foundation on behalf of Lifelong Learner Inductee, Martha Quint.
- Iowa Department on Aging released a Congregate Meal Program Revitalization Mini Grant with the purpose to help build healthy communities and increase congregate meal numbers. Encore Holiday Party is scheduled for 12/19. Staff would like to give regular volunteers a "break" for this event. If you are interesting in volunteering and taking on their duties for the day, please contact Jill.
- I4a Advocacy day at the State Capital scheduled for March 12, 2020 from 7:30 a.m.-9:30 a.m.in Room 116. Priorities for the legislative session yet to be determined.
- N4a Capital Hill Days in Washington DC are also in March. Jill Sindt and Steve Ovel are planning to attend with the other Iowa delegates.
- Iowa Commission on Aging held at Heritage on 12/5/19 with a lunch at Encore Café following the meeting.
- 12/5/19 Quarter Conversation visit with IDA. This conversation focus was on the Elder Rights Program.

- Save the date for Sample Consulting for strategic planning session on January 14<sup>th</sup> from 1-5pm. Location for the meeting is Room 127 at the Horticulture Building. You will be receiving a pre-event survey from Joe Sample in a few weeks.

**Executive Director Position-**

- Tabled for January Strategic Planning Session

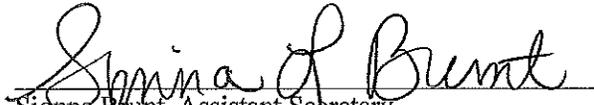
**Action Items**

- Jill to work with Brad Franzwa to set up a meeting between Director Ovel and Franzwa.

**Public Comment-None**

There being no further business coming before the Council, Directors' Buhman and Barnhart moved and seconded the meeting be adjourned at 2:56 p.m. Motion carried 16 – 0.

Respectfully submitted by:

  
Sjonna Brunt, Assistant Secretary

Approval by Board:

  
Larry Kudej, Chair

The Heritage Agency  
Regular Meeting of the Heritage Board of Directors  
Thursday, January 9, 2020, 2:00 p.m.  
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

---

**MINUTES**

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Brad Franzwa, Sjonna Brunt- *Assistant Secretary*

Chair Kudej called the meeting to order at 2:00 p.m.

**Approve or Amend Agenda**

Directors O'Connor and Buhman moved and seconded approval of the agenda. Motion carried 13– 0.

**Approval of Minutes of the Board of Directors held on December 12, 2019**

Directors Pope and Ovel moved and seconded approval of the minutes for the regular meeting held on October 10, 2019 and directed each be made part of the permanent record. Motion carried 13– 0.

**REGULAR AGENDA**

**HAAA Approvals**

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes

**Care Manager and Case Management Program**

- Elliott-Kapparos reviewed the Care Manager and Case Management Program with the Board.
- The capacity of general agency Case Management is 65 consumers.
- Case Management is a mandatory service per the Older Americans Act.
- What is Heritage doing to assist individuals other than Linn County? Heritage has implemented a Community Outreach program in order to reach other communities outside of Linn County.
- Elliott-Kapparos walked through the referral process on how an individual becomes a Case Management client. Some come from the Options Counseling program and others are coming through the Elder Abuse program.

**HAAA Operations – Due to time restrictions not all items were reviewed. See Board packet for additional information.**

- Ashley Maiers, Options Counselor/Caregiver Specialist has resigned. Her last day was be 1/3/2020. Heritage is working on getting position posted based on the needs of the agency.
- Heritage submitted request to expand Encore Express concept to Washington County via the Iowa Department on Aging's mini-grant previously discussed to expand congregate dining state-wide. IDA will be reviewing proposals in January. Original dates are being adjusted by IDA due to confusion and expresses concerns by other AAA's.
- I4a Advocacy day at the State Capital is scheduled for March 12, 2020 from 7:30 a.m.- 9:30 a.m. in Room 116. Priorities for the legislative session yet to be determined.
- N4a Capital Hill Days in Washington D.C. is scheduled for March. Jill Sindt and Steve Ovel are planning to attend with the other Iowa delegates.
- Next quarterly conversation will be held in Des Moines the week of February 24<sup>th</sup>. The date is not finalized.

- Reminder to save the date for Sample Consulting for strategic planning session on January 14 from 1-5 in room 127 at the Horticulture Building.
- Heritage received a \$54,000 memorial gift to the Older Iowans Fund. The money is earmarked for Linn and Johnson County.
- Heritage is working on the RFP update materials to be sent to the subcontractors by request on Monday, January 13.
- Quarter 2 financials will be discussed and submitted to the board for the February meeting.

#### **Board Committees**

- The Executive Committee met last week and discussed future committees of the Board
  - The Finance Committee is currently made up of Director Ovel. This group is responsible of Financial oversight. Director Ovel motioned for the Board to accept, Directors Olson, Heiden, Choate, & Kudej (non-voting) to the Committee. Motion was seconded by Director Barnhart. Motion carried 13-0.
  - Another potential committee is the Advocacy committee that would be responsible for planning, communication, resource, development and education. Directors interested in this group are Rennekamp, Barnhart, Martinez & O'Connor. This will be brought forward as an action item next Board meeting.

#### **Executive Director Position-**

- Executive Committee met and discussed the position and asked Jill, Kellie and Kirkwood Human Resources to come up with a job description. Director Kudej provided a draft to the Board and hopes to have it position posted by the end of the month.

#### **Open Agenda**

- Reminder the next meeting will be held in Iowa City at the Health & Human Services Building.
- Reminder the March meeting was moved from March 12<sup>th</sup> to March 19<sup>th</sup> and will be in Cedar Rapids.
- The Executive Committee drafted and submitted a letter to the Linn County Board of Supervisors asking them to provide a recommendation for the empty Linn County Board of Supervisors representative for the Heritage Board.

#### **Action Items**

- Brunt will follow-up with up with Directors Pope, Agne and Rohwedder on which month the Board meeting will be housed in their community.
- Brunt will send a copy of the Heritage ED job description to Piersall and other Board members that could not attend.
- Sindt will provide the Directors the job descriptions of the other AAA EDs.

#### **Public Comment-None**

There being no further business coming before the Council, Directors' O'Connor and Buhman moved and seconded the meeting be adjourned at 3:15 p.m. Motion carried 13 – 0.

Respectfully submitted by:

---

Sjonna Brunt, Assistant Secretary

Approval by Board:

---

Larry Kudej, Chair

The Heritage Agency  
Regular Meeting of the Heritage Board of Directors  
Thursday, February 13, 2020 2:00 p.m.  
855 S Dubuque Street, Iowa City, Iowa

---

**MINUTES**

Present: Steve Agne, Mike Barnhart, Gary Bierchenk, Michelle Buhman, Ro Foege, Pat Heiden, Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Steve Ovel, Rose Rennekamp, Ned Rohwedder, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt- *Assistant Secretary*, & Joe Sample

Chair Kudej called the meeting to order at 2:00 p.m.

**Approve or Amend Agenda**

Directors Rohwedder and Ovel moved and seconded approval of the agenda. Motion carried 12-0.

**Approval of Minutes of the Board of Directors held on January 9, 2020**

Directors Rennekamp and Heiden moved and seconded approval of the minutes for the regular meeting held on January 9, 2020 and directed each be made part of the permanent record. Motion carried 12-0.

**REGULAR AGENDA**

**Strategic Plan Discussion**

- Joe Sample of Sample LLC reviewed with the Board the Strategic Planning Mission, Vision & Core Value/Principles.
  - Mission Statement reviewed
    - Mr. Sample recommended that the Mission Statement add the word Advocacy
  - Vision Statement review
    - Key recommendation by Mr. Sample for the Vision Statement is to replace “is” to “becomes” and the word “place” to “where optimal aging happens.”
    - Suggestions by the Board Advisor Welsh was to replace the word “optimal” with successful.
    - Director Rennekamp suggested replacing the word “region” to service area or dropping the word “region” all together.
  - Core Values/Principles reviewed
    - Integrity, Innovation, Collaborative, & Accountability are the key core values based on the feedback from the Strategic Planning session.
    - Under the Innovative Core Value Director Rohwedder and O'Connor had a concern on the word choice of “Social entrepreneurialism”
    - Under the Core Values that start with “Are Committed to” Director Rennekamp suggested removing this all together.
    - Director Buhman suggested changing the verbiage under Collaborative to “We build community partnerships that strengthen our mission”
  - Strategies reviewed
    - Goals and metrics to measure your success under each strategy
    - Suggestion by Mr. Sample to create additional committees to address each of these strategies
- Mr. Sample will revise the report based on the feedback provided and provide more source information as a final product for the initial project.
- Mr. Sample is available to the Board for additional training and future strategic planning sessions as they move forward.
- Advisor Welsh suggested the Board work to identify the roll of the Board, Advisory Council and the Task Force.

**HAAA Approvals**

- Task Force Applications-No Changes

- Advisory Council Appointment-No Changes

## Committee Reports

- **Financial**
  - **Monthly Report**
    - Director Ovel reported that there is no monthly report due to Heritage working with a new software system and working through the challenges of the software. In addition to the software challenges, Brad being new to his role.
  - **Second Quarter Reports**
    - Director Ovel spoke about how Heritage has to report subcontractor match dollars to IDA. Director Ovel will be working with Brad Franzwa on how the reports work and the best way to report it out to the Board so there is minimal confusion and so that they understand where Heritage stands.
    - Director Rennekamp asked for key definitions to understand the financial reports
    - Director Kudej asked if future reports will include a narrative. Director Ovel confirmed that this is the word document that they are planning on providing.
    - Sarah Martinez will provide Heritage an example of what Access 2 Independence reports to the Board
    - Kellie will speak to the other AAA's on what they submit to their Board
    - Future goal is to have a report that compares the current year to the year(s) before.
    - The Board does not need the details that the Finance committee would receive but would have the overall highlights and concerns.
- **Advocacy**
  - The group met and changed the committee from being an Advocacy Committee to being a Resource Development Committee.
  - Future meetings will be held once the Executive Director has been hired.
  - Sjonna will send the minutes to all of the Board members

## Nominating Committee

Motion to enter into Closed session at 3:15 pm by Directors Foege and Rennekamp. Motion carried 12-0

Motion to enter into Open session at 3:16 pm by Directors Rohwedder and Foege. Motion carried 12-0

## Election of Board Members

- The Nominating Committee recommends Stacey Walker to the Heritage Board replacing Dave Theilen and Dusti Winkie to the Heritage Board replacing Bev Winkie
- Motion to approve the Stacey Walker & Dusti Winkie as a Board member to the Heritage Board as recommended by the Nominating Committee by Directors Ovel and Rennekamp. Motion carried 12-0

## Area Plan Status Update

- **Feedback of Focus Groups & Strategies**
  - Heritage is meeting with the Focus groups on the Area Plan strategies for FY21 and submitted them to IDA on January 30<sup>th</sup>. Heritage is awaiting feedback from IDA and will adjust the numbers of persons served based on RFP submissions.
  - Advisory Council will review the Area Plan Update on February 27<sup>th</sup>
  - Heritage Board will have final approval of the Area Plan on March 19<sup>th</sup>.
  - Area Plan is due April 1<sup>st</sup>.
- **RFP Update Requests received**
  - Kellie reviewed the RFP document.
  - Prior to the next meeting Staff will be reviewing RFPs in more detail and will submit to the Board on March 19<sup>th</sup> the proposed contract awards and funding amounts.
  - Legal Services is a separate approval by the Board and is still open for bid and is due February 21<sup>st</sup>.

**HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information. (list)**

**Executive Director Position-**

- Director Kudej talked about the proposed job description of the Executive Director position. The Executive Committee has not been able to formally meet.
- The recommendation at this time is the position is filled using Kirkwood's benefit package.
- Future planning is for the Executive Director and Executive Committee to work together to find information on benefits.
- Motion by the Board to post the job description for the Executive Director position using Kirkwood's system as a Kirkwood employee benefit package and pay structure by Director Heiden and seconded by Director Martinez. Motion carried 12-0.

**Open Agenda****Action Items**

- Sindt will send out to the Board the Job Description of the Executive Director position for Heritage
- Sindt will send the minutes from the Resource Development Committee
- Mission and Vision will be on next month's agenda for the Board to approve
- The Welcome letters for Dusti Winkie and Supervisor Walker will be sent
- Elliott-Kapparos will provide Franzwa and Director Ovel with samples of financial reports.
- Sindt & Elliott-Kapparos will follow up with Joe Sample and receive his updated report based on the discussion at today's meeting.

**Public Comment-None**

There being no further business coming before the Council, Directors' Rennekamp and Buhman moved and seconded the meeting be adjourned at 3:38 p.m. Motion carried 12 – 0.

Respectfully submitted by:

---

Sjonna Brunt, Assistant Secretary

Approval by Board:

---

Larry Kudej, Chair

Heritage Area Agency on Aging  
Regular Meeting of the Heritage Board of Directors  
Thursday, March 19, 2020 2:00 p.m.  
Conference Call

---

**MINUTES**

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Larry Kudej, Sarah Martinez (2:16), Sister Susan O'Connor, Steve Ovel, Matt Piersall, Rose Rennekamp, Ned Rohwedder (2:20), Ro Foege (2:20) Bob Welsh & Dusti Winkie (2:20),

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt- *Assistant Secretary*

Chair Kudej called the meeting to order at 2:00 p.m.

**Approve or Amend Agenda**

Directors Agne and Claussen moved and seconded approval of the agenda. Motion carried 9-0.

**Approval of Minutes of the Board of Directors held on February 13, 2020**

Directors Ovel and Barnhart moved and seconded approval of the minutes for the regular meeting held on February 13, 2020 and directed each be made part of the permanent record. Motion carried 9-0.

**REGULAR AGENDA**

**HAAA Approvals**

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes

**Area Plan Approval**

- Kendall reviewed the accomplishments, strategies and goals for FY2021 Area Plan Update.
- Director Ovel reviewed the carryover history. Director Ovel explained that the carryover cannot exceed 25%. Heritage intends to target carryover for FY2021 at 8%.
- Director Ovel reviewed the recommended budget for FY2021.
  - Director Ovel reviewed the FY2021 Subcontractor Award Recommendations. Nutrition and Non Nutrition are recommended at flat funding.
  - Elliott-Kapparos clarified Legal Services dollars. The dollar amount is not official since the RFP is still being reviewed.
  - Director Ovel reviewed the FY2021 Operating expenses.
  - Director Ovel noted that Heritage ear marked 3% for Salaries and Budget per the standard percentage issued by Kirkwood.
- Elliott-Kapparos recommends Director Barnhart and Director Rohwedder to abstain from voting for the FY21 Area Plan Update due to conflict of interest.
- Directors Rennekamp and O'Connor moved and seconded for Approval of the FY2021 Area Plan Update and Budget. Motion carried 11-0. Directors Barnhart and Rohwedder abstained.

**Strategic Planning**

- Directors Barnhart and Claussen moved and seconded for approval of the mission statement to read “Heritage Area Agency on Aging provides leadership, advocacy, and innovative services that improve the quality of life for older Iowans, individuals with disabilities, and family caregivers.”
- Directors Buhman and Barnhart moved and seconded for approval of the vision statement to read “Heritage Area Agency on Aging’s service region is where optimal aging happens.”
- Strategies and Core Values will be tabled until an Executive Director is hired.

**Heritage Position on Exploring/Seeking Funding from Gambling/Casino Foundation-tabled until next month**

**HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information.**

- Elliott-Kapparos reviewed what Heritage and staff are doing to stay on top of the COVID-19 Virus. Care Managers are in contact with their clients and will be touching base with the high risk clients daily. Staff will be working from home effective 5:00 pm on March 19, 2020 until further notice
- Sindt reviewed what Heritage and their partners are doing in regards to Home Delivered Meals and Congregate Meals. Seniors will be able to get meals on a to go bases.
- HACAP received two van loads of food that was donated by Kirkwood Hotel.
- Kirkwood Hotel is donating to go containers and plastic ware.
- Heritage put in a request with the Linn County Emergency Management and asked them for emergency supplies for Heritage and Heritage’s partners.
- The Governor’s office asked each Area Agency on Aging (AAA) to put together a plan on what each of their additional needs are for meals. Heritage has provided their projected needs to the Governor’s office. In total for all AAA’s they are asking almost \$2 million. The Governor is working on obtaining federal funds to assist.
- Horizons is providing the home delivered frozen meals for Encore Café. Pick up for these starts the Week of March 23, 2020

**Executive Director Position-**

- The Executive Committee will be reviewing the applications and work on narrowing down the candidates.
- As of today there are 27 applications
- Executive Committee with be training on the NEOGov System at 3:30 today.

**Elder Rights Program-tabled due to time restrictions**

**Open Agenda**

- Director Barnhart gave an update on what Horizons is doing in regards to meals. Horizons has switched to once a week frozen meals being delivered to the participants in order to help reduce exposure. In addition to the frozen meals they are working with Rinehart to provide

the participants with shelf stable food so that they have a reserve. Rinehart donated the use of a freezer trailer.

- Director Buhman reported that the Iowa City Senior Center is contacting all of the members of the Senior Center (1700 people) and asking them about their unmet needs. They are looking at doing a public service announcement and putting it out to the public to have Johnson County senior residents call in and report what their needs are.

**Action Items**

- Director Kudej will reach out to Cedar Ridge Winery to see if they would be willing to donate hand sanitizer to Heritage.
- Director O'Connor was asked to work with the Board Advocacy Committee as well as Sindt and Elliott-Kapparos on fund-raising opportunities for Heritage.

**Public Comment-None**

There being no further business coming before the Council, Directors' Rennekamp and Buhman moved and seconded the meeting be adjourned at 3:30 p.m. Motion carried 13 – 0.

Respectfully submitted by:

---

Sjonna Brunt, Assistant Secretary

Approval by Board:

---

Larry Kudej, Chair

Heritage Area Agency on Aging  
Regular Meeting of the Heritage Board of Directors  
Thursday, April 9, 2020 2:00 p.m.  
Conference Call

---

### **MINUTES**

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden, Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, Darrin Gage (for Stacey Walker), Richard Young, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt-*Assistant Secretary*

Guest-Evans Waller

Chair Kudej called the meeting to order at 2:02 p.m.

#### **Approve or Amend Agenda**

Directors Agne and Rennekamp moved and seconded approval of the agenda. Motion carried 18-0.

#### **Approval of Minutes of the Board of Directors held on March 19, 2020**

Directors Barnhart and Heiden moved and seconded approval of the minutes for the regular meeting held on March 19, 2020 and directed each be made part of the permanent record. Motion carried 18- 0.

### **REGULAR AGENDA**

#### **HAAA Approvals**

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes

#### **Committee Reports**

- Financial-Monthly report
  - Director Ovel reviewed the one-paged Balance Sheet, detailed balance sheet and statement of Cash Flows. Excluded from this report is a detailed Statement of Revenues and Expenses by Fund Account due to the size of the report which will be reviewed by the Finance Committee on a quarterly basis.
  - The income and expenses are on track with what the budget is put forth.
  - Franzwa reported that the additional funding Heritage will be receiving for COVID-19 will have additional accounts established and the expenditures will be separated from Heritage's normal spending. Due to this funding, the rules for carryover may be relaxed.
  - Franzwa reported that the transfer of funds from one account to another had specific rules prior to the epidemic but relaxation of rules may allow us more flexibility. This could put us in a better position putting into the upcoming year.

- The fiscal team has worked with the software vendor to correct data for financial reporting. Some of the accounts were missing “closing account” assignments which presented challenges.
- Director Ovel reviewed the support of the Families First Coronavirus Recovery Act Funding. Heritage will be receiving \$8,186 in Admin funds for C1 Congregate Meals, \$84,013 for C1 Services, \$16,369 for C2 Home Delivered Meals Admin Funds and \$168,024 for C2 Services.
- Advocacy-No report. This committee will go dormant until the Executive Director is in place.

**Heritage Position on Exploring/Seeking Funding from Gambling/Casino Foundation-**

- Elliott-Kapparos presented to the Board a request for a policy regarding if Heritage would seek funding from gambling and/or casino foundations.
- Elliott-Kapparos noted that the grant period for the gambling/casino foundation is currently closed due to COVID-19 and the closure of all gambling/casino institutions.
- Directors Agne and Barnhart moved to allow Heritage to seek funding from gambling/casino foundations and any other organizations that support the funding of older adults. Motion defeated 0-18
- Board discussion was had around narrowing the motion to gambling/casino foundations vs. any foundation/organizations that support the funding of older adults. Elliott-Kapparos provided clarification that the Washington County Riverboat Foundation needs an approval from the Board that specifies that they approve revenue from gambling sources. The Washington County Riverboat Foundation is currently the only one in Heritage’s service area.
- Directors Rennekamp and O’Connor motion that the Heritage Board supports soliciting grants and funding from the Washington County Riverboat Foundation. Motion carried 18-0

**HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information.**

- Operations and work from home began on March 23<sup>rd</sup>. At this point in time, Heritage is scheduled to return May 4<sup>th</sup>, but this can change due to COVID-19. Currently all staff is healthy and well.
- Staff is still out doing some things with clients but they are not doing home visits. Most of the client work is being performed over the phone.
- Madalyn Klobassa started on April 6 as Information Specialist/Options Counselor. Due to COVID-19 Madalyn is doing a lot of online training and orientation.
- Former leased employee, Shelia Stepanek ended temporary contract at the end of March for a planned vacation. Sheila was scheduled to return April 6 but will not due to COVID-19. Sheila may come back to assist in the up and coming month when a staff member is out on maternity leave.
- Heritage will be receiving \$250,000 from the Families First Act and a possible additional \$500,000 from the Care Act.
  - IDA is working on establishing the rules on how the money can be spent down. Once the rules are received Elliott-Kapparos and Sindt will work with Franzwa to create a strategy for the maximum spend down for the nutrition providers.

- Under the Families First dollars the providers do not have a requirement for match dollars like they do under the Older Americans Act. This will allow Heritage to work with the providers to potentially provide them with a rate that is equal to their full cost per meal. This is still being worked out.
- Heritage and IDA have 2 conference calls scheduled for Friday, April 10<sup>th</sup> and Wednesday, April 15<sup>th</sup> and will be working on a strategy on the maximum spend down for these dollars.
- Heritage will need to move fast to support the providers and prevent financial hardships once a strategy has been developed.
- New MOU's will be drafted for subcontractors to identify their new rate during the COVID-19 period.
- Director Ovel and Foege motioned that the Executive Committee be authorized to take action on the subcontractor MOU's that way not necessitating the need of a special meeting of the entire board. Let the records reflect that Directors Barnhart and Rohwedder will abstain from voting to conflicts of interest. Motion carried 16-0.
- Heritage applied for \$10,000 (max award) grant from Delta Dental to fund unmet needs of consumers. Heritage received \$2,500.
- Heritage applied for \$25,000 (max award) grant from Meals on Wheels Association of America (MOWAA) to focus on rural county nutrition needs. Notified of \$25,000 award on 4/7/20.
- Sindt discussed the status of the nutrition subcontractors. As of 3/17 all congregate meal sites were required to close due to COVID-19. Due to this closure many of the sites switched over to Home Delivered Meals (HDM) and offering frozen meals to help ensure seniors receive proper nutrition. (See Board report for details).
- Sindt recognized Jones County Senior Center, Lisa Tallman on the great job she is doing helping to get the HDM's out to seniors in Jones County.
- Sindt recognized Mike Barnhart and Horizons for the great job they are doing to help feed seniors in Linn and Johnson County as well as their above and beyond assistance to help Encore provide meals.
- Encore Café is now offering a drive up service at St Marks(Tuesdays) and Marion Library(Thursdays). Seniors are able to pick up 5 frozen meals per person. Horizons is assisting in packaging enough meals for up to 100 people. The meals are being delivered to the meal locations by Lifts.
- Heritage is in need of essential supplies such as to go containers, disposable gloves, grocery sacks, plastic cutlery, hand sanitizer and masks. Iowa Department on Aging (IDA) and the National Guard will be providing 1000 masks and 10 gallons of hand sanitizer.
- Elliott-Kapparos reported on the non-nutritional programs. Many have been shut down by Governor Reynolds' order and others are struggling due to the need for social distancing. (See Board report for details).
- Some of the non-nutritional providers are finding ways to serve the community. Prior to COVID-19 the seniors would use Aging Service to get a ride to the grocery stores, do the shopping and take the senior home. Now, Aging Services is picking up grocery lists for seniors and doing the shopping for them and delivering the groceries. This is slowing down because less people are willing to volunteer due to risks that are involved.

- Eugenia Kendall is the lead staff person that is working with Linn Area Partners Active in Disaster (LAP-AID) and Johnson County Organizations Active Disaster (JCOAD). They are currently working to lead calling the 840 people that have voluntarily registered on the Linn County Emergency Management Agency's Special Needs Registry. Volunteer callers will check on safety and welfare of people over the phone. They will also offer them information on community resources, including Heritage. Eugenia meets actively with JCOAD and reports information but there are no calls to action at this time.
- Elliott-Kapparos reported that Heritage reached out to all of the County Public Health and Emergency Management offices in our seven (7) county region when the COVID-19 epidemic first started and offered assistance.
- Elliott-Kapparos reported on the need for Heritage to create an Unmet Personal Care/Essential Supply Needs Registry Program. This program will accept requests for needed supplies by individual older adults in the region through the Information and Assistance Line. Heritage will work internally and with partner agencies to fulfill requests as resources and items are found. Heritage will accept requests and maintain listed needs by individuals and work to obtain items for distribution with the assistance of community partners and volunteers. Examples of these needs are Toilet Paper, non-perishable food items, over the counter medications, incontinence supplies and personal care supplies. (See Board report for other details)

#### **Executive Director Position-**

- There are 34 candidates that have applied for the position and the review committee has until April 10<sup>th</sup> to review and rate the candidates. The staff will let the review committee know which of these candidates have passed by April 13<sup>th</sup> and a conference call to discuss the applicants is scheduled for April 15<sup>th</sup>. Interviews will be held April 20<sup>th</sup> and April 21<sup>st</sup> via Zoom. Final decisions for follow up interviews will be held on April 22<sup>nd</sup>.

#### **Annual Meeting & Nominating Committee**

- Resolution is needed by the Board to set the Annual Meeting. June is the preferred month to hold the Annual Meeting in order to have the Board in place by July.
- 60 days before the Annual Meeting there is a need to establish a Nominating Committee whose terms do not expire in 2020. Currently, there are 6 Board members who are eligible, Directors Barnhart, Buhman, Olson, O'Connor, Ovel & Piersall.
- Directors Heiden and Young motioned to approve Directors Barnhart, Ovel, Piersall & O'Connor to the Nominating Committee.
- Director Ovel was asked to lead the Nominating Committee
- Directors Barnhart and Foege motioned to hold the Annual Meeting on June 11, 2020.
- There is a need to replace 4 At-Large Board Members that are eligible to be replaced or re-elected; Directors Winkie, Martinez, Foege, & Claussen.
- Several of the County Supervisors are elected in January and therefore are willing to be reelected. Others may have an election in November to determine if there is a need for a new Supervisor to be reappointed to the Board.
- Director Ovel will work with Sindt and Elliott-Kapparos to prepare the appropriate information to go out to the Nominating Committee with regards to the openings and who can be reappointed if they are interested in doing so. They will also follow-up with all of

the County Supervisors to confirm their position with the Board so the Nominating Committee can have that fully in place at the June meeting.

- Director Kudej reminded the Nominating Committee they will need to have a recommendation for officers.

#### **Open Agenda**

- Director Barnhart provided and thank you to Sindt, Elliott-Kapparos, Kendall, Tim Getty, Franzwa and the Heritage Staff for all of the hard work they are doing.
- Next Meeting May 14<sup>th</sup> at 2:00 could be moved from its original planned location of Benton Kirkwood Center to a Zoom Video Conference call. Decision will be made based on Governor Reynolds orders.

#### **Public Comment-**

- Evans Waller directed a question to Sindt in regards to Dairy Farmers dumping milk and packaging plants closing. This provides a concern for a food shortage in the coming months. Due this concern he is hoping Heritage will be able to provide a supply of food for seniors. Sindt acknowledged Wallers concern and said Heritage is aware of the concern and keeping an eye on the situation.

There being no further business coming before the Council, Directors' O'Connor and Young moved and seconded the meeting be adjourned at 3:30 p.m. Motion carried 18 – 0.

Respectfully submitted by:

---

Sjonna Brunt, Assistant Secretary

Approval by Board:

---

Larry Kudej, Chair

Heritage Area Agency on Aging  
Regular Meeting of the Heritage Board of Directors  
Thursday, May 14, 2020 2:00 p.m.  
Conference Call

---

**MINUTES**

Present: Steve Agne, Mike Barnhart, Gary Bierschenk, Toni Claussen, Ro Foege, Pat Heiden, Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, Darrin Gage (for Stacey Walker), Dusti Winkie, Richard Young, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt- *Assistant Secretary*

Chair Kudej called the meeting to order at 2:01 p.m.

**Approve or Amend Agenda**

Directors O'Connor and Rennekamp moved and seconded approval of the agenda. Motion carried 16-0.

**Approval of Minutes of the Board of Directors held on April 9, 2020**

Directors Heiden and Ovel moved and seconded approval of the minutes for the regular meeting held on March 19, 2020 and directed each be made part of the permanent record. Motion carried 16-0.

**REGULAR AGENDA**

**HAAA Approvals**

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes

**Committee Reports**

- Financial-Monthly report
  - Director Ovel reported on Heritage's carry over goal which is 8-10%.
  - Director Ovel talked about the Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid Relief Economic Security (CARES Act) and how Heritage is distributing the funding.
    - The rule waivers allow Heritage to move the money where they see the greatest need. At this time Heritage is focusing on nutrition.
    - The preliminary money for FFCRA and CARES Act have been received and Heritage will continue to monitor the cash-flow and work with IDA if the expected payments lag too far behind.
  - The Meals on Wheels grant for \$25,000 is being applied to rural nutritional providers. Heritage is hoping to get another \$75,000.
  - Delta Dental of Iowa Foundation granted Heritage \$2,500 that is being used for person-centered needs such as toilet paper and other non-food items.
  - Director Ovel mentioned that there is a potential for IDA to receive an additional \$450,000 in funding to enhance the state wide ADRC system, which Heritage is a part. Stay tuned for details.

**Executive Director Position-**

Motion to enter into Closed session at 2:24 pm by Directors Rennekamp and Foege. Motion carried 16-0

Motion to enter into Open session at 2:33 pm by Directors Bierschenk and Heiden. Motion carried 16-0

Director Ovel motioned to extend an offer of Executive Director to Barbara Werning to start on July 1, 2020 subject to the results of the background checks. Seconded by Director O'Connor. Motion carried 16-0.

**HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information.**

- Operations and work from home began on March 23, 2020. At this point in time, Heritage is scheduled to return around July 1<sup>st</sup> to campus, but this can change due to COVID-19.
- There has been an increase in Elder Abuse reports from last month.
- Maria will be taking maternity leave in the next couple of months & Heritage will contact Sheila Stepanek to assist the Caregiver team during Maria's absence.
- Heritage's website is updated and has a donate button.
- Heritage's Facebook page now has a donation button. Please like our page if you have not already done so.
- Farmers Market vouchers will be handed out during the Encore food distribution after they are available June 1<sup>st</sup>. Other sites will be announced soon. Please stay tuned as there is more to come on this.
- Martha Quint's retirement party is being changed to a card shower due to the inability to gather in large groups because of the COVID-19 pandemic. Heritage will send details as soon as they are available.
- Eugenia is working on an Annual Report for Heritage Area Agency on Aging and will provide details as soon as a detail plan has been finalized.

**Action Items and Assignments**

- Kellie will contact Kirkwood's Human Resources and ask them to proceed with the hiring process of Barbara Werning which will include the background checks.
- Larry will contact Barbara and let her know the board's final approval.

**Public Comment-**

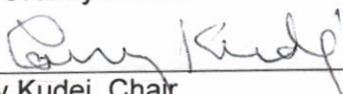
There being no further business coming before the Council, Directors' Heiden and Foege moved and seconded the meeting be adjourned at 2:52 p.m. Motion carried 16 – 0.

Respectfully submitted by:

---

Sjonna Brunt, Assistant Secretary

Approval by Board:



---

Larry Kudej, Chair

Heritage Area Agency on Aging  
Regular Meeting of the Heritage Board of Directors  
Thursday, June 11, 2020 2:00 p.m.  
Conference Call

---

**MINUTES**

Present: Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden (2:43), Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, Dusti Winkie, Richard Young, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt-  
*Assistant Secretary*

Chair Kudej called the meeting to order at 2:01 p.m.

**Approve or Amend Agenda**

Directors Olson and Claussen moved and seconded approval of the agenda. Motion carried 13-0.

**Approval of Minutes of the Board of Directors held on May 14, 2020**

Directors Rohwedder and Rennekamp moved and seconded approval of the minutes for the regular meeting held on May 14, 2020 and directed each be made part of the permanent record. Motion carried 13-0.

**REGULAR AGENDA**

**HAAA Approvals**

- Task Force Applications
  - Appointment of Donald Kline-Washington County, Dora Lorenc-Linn County, and Eve Casserly-Johnson County to county task forces
- Proposed Task Force Members beginning July 1, 2020
  - FY21 Task Force Members list provided
- Proposed Advisory Council members beginning July 1, 2020
  - FY21 Advisory Council member list provided

Motion to approve Donald Kline, Dora Lorenc, and Eve Casserly to serve on county task forces by Directors Foege and O'Connor. Motion carried 13-0

Motion to approve FY21 Task Force members as presented by Directors O'Connor and Rennekamp. Motion carried 13-0

Motion to approve FY21 Advisory Council members as presented by Directors Foege and Claussen. Motion carried 13-0

**Fiscal-Monthly Report**

- Franzwa provided an update on Heritages financials for May.
  - The Families First fund is 100% down and the Cares Act is about 94% spent down.
  - Iowa Department on Aging (IDA) is allowing a higher carryover 25% for FY20 due to COVID.

- IDA has distributed \$750k to Heritage as part of their Cares Act and Families First dollars due to displaying the need in their service area.
- Providers that applied receive an additional amount of money. This money comes from COVID Restoration grant.
- Heritage is working on MIP closeout. Heritage hired a consultant that helped with the original set-up of MIP with Heritage. This is helpful as she is familiar with process and can help Heritage with the closeout. The funding for the consultant came from the Families First and Care Act.

### **Election of the Board**

- The Nominating Committee recommends the follow reelection of the following Directors to the Heritage Board: Directors Claussen, Foege, Martinez, and Winkie for a 3-year term.
- The Nominating Committee recommends Jim Choate, Danielle Pickering, Bob Welsh and Larry Kudej to serve as Heritage Board Advisors for a 1-Year term.
- No action will be taken on the appointment of Kirkwood appointees or Board of Supervisors. This may change around the end of the calendar year due to elections.
- Appointee of Advisory Council Chair will occur after Advisory Council meeting in July.

Motion to approve the reelection of the Heritage Board of Directors as recommended by the Nominating Committee by Directors Rennekamp and Olson. Motion carried 13-0

Motion to elect Jim Choate, Danielle Pickering, Bob Welsh and Larry Kudej as recommended by the Nominating Committee by Directors O'Connor and Claussen. Motion carried 13-0

### **Election of Heritage Board FY21 Officers**

- The Nominating Committee recommends the election of the following Directors to serve as Heritage Board Officers for FY21: Director O'Connor-Board Chair, Director Foege-Board Vice-Chair, Director Ovel-Board Treasurer, and Director Olson-Board Secretary.

Motion to approve the election of the Heritage Board of Directors Officers as recommended by Nominating Committee by Directors Rennekamp and Buhman. Motion carried 13-0

### **Executive Director Position-**

- Barbara Werning has accepted the Executive Director position with Heritage and will start on July 1, 2020.

### **HAAA Operations – Due to time restrictions not all was reviewed. See Board packet for additional information.**

- Tim Getty was one of five persons recognized by National Council on Aging (NCOA). He received the Innovator Award for his efforts in developing the Encore Café. We are so proud of Tim and his national recognition. Please see the NCOA landing page with the winners and the awards video embedded <https://www.ncoa.org/about-ncoa/trailblazers-in-aging-awards/> A press release went out to help recognize Tim's award.
- COVID-19 Recovery Grant will not be considered until mid-June due to needing to ensure that funding is adequate.
- Governor Reynolds announced that Senior Centers and Adult Day Centers are allowed to reopen. IDA and the other Area Agencies on Aging (AAA) are concerned how this reopening will impact the population they serve.
- AAA's in Iowa are not comfortable with opening their Senior Dining Centers. Heritage's Encore Café will remain closed.

- Aging Resources, Inc. sent the attached i4a letter to subcontractors about their concerns if they were to reopen. Heritage plans to send the same letter to their subcontractors.
- Aging Services has three adult day facilities Milestones Cedar Rapids, Milestones Iowa City and Pathways. They plan to open June 22<sup>nd</sup> in a limited capacity.
- Wesley Life/Lending Hands adult day facility has no plan to open at this time.
- I4a supported Elder Abuse legislation SF2341 did not get out of Judiciary Committee.
- I4a is working to oppose legislation SF2486 against mail-in voting. This would negatively impact older adults and adults with disabilities ability to vote.

**Public Comment-**

Advisor Welsh expressed his appreciation of what Elliott-Kapparos and Sindt have accomplished. Advisor Welsh feels they both have grown during their Co-Director role as well as helped Heritage grow.

There being no further business coming before the Council, Directors' O'Connor and Foege moved and seconded the meeting be adjourned at 3:30 p.m. Motion carried 14 – 0.

Respectfully submitted by:

---

Sjonna Brunt, Assistant Secretary

Approval by Board:

  
Sister Susan O'Connor, Chair