



Area Agency on Aging

6301 Kirkwood Blvd SW, Cedar Rapids IA

Meeting location: Call in only

Conference Call • 1-312-626-6799 • Participant Code • 959 8415 3622

<https://kirkwood.zoom.us/j/95984153622>

## Board of Directors' Agenda

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**Thursday, July 9, 2020**

**2:00-3:30 PM**

- I. Call to Order and Roll Call
- II. Approve or Amend Agenda
- III. Consideration of Minutes of the Board of Directors' meeting held on June 11, 2020
- IV. Executive Director Introduction
- V. Approvals (Elliott-Kapparos/Sindt)
  - a. Task Force applications
  - b. Advisory Council appointment
  - c. FY21 Meeting schedule
- VI. Committee Reports
  - a. Financial
    - i. Monthly Report                      Treasurer Ovel or designee
- VII. Operations Update (Elliott-Kapparos/Sindt)
- VIII. Action Items and Assignments
- IX. Open Agenda
- X. Adjourn

**Next Meeting: Thursday, August 13, 2020, 2:00**



Area Agency on Aging

6301 Kirkwood Blvd SW, Cedar Rapids IA

Meeting location: Call in only

Conference Call • 1-312-626-6799 • Participant Code • 988834174367

<https://kirkwood.zoom.us/j/98834174367>

## Board of Directors' Agenda

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Thursday, September 10, 2020

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment
- III. Approve or Amend Agenda
- IV. Approval of Minutes of the Board of Directors' meeting held on July 9, 2020
- V. Approvals Werning
  - a. Task Force applications
  - b. Advisory Council appointment
  - c. FY21 Meeting schedule
- VI. Committee Reports
  - a. Financial
    - i. Monthly Report Treasurer Ovel or designee
- VII. Operations Update Werning
- VIII. Conflict of Interest discussion Elliott-Kapparos
- IX. Action Items and Assignments
- X. Open Agenda: what is helpful to you in these meetings, what would you like to know
- XI. Adjourn

**Next Meeting: Thursday, October 8, 2020, 2:00**



Area Agency on Aging

6301 Kirkwood Blvd SW, Cedar Rapids IA

Meeting location: Call in only

Conference Call • 1-646-876-9923 • Participant Code • 97667639275

<https://kirkwood.zoom.us/j/97667639275>

## Board of Directors' Agenda

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Thursday, October 8, 2020

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment
- III. Approve or Amend Agenda
- IV. Approval of Minutes of the Board of Directors' meeting held on September 10, 2020
- V. Approvals O'Connor/Werning
  - a. KCC Board representative
  - b. Board at-large opening
  - c. Closures and holidays
- VI. Committee Reports
  - a. Financial
    - i. Monthly Report Treasurer Ovel or designee
- VII. Operations/Executive Director Report Werning
  - a. Speaker: Laura- Elder abuse
  - b. Service Area Plan process
  - c. Board Training- VOCA requirements
- VIII. Action Items and Assignments
  - a. Committees
- IX. Open Agenda: what is helpful to you in these meetings, what would you like to know
- X. Adjourn

**Next Meeting: Thursday, November 12, 2020, 2:00**



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<https://kirkwood.zoom.us/j/97667639275>

## Board of Directors' Agenda

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Thursday, November 12, 2020

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment
- III. Ann Neville- Case Management
- IV. Approve or Amend Agenda
- V. Approval of Minutes of the Board of Directors' meeting held on October 8, 2020
- VI. Approvals O'Connor/Werning
  - a. Task Force update
  - b. Advisory Council update
- VII. Committee Reports
  - a. Financial
    - i. Monthly Report Treasurer Ovel or designee
- VIII. Operations/Executive Director Report Werning
- IX. Action Items and Assignments
  - a. Synopsis of Board input
  - b. Committee Job Descriptions- input
- X. Open Agenda:
- XI. Adjourn

**Next Meeting: Thursday, December 10, 2020, 2:00**



Area Agency on Aging

6301 Kirkwood Blvd SW, Cedar Rapids IA

Meeting location: Call in only

Conference Call • 1-646-876-9923 • Participant Code • 98384192496

<https://kirkwood.zoom.us/j/98384192496>

## Board of Directors' Agenda

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Thursday, December 10, 2020

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment
- III. Staff speaker- Maria Donahoe, Family Caregiver Coordinator
- IV. Approve or Amend Agenda
- V. Approval of Minutes of the Board of Directors' meeting held on November 12, 2020
- VI. Approvals/Updates O'Connor/Werning
  - a. Task Force update
  - b. Advisory Council update
- VII. Committee Reports/Approval
  - a. Financial
    - i. Monthly Report Treasurer Ovel
- VIII. Operations/Executive Director Report Werning
- IX. Action Items and Assignments
  - a. Approval of committee descriptions
- X. Open Agenda:
- XI. Adjourn

**Next Meeting: Thursday, January 14, 2020, 2:00**



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## Board of Directors' Agenda

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Thursday, January 14, 2021

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment
- III. Staff speaker- Tim Getty, Nutrition
- IV. Approve or Amend Agenda
- V. Approval of Minutes of the Board of Directors' meeting held on December 10, 2020
- VI. Approvals/Updates O'Connor/Werning
  - a. Task Force update
  - b. Advisory Council update- Discussion on Advisory Council requirements
- VII. Committee Reports
  - a. Financial
    - i. Monthly Report Treasurer Ovel
- VIII. Operations/Executive Director Report Werning
  - a. ADRC/Life Long Links – Kellie Elliot-Kapparos
- IX. Action Items and Assignments-
  - a. Toni Claussen - resignation from Board
- X. Open Agenda: Committee assignments
- XI. Adjourn

**Next Meeting: Thursday, February 11, 2021, 2:00**



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## Board of Directors' Agenda

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Thursday, February 11, 2021

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment- Kimi Hambright, Options Counselor
- III. Staff speakers- Bryan Bruner, Health and Wellness Coordinator and Jill Sindt, Community Advancement Director
- IV. Approve or Amend Agenda
- V. Approval of Minutes of the Board of Directors' meeting held on January 14, 2021
- VI. Committee Reports
  - a. Financial
    - i. Monthly Report                      Treasurer Ovel
  - b. Human Resources
    - i. Monthly Report
- VII. Operations/Executive Director Report                      Werning
  - a. ADRC/Life Long Links – Kellie Elliot-Kapparos
  - b. Vaccine update- Heritage's role
- VIII. Action Items and Assignments-
  - a. Board member resignation
  - b. New board member approval
  - c. Vaccine staff incentives
  - d. GrandPads expense approval
  - e. HR Committee Recommendations: Health and Welfare Benefits, Employee transition
- IX. Open Agenda
- X. Adjourn

**Next Meeting: Thursday, March 11, 2021, 2:00**



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## Board of Directors' Agenda

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Thursday, March 11, 2021

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment- Barb
- III. Closed meeting criteria
- IV. Approve or Amend Agenda
- V. Approval of Minutes of the Board of Directors' meeting held on February 11, 2021
- VI. Committee Reports
  - a. Financial
    - i. Monthly Report
  - b. Human Resources
    - i. Monthly Report
  - c. Fundraising Committee
    - i. Monthly Report
- VII. Operations/Executive Director Report      Werning
  - a. Progress in becoming employer of record-KCC MOU, payroll, handbook
  - b. Eugenia- area plan
- VIII. Action Items and Assignments-
  - a. Approve Board Jones County Board appointment
- IX. Open Agenda
- X. Adjourn

**Next Meeting: Thursday, April 8, 2021, 2:00**



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## Board of Directors Agenda

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**Thursday, April 8, 2021**

**2:00-3:30 PM**

- I. Call to Order
- II. Mission Moment
- III. Staff speaker- Jennifer Walker, Information Specialist
- IV. Approve or Amend Agenda
- V. Approval of Minutes of the Board of Directors meeting held on March 11, 2021
- VI. Committee Monthly Reports
  - a. Financial
  - b. Human Resources
    - i. No report
  - c. Fundraising Committee
  - d. Outreach Committee
- VII. Operations/Executive Director Report          Werning
- VIII. Action Items and Assignments-
  - a. Approve Kirkwood Community College Board Appointee
  - b. Approval of Treasurer
  - c. Service Area Plan FY 2022-25 Approval
  - d. RFP contract approval and budget
  - e. Heritage benefits 2021 approval
  - f. Advisory Council resignation- Board member change
- IX. Open Agenda
- X. Adjourn

**Next Meeting: Thursday, May 13, 2021, 2:00**



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## Board of Directors Agenda

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Thursday, May 13 2021

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment
- III. Staff speaker-to be announced
- IV. Approve or Amend Agenda
- V. Approval of Minutes of the Board of Directors meeting held on April 8, 2021
- VI. Committee Monthly Reports
  - a. Financial
  - b. Human Resources- update on open positions
  - c. Fundraising Committee
  - d. Outreach Committee
  - e. Nominating Committee
- VII. Operations/Executive Director Report          Werning
  - a. Re-open plan
- VIII. Action Items and Assignments-
  - a. Staff salary increases FY 22
  - b. FSA employer contributions
  - c. Employee handbook approval
  - d. Agency Insurance/liability insurance discussion/approval
  - e. MOU between Kirkwood and Heritage approval
  - f. Meeting calendar 2021/22
- IX. Open Agenda
- X. Adjourn

**Next Meeting: Thursday, June 10, 2021, 2:00**



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## Board of Directors Agenda

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Thursday, June 10 2021

2:00-3:30 PM

- I. Call to Order
- II. Mission Moment
- III. New Fiscal Director introduction- Jennifer Knudtson
- IV. Approve or Amend Agenda
- V. Approval of Minutes of the Board of Directors meeting held on May 13, 2021
- VI. Task Force member vote
- VII. Committee Monthly Reports
  - a. Financial
  - b. Human Resources
- VIII. Operations/Executive Director Report      Werning
  - a. Update on staff return to office
  - b. Update on open positions
  - c. Update on separation from KCC
- IX. Action Items and Assignments-
  - a. MOU between Kirkwood and Heritage approval
  - b. Policy approval
- X. Open Agenda
- XI. Adjourn

**Next Meeting: Thursday, July 8, 2021, 2:00**