

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

MINUTES

Present: Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Larry Kudej, Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, Ned Rohwedder (2:17), Richard Young, Danielle Pickering, & Bob Welsh

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

Chair O'Connor called the meeting to order at 2:01 p.m.

Approve or Amend Agenda

Directors Heiden and Rennekamp moved and seconded approval of the agenda. Motion carried 9-0.

Approval of Minutes of the Board of Directors held on June 11, 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
- FY21 Meeting Schedule-Executive Director Barb Werning will be reviewing the tentative Board meeting schedule with Director O'Connor. Feedback from the Board was received to maintain the same calendar structure. More to come next month.

Executive Director Introduction- Werning introduced herself to the Board and the Board took time to introduce themselves to her.

Committee Reports

- Financial-Monthly report – ask Brad on this...
 - Franzwa reported COVID-19 Restoration Grants were distributed to those subcontracted agencies that applied. Two providers did not apply. Cumulative of \$59,784.73. Providers had up to \$7,500 that they could request. These funds came from the Families First and Cares Act allocations. All but 2 subproviders applied for Covid-19 Restoration Grant funding.
 - Families First money is 100% received from IDA and the Cares Act money is approximately 92% received.
 - Final billings for subcontracted agencies are in process of being received so these numbers may change with final year-end adjustments and final allocations.
 - Finance Committee meets next month. The topic will include investment accounts.
 - Pay band adjustments for two staff as approved with the annual budget became effective July 1st
 - Heritage secured an additional grant of \$75,000 from Meals on Wheels Association of America. These funds are intended to help cover any meals with a second wave.
 - Franzwa is continuing to work with the consultant on MIP.
 - Working on a revised 990 form plus closeout of FY20 transfers and reporting.

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

- Heritage currently has no open positions at this time. Franzwa is reviewing the option of another fiscal position.
- Operations and work from home are still going well. At this point in time, staff is scheduled to return around August to campus, but this can change due to COVID-19. Heritage is in phase 3.
- Bryan Bruner, Health and Wellness Coordinator, has taped weekly Tai Chi videos posted to Heritage Facebook page. Bruner worked with the Cedar Rapids Public Library who now has them on their webpage. So far they have received 1,500 views from the library patrons.
- Heritage and all Area Agencies on Aging (AAA's) state wide collaborated to do weekly posts on Facebook in honor of Elder Abuse Awareness Day (June 15) to educate the public on abuse, neglect and exploitation.
- Caregiver Wellness Webinar Series being offered in cooperation with Johnson County Livable Communities. See attached flyer.
- Ashley Turner and Madalyn Klobassa were trained and are now able to teach Powerful Tools for Caregivers. We are hoping to put an online class together this fall.
- Heritage continues to work with providers to identify and provide any reported needs such as sanitizer, masks, and food containers.
- Nutrition providers continue to close their Congregate Meal settings at this time and continue with home delivered meals. Some providers are transitioning to hot meal service in a few weeks for meals rather than frozen.
- Adult Day Care Centers are slowly re-opening on a very limited capacity. Some respite services are being offered through Adult Day and In-Home. Transportation programs are slowly resuming service with restrictions. Legal Services began with Iowa Legal Aid on 7/1/2020.
- All AAA's worked together to develop minimum standards of program safety resume programming when appropriate and possible. Resumption of regular practice will be evaluated on a county by county and consumer by consumer basis. Each AAA may choose to go above the minimum standard guidelines. (Document attached)
- Heritage held the Annual Subcontractor Meeting for funded agencies beginning 7/1 on 6/17/20 to discuss contracts, reporting and to answer any concerns. The meeting went well and most contract and attachments have been received. Kellie will be following up with partners this week.
- Desk Audits were completed with all FY20 funded agencies vs. on site visits. No concerns.

Action Items and Assignments

- Werning is meeting with Director O'Connor to discuss the Board calendar.
- A meeting with Werning, Director O'Connor, Advisor Kudej and Director Miller (Iowa Department on Aging) is needing to be scheduled.
- Elliott-Kapparos will review the language on the Conflict of Interest with Jonathan Landon (Attorney).
- Sindt is following up with regional libraries to see if they would be willing/able to post our programs on their website similar to the Cedar Rapids Public Library.

Public Comment-

There being no further business coming before the Council, Directors' Rennekamp and Buhman moved and seconded the meeting be adjourned at 2:56 p.m. Motion carried 10 – 0.

Respectfully submitted by:


 Sjonna Brunt, Assistant Secretary

Approval by Board:


 Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
September 10, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden, Stephanie Humphries, Sarah Martinez, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Dusti Winkie, Richard Young, & Bob Welsh

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

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

Approve or Amend Agenda

No approval necessary per the request of the Board of Directors unless the agenda is amended from its presented format.

Approval of Minutes of the Board of Directors held on July 9, 2020

Directors Heiden and Claussen 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 15- 0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications-No Changes
- Advisory Council Announcement-Stephanie Humphries was appointed as the FY21 Chair for the Advisory Council and the FY21 Advisory Council representative to the Heritage Board.
- FY21 Meeting Schedule-Executive Director Barb Werning reviewed the tentative Board meeting schedule with Director O'Connor. The recommendation was to maintain the current monthly schedule of the second Thursday of the month at 2:00. Directors Ovel and Claussen moved and seconded the approval of the FY21 Heritage Board of Directors calendar as presented. Motion carried 15-0.

Committee Reports

- Financial-Monthly report –
 - We spent down all of our State funding (Lifelong Links/LLL, Elderly Services General/ESG and Elderly Abuse/EAPA) as directed by IDA
 - OAA funding was spent down 85% with the remaining 15% remaining finally approved this morning. No accounts more than the 25% cap that normally is in place for IDA. About \$300K was unspent since we were able to spend down some of the expected nutrition on FFCRA/CARES Act funding sources. We originally thought we would be closing out the year with \$150K or so in carryover and definitely wanted to be less than last year's \$450K carryover, some later redistributed to other AAA's Heritage nutritional subproviders stepped up and distributed nearly \$1MM in food very, very quickly to achieve this goal. Coronavirus Families First funding spent down 100% on nutrition providers
 - Coronavirus CARES Act spent down 79%, a bit less than we originally planned due to nutritional subproviders slowing down a bit at the end of the year. Some possible causes include clients remaining at home more than expected. 21% remains for fall 2020 extended nutritional needs related to COVID or for other needs as management/the Board can decide. At this time it is uncertain if the windstorm qualifies for the CARES funding.

- Heritage will explore this fall what their minimum holding threshold should be with the fiscal committee and where to place the remaining funds to maximize investment returns.

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

- Going forward Heritage will present a Directors Report for the Board to review and ask questions as necessary. Additional conversation to the Board will be forward thinking and touch on things not covered in the Directors report.
- Heritage Board members are encouraged to like Heritage's Facebook page. Once they have liked the page it is helpful to share it out as this is a great way to get the information out to the community.
- The 2nd Caregiver Wellness day virtual event occurred September 9th. The next event is October 13th.
- Heritage served 83 people at Encore in the rain today.
- Staff continues to support consumers for derecho storm recovery.
- Staff is working hard. They are tired but strong. They continue to work together even though many are working virtually.
- Fall Prevention week is the week of September 21st. Heritage will be posting items on Facebook the whole week related to Fall Prevention.
- Heritage is looking at extra disaster funding from IDA and FEMA.
- N4a is giving Heritage some money for disaster related funding, to be used for client needs
- Barb will be extending an invitation to meet with each Board member. During this time, she would like to talk with them about what their expectations are of her and what they feel she can do to take Heritage forward.
- Heritage maybe sending an email to each Board member in regards to mandatory training. The VOCA grant requires that each member of the board is required to do a training session. Once the training is completed by each member Heritage will need to have this recorded and in their files for auditing purposes.
- Eugenia reported that the Red Cross is involved with housing community members that were displaced. In addition, she reviewed a graph of FY20 consumers served & units delivered.
- Success Story-a consumer lost her husband prior to COVID and there were concerns about the wife as she was losing weight. Family members reached out to Heritage about their concerns. Heritage was able to help get meals to the wife and as a result her spirits turned around and she started to gain weight.

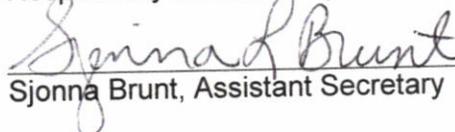
Action Items and Assignments

- Board members will need to return the Conflict of interest form to Heritage for files.

Public Comment-

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

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
October 8 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden Sarah Martinez, Sister Susan O'Connor, Steve Ovel, Matt Piersall, Rose Rennekamp, Ned Rohwedder, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

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

Chair O'Connor called the meeting to order at 2:02 p.m.

Mission Moment

Barb Werning, Executive Director shared a mission moment about a daughter who went to Encore to pick up meals for her father. During this time, she was able to get more information on how she can help and care for her father. Many Heritage staff members were there for her and the daughter was very thankful for everyone's assistance.

Approve or Amend Agenda

Directors Ovel and Buhman moved and seconded approval of the agenda. Motion carried 14-0.

Approval of Minutes of the Board of Directors held on September 10, 2020

Directors Heiden and Foege 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 14- 0.

REGULAR AGENDA

Elder Abuse Speaker

Laura Kriegermeier presented information to the board about the Elder Abuse program and the process on how the staff handles elder abuse cases. Laura also shared cases to the board.

HAAA Approvals

- KCC Board representative- Director Rennekamp is stepping down from the Kirkwood Board and will no longer be the Kirkwood Community College representative appointee to the Heritage Board. The Kirkwood Board is planning on voting on their appointee to the Heritage Board on October 8th and is planning on nominating Director Ovel.
- Board at-large opening-Once Director Ovel is appointed as the KCC representative on the Heritage Board his at-large position will be open. Director Rennekamp has expressed interest in fulfilling the remainder of Director Ovel's At-Large seat. Directors Heiden and Ovel moved and seconded the approval of Director Rennekamp as an at-large member on the Heritage Board. Motion carried 14-0.
- Executive Director Werning informed the Board that Heritage staff are still considered Kirkwood employees. As Kirkwood employees, staff will honor the holiday schedule of the Wednesday before Thanksgiving, Thanksgiving and the Friday after Thanksgiving being paid holidays. December holiday times are December 24-January 4. During this time the Heritage Team checks their emails daily and will schedule to have staff to manage phones. Once the schedule has been developed Heritage will provide it to the board.

Committee Reports

- Financial-Monthly report –Brad Franzwa and Director Ovel presented the fiscal reports.
 - Statement of Cash Flow as of 10/2/2020 reflected Total Cash Flows from Operating Activities \$428,537.85, Total Cash Flows from Investing Activities -\$599,007.58, Total Cash

Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$803,741.10

- o Balance Sheet as of 9/30/2020 reflect Total Assets \$1,409,658.66, Total Liabilities \$247,628.01, Total Net Assets \$1,162,030.65 and Total Liabilities and Net Assets \$1,409,658.66.
- o Heritage is on track to have their spend-down at 25.6%. Heritage made a few changes to ensure the ESG (general account) gets spent down through the year. Last year at this time Heritage had no spending on the account since it can be used as a catch-all for any type of expenses after others are spent down.

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

- Bryan Bruner, Health and Wellness Coordinator, continues with his virtual Tai chi videos. Earlier in the summer, 2020, the Cedar Rapids Library shared these videos on their website. The reach has increased to include the Vinton, Washington, and most recently Monticello's libraries. The library views are steadily increasing, with over 2,700 views in September. Heritage is hoping to attach a survey to this to count as service and units.
- Tim Getty, Nutrition Coordinator, was co-presenter with IDA at the N4a annual conference in September, providing information on our Encore Café unique service model. After the session, he was approached by a professor at Texas A and M, requesting more information about our partnerships with the City of Marion and Hy-Vee, as well as our advertising and promotion and efforts to keep costs low.
- All of our area's congregate meal sites remain closed at this time, and all are offering some combination of grab and go or home delivered frozen, refrigerated or hot meals. As of this writing, there are no known plans for meal sites to reopen.
- St Marks Encore served 81 people on Tuesday, October 6 and 86 at Marion Hy-Vee Thursday, October 8th.
- Heritage reports to IDA when congregate site locations are closing. Marion Public Library is closing due to storm damage and will reopen once the new location is built. The Monticello site is closing due to the building being sold. Once a new location is established, they will reopen. It is important to note these are not service disruptions- meals are still being delivered from these locations. Both locations are reopening for congregate meals when on- site service resumes.
- Many senior day care sites are open but with limited census. The Site Directors report some consumers and their families would benefit from services but are not comfortable in a congregate site. As result, providers are considering new and innovative ways to reach seniors and provide activities and connections while they are at home. None of the sites have reported problems with obtaining PPE.
- Adult Day sites were hit hard during the shutdown period. Many had to lay off employees. Lending Handing of Washington County the maximum capacity in the building prior to COVID was 32. Since they have reopened their maximum capacity is 9-10/day. Milestones had 3 Adult Day centers: Milestones Marion, precovid max capacity was low 50's/day post COVID is 30's, Milestones Cedar Rapids, precovid max capacity was low 50's/day and post COVID is 40, and Pathways of Iowa City, max capacity was mid 40's and post COVID low 20's. They have shortened the hours due to the time it takes to do the deep cleaning. The consumers are struggling with wearing masks and the staff is having to be creative on doing activities that involve social distancing. Another issue that they are encountering are issues with transportation.
- IDA held a "Quarterly Conversations" with Heritage management team on September 28th and reviewed FY2020 data. It was a very favorable review. Discussions were focused on variances +/- 10% in any service area. The vast majority of variances in service units were related to the accommodations made for COVID. Some examples of this include a decrease in adult day care hours and transportation due to COVID 19 social distancing requirements, a decrease in congregate meals but significant increase in home delivered meals. Also, EAPA consultation increased due to weekly wellness calls staff made to consumers. IDA was favorably impressed with our efficient spending of COVID dollars and carry over.
- Planning is underway for our Four Year Service Plan. A timeline has been established. Conversations will be held via Zoom with each county task force once the data is collected from the

Service Needs Ranking survey. In addition to these conversations a Public Hearing will be held to discuss the Area Plan.

- Call to action is being requested of the board. There is a concern that the Service Needs Ranking surveys are not being returned at the rate we hoped. Heritage will be calling some Board members and asking them to call task force members and asking them to return the survey.

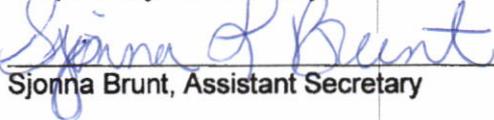
Action Items and Assignments

- Board will think about the committees of the board. Current committees are the Nominating and Finance committees. Possible future committees are HR/Personnel, Public Relations and a Fund Development Committee.
- Barb will draw up job descriptions of possible committees and submit to the board to review at our next meeting.
- All Board members will need to return the Conflict of interest form to Heritage for files.
- Voting Board members will need to complete the VOCA Training and return the proof of training to Sjonna.

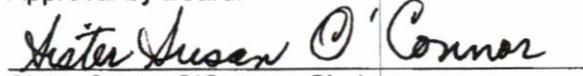
Public Comment-

There being no further business coming before the Council, Directors' Rennekamp and Heiden moved and seconded the meeting be adjourned at 3:20 p.m. Motion carried 14 – 0.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
November 12, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Michelle Buhman, Pat Heiden, Stephanie Humphries, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, Rose Rennekamp (2:33), Ned Rohwedder, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Ann Neville, & Sjonna Brunt-
Assistant Secretary

Chair O'Connor called the meeting to order at 2:05 p.m.

Mission Moment

Barb Werning, Executive Director shared a mission moment about a consumer who received a gift card from Heritage to replace groceries she lost in the Derecho. Heritage was able to provide gift cards to consumers through a grant they received.

Case Management Speaker

Ann Neville presented information to the board about the Case Management program. Case Management is an Iowa Department on Aging (IDA) mandatory service. Ann provided a run down on the eligibility requirements to be a Case Management client. Ann also provided the board with a numeric breakdown of her current case load by county along with her current goals and challenges of the program. Ann wrapped up her presentation with a few case studies.

Approve or Amend Agenda

Directors Heiden and Ovel moved and seconded approval of the agenda. Motion carried 11-0.

Approval of Minutes of the Board of Directors held on October 9, 2020

Directors Rohwedder and Young 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 11-0.

REGULAR AGENDA

HAAA Approvals/Updates

- Linn County Task Force member Ruth Cox is resigning due moving outside the service area.
- Washington County Task Force member Harold Frakes is resigning due to health concerns.
- Advisory Council member Tamra Albright-Johnson is resigning from the Advisory Council due to a change in careers and will be more demanding of her time. Tamra has agreed to stay on the Jones County Task Force at this time.

Committee Reports

- Financial-Monthly report –Director Ovel presented the 1st Quarter fiscal reports. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 11/2/2020 reflected Total Cash Flows from Operating Activities -\$23,328.41, Total Cash Flows from Investing Activities -\$599,007.58, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$351,874.84
 - Balance Sheet as of 9/30/2020(updated) reflect Total Assets \$1,412,581.68, Total Liabilities \$587,180.33, Total Net Assets \$946,540.51 and Total Liabilities and Net Assets \$1,412,581.68.
 - Heritage is on track to have their spend-down at 25.%.

- Steve reviewed the Finance Committee job description with the Board. Steve also mentioned that for the time being the finance committee is willing to serve as the audit committee.
- Heritage's first audit that we are conducting as a non-profit starts in 1-2 weeks.
- Directors Olson and Heiden moved and seconded approval of the FY21 1st Quarter Financials as presented. Motion carried 12- 0.

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

- Heritage had one staff member test positive for COVID 19 in October; however, there was no exposure to other staff members, volunteers or our consumers. The individual was advised by the KCC COVID hotline and quarantined for the recommended 14 days.
- One of our Specialists is on medical leave due to surgery.
- Heritage staff continue to have split schedules, both working from home and in office. Social distancing and masks are observed at all times in the office. All AAAs in Iowa are working similarly.
- We were pleased to welcome Maria back on November 1, following her maternity leave.
- Our FY 2021 audit is scheduled for November 23rd. All management staff are helping to provide the requested organizational documents.
- The Iowa Economic Development Authority announced additional COVID 19 funds to be distributed through a Community Development Block Grant for senior meals. Staff are working with our providers to identify needs and will apply as soon as the application is released. This funding could bring up to \$200,000 to our rural communities for senior nutrition. (Iowa's largest metro areas, including Cedar Rapids and Iowa City, are not eligible for these funds as they will receive funds specifically earmarked)
- IDA monitoring visit is coming up soon.
- RFP's will be opening soon for FY22.
- With COVID19 positivity numbers raising steadily, Heritage has reached out to our providers to offer PPE, including hand sanitizer, masks, and gloves, to ensure safety precautions are maintained. These materials were given to Heritage through the Lt Governor's office and IDA. We have additional requests out to replenish items as they are distributed.
- All of our area's congregate meal sites remain closed at this time, and all are offering some combination of grab and go or home delivered frozen, refrigerated or hot meals. As of this writing, there are no known plans for meal sites to reopen across the state of Iowa.
- Our Encore Café will be transitioning to a new model over the winter. Each participant will receive 12 vouchers per month, redeemable at specific Hy-Vee stores for meals from the cold or hot case. Some curbside pickup will also be available. The voucher FAQ was included in the packet for additional information. We are fortunate to have Hy-Vee's continued support, allowing us to provide choice and value in the meals that are offered. A monthly distribution of shelf stable food boxes and pet food will continue during the winter months as well.
- Tai Chi classes will be on Facebook Live starting November 17th, at 1 pm. These are the first such classes in Iowa to be aired live with an opportunity to collect participant information and be counted as evidenced based units. Thanks to Jill and Bryan for working with IDA on this new endeavor, and creating a new model.
- The process to develop our new 4-year Area Service Plan continues. Survey results have been received and tabulated by county and as a whole service area, and are being shared in County Task Force meetings through November. Later a public hearing will be held. After service needs and strategies have been identified, and the final plan drafted, the Advisory Council will review and recommend for Board approval.
- I4a has also secured a statewide contract allowing AAAs to purchase Grandpads
- (devices much like an iPad, but using data rather than Wi-Fi) at a discounted rate. These units can be used for provider and health care virtual visits, video-chats with family, games, etc.) Heritage hopes to purchase a handful of units for our case management clients, to help combat social isolation.
- Barb and Harrison are attending a Professional Fundraising for Non Profit Leaders workshop November 9 and 19, through a generous grant provided through United Way.

- Meetings with all four identified brokers complete, with follow-up from three and expected proposals.
- Meetings with payroll providers are complete- one identified as preferred.

Action Items and Assignments

- Barb continues to meet one on one with Board members. Many board members have identified zoom meetings are necessary at the current time but can be a barrier to building relationships. Board members expressed an interest continuing to have information at each board meeting presented regarding what Heritage does and who Heritage supports. With the current pandemic crisis, Board members have also expressed the need to recalibrate priorities until services return to a more normal status.
- Priorities identified included a larger presence in the community, community outreach and continuing to build relationships with providers and stakeholders.
- Barb presented the Board committee descriptions: Board Development Committee, Communication/Community Engagement Committee, Fundraising/Fund Development Committee, HR/Personal Committee, & Finance Committee.

Public Comment-

There being no further business coming before the Council, Directors' Rohwedder and Young moved and seconded the meeting be adjourned at 3:25 p.m. Motion carried 12 – 0.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
December 10, 2020 2:00 p.m.
Conference Call

MINUTES

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

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

Chair O'Connor called the meeting to order at 2:03 p.m.

Mission Moment

Barb Werning, Executive Director shared a mission moment update. Due to the \$10,000 Disaster Fund Heritage was able to distribute the funds to over 35 people. The money was used for items FEMA did not cover such as replacing a car windshield, rent for displaced people, groceries and a rent for a storage unit.

Family Caregiver Program Speaker

Maria Donohoe, the guest speaker, talked about Heritages Family Caregiver Support Program. Maria presented information on the consumers that are served in this program, the services that are provided, impacts COVID has had on the program and how to connect with a Family Caregiver Support Specialist. Services provided inside the Family Caregiver Support program are; Caregiver Information & Assistance., Family Caregiver Options Counseling, Family Caregiver Case Management, Family Caregiver Counseling, and Caregiver Education. In previous years the Caregiver Wellness Day event held annually has been the biggest fundraiser for the Caregiver program. Due to COVID, Heritage provided the series virtually, it started in July and ended in December. Some partnerships Heritage has obtained for the Family Caregiver Program are: University of Iowa College Public Health, Family Caregivers Center of Mercy and AARP.

Approve or Amend Agenda

Directors Ovel and Rennekamp moved and seconded approval of the agenda. Motion carried 15-0.

Approval of Minutes of the Board of Directors held on November 12, 2020

Directors Rennekamp and Heiden moved and seconded approval of the minutes for the regular meeting held on November 12, 2020 and directed each be made part of the permanent record. Motion carried 15- 0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly report –Director Ovel and Brad Franzwa presented the financial report. Heritage continues to be in a strong and steady financial position:
 - Statement of Cash Flow as of 12/4/2020 reflected Total Cash Flows from Operating Activities -\$560,757.14; Total Cash Flows from Investing Activities -\$599,007.58, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$935,960.39
 - Balance Sheet as of 12/4/2020 reflect Total Assets \$1,541,933.25, & Total Liabilities and Net Assets \$1,541,933.25.

- Heritage continues to work with MIP on reports. There have been some software challenges with MIP therefore we continue to spend about \$200.00/mo for the counseling.
- Heritage is in the middle of the audit right now with the auditors. Next month IDA monitoring audits will begin.
- Heritage is working with IDA and the other Area Agencies on Aging on the need to make reports being presented to the Boards consistent.

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

- Mike Chapman has elected to accept the early retirement option presented to all qualifying KCC employees. His last day will be June 30, 2021.
- With the increase in COVID 19 infection rates and area elementary and high schools moving to on-line learning. Heritage Staff are working from home slightly more than in the fall. Productivity remains stable and staff are finding ways to work from home and maintain changing family commitments.
- To address the continuation of work from home, we have completed a work from home HIPAA audit for each staff. This review ensures staff are maintaining our high expectations while working remotely.
- All staff have completed their required annual trainings. These modules were offered online through our partnership with Kirkwood.
- The Iowa Economic Development Authority COVID 19 Community Development Block Grant for senior meals has been delayed due to a change in staffing in their state office. We hope to have the application, eligibility and FAQs within the next few weeks. Until then, we are preparing with preliminary budgets, a case statement and networking with our County Community Development Alliances.
- The Encore Café program has transitioned to a voucher system with very favorable feedback from our consumers. 191 consumers received vouchers for a total of 2,292 meals in the first month. Seniors from both the Marion and St. Mark's distribution redeemed their vouchers during the first week, with no logistical issues.
- We received an extension for our Nutrition Innovation Grant through IDA, to be used to develop an Encore Express in Washington. With a voucher system now developed through the Marion Hy-Vee, we are hopeful to replicate it easily.
- Heritage has distributed PPE to all seven counties in our service area through Aging Services, The Benton Community Center, Cedar County Public Health, Horizons, Cedar County Dining Site, and Washington County Public Health.
- The process to develop our new 4-year Area Service Plan continues. Heritage staff met with all seven county Task Force groups in November; Eugenia is now busy compiling the comments from those meetings. The information will be used for follow up discussions with our focus groups, including Transportation, Nutrition, Elder Rights, Caregiver, Life Long Links. A public hearing has been scheduled for January 20th.
- Heritage management staff have been meeting regularly to prepare the RFP documents. They will be released on January 4th. Eugenia presented additional information.
- IDA will provide their annual Monitoring Visit this year virtually. We expect the first request for documents on December 15th, with follow up requests in mid-January. They will focus on Fiscal, specifically CARES ACT funding, and administrative functions, policy and procedure.
- IDA will also conduct their quarterly conversations with our management staff in December. This is also virtual.

Action Items and Assignments

- Barb reviewed the description of 5 of the 6 Board Committee Descriptions; Board Development (Nominations), Communication/Community Engagement, Fundraising/Fund Development, HR/Personnel, & Finance Committee. Directors Olson and Barnhart moved and seconded approval of the Board Committees and their descriptions. Motion carried 15-0.

- Sister Susan and Barb asked the Board members to email Sjonna on which Committee(s) each member would like to be on. If a Board member does not sign up for a committee, they will be assigned to one.
- Board members that have not completed their VOCA training need to complete it and send the form back to Sjonna.

There being no further business coming before the Council, meeting be adjourned at 3:30 p.m.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
January 14, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Stephanie Humphries, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Jill Sindt, Eugenia Kendall, Tim Getty, Brad Franzwa, & Sjonna Brunt-
Assistant Secretary

Chair O'Connor called the meeting to order at 2:01 p.m.

Mission Moment

Barb Werning, Executive Director shared a mission moment update. Elder Rights received a self-referral from a client whose step-daughter took his debit card and took all of the money out of his account. This was before Christmas and he had no money to pay his bills for the month. Heritage was able to help him out and get his rent and utilities paid for the month as well as food, his medications, incontinence products and dog food. He has since received his Social Security check and is doing well. At this time, he is working through the legal process.

Nutrition Program Speaker

Tim Getty presented to the Board information on Heritages regional nutrition program and an overview of current community efforts. The handout Tim provided shares with the Board a breakdown of what nutrition efforts are occurring in each county. Additional shared information:

- The Marion Library is currently closed due to storm damage. When the new library is built, Heritage will have dedicated space for Encore to Café to reopen when pandemic restrictions are lifted.
- Dietary regulations for nutrition have been waived due to the pandemic. This will continue until the declaration has ended.
- 60% of site visits are based on how they are handling things with COVID and the pandemic. Tim wants to make sure that the nutrition providers know that Heritage is here for them and is available to help where they can. The other 40% of a site visit is based on the inspection of their facilities.
- Cedar County has seen an increase in numbers since COVID started. It is believed that individuals prior to the pandemic felt they could function and provide for their nutritional wellbeing but once the pandemic started they felt they needed more help and have continued with receiving the assistance.
- Heritage was in the process of establishing an Encore Café Express in Washington County; however, it was put on hold due to the pandemic. Heritage is hoping to have it implemented Spring of 2021.
- Director Rennekamp wanted to know what Heritage is doing to help bring awareness to their programs. Part of the grant Heritage received for the Washington Encore Express is earmarked for marketing. Director Rennekamp suggested reaching out to Beth Malicki of KCRG to see if she would be willing to help bring awareness to Heritage's programs.
- Advisor Kudej expressed a thank you to Heritage and their staff for their can do attitude in order to make things happen for the people they serve.

Approve or Amend Agenda

Directors Heiden and Barnhart moved and seconded approval of the agenda. Motion carried 14-0.

Approval of Minutes of the Board of Directors held on December 10, 2020

Directors Foege and Rennekamp moved and seconded approval of the minutes for the regular meeting held on December 10, 2020 and directed each be made part of the permanent record. Motion carried 14- 0.

REGULAR AGENDA

Approvals and Updates

- Jill discussed the importance of why there is a standing agenda item of Approvals/Updates for Task Force and Advisory Council. The Heritage Board bylaws states that it is the Boards responsibilities to approve Task Force and Advisory Council members. The Board has suggested to remove this as a standing item and only add it when there is an action item.

Committee Reports

- Financial-Monthly report –Director Ovel and Brad Franzwa presented the financial report. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 1/7/2021 reflected Total Cash Flows from Operating Activities -\$257,059.06, Total Cash Flows from Investing Activities -\$717,187.80, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$514,082.09
 - Balance Sheet as of 1/7/2021 reflect Total Assets \$1,238,235.17, & Total Liabilities and Net Assets \$1,238,235.17.

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

- The Board has tabled the conversation on ADRC/Life Long Links due to Kellie having a family emergency.
- Heritage remains closed to the public, as do all Iowa Area Agencies on Aging, with staff working in office and/or remotely from home as needed. With infection rates on the rise again, state AAAs do not have immediate plans to reopen.
- Heritage staff had a virtual, modified Holiday celebration during a regular staff meeting this year via zoom. We look forward to gathering together safely later this year.
- The Finance Committee will provide the monthly report.
- An internal Grants Committee has formed with the ED and several staff members. The focus of this committee will be to identify opportunities to expand or enhance service delivery, identify funding opportunities, and assist with grant applications and reports.
- The Building a Bridge dementia support program with the University of Iowa is winding down and will end on June 30th when the grant cycle ends. The program has provided us with valuable relationships and the promise of future collaborations.
- Our RFP documents were posted on January 4th and a bidder's conference was held on Friday, January 8th via zoom, to provide guidance to those interested in preparing an RFP application.
- Progress continues toward completing our four-year plan. A public hearing is scheduled for Jan 20th, and the draft will be reviewed by our Advisory Council in March.
- The second quarter Quarterly Conversation is in progress. The questions from IDA are in written format this month rather than in a virtual/live meeting.
- I4a has designed an Iowa Aging Network COVID 19 response document to share with Legislators and stakeholders. This document can be modified for individual Service Areas.
- I4a will release a COVID 19 Vaccine informational document to use with our consumers and providers. This may change as Heritage is working with each county Health Department and the document is extremely fluid.
- Two proposals for a comprehensive benefit package have been received and reviewed, awaiting the third. Details to be discussed with the Human Resource Committee.

- The ED and Finance Director met with the KCC Risk Transfer Director to begin the process of securing independent Liability and Insurance coverage at the appropriate limits. We plan to release an RFP soon.
- Heritage has received quotes for payroll processing and time and attendance services. Most of these services include HR consulting services, policy and handbook templates, as well as training modules.
- Discussion with KCC on the terms of the FY 2022 MOU will begin in February.

Action Items and Assignments

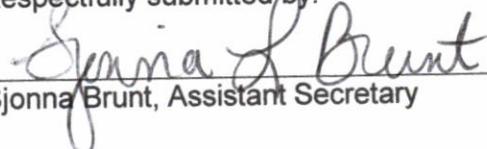
- Toni Claussen has decided to resign from the Heritage Board of Directors due to an increase of work. Heritage plans to stay on the Heritage Caregiver committee. Directors Heiden and Barnhart moved and seconded approve the resignation of Toni Claussen.
- Barb is working to find a replacement for Toni's open at-large position.
- Barb will email the i4a initiatives document to each Board members that was presented during the meeting.

Open Agenda

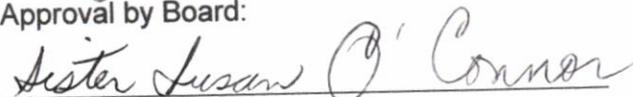
- Barb discussed the Board Committee and which members have signed up for the various committees. Barb will email each committee member once each member has signed up to figure out when and how often they should meet.

There being no further business coming before the Council, meeting be adjourned at 3:10 p.m.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
February 11, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Steve Ovel, Vicki Pope, Rose Rennekamp, Ashley Bailus, Dusti Winkie, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Payton Pottrav (intern with Access to Independence) Barb Werning, Jill Sindt, Eugenia Kendall, Kimi Hambright, Bryan Brunner, Brad Franzwa, & Sjonna Brunt- *Assistant Secretary*

Chair O'Connor called the meeting to order at 2:03 p.m.

Mission Moment

Kimi Hambright shared with the Board the mission moment for the month. This mission moment was a pay it forward situation. Heritage was able to assist a client who came to us first because he was not able to stay in his home if his bathroom was not fixed to make it accessible for him such, requiring assistance including securing a shower chair. During the time Heritage was helping him, the Derecho occurred which caused issues with his home and in turn there were additional health issues with him. Heritage was able to get him into a temporary living situation in an assisted living center/nursing home to help him get his health issues under control. The client has since decided to stay in the assisted living center. The family was extremely appreciative of Heritage's help and sent us two gift cards that we were able to pay forward to other clients.

- Bryan Bruner, Heritages Health and Wellness Coordinator spoke to the Board in regards to the different programs Heritage offers. The following programs are (details on attachment):
 - Evidence Based Programs
 - Tai Chi-Being taught virtually due to COVID
 - Matter of Balance-planning to be taught virtually late Spring/Early Summer
 - Geri-Fit-not being taught virtually at this time
 - Nutrition Education-being taught virtually
 - Walk with Ease-on hold due to weather
 - Falls Prevention-considering doing a possible virtual Health Fair

Approve or Amend Agenda

Directors Foege and Rennekamp moved and seconded approval of the agenda. Motion carried 13-0.

Approval of Minutes of the Board of Directors held on January 14, 2021

Directors Ovel and Barnhart moved and seconded approval of the minutes for the regular meeting held on January 14, 2021 and directed each be made part of the permanent record. Motion carried 13-0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly report –Brad Franzwa presented the financial report. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 2/8/2021 reflected Total Cash Flows from Operating Activities \$405,078.03, Total Cash Flows from Investing Activities -\$717,187.80, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$662,101.06
 - Balance Sheet as of 1/7/2021 reflect Total Assets \$1,386,254.14, & Total Liabilities and Net Assets \$1,368,254.14.

- Human Resources-Monthly report-Mike Barnhart presented the report for the Human Resource committee. The committee discussed Heritage Health Plan/Broker Options, Vacation time, PTO, and IPERS.

ADRC/Life Long Links(attachment)

- Kellie reviewed the Area Agency on Aging structure on how they serve, Aging and Disability Resource Center(ADRC) their methods/concept to serve as a “No Wrong Door” for consumers, and Lifelong Links(LL) electronic entry point for No Wrong/ADRC.

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

- Due to Mike Chapman's retirement June 30, 2021, his position will be posted the first week of March. We hope his replacement starts on or before June 15, to provide adequate training time.
- Heritage Staff continue to work remotely and in office, as circumstances demand. The Heritage office is still closed to the public, as are all other Iowa AAAs.
- VOCA (Victims of Crime Act) funding is likely to be cut up to 15-20% in September, 2021. Our grants committee and management staff are exploring options to support this program.
- Covid 19 vaccine distribution is now available to individuals 65 and over and front line essential employees in very limited quantity. I4a reached out to IDPH in January with requests to consider our front line staff as essential. Also, a partnership was explored between the AAAs and IDPH to support vaccine distribution to those participating in our services. This is a fluid collaboration. More detail will be provided at the board meeting.
- Kellie and Barb met with Kathy Good at the Family Caregivers Center at Mercy Hospital to discuss the Heritage's Dementia Friends initiative through i4a. The hospital will break ground soon for the new Chris and Suzy DeWolf Family Innovation Center for Aging and Dementia. We are exploring ways we can partner together to support and enhance services at the center.
- A rough draft of the Service Area Plan will be sent to IDA in mid-February (actual due date March 1). After comments are received from IDA and final revisions made, the Plan will go to the Advisory Council for recommendation in March and to the Full Board for approval in April.
- RFP applications are due on February 19th and will be distributed to the review team on February 24th. RFP applications will also go to the Board for approval in April.
- The Encore Café voucher program continues to perform well. In January, 1,546 vouchers were redeemed by 196 participants.
- The nutrition program received an unexpected pet assistance grant last month. These funds will be used to provide monthly assistance to Arbor residents as well as other individuals over 65 in the community.
- Current collaborations between Heritage and i4a includes a COVID Vaccine partnership with IDPH and Dementia Friends.
- Recommendations for health and wellness benefit brokers and some specific plans for FY 22 have been finalized.
- The FY 2022 Employee Handbook will be ready for Board approval in May.
- Meetings are underway with KCC to finalize the FY 2022 MOU.

Action Items and Assignments

- Steve Ovel is resigning as a Heritage Board member due to health issues. Kirkwood Board of Trustees will be providing a replacement member.
- John Schlarmann will be replacing Ned Rohwedder as a representative of the Jones County Board of Supervisors.

- Vaccine staff incentive-No action necessary. Some Area Agencies on Aging are planning on doing an incentive system for their staff that choose to get the vaccine. Heritage has decided not to do this.
- Grandpads expense approval-Heritage would like to lease 10 iPad like devices for \$750/year per device. The Grandpads will be for 65+ and will be connected using cellphone data that will allow the consumer to Zoom with Heritage, attend virtual Dr. Visits and connect with loved ones. As a part of this service fee training will be provided to the consumer. Directors Heiden and Martinez moved and seconded approval for Heritage to purchase 10 Grandpad for \$750/year per device. Motion carried 13-0.

Open Agenda

- Sarah Martinez thanked Heritage and Harrison March for inviting Kiersten Onanga and Sarah to speak with each county task force.

The Board entered a closed session at 2:45

- Directors Heiden and Barnhart moved and seconded approval for Heritage to use Acumen as the health broker. Motion carried 13-0.
- Directors Barnhart and Olson moved and seconded approval for Heritage to cover the cost of a single health care plan. Motion carried 13-0.
- Directors Heiden and Buhman moved and seconded approval for Heritage offer the same PTO offered through Kirkwood. Motion carried 13-0.
- Directors Barnhart and Heiden moved and seconded approval for Heritage offer 12 Holidays as presented. Motion carried 13-0.

There being no further business coming before the Council, meeting be adjourned at 3:35 p.m.

Respectfully submitted by:



Sjonna Brunt, Assistant Secretary

Approval by Board:



Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
March 11, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, John Schlarmann, Ashley Bailus (behalf of Stacey Walker), Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Jill Sindt, Eugenia Kendall, Brad Franzwa, Keith Stamp & Sjonna Brunt-
Assistant Secretary

Chair O'Connor called the meeting to order at 2:03 p.m.

Mission Moment

Barb shared a mission moment regarding a client enrolled in our Elder Rights program. This individual fell in their apartment this past summer and was laying on the floor for some time. The consumer had an injury and wound and went to the hospital. After the hospital the consumer stayed in numerous settings for rehabilitation and in an apartment that was not conducive to the level of care needed for the consumer. Angie Guss, Heritage Elder Right's Specialist, was able to work with the consumer and get them into an appropriate apartment as well as secure items for their apartment. She also helped the consumer get on the Elderly Waiver and other services needed to stay in their home. The consumer was able to get a domestic support animal and their health is improving.

Closed Meeting Criteria

Heritage is a governmental agency and bound to open meeting laws. After the Board meeting on February 11, 2021, some clarification included the following: The Board should vote to go into closed session. Once the closed session is over, those not in the closed session should be allowed to return and the board then vote to return to open session. Going forward this will be the practice.

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held on February 11, 2021

Directors Heiden and Foege moved and seconded approval of the minutes for the regular meeting held on February 11, 2021 and directed each be made part of the permanent record. Motion carried 13- 0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly report –Since the Heritage Board is without a treasurer, Brad Franzwa presented the financial report. Next month Heritage hopes to elect a new treasurer. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 3/8/2021 reflected Total Cash Flow from Operating Activities \$261,939.76, Total Cash Flow from Investing Activities -\$717,187.80, Total Cash Flow from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$518.962.79
 - Balance Sheet as of 3/8/2021 reflect Total Assets \$1,243,115.87 & Total Liabilities and Net Assets \$1,243,115.87.
 - Heritage is working on reallocation of all sub-providers. The transfer of finances shall be completed within the next month.
 - The Finance Committee discussed the investments and endowments and suggested to continue to save interest income at this time and not spend it.

program use as intended. Measures are in place to ensure participants with high nutritional needs are referred to home delivered meals or receive supplemental food.

- Calls requesting help with access to the COVID 19 vaccination have leveled off. We continue to manage callers individually, refer to 211, the local Health Department or support them with our own resources as needed.
- Powerful Tools for Caregiving- Seasons of Caregiving had its first session last week with 10 participants and we anticipate 12 participants at the next session. We are pleased to resume this program through zoom.
- IDA reviewed our Service Area Plan rough draft and provided helpful comments. The final Plan will go to the Advisory Council for recommendation in March and to the Full Board for approval in April.
- IDA held their Quarterly Conversation this month. They are pleased with our plan to reach out to faith communities, and suggested other organizations to place information. Many trends noted continue to be the result of COVID 19 measures and consequent changes in delivering service.
- Barb continues to work on the transition to employer of record include
 - Finalizing recommendations for a health and wellness package
 - Finalizing items in the Kirkwood/Heritage MOU FY 2022
 - Identifying liability insurance needs based on the MOU
 - Recommendations for payroll processor
 - IPERS transition
 - Completing the new employee handbook for MRA and Board review
 - Policy update and review

Action Items and Assignments

- Directors Foege and Barnhart moved and seconded approval for John Schlarmann to be appointed to the Board as a representative of the Jones County Supervisors. Motion carried 13-0.
- Directors Rennekamp and Barnhart moved and seconded approval for Heritage to use Acumen as the health broker beginning FY 2022. Motion carried 13-0.
- Directors Rennekamp and Schlarmann moved and seconded approval for Heritage to cover the cost of a single health care plan for employees beginning FY 2022. Motion carried 13-0.
- Directors Rennekamp and Heiden moved and seconded approval for Heritage offer the same PTO offered through Kirkwood beginning FY 2022. Motion carried 13-0.
- Directors Rennekamp and Heiden moved and seconded approval for Heritage offer 12 Holidays as presented beginning FY 2022. Motion carried 13-0.

There being no further business coming before the Board, the meeting was adjourned at 3:35 p.m.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
April 8, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sister Susan O'Connor, Scott Olson, Matt Piersall, Vicki Pope, Rose Rennekamp, Jon Schlarmann, Keith Stamp, Ashley Bailus (behalf of Stacey Walker), Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Jill Sindt, Eugenia Kendall, Brad Franzwa, Jennifer Walker & Sjonna Brunt- *Assistant Secretary*

Chair O'Connor called the meeting to order at 2:04 p.m.

Mission Moment

Barb shared a mission moment about a consumer in our Family Caregiver program. Maria Donohoe first met the consumer as a part of Heritage's Building A Bridge project. The consumer felt that the Family Caregiver program is the only safe space she has to talk about her issues. The consumer feels good talking with Maria candidly about how she feels as a caregiver and the things she is experiencing. By being a part of the Family Caregiver program, her stress is relieved and she greatly appreciates everything Maria and Heritage has been able to do for her.

Staff Speaker

Jennifer Walker, Information Specialist-Jenn introduced herself and spoke about the Information Assistance and Referral programs. Jenn handles the general I & A and Madalyn Klobassa handle the Family Caregiver I&A. Jenn and Madalyn are considered the front door to Heritage and provide information, assistance, and referral information to the callers. Depending on the caller's needs, the calls may be passed onto another program within the agency. There are times the caller is just needing to talk to and share their issues with someone. Lately, there have been a lot of COVID vaccine calls that have taken a lot of time of the I & A field. Heritage receives agency referrals however most are from other people or themselves.

Approve or Amend Agenda

The agenda was approved as submitted. Motion carried 13-0.

Approval of Minutes of the Board of Directors held on March 11, 2021

Directors Heiden and Foege moved and seconded approval of the minutes for the regular meeting held on March 11, 2021 and directed each be made part of the permanent record. Motion carried 13- 0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly report –Since Heritage Board is without a treasurer Brad Franzwa will present the financial report. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 4/5//2021 reflected Total Cash Flows from Operating Activities \$534,070.29, Total Cash Flows from Investing Activities -\$717,187.80, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$791,093.32

- Balance Sheet as of 4/5/2021 reflect Total Assets \$1,515,246.40 & Total Liabilities and Net Assets \$1,515,246.40.
- Heritage plans to apply for grants in order to grow their financials and programs.
- Heritage is still waiting for the long awaited Medicare Administrative funding dollars that has been promised to Heritage for over a year.
- There were no major findings in the audit report. There were a few minor requests Dunham requested.
- a. Human Resources- No report-Meeting this coming Monday and will be reviewing the employee handbook.
- Fundraising Committee-Monthly report-Barb presented the report for the Fundraising committee.
 - The last meeting was a brainstorming meeting that talked about grant opportunities and fundraising.
 - The committee talked about the Iowa Café initiative and how Heritage can support the program in their service area.
 - Ideas were provided on possible fundraising opportunities. Some ideas are: musical programs, annual campaign, mailers, & food related events.
 - Heritage will need to tell the story on why we are fundraising.
 - Heritage will need to think about how they will build friends as well as funds
- Outreach Committee- First meeting spent time getting to know one another.
 - The committee talked about the Area plan and how services are communicated to the area as well as how Heritage can promote services.
 - Barb asked the committee to help recruit someone from every county Heritage serves on that committee.
 - The committee talked about connecting with Caseys, Faith Communities, Historical societies to help get the word out.

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

- Heritage had two resignations this month. Brad Franzwa, Fiscal Director, gave a four-week notice, with his last day being Friday April 9. He has offered to remain hourly to assist with yearend reports and support the transition to a new Director. Ashley Turner, Family Caregiver specialist/Options Counselor gave her two-week notice, with her last day April 2. Management staff are in the process of screening and interviewing for both positions.
- Only three Heritage staff have not started the COVID 19 vaccination series. While we have not established a date to reopen the office to the public, we anticipate staff will begin to return soon. Office reopening plans will be based on CDC guidance and direction from local Public Health Departments. Staff is anxious to return to home visits and seeing our consumers at nutrition sites.
 - Mike Barnhart offered space at Horizons. There is a dedicated space at Horizons that will be open to use starting mid-May. Barb will connect with Mike on details of the space.
- Plans are underway for the Encore Express Voucher program to begin in Washington before the end of this fiscal year. This program will be supported in part by an innovation in nutrition grant that was received from IDA as well as additional funds from the Consolidated Appropriations 2020 Funds noted at our last meeting.
- Maria Donohoe, Family Caregiver Specialist, will be trained as a Dementia Champion through the Dementia Friends Program. After her training, Maria will present at least two 1 hour sessions through the year using the Dementia Friends Curriculum as part of our

agreement with i4a. We are hopeful that participation in this program will provide additional opportunities for outreach and community partnerships.

- Our information and assistance staff continue to field calls regarding vaccine access, though they have reduced greatly with support from 211 and increased availability.
- Our VOCA program has a virtual monitoring site visit on April 22.
- IDA completed their monitoring visit for FY 2021 virtually this year. We received our report with no concerns noted specific to our AAA.
- Continued work on the transition to employer of record include
 - Finalized draft of our Employee Handbook, reviewed by management, and scheduled to be reviewed by MRA and our HR committee.
 - Finalizing items in the Kirkwood/Heritage MOU FY 2022
 - Met with True North. They will provide broker services for our Liability, D & O, and Worker's Comp insurance.
 - Finalizing plans with Paylocity to process our payroll and provide time and attendance.
 - Finalizing benefit package for staff
 - IPERS transition continuing- update at meeting
 - Updating and reviewing policies
 - Met with C4 Operations to provide background check services
- Considering Flex Benefit providers

Action Items and Assignments

- Directors Foege and Rennekamp moved and seconded approval for Keith Stamp to be appointed to the Board as a representative of Kirkwood Community College. Motion carried 13-0.
- Directors Schlarmann and Heiden moved and seconded approval of Keith Stamp and Board Treasurer. Motion carried 13-0.
- Directors Rennekamp and Heiden moved and seconded approval of Heritages FY22-25 Area Plan. Motion carried 13-0.
- Directors Foege and Heiden moved and seconded approval of the RFP contracts and budget as presented. Directors Schlarmann and Barnhart abstained due to financial conflicts. Motion carried 11-0.
- Directors Olson and Rennekamp moved and seconded approval for Heritages medical, dental, vision, life and disability, voluntary life benefit costs as presented. Motion carried 13-0.
- The committee approve the resignation of Stephanie Humphries from Heritage's Task Force, Advisory Council and Board.

There being no further business coming before the Council, meeting be adjourned at 3:47 p.m.
Respectfully submitted by:

Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
May 10 2021 2:00 p.m.
Conference Call

MINUTES

Present: Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, Keith Stamp, Ashley Bailus, Dusti Winkie, Richard Young, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Jill Sindt, Eugenia Kendall, Kellie Elliott-Kapparos & Sjonna Brunt-
Assistant Secretary

Chair O'Connor called the meeting to order at 2:04 p.m.

Mission Moment

Barb shared a mission moment about a consumer in our Elder Rights program who received assistance from our Tails a Waggin program. The Tails a Wagging Program helps provide food and supplies to our consumers for their pets. This consumer was a victim of a scam and had medical as well as financial issues. Tim Getty was able to help this consumer with providing food for his emotional support dog and cat. Without this support the consumer was at risk of having to give up his pets who have been a source of emotional support.

Staff Speaker

Jill Sindt shared with the Board news about Washington County and the development/status of Encore Café. The Washington Encore Express food program is starting this month. We are pleased to continue our partnership with Hy-Vee to provide vouchers to their store for hot or cold case entrees. We also will begin a new partnership with Emmanuel Lutheran Church, who will support voucher distribution in the community. In addition to the development of Encore Café Bryan Brunner is expanding his Tai Chi in Washington County. Bryan is partnering with Washington's Public Library and will be doing Tai Chi in the park. Finally, Heritage will be at the June 10th Washington Farmers Market where they will be promoting the Tai Chi and Encore Café all while distributing Farmers Market vouchers.

Approve or Amend Agenda

The agenda was amended reflecting the request to approve Ashley Bailus as the new Linn County Board of Supervisor representative for the Heritage Board. Directors Foege and Pope moved and seconded the agenda. Motion carried 12-0.

Approval of Linn County BOS

Directors Rennekamp and Barnhart moved and seconded to approve Ashley Bailus as the Linn County Board of Supervisor representative for the Heritage Board replacing Stacey Walker. Motion carried 12-0

Approval of Minutes of the Board of Directors held on April 8, 2021

Directors Rennekamp and Heiden moved and seconded approval of the minutes for the regular meeting held on April 8, 2021 and directed each be made part of the permanent record. Motion carried 13- 0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly
 - An offer was made in April; however, the candidate declined as he received another offer the same day. He stated that the Heritage offer was very good and there were no issues with our compensation package; the other offer was just much better.
 - 2 other individuals have been interviewed. One of the candidates has been interviewed 2 times and the other candidate will have a second interview soon.
 - Balance Sheet as of 5/4/2021 reflect Total Assets \$1,709,796.12 & Total Liabilities and Net Assets \$1,709,796.12.
- Human Resources
 - The committee made a final approval of the handbook and talked about the retention of employees.
- Fundraising Committee
 - Waiting on a development plan to be completed.
 - Considering doing an annual campaign mailer around the holiday as well as establishing a signature event.
- Outreach Committee-
 - Looking at ways Heritage can establish relationships with key community members and members in the Faith based communities.
 - Looking at developing relationships with minority communities.
 - Looked at the Area Plan and how the committee can support the strategies.

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

- With most staff vaccinated, we are approaching the first phase of returning to work in office and resuming consumer home visits. In June we hope to resume home visits to a select number of consumers with safeguards in place, and in July we plan to welcome staff back to a hybrid in-office/home office schedule. Throughout the process, public health has been consulted. We also surveyed our staff regarding their thoughts on safety and return to work. A high level overview and summary will be provided.
- The final revision of our MOU with Kirkwood and our employee separation agreement will be completed next week. Kirkwood will be providing administrative services in kind, with some fees noted for products and additional support. The Lease agreement will be renewed.
- Our FY 2020 audit is now complete and has been submitted to the appropriate stakeholders and federal clearinghouse.
- Our 990 (extension received with due date May 17) is near completion and will be submitted on time.
- Our VOCA program had a virtual site visit on April 22, with no significant issues noted.
- The next virtual session of Powerful Tools for Caregivers will run June 2nd -July 7th, Wednesdays from 11:30 am -1:00 pm.
- Planning is underway for Caregiver Wellness Day to be held virtually again this year. The series will take place from July through November, with a session each month including a keynote speaker and a breakout speaker. We have secured some sponsorships this year and look forward to a class act event, only virtual.
- I4a, with the support of staff from all Area Agencies on Aging, have completed revisions to the COVID 19 Operations Framework. A copy is included in the board packet.

- Our FY 22-25 Area Plan has been submitted to IDA. Any requests they have for clarification or additional information will be due on May 21. On June 10, our plan will be presented to the Board of the Iowa Commission on Aging.
- Continued work on the transition to employer of record included:
 - Final draft of our Employee Handbook is now ready for Board approval.
 - Ready to send the MOU and employee separation agreement to our attorney for final approval
 - Ready to review our insurance policy bids with the Finance committee (General Liability, Professional Liability, Auto, Director's and Officer's insurance, and Worker's Comp insurance.
 - Completing enrollment documents in Paylocity online platform for time and attendance and payroll services.
 - Open enrollment for staff benefits with Acumen begins Wednesday May 19.
 - Enrolled in Acumen COBRA and compliance management services.
 - Paylocity will serve as our Flex Benefit provider.
 - IPERS transition continuing- update at meeting.
 - Updating and reviewing policies

Action Items and Assignments

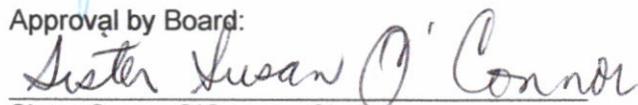
- Directors Olson and Stamp moved and seconded approval for Heritage to issue a 2% raise for 2022. Motion carried 13-0.
- Directors Olson and Stamp moved and seconded approval of Heritage to provide an employer contribution in Flex Spending Account Benefits of \$500 for all employees. Motion carried 13-0.
- Directors Olson and Barnhart moved and seconded approval the adoption of the Heritage employee handbook as emailed to all Board members. Motion carried 13-0.
- Directors Stamp and Rennekamp moved and seconded approval of the Finance committee to select an Agency Insurance, liability and insurance bid. Motion carried 13-0.
- Kirkwood's attorney is still revising the MOU. Once the MOU is revised Heritage will have their own attorney review.
- Directors Olson and Rennekamp moved and seconded approval FY22 Heritage Board to meet the second Thursday of every month with the exception of November 11th which is moved to November 18th and April 14th is moved to April 21. Motion carried 13-0.

There being no further business coming before the Council, meeting be adjourned at 3:35 p.m.
Respectfully submitted by:



Sjonna Brunt, Assistant Secretary

Approval by Board:



Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
June 10, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Ashley Bailus, Mike Barnhart, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, John Schlarmann, Keith Stamp, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

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

Chair O'Connor called the meeting to order at 2:03 p.m.

Mission Moment

Eugenia talked about Heritage winning the n4a Innovation and Achievement Award for our Targeted Community Outreach submission.

New Fiscal Director-Introductions

Jennifer Knudtson, Heritage Fiscal Director introduced herself to the board.

Approve or Amend Agenda

Directors Rennekamp and Heiden moved and seconded the agenda. Motion carried 13-0.

Approval of Minutes of the Board of Directors held on May 13, 2021

Directors Pope and Rennekamp moved and seconded approval of the minutes for the regular meeting held on May 13, 2021 and directed each be made part of the permanent record. Motion carried 13-0.

REGULAR AGENDA

Task Force member vote

- Directors Agne and Heiden moved and seconded approval of Nancy Good as a task force member of the Benton County Task Force. Motion carried 13-0.

Committee Reports

- Financial-Monthly
 - There are no financial concerns at this time. Heritage received unexpected funds in the amount of \$50,000.
 - Heritage is still awaiting the funds from the American Rescue Plan.
 - Balance Sheet as of 6/7/2021 reflect Total Assets \$1,539,473.92 & Total Liabilities and Net Assets \$1,539,473.92.
- Human Resources
 - The Board wanted to note in the minutes the following: The Board and staff are grateful for all of the work Barb Werning has done to transition from Kirkwood to Heritage Area Agency on Aging 501c3. Her support & dedication does not go unnoticed.

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

- Staff will be returning to the office in a hybrid model beginning in July. Most staff will be in office 2-3 days per week.
- We have filled three of the four positions previously open. Jennifer Knudtson started in her Fiscal Director position this week. Miranda Kasemeier will start as Options

Counselor on June 14th, and Janice Coleman will begin her work as Data Project Specialist on June 28th. We are still actively recruiting for the Family Caregiver Coordinator vacated by Maria Donohoe.

- The final revision of our MOU with Kirkwood and our employee separation agreement has been completed and reviewed by our attorney. The agreements will be presented at the meeting for approval. The Lease agreement will be renewed this fall.

Action Items and Assignments

- Directors Olson and Rennekamp moved and seconded approval for the Heritage MOU with Kirkwood Community College for FY22. Motion carried 13-0.
 - The Board wanted to note in the records a special thank you to Jim Chaote and Kirkwood for their leadership they have given and continues to give.
- Directors Heiden and Rennekamp moved and seconded approval for the Heritage policies as presented. Motion carried 13-0

Open agenda

- The Board asked for an update on the TIAA/IPERS retirement issue. IPERS has until September 11th to respond to Heritages request.
- Director Rennekamp wanted to know what Jhana stood for. Heritage was able to find out that Jhana is not an acronym for anything. According to www.jhana.com : Franklin Covey Co. (NYSE:FC), a global firm specializing in organizational performance improvement, has acquired Jhana, a San Francisco-based company specializing in creating a disseminating relevant, bite-size content and learning tools for leaders and managers.

There being no further business coming before the Council, meeting be adjourned at 3:25 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair