

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
July 14, 2022 2:00 p.m.
Hybrid model: Conference Call and In Person

MINUTES

Present: Steve Agne, Mike Barnhart, Shirley Geadelmann, Pat Heiden, Sister Susan O'Connor, Vicki Pope, Jon Schlarman, Keith Stamp, David Thielen, Dusti Winkie, Richard Young, Larry Kudej, & Bob Welsh

Also Present: Jill Sindt, Barb Werning, Jenn Knudtson, & Sjonna Brunt- *Assistant Secretary*,

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

Approve or Amend Agenda

Directors Stamp and Young moved and seconded the agenda. Motion carried 10-0.

New Staff-Lauren Geistkemper

Lauren Geistkemper, Nutrition Services Coordinator has been with Heritage for 6 months. Lauren graduated from Iowa State University in dietetics and will be taking the exam to be a registered dietician. Once Lauren passes her exam, Heritage will be the only Area Agency on Aging with a dietician. Lauren writes the Heritage monthly nutrition newsletter and currently helps with the Encore program at St Mark's and Lowe Park. The program is going well and the word continues to spread about the program. In addition to serving meals at Encore, Heritage organizes speakers and other activities for the participants.

David Thielen, New Linn County Supervisor Appointee

David is the new Board of Supervisor appointee for Linn County previously filled by Ashley Bailus. David is the Executive Director for Linn County Community Services and has several services under his umbrella, including being Home Health.

Provider Presentation-Mike Barnhart, Horizons

Mike Barnhart is the Executive Director of Horizons. Horizons provides Home Delivered Meals (Daily Hot Meals, Frozen Meals & Breakfast Bags) to Linn (All HDM Options), Johnson (All HDM Options), Cedar (Frozen meals & breakfast bags), Iowa (Frozen meals & breakfast bags) and Washington County (Frozen meals & breakfast bags). Horizons also provides Congregate meals at the following meal sites: Horizons, Cedar Rapids Brownstone, Iowa City Senior Center, Iowa City, Southeast Linn Community Center, Lisbon, and Geneva Tower, Cedar Rapids. Geneva Towers is a new congregate site Horizons has partnered with Heritage and Affordable Housing network to serve meals to Geneva Tower residents on Tuesday, Wednesday and Thursday from 11-12pm. Mike also discussed Horizon's funding sources (Older American Act through Heritage, Medicaid, private pay, donations and grants), the number of unduplicated clients that receive services per month, and how Heritage continues to support Horizons. Mike also wanted to let the board know that Meals on Wheels is more than a meal. Recently a mobile meals app was developed that allows volunteers to have both turn by turn directions and the ability to enter real time notes on clients for follow up by their coordinator.

Approval of Minutes of the Board of Directors held in June

Directors Barnhart and Young moved and seconded approval of the minutes for the regular meeting held in April. Motion carried 10-0.

REGULAR AGENDA

Financial Reports

- The Federal mileage rate increased by \$0.40 cents from \$0.585 to \$0.625 cents effective 7/1/2022. Heritage is increasing the employee mileage reimbursement and the providers' contracted to provide Assisted Transportation and Transportation. The rate change does not

change the overall providers' contract award amount; it will have a slight financial impact on the overall budget for employee reimbursement.

- Heritage worked with our TrueNorth Broker to complete the insurance applications and renewals that are effective July 1st. Heritage is increasing the limit on the umbrella policy from \$2M to \$3M. This is \$663.00 annual increase.
- Heritage is increasing the limit on the D&O policy from \$1M to \$3M. This is \$975 annual increase. If Heritage were to increase the D&O policy to \$5M, it would be an increase of \$2,192.
- Heritage purchased Employment Practice Liability insurance through West Bend (\$1M policy) for \$1,512 annual premium. This policy defends and insures the agency for employment claims of discrimination, harassment, etc.
- Heritage uses KCC's tech services, network, etc. and is covered under Kirkwood's MOU for Cyber coverage. The renewal MOU specifies that Heritage is listed as other insured on KCC's policy. With this update, CHUBB will now list Heritage on the policy. In addition, Heritage has a \$50,000 endorsement on the Selective policy.
 - Heritage submitted a Cyber insurance application to get an idea of what the rates would be if they were to purchase their own policy. The application was completed on 7/10/2022 and are still awaiting quotes.
 - Barb spoke with other AAA's and Heritage exceeds coverage in several areas (Heritage has 3 times the coverage with the KCC vs. other AAA's). One AAA saw a 55% increase in premiums from last year due to the increase in cyber-crimes and breaches.
 - Overall broker's level of concern related to cyber exposure has increased from last year for all organizations.
 - Heritage will continue to work with our broker to determine the best level of coverage.
- Overall annual premium increases, without the purchase of our own Cyber policy, is about \$3K.
- Heritage was awarded 2 grants for nutrition/pet assistance. One was from MOWA (Meals on Wheels Association) and the other one was from Subaru Share the Love with Dave Wright Subaru/Nissan.
- Balance Sheet as of 7/11/2022 reflect Total Assets \$2,001,638.70 & Total Liabilities and Net Assets \$2,001,638.70
- Directors Stamp and Barnhart moved and seconded the financial reports as presented. Motion carried 10-0.

Nomination Committee

- The nomination committee has been selected and the FY23 Board roster and potential board officers were presented to the board. The roster and election of officers will be voted on at the September Board meeting.

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

- Sara Meade has accepted the position of IRTC Health Coach, to start mid-August. Currently she is a nurse at Systems Unlimited. She will meet the board in September.
- We are accepting applications for the Elder Rights Family Team Specialist
- Heritage staff welcomed another new baby in June. Health and Wellness Coordinator Bryan Bruner and his wife welcomed Tatum Charles on June 9.
- All seven County Caregiver sessions were held in June with varied attendance. We plan to follow up with more specialized sessions later this fall. Many participants expressed questions and concerns regarding Medicaid eligibility, distribution of assets, and Medicaid waiver.
- We have partnered with KCRG to air a series of commercials promoting covid 19 vaccines and boosters, as well as heritage services. These were paid by covid vaccine restricted dollars from IDPH.
- We are applying for 2 grants from the Greater Cedar Rapids Community Foundation for the Healthy Homes Program and the Encore Express program, and for Linn County ARPA funds also for Encore Express, First Ave. Additional grants are being explored.

- Barb spent a day visiting local businesses to discuss potential partnerships. As result, we have started working with Frontier Coop to plan Caregiver support services to their employees.
- The statewide Funding Formula is still being considered by ACL.
- Our quarterly conversation with IDA was held in June. Our nutrition program was discussed; IDA was pleased with our progress.
- Larry Kudej talked to the board about the Elder Rights Law that is now a punishable crime. The Attorney General is focusing on financial abuse and financial exploitation which now have a more enhanced penalty then what it was prior to the law coming into effect. Please see the following link for more details <https://www.iowaattorneygeneral.gov/newsroom/elder-abuse-new-iowa-law-exploitation-assault>

Action Items and Assignments

- Barb mentioned to the Board that she received a Board member application from Karen Huber with Home Instead.
- Barb is talking to another person associated with the Cedar Rapids police department to see if they would be interested in being a part of the board. Barb will share more on this at a later date.
- The Board still has 3 more seats to fill. Please continue to share names and possible members with Barb.

Open Agenda

There being no further business coming before the Board, meeting was adjourned at 3:18 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
August 11, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Mike Barnhart, Pat Heiden, Sister Susan O'Connor, Vicki Pope, Rose Rennekamp, John Schlarmann, Keith Stamp, Dusti Winkie, Bob Welsh, Larry Kudej (2:13), Richard Young (2:16), Steve Agne (2:38)

Also Present: Nicole McAlexander, Kellie Elliott-Kapparos, Barb Werning, Jenn Knudtson, & Sjonna Brunt- *Assistant Secretary*,

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

Mission Moment

Ann Neville has a client that is almost 90 years old and lives in a rural area. Ann has been working with her for quite some time to get a lifeline. The client finally agreed to have a lifeline device installed; Heritage was able to use Person Centered dollars to establish services. Shortly after services were established, the client fell and was able to use the lifeline. She was very thankful that she had it. If it were not for the service, she may have laid there for days before being found.

Provider Presentation-Nicole McAlexander, SE Linn

Nicole McAlexander, Executive Director with SE Linn Community Center, spoke to the board about the services they provide. The center has provided multigenerational services since 1986 in Mount Vernon, Lisbon and surrounding communities, including senior transportation (funded by Heritage), Meals on Wheels and congregate meals (partnered with Horizons), food pantry, clothes pantry, operation backpack, community garden, and Friday lunch bunch (family style meals for seniors). With a limited number of paid staff, the center relies on volunteers to maintain service provision. Recently, transportation volunteers have been particularly hard to find. The center is part of the community and sees need increasing. Overall, they are serving about 30% more people than at the beginning of the year. Nine percent of the community uses the food pantry. Their food pantry is considered "no limit" in that consumers determine what they need and how much. In partnership with ISU Outreach, they also started a new Healthy Food access program to teach people how to make healthy food. The Board expressed thanks for all the Center does for SE Linn and appreciation for the quality and quantity of programming with a small paid staff.

Approve or Amend Agenda

Directors Barnhart and Rennekamp moved and seconded the agenda. Motion carried 9-0.

Approval of Minutes of the Board of Directors held in July

Directors Stamp and Heiden moved and seconded approval of the minutes for the regular meeting held in July. Motion carried 10-0.

REGULAR AGENDA

Financial Reports

- The finance department is working on closing FY22 reports. They have one final report to IDA. The next financial audit is around October/November.
- Balance Sheet as of 8/8/2022 reflect Total Assets \$2,169,529.72 & Total Liabilities and Net Assets \$2,169,529.72
- Directors Stamp and Heiden moved and seconded the financial reports as presented. Motion carried 10-0.

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

- Heritage's new IRTC Health Coach Sara Meade and our new Encore Coordinator Julie Roman will introduce themselves to the Board next month
- Heritage staff has a half day Staff Retreat scheduled for September 23 at Lowe Park.
- Our new Cyber Security Insurance policy became effective July 25, to complement our designation as "other insured" with Kirkwood Community College. Our policy has a one million dollar per incident/aggregate limit. In the coming weeks, we will also complete a Cyber Response Plan in conjunction with this coverage, for the Board to review.
- Bryan Bruner and Barb visited with Frontier Coop last week in Norway. They are very interested in welcoming Heritage to provide Lunch and Learn sessions, as well as classes for caregivers and employees 60+ in all three of their sites. (Norway, North Liberty and Urbana). We anticipate Lunch and learn sessions this fall and classes scheduled after the first of the year.
- The Grand Opening of the Washington Congregate Site was held the morning of Thursday, August 11. Ninety-four people were served, including 11 volunteers.
- The Nutrition program is growing rapidly, with the addition of new sites and new consumers. We are looking for a couple volunteers to help with clerical duties related to the Voucher program, including collating, assembling and preparing mailers. The times and days are flexible-as are the number of hours.
- With the new IRTC Health Coach starting, we expect services to begin at Mercy Medical Center in October, following orientation, training and shadowing at the Medical Center.
- Kellie and Kimi Hambright met with Mercy Caregiver Center administration to discuss Kimi providing services on site.
- Powerful Tools for Caregivers starts in October. The flyer is included in the board packet.
- Barb visited with several businesses in the Johnson County area this month, to discuss partnership and services to their employees, including Centro, IDT, Geico, and Procter and Gamble.
- The statewide Funding Formula was approved by ACL, retroactive to July 1, 2022.
- Barb and the other Directors will be in Des Moines on Wednesday October 12 to discuss the State Master Plan for the Aging Network's potential integration under the HHS umbrella. More information will be presented at the Board meeting.
- HHS realignment is going to be in effect starting July 1, 2023. This will include the Aging Network and the Iowa Department on Aging. Please visit <https://hhsalignment.iowa.gov/>.
- Barb reviewed the year-end dashboard. Overall Heritage is doing well and is either meeting expectations or exceeding them in most areas.
- The Executive Committee continues to work on the Conflict of Interest Policy revision. The policy will be presented for approval during the annual meeting in September with Joe Sample.
- Heritage is working with attorney Gordon Fisher to establish a legacy planning program at Heritage. He is writing some articles for our website and will also offer other services as requested.

Action Items and Assignments

- Three applicants were presented for acceptance to the Heritage Board of Directors. Each applicant was reviewed and considered for vote of acceptance individually.
 - Directors Heiden and Agnes moved and seconded the approval of Karen Huber's seat on the board. Motion carried starting 10-0. Karen is filling Tony's Claussen seat that expires at the end of Board FY 2023.
 - Directors Heiden and Stamp moved and seconded Shawn Ireland's seat on the board. Motion carried 10-0. Shawn is filing Matt Piersall's seat, expiring the end of Board FY 2026.
 - Directors Rennekamp and Barnhart moved and seconded Jasmine Megowan's seat on the 4 Board. Motion carried 10-0. Jasmine replaces Sarah Martinez's seat expiring the end of Board FY 2023.

- The Board reviewed the Preference and Priority for Delivery of Services policies. It was requested by IDA to add “who are isolated” in various parts of each policy. Directors Stamp and Rennekamp moved and seconded the Preference and Priority for Delivery of Services policy. Motion carried 9-0
- Barb reviewed the need for two part-time positions with Heritage. One position would be support the fiscal team and another position would be supporting the care team. Directors Rennekamp and Schlarmann moved and seconded the approval of two part-time positions. Motion carried 9-0

Open Agenda

There being no further business coming before the Board, meeting was adjourned at 3:27 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
September 8, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michele Buhman, Pat Heiden, Karen Huber, Shawn Ireland, Jasmine Megowan, Sister Susan O'Connor, Vicki Pope, Keith Stamp, David Thielen, Evans Waller, Dusti Winkie, Richard Young, Rose Rennekamp, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Barb Werning, Jenn Knudtson, & Sjonna Brunt- *Assistant Secretary*,

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

Approve or Amend Agenda

Directors Heiden and Rennekamp moved and seconded the agenda. Motion carried 15-0.

Approval of Minutes of the Board of Directors held in August

Directors Rennekamp and Barnhart moved and seconded approval of the minutes for the regular meeting held in August. Motion carried 15-0.

REGULAR AGENDA

Action Items and Assignments

- Directors Barnhart and Rennekamp moved and seconded to accept Evans Waller as a member of the Board filling the Advisory Council seat. Motion carried 15-0.
- Directors Rennekamp and Stamp moved and seconded to accept the renewal of Sister Susan O'Connor's three (3) year term renewal good through August 1, 2025. Motion carried 15-0.
- Directors Barnhart and Buhman moved and seconded to accept the following FY23 Board officers: Keith Stamp-Chair, Pat Heiden-Vice Chair, Scott Olson-Treasurer, and Sister Susan O'Connor-Secretary. Motion carried 15-0.

Training-Joe Sample, Sample Professional Services

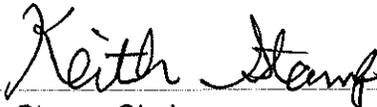
Joe Sample provided Board 101 annual training to the Board.

There being no further business coming before the Board, meeting was adjourned at 3:19 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:



Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
October 13, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Pat Heiden, Karen Huber, Shawn Ireland, Sister Susan O'Connor, Scott Olson (2:21), Vicki Pope, Keith Stamp, Evans Waller, Dusti Winkie, Larry Kudej, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Barb Werning, Jenn Knudtson, Jill Sindt, Sara Meade, & Julie Roman & Sjonna Brunt- *Assistant Secretary*,

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

Approve or Amend Agenda

Directors O'Connor and Huber moved and seconded the agenda. Motion carried 9-0.

Approval of Minutes of the Board of Directors held in September

Directors Pope and Ireland moved and seconded approval of the minutes for the regular meeting held in September. Motion carried 9-0.

REGULAR AGENDA

New Staff Introductions

- Julie Roman, Encore Coordinator is in charge of the St. Marks Encore Café and the Washington Encore Café. When the Marion Library location opens, Julie will supervise that Encore location as well.
- Sara Mead, Health Coach for Heritage's new Iowa Return to Community (IRTC) program. Sara previously worked at Systems Unlimited.

Financial Reports

- Mandi from Denman & Company LLP reviewed the annual audit engagement letter at the Finance Committee meeting on October 10. The audit is scheduled to begin in November with plans to complete it before the end of the calendar year. The findings will be presented to the Finance Committee.
- There is a lag in disbursements related to staff turnover at IDA. Jennifer Knudtson shared a memo highlighting four FY22 fund disbursements not yet received, three of which are currently pending deposit to our account and the final disbursement scheduled to be received by the end of the week. Some funding from FY23 (NSIP, Q2 state disbursements, and federal title dollars for October) have also not yet been received. Lastly, Heritage has not received the Notice of Grant Award (NGA) outlining FY23 allotment amounts and FY22 carry over. The Executive Directors of each AAA and Fiscal Directors are in communication with IDA regarding this issue.
- Grant awards & applications – Jennifer also provided updates on grant awards and applications: MOWA access to Vet Care \$5,000 awarded; MOWA Share the Love \$5,212 awarded; Greater CR Community Foundation Healthy Homes Grant \$25,000 awarded; GCRCF 1st Ave Encore Express \$25,000 (pending); GCRCF Operational support for \$25,000 (pending); ARPA funding from City of Cedar Rapids awarded \$50,000; ARPA funding Linn County (pending); Washington Riverboat grant (Encore Express grant in Washington) \$25,000 (pending); International Paper Grant awarded \$3500. Staff are exploring some other grants such as church grants and Mid America.
- Balance Sheet as of 10/10/2022 reflect Total Assets \$1,683,369.72 & Total Liabilities and Net Assets \$1,683,369.72
- Directors Heiden and Huber moved and seconded the financial reports as presented. Motion carried 9-0.

Fundraising Committee Report (Dusti Winkie, Shawn Ireland, & Karen Huber

- The committee met last month and discussed developing an annual signature event. The Caregiver Wellness Day is an established event typically held in November. While it was held virtually in 2020 and 2021, it will return in 2023 to a live venue. The committee plans to develop this event into a model used to raise funds, build relationships and awareness. Ultimately, the committee would like to hold the event in other locations outside the Cedar Rapids area.

Operations/Executive Director Report

- Sara Meade, IRTC Health Coach, returned to Heritage employment on October 3. She will introduce herself to the Board at the meeting. Julie Roman, Nutrition Coordinator, started in July and will also join the meeting for an introduction.
- Staff enjoyed our annual retreat at Lowe Park on September 23. It was the first time in over a year we have been able to socialize with each other as a large group, and the time to get acquainted with coworkers was beneficial to overall staff well-being.
- The Elder Justice grant through the Iowa Department on Aging in collaboration with the Department of Human Services is undergoing some revision. IDA staff are discussing a new proposal with ACL to better address the needs of our entire EAPA client population. This may mean deadlines are extended, but would provide improved data on social supports to individuals in the dependent adult system in our region.
- We continue to have high levels of participation in our congregate sites throughout the service area. Washington Encore Café routinely has over 60 participants. Lowe Park also typically has 60 diners. We have incorporated several presentations and speakers as well, including Live Country Music sing along, safety and emergency management presentations, and the Art of the Apron. Several grants have been submitted to request funds to sustain these programs.
- We are experiencing an increase in both client volume and acuity. Some examples include:
 Calls in to Heritage: June 1 – Sept 15 2021: 1011 calls
 June 1 – Sept 15 2022: 1629 calls

(Approximate time frames)

Options Counseling	First Quarter FY 22	55 consumers/125 units
	First Quarter FY 23	85 consumers/285 units
Case Management	First Quarter FY 22	50 consumers/181 units
	First Quarter FY 23	65 consumers/295 units
EAPA Intervention	First Quarter FY 22	30 consumers/206 units
	First Quarter FY 23	44 consumers/274 units

- Heritage staff will help serve at the Veteran's Breakfast at the Marion Hy-Vee on November 11. We will also distribute outreach materials.
- Laura Kreigermeier will present to the Victims of Crime Symposium on the Signs and Symptoms of Elder Abuse on Monday and Tuesday, October 10 and 11, in Des Moines.
- Tim Getty presented information at the ACL Nutrition Grantees Conference on "How to continue your innovation after the grant ends" and also at the MOWA National Conference in Baltimore on "Pet Programming: Successful Service Models". Also presented at the Texas Congregate Meal Initiative Virtual Summit as a subject expert on "Dining Enhancement Practices."
- We will present the first quarter 2023 dashboard at the November Board Meeting.
- Along with the other AAA Directors, Barb attended a meeting with Iowa Department of Health and Human Services Director Kelly Garcia on September 28.
- Barb will attend a meeting with IDA to work on our State Master Plan for Aging on October 12 in Des Moines.
- Heritage will welcome several IDA staff on November 10 for our Quarterly Conversation, to review progress toward our Area Plan goals.

The EI Presentation-Larry Kudej, OIL (Older Iowans Legislature)

- Larry reviewed the results from the Older Iowans Legislature Annual Meeting on September 26. The event was held via zoom and in person at the Old Supreme Court meeting room. Individuals met to prioritize issues. The following are the four priority issues for OIL 2023: Improving nursing home care, improving guardianship and conservatorship system, funding Iowa Return to Community from the lottery, and enact a Dementia Specialist Program.

Action Items and Assignments

- Directors Olson and O'Connor moved and seconded to accept the Conflict of Interest Policy. Motion carried 9-0.
- Directors Olson and Heiden moved and seconded to accept the Karri Fisher as a Board of Directors representative of the Washington County Board of Supervisors. Motion carried 9-0.
- Directors Huber and Olson moved and seconded to accept the Hybrid Policy. Motion carried 9-0.

- Directors Heiden and Huber moved and seconded to accept Melinda Haley as a voting member to the Linn County Task Force. Motion carried 9-0

Open Agenda

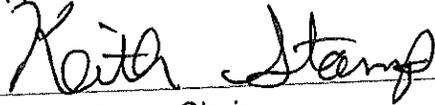
- Barb discussed moving to a hybrid Board of Directors meeting venue, both in person and face to face.
- Barb discussed the options of forgoing the December meeting and having a social gathering instead. Options will be discussed in November.
- The Board discussed hosting a Legislative Event. It was noted that i4a (representing all Iowa AAAs) has legislative liaisons working with legislators on a regular basis. Discussion tabled until next month.

There being no further business coming before the Board, meeting was adjourned at 3:22 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:



Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
November 10, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Pat Heiden, Jasmine Megowan, Karri Fisher, Scott Olson, John Schlarmann, Keith Stamp, David Thielen, Evans Waller, Dusti Winkie, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Barb Werning, Jenn Knudtson, Jill Sindt, Harrison March & Sjonna Brunt-
Assistant Secretary,

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

Introduction of New Member Karri Fisher-

Karri replaces Richard Young as the Board of Supervisors of Washington County appointee. Karri is the Nursing Director for Washington County Public Health and Home Care. Prior to this, she was a staff nurse at the University of Iowa and Mercy Iowa City. She has been in the nursing profession for 13 years and practiced primarily in orthopedics and medical surgical positions.

Mission Moment

This mission moment came from a care team member in regards to a gentleman who received person centered dollars from Heritage. This gentleman tends to live a simple life and is homebound. The gentleman has a brother and communicates with him through letters. The brother had not heard from him in a while so he reached out to Heritage to check on the consumer. After checking on the consumer and talking to him, it was apparent that the consumer was anxious about affording groceries. Heritage was able to provide groceries through person centered dollars. The care team member offered to help put the groceries away but he insisted on putting them away himself. The consumer opened up to our care team member even more after providing the groceries and extremely grateful for helping reduce the stress he had about affording food.

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in October

Directors Heiden and Olson moved and seconded approval of the minutes for the regular meeting held in September. Motion carried 13-0.

REGULAR AGENDA

Financial Reports

- IDA Funding Disbursement:
 - Heritage received the following previously pending disbursements from IDA: FY22 NSIP, FY22 Iowa Consolidated Appropriations Act, FY22 COVID-19 Vaccines, FY22 Title IIIIE, FY23 State Q2 disbursements.
 - The following disbursements from IDA are still outstanding: FY23 NSIP and Federal Title fund disbursements for October and November.
 - Heritage received another 30% ARPA fund disbursement (\$470K)
- Q1 reports were due to IDA on 10/22/2022. As discussed in prior meetings, IDA had key people familiar with the IAFRS reporting system resign. Due to this, Q1 reporting was not submitted through the IAFRS online reporting system but manually through a spreadsheet. IDA is hopeful IAFRS will be available to use for Q2 reporting.
- The fiscal staff with IDA officially transferred to the Health and Human Services umbrella and has moved to the Lucas Building. HHS has provided a HHS finance contact who will be assisting IDA with fiscal needs and the HHS transition. This individual is familiar with IDA processes and procedures.
- Grant update:
 - Greater Cedar Rapids Community Foundation completed a virtual site visit to hear more about the grant request submitted for the 1st Avenue Encore Express program. Heritage is still awaiting a decision on this and the Operational Support grant.

- Heritage received \$50,000 in ARPA funds from the City of Cedar Rapids but was not awarded additional funding from Linn County ARPA funds.
- Heritage did not receive the Washington River Boat grant. This was an extremely competitive grant.
- Heritage submitted a proposal requesting funding to Mid America.
- Heritage has a meeting with Alliant Energy to discuss funding opportunities.
- Heritage continues to explore grant opportunities from some churches and credit unions.
- Audit update:
 - Last Friday, Mandi with Denman sent the list of documents requested.
 - Mandi plans to be onsite for one-day next week to do fieldwork.
- VOC Rehab Program:
 - IDA notified the Area Agencies on Aging they would no longer be involved with the Older Workers' Employment Program (OWEP) through Vocational Rehabilitation effective 12/31/2022.
 - Heritage met with Voc. Rehab to discuss options for continuing OWEP. Voc. Rehab expressed a strong desire to continue the program through the end of the fiscal year and beyond.
 - Based on some initial budget numbers presented by Voc Rehab, it appears budget neutral to continue the program through the end of the fiscal year. Heritage is working to understand the budget implications (if any) and what this looks like going forward.
- Directors Olson and Barnhart moved and seconded the financial reports as presented. Motion carried 13-0.

Fundraising Committee Report (Dusti Winkie, Shawn Ireland, & Karen Huber)

- The Fundraising Committee met on Oct 17 and will focus on the Caregiver Wellness Day event planned for November 2023. The event will serve as outreach and fundraiser. Karen Huber was elected as Chair of the committee and Holly Blood and Scott Maiers were added to the committee. The committee is reviewing potential venues in Linn and Johnson County.

Operations/Executive Director Report

- There are no changes to our staff this month.
- The Heritage office will be closed on Thanksgiving and the day after.
- In collaboration with IDA, Heritage management made the decision to pass the Elder Justice grant to another AAA, where the DHS structure is more conducive to success. This was a service decision, with no impact on budget, revenue or expenses.
- Lauren Geistkemper presented on Buying Food on a Budget and Bryan Bruner will present information at Tai Chi later this month at the Cedar Rapids Library.
- The Nutrition Team re-evaluated Encore Express Voucher Distribution, eliminating duplication and streamlining some offerings. Jill Sindt provided additional information on the process.
- In effort to diversify our revenue, we are reaching out to various business partners. International Paper will present us with a small check later this month. We hope to host them at the First Ave Voucher Distribution so they can experience the program first hand. Also, we reached out to Alliant and MidAmerican with funding requests.

Action Items and Assignments

- Directors Olson and Heiden moved and seconded the approval of the Waitlist policy, Person Centered Funding policy and Information, Referral & Assistance (IRA) and Family Caregiver Program Calls policy. Motion carried 13-0.
- December meeting-Directors Olson and Agne moved and seconded cancelling the December Board meeting and moving it to a social gathering. Motion carried 13-0

Open Agenda

- Keith Stamp hosted a get-together in his home, and invited Barb to visit with key people in his community to talk about Heritage. This visit helped increase awareness to the community members about Heritage and what experiences the community is seeing and experiencing. Keith would like to encourage other board members to be an ambassador and to do something similar. These types of visits will help Heritage to understand barriers in each of the communities and will open up conversations and relationships.

There being no further business coming before the Board, meeting was adjourned at 3:30 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
January 12, 2023 2:00 p.m.
Conference Call and Heritage Area Agency on Aging Main Conference Room in person

MINUTES

Present: Karri Fisher, Scott Olson, John Schlarmann, Keith Stamp, David Thielen, Evans Waller, Dusti Winkie, Sister Susan O'Connor, Shawn Ireland, Michelle Buhman, Karen Huber, Danielle Pickering, Larry Kudej & Bob Welsh

Also Present: Barb Werning, Jenn Knudtson, Jill Sindt, Harrison March & Sjonna Brunt- *Assistant Secretary*,

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

Harrison March-Staff Presentation

Staff from Heritage were busy this summer and fall with various outreach events including County Fairs, Health Fairs, Farmers Markets, and other community events. While the winter months tend to be slower, Harrison is currently busy presenting information to churches, companies and organizations. All outreach and training & education is measured and reported to Iowa Department on Aging (IDA). Heritage's FY23 outreach goal was 7,500 units; we are currently at 4,200 units. The agency is well on pace to achieve this goal. As a part of Heritage's 4-year area plan, 10 goals require support from communications, marketing & outreach across various programs (Caregiver, Nutrition, EAPA and general agency).

Harrison needs help with meeting some of the Area Plan goals. One of the easiest ways each Board member can help is to introduce individuals from their own community to a Heritage staff member. Examples include leaders of rural communities, leaders of various faiths/denominations, members of the LGBTQ+ community as well as minority racial and ethnic groups. The introduction can be as simple as sending an email and copying Barb or Harrison, or sending Barb or Harrison the individual's contact information. Keith Stamp recently provided introduction to members of his community by hosting a lunch in his home. The latter is a great example of a "friend-raiser" and was effective in making connections that led to additional events and partnerships. Heritage now has a working relationship with public health and two new pastors as result.

Approve or Amend Agenda

Directors Olson and Huber moved and seconded the agenda. Motion carried 11-0.

Approval of Minutes of the Board of Directors held in November

Directors Sister Susan and Huber moved and seconded approval of the minutes for the regular meeting held in September. Motion carried 11-0.

REGULAR AGENDA

New Officers-Approval

Pat Heiden did not run for reelection as a Johnson County Supervisor and consequently had to resign from the Heritage Board. Pat was also the Vice President of the Board. Sister Susan volunteered to be the Vice President therefore leaving her seat as Secretary open. Shawn Ireland volunteered to be the Secretary. Directors Olson and Thielen moved and seconded approval of Sister Susan O'Connor as Vice President and Shawn Ireland as Secretary

Changes to Advisory Council and Task Force

- Dora Lorenc resigned as a member of the Advisory Council and Linn County Task Force.

Financial Reports

- The Finance committee approved the purchase of a new printer for the West building. In reviewing the cost of the new printer, estimated printer life and contract agreement of the printing charges versus the cost of the average charges with the current printer, Heritage is estimated to break even. The printer has been ordered and Heritage is awaiting an estimated delivery date.
- IDA is up-to-date with all funding receipts except Q1 MAC and October and November Vocational Rehab. Heritage should receive the State Q3 disbursement and Federal Title fund disbursements for January 2023 the week of January 9. Heritage has not received an official Notice of Grant Award for FY2023.

- As a part of the HHS integration, the IDA Fiscal team has moved under Health and Human Services. This group has scheduled monthly Fiscal meetings with the AAA's Fiscal Managers. Heritage hopes some outstanding questions will be addressed and discussions about how the integration will impact fiscal processes will happen during these monthly meetings.
- Mandi Holcomb from Denman was on-site November 17 to perform annual audit fieldwork. At this time, Mandi continues to review the documentation provided and request additional documents as needed. There was a slowdown in December as Mandi was out of the office sick.
- Grant update provided as follows:
 - GCRCF Encore Express program – not awarded, received feedback from GCRCF and will reapply during the next upcoming grant cycle;
 - GCRCF Operational Support grant – awarded \$16,000; City of CR ARPA – awarded \$50,000, received and reviewing contract terms;
 - MidAmerican Energy – Submitted write up, funding for 2022 budget was all expended, will touch base again in Q1 2023;
 - Alliant Energy – Met with contact in November, funding for 2022 budget was all expended, will touch base again in Q1 2023;
 - FARE (Fostering Access, Rights and Equity) grant – submitted write up to grant contact late last week for review, final submittal due 1/15/2023. One of the grant requirements is the food needs to be locally sourced. Looking to partner with Feed Iowa First or Matthew 25 as all food is locally sourced. Some Hy-Vee food is locally sourced;
 - Mercy Health Equity Fund – exploring application requirements, one-time funding from \$10K - \$50K, application due 2/28/2023;
 - Centene grant – plan to submit a funding request; can take up to 6 months for the application review and award process
- Balance Sheet as of 1/9/2023 reflect Total Assets \$2,136,356.65 & Total Liabilities and Net Assets \$2,136,356.65
- Directors Ireland and Huber moved and seconded the financial reports as presented. Motion carried 11-0.

Fundraising Committee Report (Dusti Winkie, Shawn Ireland, & Karen Huber)

- The Fundraising Committee met on January 9. The date for the Caregiver Wellness Day is set for November 6, 2023 and will be held at The Hotel Kirkwood. The sponsorship levels were established and the committee continues to update the sponsorship spreadsheet. The committee is looking at opportunities within the rural communities to provide transportation so that those in the rural areas can attend the event. The committee's next steps are to reach out to potential sponsors/vendors, confirm speakers and establish a timeline for the day.

Operations/Executive Director Report

- There are no changes to our staff this month.
- For nearly 20 years, our subcontractors have provided breakfast bags under OAA home delivered meal funding. Recently, during a routine visit with IDA, it came to our attention that this interpretation of OAA rules is no longer valid. Consequently, some of our meal providers had to revise their meal delivery to end breakfast bags by this week (via a contract revision). This is just a service delivery change; there no adverse actions taken to Heritage or subcontractors.
- A Heritage Information Session is scheduled for Jan 23- Medicaid 101 for Caregivers. We will have three live concurrent sessions with zoom options available on the Kirkwood Community College campus, at Wayne Zion Church in Monticello and Williamsburg Public Library. Iowa Legal Aid will present information regarding Medicaid Eligibility, using Medicaid for long term Care Expenses, and other common legal questions.
- We are waiting for a new contract for our OWEP Program (Older Worker's Employment Program). The Iowa Department of Aging discontinued their relationship with Vocational Rehabilitation effective December 31. The AAAs will now work directly with Voc. Rehab to implement this program moving forward. While this is anticipated to be budget neutral, we are awaiting the final budget. There has been no implication to services during this interim.
- As a result of low vaccination rates among older adults in some areas of the state, three of the six Area Agencies on Aging qualified for a Federal Grant to promote vaccine access. The funds were used to promote vaccines through our LLL website, as well as digital and TV ads. Our sister AAAs graciously offered the entire state access to the ads and commercials produced from this funding. One of the ads and the LLL site was shown during the board meeting.

- Our nutrition programs continue to grow at an unanticipated and unprecedented rate. With a portion of our congregate funds transferred to support our home delivered meals, Heritage is writing an increasing number of grants to sustain the Encore programs.
- Our IRTC Program officially launched in December with its first client and has been very well received both with Mercy Medical Center and with our consumers.
- Heritage came in 10th this year in the Gazette Gives Back competition, to earn \$16,000 in advertising credits. This is up from 19th place/\$12,000 last year. A big thank you to Harrison for coordinating this effort, and to all who voted for Heritage.
- An update and follow up to the Governor's Condition of the State Address: Barb Werning stated Linda Miller, Director of the Iowa Department on Aging, sent a message after the address, indicating the alignment will not affect the structure or operations of the AAAs. Director Miller further stated the integration will open doors and help us to further serve older Iowans.

March Meeting

- Due to Heritage's Area Plan discussion in March, the board will need more time to discuss the topic. Director Stamp asked the board if they would like to move the meeting time in March to 1:30-3:30 p.m. or 2:00-4:00 p.m.
- Directors Olson and Ireland moved and seconded to move the March meeting time to 1:30-3:30 p.m. Motion carried 11-0

Open Agenda

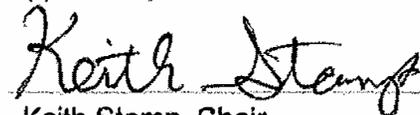
- Barb presented i4a's 2023 Policy Agenda to the Board. The priorities are as follows:
 - #1 Strengthen Iowa's Dementia Services through the AAA's. As a part of this priority, they would establish a Dementia Services Specialist position at each of Iowa's Area Agencies on Aging.
 - #2 Address Community Workforce Challenges-Improve access to home and community-based services throughout the aging network.
 - Details on each agenda can be found at <https://i4a.org/2023/01/12/i4a-identifies-dementia-services-specialist-program-as-top-policy-initiative/>.

There being no further business coming before the Board, meeting was adjourned at 3:30 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:



Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
February 9, 2023 2:00 p.m.
Conference Call

MINUTES

Present: Chris Montross, Bruce Barnhart, Keith Stamp, Karen Huber, Dusti Winkie, Bob Welsh, V Fixmer-Oraiz, Larry Kudej, Evans Waller, John Schlarman, Danielle Pickering, Sister Susan O'Connor, Mike Barnhart, Shawn Ireland, Michelle Buhman, Jasmine Megowan, & David Thielen

Also Present: Barb Werning, Jenn Knudtson, Kellie Elliott-Kapparos, Harrison March & Sjonna Brunt- *Assistant Secretary*,

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

Approve or Amend Agenda

Directors Sister Susan and Huber moved and seconded the agenda. Motion carried 15-0.

Approval of Minutes of the Board of Directors held in January

Directors Ireland and Waller moved and seconded approval of the minutes for the regular meeting held in January. Motion carried 15-0.

REGULAR AGENDA

Financial Reports

- Heritage received the State Q3 disbursement.
- IDA has not received additional Federal Funds from ACL, but expects outstanding disbursements in February or March.
- Heritage received Q1 and Q2 MAC disbursements on February 3, 2023.
- The October and November Voc. Rehab submittals have been approved and Heritage is expecting to receive the payment soon. Heritage has yet to receive an approval for December's submittal.
- IDA is working to create an updated NGA format. There is not a current IDA employee who knows how to run the access database previously utilized to create NGAs and enter the information into IAFRS.
- The current financial reporting system (IAFRS) is no longer supported by IT and will need to be replaced. HHS is considering using the Iowa Grants system. A new system may not be in place July 1, 2023 (HHS integration date).
- The Fiscal Director from Central Iowa Aging Resources met with DHHS CFO Jess Benson.
- Heritage learned Voc. Rehab is going under Iowa Workplace Development and the Voc. Rehab program will be ending September 30, 2023. Barb and Jill have been transparent with Paul Swanson and spoke with him about the potential transition. Paul is waiting to see the outcome of the February 10th meeting and wants to give Voc. Rehab some time to sort things out under Iowa Workforce Development.
- Heritage received the draft financial report from the auditor. Jenn met with Mandi Holcomb with Denman this week to review the audit. A final update on the audit will be provided at the April Board meeting.
- Grant/Awards Update:

- Heritage received \$22,000 from the MidAmerican Energy Foundation to support the Encore Express Program.
- Heritage plans to submit the Transamerica grant application in February. Heritage plans to ask for \$50,000.
- The application for the Mercy Health Equity Fund is due February 28, 2023. Heritage plans to ask for \$25,000.
- Centene grant – plan to submit a funding request; can take up to 6 months for the application review and award process.
- The Fiscal dashboard was presented to the Board. This will be presented to them on a quarterly basis going forward.
- Balance Sheet as of 2/6/2023 reflect Total Assets \$2,214,279.51 & Total Liabilities and Net Assets \$2,214,279.51
- Directors Sister Susan and Buhman moved and seconded the financial reports as presented. Motion carried 15-0.

Fundraising Committee Report (Dusti Winkie, Shawn Ireland, & Karen Huber)

- The committee will meet February 21. Currently the venue and date are reserved for the next Caregiver Wellness Day. The committee is finalizing the speakers, working on the letter to the vendors and the save the date notification. The committee is aware they need to be conscientious of the budget. With the increase in cost for the venue and food, the committee is aware that some revisions to the event may be needed.

Operations/Executive Director Report

- The Caregiver Medicaid 101 sessions were held in January and went very well. There is interest in continuing these conversations, and expanding to include waiver, in-home services. These sessions will be integrated into our Area Plan Update. Legal Aid will be included in these, as able; some of the meetings will qualify for their rural justice grant.
- The Marion Library Encore Café program re-opened Jan 20 with over 50 in attendance and very soft marketing. Both familiar and new individuals attended. A grand opening is planned March 3.
- Barb has joined the Johnson County Age Friendly Action Team. The group will conduct a survey and write an action plan with intent for Johnson County to become a certified member AARP Age Friendly Community.
- Barb attended the Quarterly Conversation with Iowa Department on Aging Wednesday Feb 8 to discuss nutrition and health promotion goals and progress.
- Heritage staff are preparing for our annual monitoring visits, several taking place later this month. All AAAs are on the same schedule. IDA plans to monitor all programs before the transition to the DHHS in July.
- The Second Quarter Service Dashboard was discussed during the Board meeting.
- April first marks the beginning of Medicaid Unwinding. Medicaid members who kept their coverage due to the public health emergency (COVID) will lose their coverage if they are found to be ineligible. This could impact many of our consumers. Kellie Elliott-Kapparos reviewed how this will impact our work and Older Iowans. Information can be found here <https://hhs.iowa.gov/ime/unwind>.

Action Items

- Iowa Return to Community (IRTC) is a new program with Heritage. IDA requires policies for all care team programs. Heritage presented to the Board the following policies for the board to approve: IRTC Appeals and Grievances, IRTC Confidentiality Standards, IRTC Health Coach Conflict of Interest, IRTC Discharges, IRTC Information Provided to and

Maintained for Consumers, IRTC Intake, IRTC Health Coach Personnel Records, IRTC Health Coach Service Documentation, & IRTC Health Coach Staff Training.

- Directors Schlarmann and Ireland moved and second the approval of the IRTC policies. Motion carried 15-0.

There being no further business coming before the Board, meeting was adjourned at 3:30 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
March 9, 2023, 1:30 p.m.
Conference Call and Heritage Area Agency on Aging

MINUTES

Present: Dusti Winkie, Evans Waller, Bruce Barnhart, Keith Stamp, Karri Fisher, David Thielen, Sister Susan O'Connor, Karen Huber, Chris Montross, Shawn Ireland, Michelle Buhman, Jasmine Megowan, Larry Kudej, & Scott Olson (1:46)

Also Present: Barb Werning, Jenn Knudtson, Kellie Elliott-Kapparos, Jill Sindt, Harrison March & Sjonna Brunt- *Assistant Secretary*,

Vice Chair Sister Susan called the meeting to order at 1:35 p.m.

Approve or Amend Agenda

Directors Huber and B. Barnhart moved and seconded the agenda. Motion carried 12-0.

Approval of Minutes of the Board of Directors held in February

Directors B. Barnhart and Montross moved and seconded approval of the minutes for the regular meeting held in January. Motion carried 12-0.

REGULAR AGENDA

Financial Reports

- Funding Disbursements updates
 - \$22,000 Iowa Café Funds reimbursement funds received.
 - \$56,000 Iowa Vaccine reimbursement funds received.
 - January and February Federal Title III disbursements should be received by the end of the week.
 - October-December Voc. Rehab reimbursement funds received.
 - FY23 allotment notification received from IDA.
 - FY24 allotment notification received from IDA. Funding is flat from FY23.
 - Heritage received notification from IDA that there is a possibility we will receive an additional \$165,000 in federal funding.
- Grant update
 - Transamerica: Awarded \$25,000.
 - FARE (Fostering Access, Rights, and Equity) grant: Not awarded. Grant applications are very competitive.
 - Alliant Energy: Awaiting notification on the formal application process.
- Balance Sheet as of 2/6/2023 reflect Total Assets \$1,994,828.43; Total Liabilities and Net Assets \$1,994,828.43
- Directors B. Barnhart and Huber moved and seconded the financial reports as presented. Motion carried 13-0.

Fundraising Committee Report (Dusti Winkie, Shawn Ireland, & Karen Huber)

- 3 speakers have been confirmed; Kris Sargent- Mercy speaking on Dementia, Shawn Ireland-Linn County Sheriff speaking on Scams, & Bryan Brunner-Heritage AAAA Tai Chi.
- Waiting to hear back from Len Sandler-U of Iowa Law School, and someone on Movement Disorders.
- The budget was discussed and due to the increase in costs, coffee will be served instead of a continental breakfast.
- Registration is being pushed back from 8:00 to 8:15. The committee continues to finalize the agenda.

Operations/Executive Director Report

- There are no staff changes to report and no open positions.
- After an informational session with Iowa Workforce Development, Heritage learned the Older Workers Employment Program (OWEP) is expected to remain under the Heritage

- umbrella until September 2024 (previously September 2023). Heritage will continue to have regular meetings with Iowa Workforce Development.
- The Marion Library Encore Café held a Grand Opening event on March 3rd. 86 Diners were in attendance as well as individuals from IDA, the National Nutrition Resource Center, Marion's Mayor Nick AbouAssaly, and the Marion Chamber of Commerce. Coverage of the event can be found in the Cedar Rapids Gazette here <https://www.thegazette.com/news/encore-cafe-returns-to-marion-public-library-for-older-adults/> as well as at KCRG and KGAN.
- IDA had a monitoring visit with Heritage's Nutrition, Information and Referral, Options Counseling, and Care Giver programs. IDA staff reviewed files, visited nutrition sites, and accompanied staff on home visits. There were no substantive issues. IDA was pleased with the services Heritage provides.
- Heritage staff will be in Des Moines on March 22 for an advocacy day on the Hill.

Action Items

- Jill Sindt reviewed the PowerPoint presentation that summarized the FY24 Area Plan update goals, strategies, accomplishments, and service gaps. The final plan is due to Iowa Department on Aging (IDA) on April 3rd. In addition to the board reviewing the Area Plan update, it has been communicated to the Advisory Council and IDA for review. The Area Plan goals from FY22-25 remain the same. Heritage has updated the gaps for some of the goals for FY24. Heritage has accomplished meeting some of the goals that were outlined in the FY22-25 Area Plan. Heritage identified FY24 strategies to help continue to meet the goals as previously outlined.
 - Directors Olson and Huber moved and seconded the FY24 Area Plan update as presented/ Motion carried 13-0.
- The FY24 Budget was reviewed with the Board. The budget is a draft and could change throughout the year due to potential changes in revenue and expenses.
 - Voc. Rehab plans to continue until September 2024.
 - FY24 allotments from IDA assume flat funding.
 - To cover subcontractor awards, a transfer of funds from IIIB (Supportive Services) and IIIC1 (Congregate) to IIIC2 (Home Delivered) will be made. The amount is to be determined
 - Assumes carryover from FY23 of \$40,000.
 - FY24 ARPA funds are estimated based on availability and trying to spend proportionately through Sept 30, 2024.
 - Assumes Heritage will receive approximately \$165,000 in additional FY23 federal title funds which will allow FY23 awarded grants to be carried over to use in FY24.
 - Non-OAA projected revenues include anticipated contract and grant award amounts.
 - Benefit expenses reflect a projected 14% increase, continuing the \$500 employer paid medical flex, and integrating flex dollars into hourly wages. All employees will receive employer paid HMO medical coverage at no cost; if employees elect PPO coverage they will pay the difference.
 - Several salary scenarios were reviewed/discussed. The committee decided to recommend a 3% wage increase with a one-time \$1,000 inflation stipend (after taxes) to the Board.
 - Subcontractor funding based on recommendations from the RFP review team.
 - Directors Olson and Montross moved and seconded approval of the FY24 budget as presented. Motion carried 13-0

There being no further business coming before the Board, the meeting was adjourned at 3:31 p.m.

Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp 5/17/2023

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
April 13, 2023, 2:00 p.m.
Conference Call and Heritage Area Agency on Aging

MINUTES

Present: Keith Stamp, Scott Olson, Sister Susan O'Connor, Shawn Ireland, Michelle Buhman, Bruce Barnhart, Jasmine Megowan, V Fixmer-Oraiz, Chris Montross, Larry Kudej, and Bob Welsh

Also Present: Barb Werning, Jenn Knudtson, Kellie Elliott-Kapparos, Jill Sindt, Harrison March & Sjonna Brunt- *Assistant Secretary*, Courtney Hotovec (Intern with Iowa City Senior Center)

Chair Keith Stamp called the meeting to order at 2:03 p.m.

Approve or Amend Agenda

Directors Olson and Buhman moved and seconded the agenda. Motion carried 9-0.

Approval of Minutes of the Board of Directors held in March

Directors Olson and B. Barnhart moved and seconded approval of the minutes for the regular meeting held in March. Motion carried 9-0.

REGULAR AGENDA

Mandi Holcomb-Denman and Company LLC Annual Audit

- Mandi Holcomb with Denman and Company LLC reviewed information from Heritage's FY22 fiscal audit.
 - The report changed slightly from prior years due to the adoption of new accounting standards. The opinion statement is now located at the beginning of the Independent Auditor's Report.
 - The following are noted changes in the Statement of Financial position when comparing the fiscal year 2022 to 2021:
 - Cash and grant income down in the fiscal year 2022.
 - Amounts held by others (investments) decreased due to losses in the fiscal year 2022.
 - Prepaid expense amount reflects rent paid to Kirkwood in advance (part of the new accounting standard).
 - Liabilities did not change significantly from 2021 to 2022.
 - Net Assets are down due to a decrease in grant funding amounts held by others.
 - The overall report reflects no findings.

Financial Reports

- No Finance committee meeting was held in April.
- From the April meeting with Area Agency on Aging Fiscal Directors, IDA Fiscal, and HHS CFO (Jess Benson):
 - HHS is going through an Emergency Procurement process to hire additional staff. This will be through a contract company and will assist IDA fiscal staff in catching up on reporting, processing payments, and documenting processes.
- Barb and Jenn are meeting with Acumen to discuss Health benefits. The expected increase in insurance is between 9-14%. Open enrollment for employees will begin of late May/early June.
- Barb and Jenn will meet with TrueNorth to discuss company insurance renewal.
- The fiscal team is busy working on upcoming reporting deadlines:
 - Q3 MAC report submitted. Heritage is expecting a \$20,000 reimbursement.
 - Voc. Rehab Report submitted for March.
 - FY23 Budget update is due April 25. (Normally due in February)
 - FY24 Budget update is due April 25. (Previous due date was April 3rd)
 - IAFRS Q3 Report is due April 22.
 - Q3 VOCA report is due April 30.

- The fiscal team will work with Denman to prepare the 990 which is due mid-May.
- The West printer was delivered and installed. Heritage will be receiving a bill from SMG for \$6500.
- Balance Sheet as of 2/6/2023 reflect Total Assets \$2,129,232.51; Total Liabilities and Net Assets \$2,129,232.51
- Directors Olson and Ireland moved and seconded the financial reports as presented. Motion carried 9-0.

Fundraising Committee Report (Dusti Winkie, Shawn Ireland, & Karen Huber)

- The sponsorship letters were mailed out. Heritage received 7 sponsorship forms to date.
- The committee plans to discuss the brochure at their next meeting.
- Heritage and the Committee are planning to create a few silent auction baskets this year.

Operations/Executive Director Report

- Heritage will hold a ½ day staff retreat after they have more details to share on the HHS transition.
- Heritage will welcome an AmeriCorps volunteer this summer for 10 weeks, 300 hours, with all activities centered on disaster preparedness and management. The volunteer will provide the prep-wise curriculum to our seven counties, offer disaster planning presentations to dining sites and other groups, and work on our disaster plan.
- Heritage is planning another Caregiver Information event scheduled for June 5, focusing on Medicaid Waiver and in-home services. Please feel free to share the attached flyer. The presenter from Iowa DHS will be on Zoom, with live sites in four counties- Iowa City, Washington, Monticello, and Vinton. Care Team members will also be present at each site to answer individual questions. At this time, we have 15 registered, including all sites.
- As part of the transition plan into the new DHHS system, state public health department funding is transitioning away from direct services. Currently, Heritage sends many direct service referrals to our county public health offices. We will be meeting with seven county health departments later this month to plan for this transition, identify any potential gaps in services, and begin strategizing.
- Heritage is exploring some options to provide additional dining and nutrition services in Johnson and Washington counties. These areas include the geographical areas of Wellman, Kalona, and Iowa City, and potential partnerships with the City of Wellman, Hy-Vee, and Pleasantview.
- All six AAA Directors met with HHS Director Garcia and the Governor's office twice in the past month. Director Garcia has indicated the new Organizational Chart, with Aging as a 10th Division, will be rolled out soon. No significant changes to the original plans are anticipated. Adult Protective Services is expected to join the Aging Division. The IDA Fiscal Team has moved under the HHS umbrella through a separate MOU.
- Barb shared the Encore dashboard with the Board.
 - Lowe Park Marion has seen a significant increase in the number of consumers and units served. In March the number of unduplicated consumers served was 176 and units were 539.
 - St Marks maintains a steady number of consumers and units served. In March the number of unduplicated consumers served was 78 and the units were 202.
 - Marion Public Library meal location has almost quadrupled the number of consumers and units served since January. In March the number of unduplicated consumers served was 175 and units were 345.

Action Items

- Kellie reviewed the Authorized Signature Policy with the Board. Directors Olson and B. Barnhart moved and seconded the approval of the Authorized Signature Policy. Motion carried 9-0.
- Barb reminded the Board that each Board member is required to have 240 minutes of training each Fiscal year. There are a few members that are falling short on their hours. Barb will send an email to the members and let them know how many hours they have and the training they can take to make up the hours they are short on.

Open Agenda

- Keith shared the thank you letter from staff to the Board. The Staff thanked the Board for all of their support.

There being no further business coming before the Board, the meeting was adjourned at 2:45 p.m.

Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp *5/17/2023*

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
May 11, 2023, 2:00 p.m.
Conference Call and Heritage Area Agency on Aging

MINUTES

Present: Chris Montross, Karen Huber, Dusti Winkie, Karri Fisher, Bruce Barnhart, Sister Susan O'Connor, Keith Stamp, David Thielen, Evans Waller, Sarah Wagner, Shawn Ireland, Michelle Buhman, John Schlarman, Larry Kudej, and Bob Welsh.

Also Present: Barb Werning, Jill Sindt, Harrison March & Sjonna Brunt- *Assistant Secretary*,

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

Mission Moment

One of our Options Counselors, Shannon, was traveling within Cedar Rapids for work. While driving, she drove by an older gentleman lying on his back on the side of a busy road and seemed unable to get up. Shannon turned around to check on the gentleman. A nurse driving by also saw the gentleman and between Shannon and the nurse, they helped the gentleman up and helped him back to his home. Shannon visited with him and talked about Heritage. He has fallen several times before and has some mobility and vision issues. After a further assessment, Heritage was able to set up services for this gentleman.

Approve or Amend Agenda

Directors Sister Susan O'Connor and Evans Waller moved and seconded the agenda. Motion carried 13-0.

Approval of Minutes of the Board of Directors held in March

Directors Barnhart and Sister Susan moved and seconded approval of the minutes for the regular meeting held in April. Motion carried 13-0.

REGULAR AGENDA

Financial Reports

- Heritage Executive Director and Fiscal Director met with Acumen; the Health benefits will increase by a little more than 8%, Dental by 5%, and Vision by 2%. There will not be an increase to the Life Insurance. Maria Drees with Acumen will meet with staff on May 24 to discuss the benefits. This will start the two-week open enrollment period for employees.
- Heritage has been in communication with the broker for Heritage's business insurance, the business insurance is estimated to increase by about 3% in FY 2024. Exact quotes will be available in early June.
- Heritage's 990 form was submitted on 5/10/23 by Denman.
- Funding Disbursements-
 - Voc Rehab-disbursements received through March
 - VOCA-disbursements received through March
 - Q3 MAC-Outstanding
 - Federal Funding-disbursements received through May
 - Q4 State disbursements-received
- Heritage Grant updates
 - Mercy Health Equity Grant-Not awarded.
 - Letter of intent submitted to Retirement Research Foundation for \$50,000. Heritage hopes to hear a response to this letter within 30 days.
 - Van Meter \$6000 for Life Alerts-Pending.
- The fiscal dashboard was presented to the board.

- Operational Funds-items of changes throughout the year are noted as follows.
 - June 2021 1st ARPA 30% fund disbursement received
 - September 2022 IDA behind in fund disbursement
 - November 2022 2nd ARPA 30% fund disbursement received
 - January and February 2023 Federal Title III disbursements not received as of the end of February 2023
 - January, February, and March 2023 Federal Title III disbursements received in March 2023
- Encore Account- changes to account balances throughout the year are noted as follows.
 - At the end of each quarter all but \$1,000 of the Encore Account balance is transferred to checking.
- Endowment Funds- determined by the market
- FY2023 Subprovider Contract Spenddown- changes throughout the year are noted as follows.
 - As of the end of March 2023, Nutrition has spent 78% of budgeted funding (Target 75%).
 - As of the end of March 2023, Non-Nutrition has spent 69% of budgeted funding (Target 75%).
- Subprovider Expense by Month- noted, with no concerns. Subcontractors were asked to project their units through the end of the fiscal year, the amount under budget they will return to Heritage, or the amount over budget with a request for additional funds. Heritage management will consider each request.
- Balance Sheet as of 5/8/2023 reflect Total Assets \$2,146,738.11; Total Liabilities and Net Assets \$2,146,738.11
- Directors Barnhart and Waller moved and seconded the financial reports as presented. Motion carried 13-0.

Fundraising Committee Report (Dusti Winkie, Shawn Ireland, & Karen Huber)

- Caregiver Wellness Day Update
 - Barb, Karen, and Sjonna met with Melissa (KCC Banquet Manager) at the Kirkwood Hotel and discussed the layout for the event, potential food options, signage, and other event details.
 - All of the speakers are secured.
 - 24 vendors are secured and 5 additional vendors have expressed their intent.
 - A Pharmacist from Hy-Vee will be onsite in the morning offering flu shots to the attendees.
 - Massage Therapist will be onsite to offer chair massages.
- Give 65 Fundraising Campaign
 - Heritage was invited to participate in the GIVE65 fundraising campaign through Home Instead. Thanks to Karen Huber for recommending Heritage. The campaign is a fundraising campaign that lasts for 65 hours in July. Every organization is eligible for up to \$5,000 matching grants, while funds are available. It's a dollar-for-dollar match. That means, gifts of \$5,000 or less will be matched until:
 - The organization hits \$5,000 in funds raised, and/or
 - The \$215,000 matching grant fund is exhausted
 - Home Instead Charities will offer an additional \$10,000 in grants once \$500,000 is raised on the Give65 site.
 - The Give65 homepage tracks the progress of each organization's goal.
 - For more details, please visit the following link.
<https://www.give65.org/content/about>.

Operations/Executive Director Report

- Sara Meade, IRTC Health Coach has resigned. Sara took a position that will allow her to work from home, a benefit not possible at Heritage. The program will be on pause for a few weeks while we take the time to assess the job description.
- Heritage received a USAging (formerly N4a) 2023 Achievement in Aging award for our Healthy Homes Program, Housing, and Homelessness category. The award will be presented at the USAging Annual conference in July and 2 staff members will be in attendance to accept the award. In addition to the award, Heritage could receive an additional award and monetary gift. Board members may look for a press release after the award ceremony.
- The Iowa Department on Aging provided feedback on our Area Plan update with a limited number of suggested revisions- none substantive. The final will be submitted on May 12 and will be presented to Iowa Commission on Aging on June 1.
- Contract supervisors Tim Getty and Kellie Elliott- Kapparos are visiting our sub-contractors to conduct annual monitoring. This is an opportunity to talk individually with each provider regarding questions, concerns, progress toward fulfilling their contract, and any issues.
- Heritage is exploring the possibility of adding an Encore Express voucher program in Iowa City, likely with a Hy-Vee store. Implementation could be as early as July.
- We would like to thank Blake, our designated Hy-Vee server at the Encore Café in Cedar Rapids and Marion, for quick thinking last week. An individual at the dining site had difficulty swallowing some food, and Blake provided abdominal thrusts to dislodge the food. The individual was unharmed and able to return to the meal. There was a small reception for him last week at the Marion HyVee, and he is also receiving an award from the City of Marion.
- The Program Dashboard was presented to the Board comparing 2019-2023.
 - Congregate Dining-2021 Congregate dipped due to all sites being closed for most of the year. By the end of FY2023, Heritage is projected to serve the most they have served since 2019. Heritage projects 1800 unduplicated consumers and 60,000 units.
 - EAPA-Elder Rights Services -Services include consumers who call to receive information and discuss a possible occurrence as well as the services provided to a consumer for a period of time needed to resolve and support them through an abusive situation. The data does not include VOCA.
 - Heritage is projected to serve 210 unduplicated consumers and 2.73K Units by the end of 2023.
 - Heritage is on track to serve more consumers than served in 2019, 2020, and 2022. FY2021 Heritage served 219 which is slightly higher than projected for FY2023.
 - The number of units projected is projected to be more than any other year between 2019-2022. This means the cases tend to be more complex cases and are taking more time.
 - Options Counseling-This service helps people age 60+ make informed decisions about their long-term planning and care. The service is not more than 90 days. If more time is needed the consumers are often referred to Case Management.
 - The data reflects that Heritage is projected to serve slightly fewer unduplicated people in FY2023 than in FY2019 (more than 2020-2022), they are projected to serve significantly more units (2,247) than served since 2019.
 - The increase in units reflects the complexity of the cases and situations.
 - Case Management-This is long-term support to help an individual maintain their plan of care.
 - Heritage is projected to serve 100 unduplicated people and 1,461 units in 2023. This is more than served between 2019-2022.
- Heritage met with IDA on May 10 and Director Miller shared a few details regarding the transition to Health and Human Services.

- The title of the department will be changed to Aging and Disability Services. The title change reflects an increased effort to expand the Aging and Disability Resource Center (ADRC) which is an effort to provide coordinated services for older Iowans and adults with disabilities.
- A rough draft of the HHS Org Chart was presented to the Board. Most of the Area Agency on Aging services are under Community Integration.
- There will be a new Director as Linda Miller is moving to another coordinator position within the network.
- Barb plans to meet with Director Garcia on June 2.

Action Items

- Directors Sister Susan and Huber moved and seconded the resignation of Mike Barnhart from the Heritage Board.
- Barb showed a short video about the Dementia Friendly movement to support people living with dementia. Heritage would like to provide an hour-long training to the Board at the July Board meeting. Bryan Brunner is a Dementia Friendly Champion and will talk to the board about what dementia is and how to communicate with people with dementia.

Open Agenda

- OIL's Annual meeting in Des Moines with the State Legislature on September 18th. The event will be held in person and over Zoom.

There being no further business coming before the Board, the meeting was adjourned at 3:31 p.m.

Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
June 8, 2023, 2:00 p.m.
Conference Call and Heritage Area Agency on Aging

MINUTES

Present: Evans Waller, Keith Stamp, Sarah Wagner, Bruce Barnhart, V Fixmer-Oraiz, John Schlarman, David Thielen, Karen Huber, Sister Susan O'Connor, Shawn Ireland & Larry Kudej

Also Present: Barb Werning, Kellie Elliott-Kapparos, Harrison March & Sjonna Brunt- *Assistant Secretary*,

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

Mission Moment

Drew Floyd, Elder Rights Specialist worked with a consumer who lived in a 3rd-floor apartment with no elevator. This individual had a change in health that made it difficult to take his trash out. The trash accumulated in his apartment and led to an eviction notice. Drew was able to work with the consumer and found his brother to obtain the consumer's financial information needed for Medicaid Elderly Waiver. Drew was able to reach out to multiple HHS employees until he found someone that was able to have the consumer assessed. Within 2 weeks, the consumer became eligible for the waiver. Drew also set up other services for the consumers' medical and personal needs. Drew worked hard and within 20 days, he saved the consumer from eviction & homelessness.

Approve or Amend Agenda

Directors Huber and Ireland moved and seconded the agenda. Motion carried 10-0.

Approval of Minutes of the Board of Directors held in May

Directors Barnhart and Wagner moved and seconded approval of the minutes for the regular meeting held in May. Motion carried 10-0.

REGULAR AGENDA

Financial Reports

- Heritage received a notice from ACL (Association for Community Living) regarding the ARPA funding "clawback" included in the recent congressional debt ceiling agreement. The ARPA funds provided to Heritage through the Older Americans Act for COVID Relief will not be impacted by the federal government Appropriation Bill.
- Heritage Health Benefits open enrollment ended on 6/7/2023 for employees.
- Barb and Jenn are finalizing Heritage's various business insurances with True North.
- Grant and Funding Update:
 - MOWA Share the Love-\$3000 Awarded
 - MOWA Loves Pets-\$6000 Awarded
 - Social Isolation grant-\$10,000 application submitted
 - Unmet Needs-\$24,000 application submitted
- Give 65 Campaign Update
 - Event is in July
- Heritage paid for the printer purchased through SMG for the West building. The financial reports reflect this as a Capital Expense.
- Heritage paid Denman \$13,000 for processing the 990 and the audit.
- Balance Sheet as of 6/5/2023 reflect Total Assets \$2,232,567.88; Total Liabilities and Net Assets \$2,232,567.88
- Directors Waller and Huber moved and seconded approval of the financial reports as presented. Motion carried 10-0.

Fundraising Committee Report (Dusti Winkie, Shawn Ireland, & Karen Huber)

- Caregiver Wellness Day Update
 - The event planning is on task and planning is going well.
 - The committee is working to get the speaker headshots and bio to Harrison.
 - The original layout was for 35 vendors but after talking with Melissa Gaul with Kirkwood Hotel and Convention Center, we are able to add 6 more tables.
- Give 65 Fundraising Campaign
 - The event runs July 11, 8:00 am - July 14, 1:00 am. Karen asked the board to reach out to 10 people and ask them to donate during the campaign time. If each board member reaches 10 people this will help Heritage win \$10,000 for the most unique donations. The minimum donation amount is \$10.00.
 - 98% of the donations go to Heritage and 2% goes to credit card fees.
 - Heritage will send out the first email soon. The notification will explain the event and let them know when the campaign starts. The second notification will be sent out right before the event.
 - For more details, please visit the following link.
<https://www.give65.org/content/about>.

Operations/Executive Director Report

- With Sara Meade's resignation, we redesigned the IRTC Health Coach position. We modified the position to include more program development duties, collaboration with outside entities, and informal supervisory functions. The position was posted internally last week with the hope to promote one of our outstanding care team members. We are happy to announce that Kimi Hambright accepted this position. We will be opening up another job posting internally first for an Options Counselor.
- The care team presented another Caregiver Information Session earlier this week. 72 people attended: 5 –Jones County, 3 Washington, 2 Vinton, 6 Iowa City, and 56 Zoom.
- The Iowa Commission on Aging met on June 1, and voted to approve our Area Plan Update, including our application for a Direct Service Waiver to provide Nutrition Counseling through Heritage Staff when possible.
- The Director of Johnson County Veteran's Affairs invited our staff to attend the Board of Supervisor's meeting and be included in the Memorial Day Proclamation. The morning provided us with an excellent opportunity to highlight all we do to work with Veterans. The Proclamation is attached.
- Barb met with members of the Csomay Center for Gerontological Excellence, with discussions around increased collaboration, including the Thoreson Initiative.
- Barb also had meetings with other community stakeholders, including Linn Area Community Credit Union and the Primetime Kirkwood leadership.
- Barb presented the program data for Home Delivered Meals, Caregiver Case Management & Options Counseling, and Non-nutrition Heritage provided service. All of these services are projected to serve more units and unduplicated consumers in FY23 than they served in FY19.
- Barb and the management team met with Director Garcia on Friday, June 2. They talked about the HHS System Alignment, which included their vision for the alignment and their next steps. The presentation was attached in the board packet. A firm will be hired soon to engage stakeholders and providers for input. The firm will provide recommendations regarding service delivery area maps, funding models, Iowa Code and Iowa Administrative Rules recommendations, and resources and supports impacted by the recommendations. Heritage and all other AAAs will be part of this process.

Action Items

- Directors Waller and Olson moved and seconded the FY24 County Task Force voting and non-voting members.
- Directors Ireland and Barnhart moved and seconded the FY24 Advisory Council Appointees.

Open Agenda

There being no further business coming before the Board, the meeting was adjourned at 3:03 p.m.

Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair