

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

MINUTES

Present: Steve Agne, Ashley Bailus, Gary Bierschenk (2:16), Ro Foege, Pat Heiden, Sister Susan O'Connor, Vicki Pope, Matt Piersall, Vicki Pope, Rose Rennekamp, John Schlarmann, Keith Stamp, Dusti Winkie, Larry Kudej, & Bob Welsh

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

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

Mission Moment

Barb shared how well the opening of the congregate meal sites is going. Millersburg had 32 people on 1st day and averages 20 people a day, Anamosa averages 30 people and Marengo averages 25 people a day. Many sites are open or have plans to open in the next month or so. People feel safer going to a known place instead of restaurants.

Approve or Amend Agenda

Directors Schlarmann and Pope moved and seconded the agenda. Motion carried 11-0.

Approval of Minutes of the Board of Directors held on June 10, 2021

Directors Rennekamp and Stamp moved and seconded approval of the minutes for the regular meeting held on June 10, 2021 and directed each be made part of the permanent record. Motion carried 11-0.

REGULAR AGENDA

Task Force and Advisory Council membership changes

- Directors Heiden and Foege moved and seconded approval of Judi Hertle & Nancy Good (Iowa County), Lisa Tallman (Jones County), Chris Shimon & Kay Fisk (Linn County) and Don Kline (Washington County) as members of the FY22 Advisory Council. Motion carried 12-0.

Board Membership Renewals

- Discussion regarding by-laws and board expectations. It is important to note that if Board members miss 3 or more meetings they could be removed from the board. It has also been asked that each board member be active in at least one of the committees.
- All Board members have stated that they are wanting to return to in person meetings with options to zoom in. Heritage will look at options and let the Board know.
-

Board Officers FY22

- All current officers with expiring terms wish to be nominated for term renewal. Elections will be held at the Annual Meeting.
- **Committee Reports**
- Financial-Monthly
 - Director Stamp reported he, Barb, and Jenn Knudtson were in discussions with Farmers State Bank about the security of the account processes. The procedures in place are well developed and Heritage feels confident in their security methods they have implemented. Heritage is looking at putting some funds in a money market account.

- Heritage accounts are secure even though we are over the FDIC threshold. Director Rennekamp asked if Heritage would do a follow-up with the bank and get a guarantee of the FDIC insurance in writing for security purposes.
- We received a notice of award for ARPA (American Rescue Plan Act) funding totaling \$1.5 Million to be used by September 2024. These are COVID related funds to be used to carry out our existing Older Americans Act programs including outreach, nutrition, social isolation, transportation, options counseling, family caregiver, material aid, etc. as well as innovative program extensions. We are required to update our FY 22 area plan budget accordingly by September 17. Heritage has received a portion of this funding already. Management is meeting the week of 7/12 to discuss a plan to allocate the funds. Once a plan is developed, Heritage will communicate it to the board.
 - The board discussed options on a systemic tracking of spending among our counties and possible options of who could help with tracking the spend down.
 - Each county and city are restricted on how they can spend the ARPA funding.
 - Johnson County is offering several public input sessions on who and where the money should be spent. They have worked with the National Association of Counties and Iowa Association of Counties.
 - Director Bailus expressed that Linn County would like to work with Heritage on potential collaborations on how to spend the money in Linn County. Linn County staff have identified housing as a priority as it continues to come up as a significant community need. Housing will be taken as an option to the Board of Supervisors but the Board has not yet formally approved anything as it pertains to ARPA. More community engagement meetings will likely be held before making formal decisions.
- Meals on Wheels America gave Heritage a \$12,100 grant for pet food, supplies, vet bills, grooming, etc.
- Jenn Knudtson is working on new financial reports that are presented to the Board that will be easier to understand.
- Jenn is looking to create a dashboard for subcontractors to track the status of their spenddown.
- Balance Sheet as of 6/7/2021 reflect Total Assets \$1,842,482.62 & Total Liabilities and Net Assets \$1,842,482.62
- Outreach
 - The committee is still getting started and is trying to add people from rural counties to assist with the committee. The committee has added people from Cedar and Iowa County. Harrison is working to create an elevator speech for the committee and Board to use when talking about Heritage.

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

- We are still recruiting for Family Caregiver Coordinator Maria Donahoe's position. Her last day as a full time employee was June 25; however, she is working part time this month to help with the transition and Caregiver Wellness Day.
- Eugenia Kendall will join the IDA team on July 23. We are in the process of restructuring the job duties of some current staff and will be opening another position soon to support the transition.

- Care team Home Visits have resumed smoothly with no concerns for staff or client welfare. Our staff have returned to the office on a rotating, half time basis also with no noted concerns.
- Barb and Jenn Knudtson will meet with Paylocity on July 7 to process our first payroll. All is progressing according to schedule.
- The IPERS petition on behalf of our four staff grandfathered into the TIAA plan was returned with a denied request. Our attorney has advised this is a final decision and he believes we have done all we can. While we are disappointed by this result, the four staff involved are very thankful for the support received during the process and will move forward. Their enrollment in IPERS is required by state code.
- The Washington Hy-Vee Encore Express Voucher program is expanding well. We have 40 vouchers distributed in June and word is quickly spreading.
- Drew Floyd submitted a grant request to the Greater Cedar Rapids Community Foundation for hoarding and infestation mitigation.
- With pandemic restrictions now lifted, Barb will be in Des Moines later this month to meet IDA staff and Director Miller in person. This will be a general meet and greet.
- All staff have received their insurance ID cards and no issues noted with accessing benefits.
- Paylocity will provide our time and attendance platform beginning with this pay period. We anticipate this service will closely mimic the function of the KCC timecards used previously.
- Our first pay period using Paylocity will be tomorrow, July 9. We do not anticipate any issues.

Action Items and Assignments

- The Heritage Board by-laws state that there needs to be an annual meeting. Sjonna will send out a doodle poll on confirming the date and time of the FY22 Annual meeting.
- Heritage will be sending out FY22 Conflict of Interest Statements & Forms as well as a form from VOCA. The Board will be asked to sign them and return them.

There being no further business coming before the Council, meeting be adjourned at 3:32 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 12, 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, Vicki Pope, John Schlarman, Keith Stamp, Dusti Winkie, Richard Young, Danielle Pickering, Larry Kudej, & Bob Welsh

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

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

Mission Moment

Kellie Elliott-Kapparos talked to the Board about the importance of Heritage's relationship with the Family Caregiver Center of Mercy. Recently the Family Caregiver Center made a referral to Heritage Options Counseling. In this situation the sister was trying to take care of her brother who had health issues and was an alcoholic. Ann worked with the brother who was not able to attend AA meetings during the pandemic since the meetings were not in person. Ann was able to get the brother connected with his AA sponsor. Ann also recognized that the brother would benefit from a payee service through Horizons which helped him stay on top of paying his bills. Additionally, Heritage helped provide some person centered dollars to help secure his stay in his home. In the end this gentleman qualified for Elderly Waiver which helped him get expanded services in his home and the relationship between he and his sister was repaired.

Staff Speaker

Drew Floyd, Elder Rights Specialist with Heritage spoke to the Board in regards to the Elder Rights program and the clients he serves. Drew works with people maintain their homes so they are safe, free from unsanitary environments and free of falls. Heritage received a grant to help with Bed Bugs though the Greater Foundation of Cedar Rapids. Drew has applied for the grant again for 2021 and we are currently awaiting to see if we have received the award. Bed bug infestation prevents individuals from getting other services in their home such as home health agents. One case shared with the Board was in regards to a referral from a Mayor of a town on an individual who was living in a horrible situation. The individual had major hoarding in the basement that ended up getting damaged during a flood. This individual was also hoarding animals therefore there were animal feces throughout the home. Heritage was able to use person centered dollars to remove the trash in the basement and the mold from the walls in order to help may the home safe for her to continue to live in.

Approve or Amend Agenda

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

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

Directors Schlarman and Stamp moved and seconded approval of the minutes for the regular meeting held on July 8, 2021 and directed each be made part of the permanent record. Motion carried 12-0.

REGULAR AGENDA

Election of returning Board Members

- Directors O'Connor and Foege moved and seconded approval of Board members whose terms ended for FY21. The Board members whose term is renewed until FY22 are as follows: Keith Stamp, Gary Bierschenk, Steve Agne, Vicki Pope, Pat Heiden, John Schlarman, Ashley Bailus, Richard Young, Mike Barnhart, Michelle Buhman & Scott Olson
Motion carried 12-0.

- Directors Barnhart and Heiden moved and seconded approval of Board members whose terms continue through FY22 & FY23. The Board members whose term continues are as follows: Sister Susan O'Connor, Rose Rennekamp, Matt Piersall, Ro Foege, Sarah Martinez, & Dusti Winkie. Motion carried 12-0.
- Directors Barnhart and Foege moved and seconded approval of Board Advisors Larry Kudej, Jim Choate, Danielle Pickering, & Bob Welsh through FY22. Motion carried 12-0.

Board Officers FY22

- Directors Schlarmann and Heiden moved and seconded approval of Sister Susan O'Connor as Board Chair, Ro Foege as Board Vice Chair, Keith Stamp as Board Treasurer and Scott Olson as Board Secretary. Motion carried 12-0.

Committee Reports

- Financial-Monthly
 - Financials look good at this point no concerns. Heritage set up a separate money market with Farmers State Bank.
 - Heritage continues to write and update process and procedures as they relate to finances due to the official separation of Kirkwood.
 - Heritage received notice that our Medicaid Administrative Claiming funds are ready for release from IDA. Heritage received about \$50,000 for all of FY21. Going forward all payments will be quarterly. These funds are additional to our current revenue and unrestricted. Supervisory staff is working with the direct care team to increase reimbursement to reflect our Medicaid related activities.
 - Balance Sheet as of 6/7/2021 reflect Total Assets \$1,921,392.41 & Total Liabilities and Net Assets \$1,921,392.41.
 - Directors Barnhart and Heiden moved and seconded the Financial reports as presented. Motion carried 12-0.
- Fundraising Committee-the committee brainstormed ways to fundraising and explore other financial options, some of the options that were presented were talking to individuals about estate planning as well as looking into grants from AARP.
- Outreach
 - New members to the committee were introduced; Mary Zuber and Jessi Simon.
 - Harrison has one page fliers that he sent to the committee that they can had out in the communities.
 - Heritage plans on using some of the American Rescue Fund on educating the rural counties. The goal is for these education session to begin in November.

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

- Staff will be out in the community more in September. Brian will be doing Tai Chi in Washington County, Lowe Park in Marion and possibly in North Liberty. Madalyn will be teaching Powerful Tools for Caregivers in September as well.
- Heritage has decided to close the open position created by Maria Donohoe, Family Caregiver Coordinator. After the starting wage is adjusted, Heritage will report the opening.
- Barb and Jenn K continue to work with Paylocity to fix issues that have come up.
- Heritage reviewed the ARPA summary sheet as presented to the Board. The spending is over 3 years.

Approval of salary restructuring

Directors Olson and Barnhart approved and seconded the salary restructuring as presented to the Board. Motions carried 12-0.

Action Items and Assignments

- Scott Olson wanted to find out if Heritage can receive ARP funds from the city or county since Heritage has already received funds directly from the fund. Jill will speak with Barb and see if there are any provisions stating limitations.

There being no further business coming before the Council, meeting be adjourned at 3:45 p.m.
Respectfully submitted by:

Sjonna L 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 9, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart (2:24), Gary Bierschenk, Michelle Buhman, Ro Foege, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Vicki Pope, Keith Stamp, Dusti Winkie, Richard Young, Danielle Pickering, Larry Kudej, & Bob Welsh

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

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

Mission Moment

Kellie Elliott-Kapparos talked to the Board about an Options Counseling consumer that Kimi Hambright worked with. The 83-year-old woman struggled with specific dental issues and didn't respond well to traditional treatment. The woman was not eating well and had other health issues due to her dental issues and weight loss. The lady experienced several falls recently and struggles with pain on a daily basis. Due to being embarrassed on how she looked she was self-isolating. Kimi was able to tell her that she was just approved for dental care due to the funding Heritage received recently. She has begun phase 1 of the dental procedures. Treatment will take about 6 months.

Staff Speaker

Laura Kriegermeier, EAPA Coordinator talked about services that the team she works with provides. Laura takes calls for EAPA program, and assesses/determines on if they are accepted to the program. Some qualifications are 60+ years old and if the person is willing to accept a Care program. Some cases involve consulting family members on what they can do for the situation. A lot of what Laura does is education and consultation. If they do become a part of the program, they are assigned to either the EAPA Specialist, Angie Guss or Drew Floyd, the VOCA Specialist. Some trends Laura has seen are: Shortage and access to care, increase in mental health needs, increase on welfare checks where people need to be checked on. There has been a great partnership with local mental health liaisons. Heritage is still needing mental health liaisons from Washington, Cedar, Iowa and Jones County. Foundation II is the group that works with the local police department and sends a social worker to the house on mental health and welfare checks. They work with the individual to connect them to services in the community. Who pays for the services? The mental health funding is generally by county and regions. Sarah Martinez mentioned that the Mental Health regions are who pays for the funding in their specific areas. If Barb, Kellie or Laura finds out more information on this please send to the group. There has been an increase number on bedbug and bug issues which is a barrier to people receiving care.

Approve or Amend Agenda

Directors Barnhart and Heiden moved and seconded the amendment of the agenda. Amendment shall include financial reports. Motion carried 14-0.

Approval of Minutes of the Board of Directors held on August 12, 2021

Directors Olson and Barnhart moved and seconded approval of the minutes for the regular meeting held on August 12, 2021 and directed each be made part of the permanent record. Motion carried 14-0.

REGULAR AGENDA

FY22 Task Force Member

- Directors Stamp and Rennekamp moved and seconded approval of FY22 Task Force members as presented. Motion carried 14-0.

FY22 Advisory Council Members

- Directors Heiden and Foege moved and seconded approval of FY22 Advisory Council as presented. Motion carried 14-0.

Committee Reports

- Financial-Monthly
 - Dates on Finance reports are from when heritage started using new finance system is from 7/1/2019.
 - Jenn and Keith are looking at modifying the reports for future needs but will continue to provide these reports until something new is developed.
 - The revised budget is due to IDA next Friday but Heritage is asking for an extension due to questions from Heritage.
 - Rose wanted to know if Heritage wants to do a sweep account due to the high amount of cash flow. The bank does not recommend a sweep account and there is a charge for Heritage to do the sweep account that does not balance on what the current interest rate is. Mike Barnhart is willing to share what Horizons is looking at doing on a financial basis.
 - Balance Sheet as of 9/7/2021 reflect Total Assets \$2,298,771.96 & Total Liabilities and Net Assets \$2,298,771.96.
 - Directors Olson and Agne moved and seconded the Financial reports as presented. Motion carried 14-0.

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

- We have restructured our entry level and current staff wages as discussed at the last Board meeting. Wage changes started last week and we hope to post open positions soon. Our open positions include the three ARPA additions: clerical, EAPA/case manager, and nutrition coordinator as well as the Options Counselor position vacated by Maria Donohoe.
- Management continues to monitor Covid 19 transmission levels and follow CDC guidance. At the current time, staff continue to work in a hybrid model, in office and at home. All staff are asked to wear a mask while in public areas of the office. Care team staff are making home visits, with appropriate precautions. Most congregate sites remain open with recommended precautions.
- Staff will attend a three-hour virtual disaster resilience and renewal retreat specifically designed for nonprofit/social service professionals later this month, offered by United Way. It is free of charge.
- We hope to hold our annual staff retreat in early November. We were unable to hold the retreat last year due to pandemic. The retreat will include team building exercises and informative sessions provided by Kirkwood.
- Several management staff will attend the Iowa Non Profit Summit (virtually) in October.
- We welcomed a new addition to the Heritage Family on August 23. Options Counselor Miranda Kasemeier's first baby little Ollie Todd came in to the world weighing 8 pounds, 8 ounces; warm welcome to Ollie and best wishes to his parents. Miranda will take an eight week leave.
- The ARPA proposal has been accepted by IDA with one small adjustment. Rather than purchase a van for our mobile dietician program in conjunction with HACAP, the cost of the van to support the program will be integrated into the contractual cost to deliver services. All other initiatives are proceeding as planned.

- There have been some breakthrough COVID 19 infections noted in some congregate sites, including Jones County. At least one site has returned to frozen meals temporarily.
- Laura Kreigermeier will be speaking on Elder Rights and Elder Abuse Prevention at the Falls Prevention Coalition Symposium on September 21.
- Our new Intern, Jill Silver, started with us on August 23. Jill's time will help us comply with the match requirement to our VOCA grant. Jill will be working directly with Laura.
- We received a \$30,000 grant from the Greater Cedar Rapids Community Foundation to support Linn County residents over 60 in remediating hoarding, pests and bed bugs. This grant was written by Drew Floyd and he will be an integral part in implementing this as part of our Healthy Homes project.
- IDA plans a site visit to Heritage on September 15th. They will introduce some new staff members from IDA, specifically in the nutrition and health promotion areas, as well as tour some of our sites.
- The management team is updating some policies that will require board approval at the November meeting.
- Our payroll issues with Paylocity have improved and possibly resolved. We have received our State of Iowa withholding tax ID number and unemployment insurance account number. We are in full compliance and paylocity payroll services include preparing and making all tax payments as well as preparing our W2s.
- Our Development Plan is nearly complete and ready for review and discussion with the Fundraising committee. This plan will outline the steps and benchmarks necessary to ensure seamless transition off the ARPA funding cycle in FY 2025.
- Katy Day of Service is in October. Katy Day was a Drake Law School graduate. The planning group approached IDA to be a part of this and to have legal consultation sites around the state. Legal Aid is flooded with eviction services and cannot help with legal power of attorneys and durable power of attorney. Len Sandler and his team will be doing a presentation and Heritage is focusing on rural counties starting in Washington County. Due to COVID, Heritage is doing a presentation to 20 people on Oct 21st 10-11:30. IDA will be present as well as Heritage staff. Len does not feel comfortable taping the presentation due to personal questions that are being asked. IDA is looking into Zoom options.

Open Agenda

Bob Welsh talked to the Board about the OIL annual meeting on September 27th 9-1:00. All are invited to go to OIL website and to sign up for the event that is being held via Zoom. There will be several speakers that will discuss updates on priorities from 2021 and the group will divide into groups to discuss the priorities for 2022.

There being no further business coming before the Council, meeting be adjourned at 3:45 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor, Chair

Sister Susan O'Connor, Chair

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

MINUTES

Present: Mike Barnhart, Gary Bierschenk, Michelle Buhman, Ro Foege, Pat Heiden, Megz Strobeck (Ex-Officio representative for Sarah Martinez), Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, John Schlarmann, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering, Bob Welsh

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

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

Mission Moment

Tim Getty spoke about how Heritages -program TAILS continues to provide assistance for consumers. One particular case Tim mentioned was a consumer whose cat had tumors. Through the program Heritage was able to provide funding to get the tumors biopsied. The consumer lives alone and has little emotional support and the cat is important for the consumer's emotional health.

Staff Speaker

Tim Getty talked to the Board about a fundraising opportunity. Tim shared the need for more funds to help with the TAILS Program. Heritage has a pet pantry in Jones County due to the high need in that county. Not including Jones County, Heritage is supporting 29 consumers and 39 pets. Heritage has seen 8 new consumers since October. 5 pets have received vet care in the last month and 3 more are in the pipeline to receive additional care. Heritage is one of a handful agencies across the nation that supplies prescription pet food. All consumers live alone and have medical issues and low income. Heritage received a grant from Meals on wheels and Pet Smart and have been able to implement the vet care program to their consumers. There have been studies done on the need for pet companion and older adults. Due to the increasing need, Heritage anticipates on spending down the grant monies they received quickly. Heritage is working with a vet in Cedar Rapids who is willing to give a discount on his services. Tim continues to build relationships with area pet programs and services. Heritage would like to ask the board to reach out on their social media platforms and ask for funding to help support the TAILS program. Tim will provide the board information they can use to share on their social media.

Approve or Amend Agenda

Directors Heiden and Barnhart moved and seconded the amendment of the agenda. Amendment shall include financial reports. Motion carried 12-0.

Approval of Minutes of the Board of Directors held on September 9, 2021

Directors Schlarmann and Rennekamp moved and seconded approval of the minutes for the regular meeting held on September 9, 2021 with the correction of Rose Rennekamp's name and directed each be made part of the permanent record. Motion carried 12-0.

REGULAR AGENDA

FY22 Advisory Council Board Member

- Directors Foege and Heiden moved and seconded approval of Shirley Gadelmann as the FY22 Advisory Council representative on the Board. Motion carried 12-0.

Task Force changes-Maureen Heisman from Benton County Task Force has resigned due to health issues.

Committee Reports

- Financial-Monthly
 - Jenn has put together the abbreviated version of the finance documents presented to the board. Jenn hopes to have the new version available for November meeting.
 - Denman (Heritage's auditor) presented to the committee on Monday and the audit will begin in November.
 - Heritage will start printing checks soon and will no longer be using Kirkwood to print the checks.
 - Heritage will also be converting to their own credit card system and hope it will be effective January 2022.
 - Medicaid Administrative Claim (MAC) funds doubled. Heritage received about \$50,000 in 2021 and anticipates on receiving about \$75,000 in FY22.
 - Balance Sheet as of 10/7/2021 reflect Total Assets \$2,170,202.91 & Total Liabilities and Net Assets \$2,170,202.91
 - Directors Schlarmann and Heiden moved and seconded the Financial reports as presented. Motion carried 12-0.
- Outreach-Monthly
 - Heritage continues to move forward and have members that are non-board members that are attending and contributing to the meetings.
 - Harrison provided a partner map that shows a list of agencies Heritage is currently partnering with and agencies that they may want to build relationships. The group is working to understand the demographics in various different counties. Heritage plans on sharing this document with the board next month.
 - The group is working with staff on ARPA funded outreach events that will start as zoom events and work towards in person events next year.
- Fundraising-Monthly
 - The committee talked to Tim last meeting in regards to the TAILS program and Heritage will get the information out to the board for them to share out and help with fundraising using their social media platforms.
 - Sarah Martinez has an acquaintance, Gordon Fischer who offers his services to support nonprofits on fundraising opportunities.
 - Barb is working on a development plan. The focus is how to be sustainable once the ARPA funds are no longer available.
- Human Resources-Monthly
 - The Committee spent time to brain storm on recruiting opportunities.
 - Heritage moved off the Kirkwood HR system so they no longer use the performance plan documents. Heritage is working on replacing the performance plan template. Heritage plans on holding annual performance reviews for all staff in June.
 - Heritage is running out of space due to new hires, increased funding. Office space is being reconfigured.

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

- We are interviewing for our open positions and hope to have candidates identified by the next Board meeting.
- Management is monitoring Covid 19 transmission levels and following CDC guidance; staff continues to work in a hybrid model, in office and at home. All staff are asked to wear a mask while in public areas of the office. We had one staff exposure during a home visit, with no transmission, and several staff with children/family members with positive cases. To date, there has been no spread of the virus within the Heritage Teams.
- The staff annual retreat will be held on November 5, at Wannatee Park.
- At this time, our guidance from IDA and our human resource consultant indicate we do not fall under the vaccine mandate
- Heritage is planning some “java and jabs” events to promote vaccine access in the coming months. These events will provide a venue to receive the vaccine (booster or series), enjoy

a cup of coffee and snack, learn more about Heritage programming, and complete an intake form.

- IDA, in collaboration with Heritage, received a grant to provide a Family Team Meeting model to individuals in adult protective services with the Department of Human Services. This grant will require us to hire an additional 1-2 EAPA case managers and provide additional training to current staff. If successful, this project may serve as a model for the state or nation.
- IDA nutrition staff visited Heritage on September 15th. They were particularly impressed with our networking with community partners to provide evidenced based programming. There were no issues noted during the visit.
- Our quarterly conversation with IDA was held last week. The focus was on data to be used to measure our progress in achieving service area plan outcomes.
- Our Development Plan is nearly complete and ready for review and discussion with the Fundraising committee. This plan will outline the steps and benchmarks necessary to ensure seamless transition off the ARPA funding cycle in FY 2025.
- Emphasis this month on area plan activities, growth within the new funding areas, HR planning and development.
- Barb has some initial conversations with Mercy Hospital, Cedar Rapids, regarding a new program: IRTC-Iowa Return to Community. This program is targeted to individuals 60+ in hospital care or skilled nursing, wanting and able to return home, not on Medicaid, within income guidelines. The program works with individuals for 90 days to ensure they are transitioning home with needed resources, to minimize return to inpatient care and delay Medicaid enrollment. This is a pilot project starting in one location, but not exclusively to Mercy. Other locations may be added as feasible. Directors Heiden and Olson moved and seconded Heritage to proceed with the IRTC program. Motion carried 12-0.

Open Agenda

Barb addressed the board about their thoughts on returning the board meetings to a face to face meeting with Zoom options. For the time being the Board would like to continue the meetings via zoom and will reevaluate it in after the winter months.

There being no further business coming before the Council, meeting be adjourned at 3:45 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor, chair

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
November 15, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Ashley Bailus, Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sister Susan O'Connor, Scott Olson, Rose Rennekamp, Keith Stamp, Dusti Winkie, Richard Young, Shirley Gadelmann, Larry Kudej, & Danielle Pickering,

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

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

Mission Moment

Kellie Elliott-Kapparos talked to the Board about a high risk consumer who spent a month in the hospital for various health issues. The consumer has struggled with substance abuse and is currently sober. The consumer lost a lot of weight and often felt self-conscious around other people because his clothes did not fit and he did not have money to purchase new clothes. Heritage was able to purchase some clothes from Target. The next time Drew met with the consumer, it was like seeing a new person. The consumer was smiling, and he said he felt like a different person in his new clothes.

Staff Speaker

Harrison March talked to the Board and updated them on the county task forces. Benton County was busy this summer attending community events. The task force attended 8 events and made contact with about 300 contacts. Cedar County is busy with their annual Fill the Plate fundraiser. This event is held at Family Foods in Tipton and the proceeds/donations go to Tipton's dining site. Johnson County is planning on holding a legislative forum in December. Larry Kudej is monitoring the debate that is being held via zoom and is open to the public. Jones County is working to grow the task force. Keith Stamp attended the last meeting and spoke to the task force about some potential ways to increase the membership of the group. Linn County continues to look for ways to grow their task force. Washington County is working on outreach in their communities. The group developed a marketing piece that they are able to distribute while doing their outreach.

Harrison talked to the committee about other outreach events in the community such as:

- Dave Wright Subaru Share the Love Campaign. During this event, Subaru will donate \$250 per each Subaru sold to a non-profit of their choosing. Heritage Area Agency is who Dave Wright has chosen.
- Harrison is working on a newsletter that will be published quarterly.
- The Cedar Rapids Gazette is running the Gazette Gives back campaign. During this time, the Gazette will feature various non-profits in Eastern Iowa. Gazette subscribers can vote for up to 5 non-profits and non-subscribers can vote for 1 nonprofit. The Gazette provides free advertising credit to the Eastern Iowa nonprofit who wins the contest. Voting starts November 25 and ends December 1.

Approve or Amend Agenda

Directors Heiden and Barnhart moved and seconded the amendment of the agenda. Amendment shall include financial reports. Motion carried 12-0.

Approval of Minutes of the Board of Directors held in October

Directors Barnhart and Olson moved and seconded approval of the minutes for the regular meeting held in October and directed each be made part of the permanent record. Motion carried 12-0.

REGULAR AGENDA

Task Force changes-Pat Franzenburg from Benton County resigned due to family health issues. Kiersten Onagna from Washington County resigned due to changes in her job. Director Rennekamp suggested that Harrison March reach out to Mary Zuber see if she has an interest in helping Heritage start up a task force in Iowa County.

Committee Reports

- Financial-Monthly
 - Heritage continues to be in a good financial position. There were no unexpected large revenues or expenses.
 - The new financial statements are a work in progress. They are a bit delayed due to the audit with Heritage's auditors. Jenn Knudtson hopes to have them available in January.
 - The Audit started at the beginning of November. All initial documents have been provided to the auditors and they are currently reviewing them.
 - Heritage is continuing to work on a solution for a check printer. Heritage is working with Kirkwood IT and is hoping there is a solution where a printer is donated to Heritage.
 - Heritage is working with Farmers State Bank on a credit card solution. Heritage is hoping to have the corporate credit card system ready to go in January.
 - Jenn spoke with Laura Booth with Greater Cedar Rapids Community Foundation and Laura said that any asset Heritage may receive (stocks, bonds, cars, real estate, etc.) they are able to sell it on our behalf and deposit the cash earnings into our existing account with them.
 - Balance Sheet as of 11/11/2021 reflect Total Assets \$2,496,595.46 & Total Liabilities and Net Assets \$2,496,595.46
 - Directors Olson and Bailus moved and seconded the Financial reports as presented. Motion carried 12-0.
- Outreach-Monthly
 - The committee met and is working on a solution for the Caregiver sessions. The first of each county session will begin in January and will be held virtually. Heritage is hoping to have the second session in person in each county and begin in April. Heritage and the committee is looking for the board to provide individuals whom we should invite in each of their counties. The guest list should include not only caregivers but individuals whom may provide services for caregiving as well as people who are in the community and see consumers on a regular basis such as mail carriers, bankers, etc.
 - The committee reviewed the newsletter options and hope to have it published on a quarterly basis. The cost to produce the newsletter paid from revenue generated from the advertisement dollars that the vendor collects. The only direct cost to Heritage is postage to send the newsletter out. The committee hopes to have content that is unique to Heritage.
 - Last month the committee talked to the Board about demographic maps. The committee is waiting on final information on these maps prior to sharing them with the Board. Once they are presented the committee will ask for the Boards input on people and groups Heritage should get to know and talk to within the counties each member serves on behalf. Some particular areas are minority communities and communities that may be underserved.
 - Heritage is working with Mount Mercy MBA students and is hoping to produce some data based on the results from a survey they intend to send out. This will help Heritage better understand where and how to better market themselves and their services.
- Fundraising-Monthly
 - The committees primary focus was to review a plan for fundraising efforts in FY22-FY26. This plan will help sustain Heritage financially once the ARPA funds have ended.

- Heritage is working with the Mount Mercy MBA students to help with marketing and fundraising.
- Human Resources-Monthly
 - The Committee continues to look for solutions to staff some positions that they are finding difficult to fill with quality candidates.

HAAA Operations – Due to time Director’s absence, Directors report was not reviewed. See Board packet for additional information.

Action Items and Assignments

The board reviewed some of Heritage’s policies that were presented to them. After reviewing the policies and having no questions, Heritage asked for a move to approve the policies as presented. Directors Rennekamp and Barnhart moved and seconded to approve the policies as presented by Heritage. Motion carried 12-0.

There being no further business coming before the Council, meeting be adjourned at 2:45 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
December 9, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Ashley Bailus, Kelzye Bedwell (on behalf of Mike Barnhart), Michelle Buhman, Ro Foege, Pat Heiden, Sister Susan O'Connor, Rose Rennekamp, Vicki Pope, Keith Stamp, Dusti Winkie, Richard Young, Shirley Gadelmann (2:36), Megz Stroback(on behalf of Sarah Martinez), Larry Kudej, Bob Welsh & Danielle Pickering,

Also Present: Leslie Zickafoose, Jill Sindt, Kellie Elliott-Kapparos, Shannon Youmans, Harrison March, Jenn Knudtson & Sjonna Brunt- *Assistant Secretary*,

Chair O'Connor called the meeting to order at 2:00 p.m.

Introductions:

Kelzye Bedwell, Director of Financial Stability with Horizons is attending the Board meeting on behalf of Mike Barnhart, Horizons and Leslie Zickafoose is an intern with the Iowa City Senior Center.

Mission Moment

Jill spoke to the board about Paul Swanson, Older Workers Adult Specialist with Heritage. Recently, Paul worked with a consumer who is a well-educated immigrant that was working in the vocational field. The consumer was in an accident and lost function from the neck down and altered his ability to work in the vocational field he previously worked. Paul was able to work with the consumer and was able to get him a successful job as a translator.

Staff Speaker

Kimi Hambricht, Options Counselor spends about 20 hours a week at the Arbor. The Arbor is an income based 70-unit property. As a part of their rent, the residents at the Arbor are provided a Lifeline and allowed access to the Options Counselor services Kimi provides. Prior to COVID the residents were active with activities in their community room. During COVID these activities were put on hold but they are starting to slowly resume. With Kimi's support, she has helped several residents stay in their home and not be evicted. Some of the cases she has worked with have involved hoarding and the living environment was needing severe cleaning. Heritage was able to provide funding to help assist in cleaning up their home and provide a safe and functional living environment for them. In some cases, Kimi has helped residents find other living conditions that may be a better fit for their needs. Through the Full-Circle MOU, a portion of Kimi's salary is paid for. The work that Kimi does with each resident varies. In one case, Kimi was able to help an individual with mental health issues. Prior to living at the Arbor, the individual was not living independently. Kimi was able to meet with the person on a weekly basis and help them coordinate services. Through this, the individual is able to form positive relationships with family members as well as some friendships with residents at the Arbor.

Approve or Amend Agenda

Directors Heiden and Buhman moved and seconded the amendment of the agenda. Amendment shall include financial reports. Motion carried 12-0.

Approval of Minutes of the Board of Directors held in November

Directors Rennekamp and Stamp moved and seconded approval of the minutes for the regular meeting held in November with the recommended change under mission moment from subconscious to self-conscious and directed each be made part of the permanent record. Motion carried 12-0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly
 - Heritage continues to be in a good financial position. There were no unexpected large revenues or expenses.
 - Balance Sheet as of 12/3//2021 reflect Total Assets \$2,367,093.68 & Total Liabilities and Net Assets \$2,367,093.68
 - Directors Heiden and Stamp moved and seconded the Financial reports as presented. Motion carried 12-0.
- Outreach-Monthly
 - The Outreach Committee has been focusing on the Caregiver seminars that will be starting in January. If the board members know of individuals in their county that they may be interested in attending the seminars, please send the locations to Harrison. The group is working on an invitation list. The board is encouraged to attend the seminars.

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

- Amanda (Mandy) Leemhus will start in her position as Elder Rights Specialist/Case Manager on Monday December 13 and Lauren Geistkemper will also start on December 13, as our new Nutrition Coordinator.
- The Heritage office will be closed on December 24, 27th, 31st and January 3rd in observance of the holidays.
- We hope to have announcements regarding the Program Assistant and IRTC Health Coach positions very soon
- The First Avenue Encore Express site is quickly increasing client participation. As of November 23, we had 36 consumers, over half of whom have high nutrition risk and represent a minority population, as well as over 43 consumers receiving Nutrition Ed and 6 Nutrition Counseling Units. The community of providers referring to our program within the Wellington Heights area includes His Hands Clinic, St Paul United Methodist, Wellington Heights Community church, Wellington neighborhood Association, the Police Department, Commonwealth Apartments and Geneva Towers. We plan to provide a more detailed synopsis of these efforts after the end of quarter.
- IRTC continues to develop. Barb and Kellie had conversations with another AAA offering the service, and plan to meet in the coming weeks with Mercy Hospital again to continue planning.
- Our ARPA County Caregiver Sessions are planned for January. The dates include:
 - Monday January 10, 3 pm Benton County
 - Wednesday January 12, 9 am, Cedar County
 - Friday January 14, noon, Iowa County
 - Tuesday January 18, 10 am, Jones County
 - Thursday January 20, 9 am, Johnson County
 - Monday January 24, noon, Linn County
 - Tuesday January 25, 10 am, Washington County

We will also host in person sessions later in the spring.

- Bryan will start 2 new face to face Tai Chi classes in January- at Keystone Senior Living in North liberty and at the Vinton Library.
- Paul's Vocational Rehab consumer case load is at an all-time high- at 91 consumers.
- We are continuing work with IDA on the Elder Justice Grant parameters. Barb had a conversation with Anne Grunwold from Four oaks regarding their Total Child program and overlapping strategies. Additional conversations will be scheduled later this month.
- Initial reach of our programming: First four months FY 22
 - Provided elder rights consultation to 43 consumers; anticipated 100 consumers would need the service throughout the year.

- Congregate Nutrition: Provided 8,451 meals to date, anticipated 65,518 this year. While this number is low, we are anticipating the numbers to increase as more sites reopen. We served 490 consumers through congregate meals with an anticipated 848 this year.
- Served 91,684 Home Delivered Meals to date; anticipated 294,219 this year.
- We hope to open Encore Express Café in January. It is proving difficult to find volunteers with continued COVID 19 concerns. Staff may need to increase their own presence in at the cafés until more volunteers are located.
- Barb will meet with the Mount Mercy MBA students next week to review their marketing plan. Continued work on Policies and Procedures.
- The Heritage Development Plan will be presented at the meeting- development activities will be the focus of 3rd and 4th quarter ED goals.

Action Items and Assignments

The board reviewed some of Heritage's policies that were presented to them. After reviewing the policies and having no questions, Heritage asked for a move to approve the policies as presented. Directors Stamp and Heiden moved and seconded to approve the policies as presented by Heritage. Motion carried 12-0.

The Board reviewed the resignation of Board Member Matt Piersall. Heritage asked for a move to accept Matt Piersall's resignation. Directors Heiden and Buhman moved and seconded to approve the resignation of Matt Piersall. Motion carried 12-0.

There being no further business coming before the Council, meeting be adjourned at 2:50 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
January 13, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Ashley Bailus, Pat Heiden, Sister Susan O'Connor, Scott Olson, Rose Rennekamp, John Schlarmann, Keith Stamp, Dusti Winkie, Shirley Gadelmann, Megz Stroback (on behalf of Sarah Martinez), Larry Kudej, Bob Welsh & Danielle Pickering,

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

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

Mission Moment

The mission moment for the month of January targets Heritage's leadership. Barb received a message from a Heritage staff member that expresses their gratitude on how Heritage's leadership has stood beside staff pre-covid and post-covid. The strength of the leadership is evident and shows in the manner in which they support one another. Kellie Elliott-Kapparos, Jill Sindt and Jennifer Knudtson are always willing to step in and help one another out when the other is down.

Approve or Amend Agenda

Directors Rennekamp and Olson moved and seconded the agenda. Motion carried 10-0.

Approval of Minutes of the Board of Directors held in December

Directors Heiden and Rennekamp moved and seconded approval of the minutes for the regular meeting held in December. Motion carried 12-0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly
 - Heritage continues to be in a good financial position. There were no unexpected large revenues or expenses.
 - Balance Sheet as of 1/7//2022 reflect Total Assets \$2,450,892.11 & Total Liabilities and Net Assets \$2,450,892.11
 - Directors Schlarmann and Gadelmann moved and seconded the Financial reports as presented. Motion carried 10-0.
- Outreach-Monthly
 - The Outreach Committee did not meet in January due to the Caregiver webinars. If you know of anyone that is interested in attending the Caregiver webinars, please forward them the information and encourage them to register in advance. Sjonna sent the details of the remaining webinars to the board for them to share.

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

- The Heritage office will be closed Monday, January 17th in observance of Martin Luther King Jr. Day.
- We have had both staff with documented exposure to COVID 19 as well as staff test positive for COVID 19 this month. We continue to follow CDC guidance in addressing and isolating with each positive test and exposure.
- Our first ARPA County Caregiver sessions were held this week- an update was provided at the board meeting. Attendance has been small but created some new partnerships in each county. The surge in COVID cases is believed to cause low attendance.

- We anticipate Encore Express will reopen in mid-February, starting at the Lowe park location. The re-opening has been delayed by Hy-Vee construction and COVID 19 complications, but is scheduled for a soft reopen, one site at a time beginning in February.
- Management staff is working on RPF renewals and Area Plan updates this month. We have been pleased with our progress on our area plan so far, and will highlight some of our accomplishments on the quarterly Board Dashboard.
- Congratulations to Tim Getty, who has been asked to join the Meals on Wheels Association (MOWA) National Senior Nutrition Services Advisory Board. He will be one of only ten members nation-wide, and the only representative in Iowa.
- Area Agency on Aging leadership throughout the state are meeting to discuss and propose changes to the state funding formula as result of new census data. IDA will provide technical assistance.
- The work sessions on our Elder Justice grant have started. There will be a new proposed timeline, with the end of grant activities extending into calendar year 2024. We anticipate hiring an Elder Rights specialist soon to support this grant.
- Emphasis is currently on cultivating donor relationships, developing end of year performance review templates and other HR processes, and supporting increased IDA reporting requirements and Area Plan updates.
- Barb discussed the Heritage Board dashboard and reviewed some of the measurements that she is looking at sharing with the Board such as Board participation service indicators, Service indicators on the consumers/units Heritage has served, Outreach indicators on the percentage of consumers served, and where Heritage is in meeting the Area Plan Goals set by the Iowa Department on Aging.

Action Items and Assignments

The Board reviewed the resignation of Board Member Ro Foege. Heritage asked for a move to accept Ro Foege's resignation. Directors Heiden and Schlarmann moved and seconded to approve the resignation of Ro Foege. Motion carried 10-0.

Heritage needs to fill 2 At-Large seats on the Board. It is preferred that one of the At-Large seats be a lawyer. The Board recommended the following lawyers for Barb to contact: Mike Bowman; a retired lawyer from Monticello, Darrel Morf of Simmons, Perrine, Moyer & Bergman who is a semi-retired Estate Planning Lawyer and Tom Pepper, retired lawyer from Shuttleworth & Ingersoll.

There being no further business coming before the Board, meeting was adjourned at 2:57 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
February 10, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Ashley Bailus (2:13), Mike Barnhart, Gary Bierschenk, Michelle Buhman, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Rose Rennekamp, John Schlarmann, Keith Stamp, Dusti Winkie, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Janice Coleman, 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

The mission moment for the month of February was in regards to a thank you card received from a client. This client sent a card expressing her appreciation for the help received for her dental needs. Through the unmet needs funds Heritage was able to help this client who has serious dental issues that were causing other health issues as well.

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in December

Directors Rennekamp and Schlarmann moved and seconded approval of the minutes for the regular meeting held in January with the recommended changes in spelling of Darrel to Darrell, Peff to Peiffer and Matt Piersall's name to Ro Foege's name. Motion carried 13-0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly
 - Finance has been busy with month end and quarter end reporting as well as working on the new budget for next fiscal year (FY23).
 - Heritage is working through the RFP (Request for Proposals) updates received from their subcontractors.
 - Finance received their new printer in January which will allow them to print their own checks and no longer rely on Kirkwood to print them.
 - Heritage is in the middle of an audit with Denman & Company. Heritage will present the results to the finance committee at the meeting in March and then bring it to the board for final approval.
 - Heritage received \$15,000 from the Medical Administrative claiming funds.
 - Effective January 1st, Heritage migrated over to their own credit card system and is no longer using Kirkwood's.
 - Balance Sheet as of 2/8//2022 reflect Total Assets \$1,698,531.81 & Total Liabilities and Net Assets \$1,698,531.81
 - Directors Stamp and Heiden moved and seconded the Financial reports as presented. Motion carried 13-0.

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

- Heritage welcomed staff back to the office after some covid related exposures last month.
- Becky Briggs, Encore Café Coordinator, resigned her position with Heritage, giving a two-week notice. We wish Becky well in her new position at Kirkwood Community College Financial Aid office. We are actively searching for her replacement.

- Heritage is actively searching for the Program Assistant position.
- Heritage would like to congratulate Laura Kriegermeier, Elder Rights Coordinator, on the birth of her daughter, Josie. Laura is on leave until early April.
- The ARPA County Caregiving Sessions went well in each county in January. Many new partners joined in the conversations, which we plan to use as the foundation for the face-to-face meetings later this spring.
- Encore Café will open on February 16, at the Marion Lowe park location and St Marks is scheduled to open in late March.
- Heritage learned last week that the Governor's Emergency Proclamation will end February 15th. This will have implications on the way we implement our services, as some of the covid flexibilities will end. More discussion will take place in the board meeting.
- Due to the Governor's Emergency Proclamation ending Heritage is preparing for an increase in food insecurity and plan to assist where they can.
- Additional planning meetings were held to organize the activities of the Elder Rights Grant with IDA and DHS. Due to a slow start with the contract, we will be extending the timeframes into 2024.
- Barb and Kellie met with Mercy President Tim Charles to discuss more details of the IRTC program. IDA will be sending us some MOU templates, which will be discussed with Mercy Hospital soon.
- The FY 2023 finding formula meetings were held in early February. Additional work is needed to finalize the recommendations. After IDA approval, the formula will be presented to ACL and the Iowa Commission on Aging.
- The March Board meeting will be with Area Plan and FY23 budget action items. It is extremely important that all board members are present during this meeting.

Action Items and Assignments

- Barb and Keith are meeting with a potential Board member that would fill Matt Piersall's vacant seat.
- Barb is planning to meet with a Cedar Rapids Police Officer that would fill Ro Foege's vacant board seat.
- Rose Rennekamp moved to recommend Pat Heiden as Board Vice Chair.

Directors Keith Stamp and John Schlarmann moved and seconded to accept Pat Heiden as the Board Vice Chair. Motion carried 13-0

There being no further business coming before the Board, meeting was adjourned at 2:57 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
March 10, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Ashley Bailus (2:13), Mike Barnhart, Michelle Buhman, Shirley Geadelmann, Pat Heiden, Sarah Martinez (2:09), Sister Susan O'Connor, Vicki Pope, Rose Rennekamp, Keith Stamp, Dusti Winkie, Larry Kudej, & Danielle Pickering

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

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

Mission Moment

Kellie Elliott-Kapparos discussed the fire that impacted about 183 residents in Geneva Towers on February 20th. The Red Cross and Linn County Emergency Management helped with temporary housing to those who were displaced and did not have a family member or friend to stay with. Heritage management attended daily calls with other community members and partners in the two weeks after the fire to address the needs of the residents. Abbe Health will be helping all residents that have mental health issues. Heritage followed up with 20 residents that have intensive needs. Heritage and Aging Services are working together to follow-up and identify the needs of 70 the residents who do not receive any key registered services with Heritage. As a result of these calls, there may be more referrals to Heritage. Most of the individuals not able to return to their apartments, are in area hotels. Residents received a \$50 voucher for Goodwill and \$100 voucher for Salvation Army to help with replacing clothes. Individuals in floors 9-12, where most of the damage occurred, received \$500 from Red Cross. A local furniture store is pledging to replace beds and other furniture items to individuals that lost everything. Heritage will continue to identify the needs and provide as needed. Heritage's nutrition team is reissuing Encore Express vouchers for all participants impacted by the fire.

Approve or Amend Agenda

Directors Heiden and Rennekamp moved and seconded the agenda. Motion carried 11-0.

Approval of Minutes of the Board of Directors held in February

Directors Stamp and Rennekamp moved and seconded approval of the minutes for the regular meeting held in February. Motion carried 11-0.

REGULAR AGENDA

Financial Reports

- Heritage has been focusing on the FY23 Area Plan update, the audit with Denman, FY23 RFP updates, and the FY23 budget.
- Heritage is working to finalize the financial audit with Denman. Once the Financial report is finalized, it will be submitted it to the board.
- Balance Sheet as of 3/7/2022 reflect Total Assets \$1,969,830.54 & Total Liabilities and Net Assets \$1,969,830.54.
- Directors Geadelmann and Buhman moved and seconded the Financial reports as presented. Motion carried 11-0.

Committee Reports

- Outreach Committee Report
 - Rose reported on the Outreach dashboard. The dashboard is designed to provide basic indicator information to our board members, including progress toward our outreach efforts and Area Plan goals, demographics of our consumers, as well as information

- regarding board member participation. The dashboard will be reviewed with the board on a quarterly basis.
- The committee talked about the Caregiver zoom calls. Participation was not as high as we would have liked. The key needs for each county were identified. Part II Caregiver sessions are being held in person in June.
 - Fundraising Committee Report
 - The committee reviewed Gordon Fischer's proposal for fundraising and marketing planned giving (attachment).
 - In reviewing the proposal, the committee would like to accept Gordon's proposal to improve Heritage's website. The website would be enhanced to include pull down tabs that would list the major tools/techniques for planned giving. The total amount Heritage would spend to complete this is \$2700 and is listed in the marketing line of the budget in the FY23 budget request.
 - The committee continued to talk about a signature fundraising event. Since Heritage is already known for their Caregiver Wellness Day held in November, the committee agreed that this event would be a good event to use as a signature event and coordinate fundraising opportunities. The event is planned to be in person November 2023.

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

- Barb explored an EAP plan as a new benefit for its employees. It is important to offer an opportunity for the employees to take care of their mental health as well as their physical health. In reviewing 3 providers, Barb feels Mercy Hospital offers the better plan. This line item is listed as part of the FY23 budget.
- Following the change in CDC mask recommendations, Heritage staff are no longer required to wear masks in the office or out in the community, unless required in a specific location.
- We are recruiting on several platforms for the Encore Café Service Coordinator position, with significant difficulty.
- Denise Babcock will start as our Program Assistant on March 21st. This is an ARPA funded position.
- The Contract for our Elder Rights grant with IDA and DHS has been executed and activities are beginning.
- Encore Café at Lowe Park opened in late February with great success, hosting 80 consumers the first week. The nutrition team plans to re-open the Encore Café at St Mark on March 22nd.
- The Encore Express programs in Washington and the Wellington Heights area continue to experience increases.
 - Washington had a total of 14 voucher consumers at the end of February, and will soon open a new on-site dining location 2 times a month. A new relationship with the Chamber of Commerce in Washington will support additional marketing and outreach.
 - The Wellington Heights/First Ave Hy-Vee Encore Express continues rapid expansion. In February, 549 vouchers were redeemed and 1,416 were distributed. A significant increase is expected within the Geneva Towers consumer base in the coming months.
- The management team has been working diligently to finalize our Area Plan update draft, subcontractor update proposals, and budget draft.
- The AAAs statewide are still working with IDA to identify a funding formula for FY 2023.
- IDA staff will be meeting with Barb and Jill on March 15th to review our area plan draft and their recommendations.

Action Items and Assignments

- Heritage updated the sexual harassment policy (attachment) to include language provided to us by VOCA. Since VOCA provides funding for our services, it is important to incorporate the language they suggested.

- Directors Heiden and Barnhart moved and seconded to accept the new sexual harassment policy as presented. Motion carried 11-0.

Jill Sindt reviewed the powerpoint presentation that summarized the FY23 Area Plan update goals, strategies, accomplishments and service gaps. The final plan is due to Iowa Department on Aging (IDA) on April 1st. 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 FY23. Heritage has accomplished meeting some of the goals that were outlined in the FY22-25 Area Plan. Heritage identified FY23 strategies to help continue to meet the goals as previously outlined.

- Directors Buhman and Heiden moved and seconded to accept the FY23 Area Plan update with the understanding that the board receives a copy of the presentation to review and offer their input prior to March 26, 2022. Director Geadelmann abstained from voting. Motion carried 10-0
- Heritage reviewed the FY2023 Budget draft.
 - Mike Barnhart was recused and placed in the waiting room during the FY2023 Budget discussion and vote. Director Barnhart had previously declared a potential conflict of interest as Director of Horizons, a subcontractor of Heritage. Director Schlarman, also a subcontractor, was not in attendance of the meeting so therefore was not removed from the discussion.
 - IDA has not finalized the funding formula for the FY23 financial award. IDA has provided direction that for the budget due to IDA on 4/1/2022, the same funding allotments awarded last year should be used. Once the final amount is determined, this line item may need to be updated.
 - Potential new revenues sources: IDA Elder Justice Innovation Grant & IRTC
 - Other revenue sources highlighted: MAC Funding and ARPA funding
 - Other revenue highlights: the FY22 carryover may reduce what is currently listed due to potential needs from Geneva Tower residents.
 - Expense highlights: 2% wage increase for each employee, 5% cost increase for employee benefits (estimate received from Acumen), and travel and conference expense is higher than normal due to COVID impacting employee's development in prior 2 years.
 - Expense of subcontractor awards: Heritage has decided to fund the full request for non-nutritional subcontractors. The nutrition subcontractors will receive 9-10% POS rate increase due to supplier issues and the increase in costs they have encountered. The increase is based on food inflation rates for the last 2 years.
 - Directors Stamp and Geadelmann moved and seconded the approval of the FY23 budget. Motion carried 10-0

There being no further business coming before the Board, meeting was adjourned at 3:45 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
April 21, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Gary Bierschenk, Michelle Buhman(2:17), Shirley Geadelmann, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Rose Rennekamp, Keith Stamp, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering, & Bob Welsh

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

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

Approve or Amend Agenda

Directors Rennekamp and Bierschenk moved and seconded the agenda. Motion carried 12-0.

Audit-Mandi Holcomb, Denman and Associates

Mandi Holcomb with Denman and Associates reviewed portions of the audit performed by Denman and Associates. There were no findings and no reportable issues.

Directors Rennekamp and Heiden moved and seconded to accept the financial audit. Motion carried 13-0.

Approval of Minutes of the Board of Directors held in March

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

Conflict of Interest

Director O'Connor spoke to the board about conflict of interest. During the March Board meeting Heritage removed Mike Barnhart and did not discuss with him why he was moved to the waiting room. Director O'Connor wanted to make sure that a public apology was noted to Director Barnhart. The Executive Committee met and discussed the current Conflict of Interest policy. The current policy is several years old and Heritage is working with Jonathan Landon to make sure that the Conflict of Interest policy is updated. Once this is updated, it will be released to the board for approval. Director Barnhart referenced the Non Profit Resource Center as a resource to Heritage.

REGULAR AGENDA

Changes to Task Force

The following changes are being made to the County Task Forces:

- Johnson County-Angie Roemerma, Task Force Chair is resigning due to work conflicts.
- Johnson County-Lindsay Glynn, Task Force Vice Chair will step into the Task Force Chair role.
- Johnson County-Jeff Kellbach is being added as task force voting member.
- Linn County –Chris Shimon, Chair and Advisory Council Vice Chair is resigning due to work conflicts. Both positions are open.
- Washington-Elizabeth Koehn, Task Force Chair is resigning due to moving out of state. This position is open.

Directors Olson and Geadelmann move to accept the County Task Force and Advisory Council changes. Motion carried 13-0.

Financial Reports

- Fiscal Committee did not meet in April
- Heritage submitted the Q3 report to IDA.

- Heritage submitted the Q3 MAC report and is expecting about \$11,000 in reimbursement. Kellie Elliott-Kapparos is working to train some of the new care team members and Heritage expects the number to be higher in Q4.
- The Fiscal Team is working on insurance renewals. They met with True North and are reviewing insurance coverage and recommendations for the coming fiscal year. Heritage also met with Acumen and the increase for medical insurance will be under 3%.
- Heritage received a \$2000 donation from Vontas through Paypal.
- Balance Sheet as of 3/7/2022 reflect Total Assets \$1,874,158.79 & Total Liabilities and Net Assets \$1,874,158.79
- Directors Stamp and Gadelmann moved and seconded the financial reports as presented. Motion carried 13-0.

Committee Reports

- Outreach Committee Report
 - Director Rennekamp reported on the Outreach Committee. They are meeting next week. The committee has been discussing the planning of the in person County Caregiver sessions. Heritage will not be providing luncheons and will be moving the events to a no cost venue. The events will be later in the day than originally planned. Heritage will be sending information to the board so they can help with inviting individuals to attend the seminars.

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

- There have been no changes to our staff roster this month. We are still hiring for the Encore Café Service Coordinator position.
- Welcome to Denise Babcock, our new Program Assistant, who started March 21.
- All staff are now meeting face-to-face one time a month, at the Cedar Rapids Library. (A no cost venue). We use this time for team building and training.
- We are in the process of renewing our employee benefit packages as well as our agency liability and worker's comp insurance.
- We are offering a new Encore Express site in the Iowa City Hy-Vee Waterfront area. The opening is anticipated in less than a month.
- Our Encore Express site in Washington is expanding. In order to reach eligible consumers, we will be advertising the program through KCII, a local radio station, for three months. This promotion will be paid for by our Consolidated Appropriations Funding.
- Our Area Plan update was submitted to IDA on April 1, and we are awaiting comments and recommendations.
- Our Encore Essentials program is moving along well. In the first few weeks, the mobile pantry visited North English, Tipton, Millersburg, Marengo, providing rural seniors over 60 with food pantry items and dietician services.
- Our County Caregiver outreach meetings will be held in June. These will address regional issues and questions regarding access to service, collaboration between agencies, and Heritage services. A schedule will be sent to the board within the week.
- We received feedback from our monitoring visit with IDA, and only minor policy changes are required. The deadline is August 23, 2022.

Action Items and Assignments

- Board Training-Each Board member is required to have 240 training minutes each year. Sjonna Brunt or Barb Werning will be sending an email to each member regarding their training needs to fulfill this requirement. The email will outline on-line and in person training options available to board members to make up missing hours. Offerings include the Caregiver sessions to be held in June, online training Board 101 training, or Heritage 101 training with Kellie Elliott-Kapparos via zoom.

- Annual meeting planning- Joe Sample consulting firm has training on AAA Board Membership. Joe would be available in August. Board members terms will also be renewed at the August meeting.

Open Agenda

Senate File 522 was passed by the Senate and House and is now on Governor Reynolds desk to sign. Look for a signing ceremony for this Act. The Act is related to penalties for abusing an older adult or dependent adults. For more details <https://www.legis.iowa.gov/legislation/BillBook?ga=89&ba=SF522>

There being no further business coming before the Board, meeting was adjourned at 3:00 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
May 12, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Ashley Bailus, Dusti Winkie, Gary Bierschenk, John Schlarman, Keith Stamp, Michelle Buhman, Mike Barnhart, Pat Heiden, Richard Young, Rose Rennekamp, Scott Olson, Shirley Gadelmann, Sister Susan O'Connor, Steve Agne, Vicki Pope, Bob Welch & Larry Kudej

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

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

Approve or Amend Agenda

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

Mission Moment

Heritage receive a letter from the Affordable Housing Network thanking Heritage for their leadership and assistance in the Geneva Towers fire. Along with the help of other agencies, The Affordable Housing Network was able to get almost all of the residents back in their homes within a matter of weeks.

Provider Presentation-Lindsay Glynn, Executive Director of Aging Services

Lindsay Glynn presented information to the board on Aging Services. Aging Service is an affiliation of Abbe Health and Unity Point that offers various home health services primarily in Linn County and Johnson County. Their mission is to enhance the lives of older adults by providing services and resources to assist them in remaining independent. Volunteer transportation, Chore Services, In-home respite & Adult Day are funded by Heritage. Aging Services also provides Information and Referral and Healthy Aging programs. Future goals of Aging Services are include: further integration with AbbeHealth and UnityPoint Health, growing their services in Johnson County, progress in collaborating on developing a senior center in Cedar Rapids, implementation of formal communication strategy, and continuous investment in employee passion and energy around healthcare careers. Some of the challenges Aging Services continues to face are the communities understanding around UnityPoint Health Affiliation (just because they are a part of the umbrella does not mean that they will not serve other health affiliations), expansion into other counties such as the rural communities and limited funding.

Q-Are Aging Services fee structured? Some services such as Chore services do apply a sliding scale fee structure but other services such as transportation is free. Aging Services receives funding from Heritage for Adult Day that they apply accordingly. There is a potential need for a fee if funding is not available.

Q-What would you envision would be the greatest needs in the rural communities? Some of the barriers they run into are the appropriate connections to contractors that are willing to do the work for a reduced cost and having a conversation with the appropriate people who are willing to invest in Aging Services.

Approval of Minutes of the Board of Directors held in April

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

Conflict of Interest

Director O'Connor updated the board on the status of the Conflict of Interest policy. The attorney has submitted the suggested language for the COI policy which will be reviewed by the Executive Committee. After the Executive Committee has reviewed the policy, they will bring it to the board for approval.

REGULAR AGENDA

Financial Reports

- The 990 Form was sent to the Board of Directors for review. Comments need to be sent to Jenn by noon on Friday. The submission date to the IRS is May 16th. The financials in the report are based on a fiscal year and the salaries are on a calendar year.
- Q3 reports were submitted to IDA.
- Heritage is working with Acumen on the employee benefit renewal. There was a slight increase in medical insurance rates. Rates for Life and Long Term Disability Insurance are locked in for another 2 years. Rates for dental/vision insurance are locked in for another year. Open enrollment begins May 25th and goes on for 2 weeks. Maria with Acumen will be speaking to staff on May 25th.
- Heritage met with Paylocity last week and is working through the FSA renewal process, but can't finalize it until benefits election is complete.
- Heritage completed the West Bend D & O renewal application with True North. The rep will be providing quotes for some additional coverage levels. Selective renewal application is not yet received.
- The Board was interested in knowing what Heritage's plans were to meet the need for continued services after COVID related funding (such as ARPA) expires. Have there been discussions with IDA? Heritage and the other Area Agencies on Aging have been having discussions with IDA on possible ideas that will help with the financial cliff.
- Balance Sheet as of 5/9/2022 reflect Total Assets \$2,013,222.30 & Total Liabilities and Net Assets \$2,013,222.30
- Directors Olson and Stamp moved and seconded the financial reports as presented. Motion carried 15-0.

Committee Reports

- Outreach Committee Report
 - The Outreach committee continue to plan the county Caregiver seminars. The invitations have been emailed to the board and asked if the board would please share accordingly as well as sign up for one of the county events. If you are interested in attending, please email Sjonna.

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

- There have been no changes to our staff roster this month. We have two promising candidates for the Nutrition Service Coordinator (Encore Café) position.
- The Health Coach position for our Iowa Return to Community program is posted. Interviews will begin next week.
- Our Encore Express site in Washington will be managed by volunteers from Immanuel Lutheran Church.
- We have implementation meetings scheduled with Mercy Medical Center staff this month and next, with plans to begin the IRTC program July 1.
- IDA provided feedback on our Area Plan update. Minimal changes were requested, none of which is substantive to the plan.
- IDA Nutrition staff visited Heritage last week. They were able to tour two Encore Express sites (Marion Hy-Vee and First Avenue Hy-Vee) and attend an Encore Café meal at Lowe Park in Marion. There were very favorable comments and the visits went well. The data presented to them is included in the board packet.

- Our quarterly conversation with IDA is scheduled for June 15.
- I4a is looking at compensation and statewide trends within our common positions. The six CEOs/EDs plan to meet to discuss job classifications and universal job descriptions later this summer.

Action Items and Assignments

- Sarah Martinez submitted her resignation from her position on the Heritage Board due to professional commitments. Directors Heiden and Buhman moved and seconded the acceptance of Sarah Martinez's resignation from Heritage's Board. Motion carried 15-0
- Denise Babcock was hired as a Nutrition/Care Team Assistant. Due to the demands in nutrition, Denise is dedicating 100% of her time to nutrition. This leaves a gap with the care team needing additional support. Heritage has identified the fiscal team needs some additional support as well, including grant applications, management and reporting, and cross training with Jen Sloan's position. A new Fiscal Coordinator/Program Assistant position is being explored to fill these gaps. The approx. starting wage is \$19.40/hr. plus benefits or about \$63,000 in total. The job description has not been written yet. Ideally, the person would start around August/September.
- Heritage proposed a WIFI stipend for Heritage staff. Considering the difficulty retaining and recruiting staff and encouraging staff to work from home due to the increase in fuel, a WIFI stipend would be beneficial. The proposed stipend would be 75% of their WIFI up to \$75.00 per month. Directors Stamp and Olson moved and seconded the approval of Heritage providing a stipend to staff for 75% of their internet bill up to \$75.00.
- Heritage plans to offer add 2 additional days off to staff only for FY23. These days will be referred to as Covid Recovery and can be used as desired. The board was in favor of these days.
- A return to face to face board meetings was discussed. A few members mentioned they were in favor of a hybrid option but wanted to make sure that those on zoom will be able to hear individuals that are in person meeting. The Board will meet at the Kirkwood Horticulture building in June and see how the hybrid option works.

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
June 9, 2022 2:00 p.m.
Hybrid model: Conference Call and In Person

MINUTES

Present: Steve Agne, Ashley Bailus, Mike Barnhart, Gary Bierschenk, Shirley Gadelmann, Pat Heiden, Sister Susan O'Connor, Scott Olson, Rose Rennekamp, Jon Schlarman, Keith Stamp, Dusti Winkie, Richard Young, Larry Kudej, & Bob Welsh

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

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

Approve or Amend Agenda

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

Mission Moment

Recently, Heritage was able to work with consumers enrolled in our Caregiving program. The husband had a stroke and was unable to take care of himself. The wife was unable to work because she needed to be at home to take care of her husband's needs. Heritage was able to use ARPA dollars to pay for respite care for the husband, allowing the wife to return to work one day a week. This provided the wife a break from her caregiving role as well as improving the family income and supporting the consumer to stay in his home and community longer.

Provider Presentation-Lisa Tallman, Anamosa Senior Dining Center

Lisa Tallman presented information regarding the Anamosa and Monticello dining sites. The Anamosa and Monticello congregate dining sites are open Monday through Friday; home delivered meals are delivered to Anamosa and Monticello consumers Monday through Friday; and, the Olin, Wyoming and Center Junction areas have home delivered meals Monday, Wednesday and Friday. As consumer need is identified, extra meals are provided to those with fewer delivery days or for weekends. Some extreme rural areas, not a part of the regular route, receive meals in bulk once a week or twice a month. In addition to serving meals, the Anamosa dining site provides entertainment such as bingo, playing cards, live music and informational events.

Lisa provides individualized service to nutrition program recipients, and goes above and beyond only providing meals. Some examples of personalized service include providing welfare checks to home bound consumers, spraying for wasps in a home, clearing a consumer's driveway of snow (the mobile home court posted a note on the door that action would be taken if not done ASAP), and contacting family if needed during an emergency.

Lisa wanted to thank Heritage for all of the help they have provided through the years. Heritage has provided equipment when Lisa has asked for it, including a new steam table and a new 10 burner stove (the old one was original to the building and only partially worked).

Approval of Minutes of the Board of Directors held in May

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

REGULAR AGENDA

Financial Reports

- Employee open benefit enrollment ended Wednesday, June 8th. The transition to the second year of benefits has been smooth for all.
- Heritage is working on year- end reports. Year- end is June 30th.

- Our annual Sub-Contractor meetings were held on Monday, June 6, to kick off the new fiscal year.
- Balance Sheet as of 6/6/2022 reflect Total Assets \$1,887,181.69 & Total Liabilities and Net Assets \$1,887,181.69
- Directors Olson and Heiden moved and seconded the financial reports as presented. Motion carried 13-0.

Committee Reports

- Outreach Committee Report
 - The first County Caregiver sessions were held in Linn County last week with great success. We had a venue change to the Czech museum. With over 40 in attendance, the conversation was interactive and beneficial for all. Many stayed after the event to network with the providers present and many voiced interest in continuing the conversation with additional sessions.

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

- Heritage Management and the Executive Committee continue to work with Heritage's lawyer to update the Conflict of Interest Policy. Heritage hopes to have a final revision next month.
- Heritage needs additional members for the fundraising committee. If you are interested in becoming a part of this committee, please contact Barb.
- We continue to recruit for the Iowa Return to Community RN Health Coach position. With limited qualified candidates, we extended our posting to paid venues.
- Staff annual performance reviews will be completed in July and August. During this first review with Heritage as employer of record, supervisors and staff will discuss and revise job descriptions as well as review successes, challenges and professional development needs.
- Thanks to a great partnership started by Laura Kriegermeier, AARP will produce a video educating their membership and press about the new Elder Abuse law. Each AAA will have a short clip highlighting their Elder Rights program and how to contact them.
- Despite some issues hiring a Health Coach, we are still hopeful to begin the Iowa Return to Community Program with Mercy Medical Center, Cedar Rapids, in July.
- Farmer's Market Vouchers will be distributed next week after some statewide supply chain and printing issues.
- All of our congregate meal sites are now open and serving. Attendance is increasing or at very high levels in almost every site.
- Two of our more successful Tai Chi classes ended in May/June- Vinton and Lowe Park Marion. We met our Health Promotion unit goals this year after a difficult FY 2021 due to COVID.
- Our area plan is scheduled to be reviewed and approved by the Iowa Commission on Aging on June 9th.
- We are waiting for ACL to approve the FY23 Funding formula.
- Barb will be out of the office on Friday June 10 for the day, marketing at area businesses and medical offices.

Action Items and Assignments

- Directors Barnhart and Agne moved and seconded the FY23 County Task Force membership as presented to the Board.
- Directors Heiden and Bierschenk moved and seconded the FY23 Advisory Council membership as presented to the Board.

Open Agenda

More board members are needed to replace those retiring or leaving membership. If any board member knows of individuals that may be interested, please reach out to Barb.

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