



# Heritage

## Area Agency on Aging

### Regular Meeting of the Heritage Board of Directors

Thursday, July 10, 2025 – 2:05 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

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### MINUTES

#### Call to Order

**Present:** Keith Stamp, Chris Montross, Sister Susan O'Connor, Scott Olson, David Thielen, Sarah Wagner, Dusti Winkie and Jon Zirkelbach.

**Also Present:** Jennifer Knudtson and Denise Babcock-Assistant Secretary.

#### Mission Moment – Jennifer Knudtson for Kellie Elliott-Kapparos, Integrated Services Director

- **Facebook Posting/Comments Help Connect Consumer with Heritage for Elderly Adult Services**

Recently, a Consumer caring for her elderly parent was experiencing many challenges and posted a call for help on her Facebook page. Several individuals saw the post and recommended contacting Heritage for possible assistance. Information Specialist/Options Counselor, Madalyn Schiffer, got the call and was able to provide needed support. The Consumer returned to Facebook and posted that Heritage employees were “really nice people” and that it was the “most fulfilling conversation she had today.”

Upon further Board discussion, follow-up was requested with the Consumer and her parent to ensure a successful outcome had taken place.

#### Approve or Amend Agenda

With prior review and no questions, Directors Olson and Zirkelbach moved and seconded to approve today's agenda. Motion carried, 8-0.

#### Approval of Minutes of Board of Directors Meeting Held Thursday, June 12, 2025

Upon prior review and with no questions, Directors O'Connor and Wagner moved and seconded to approve the Thursday, June 12, 2025, meeting minutes. Motion carried, 8-0.

### REGULAR AGENDA

#### Finance Report

Heritage's FY26 began Tuesday, July 1, 2025 and is off to a busy start. The Balance Sheet, Statement of Cash Flows and Combined Statement of Revenues and Expenditures reports as of July 7, 2025, were provided for Board review via email prior to today's meeting.

#### Funding Update

- Funding disbursements are expected from ADS in mid-July for one-quarter of SFY26 State funding and one-twelfth of anticipated Federal funding.
- In mid-June ADS sent the fiscal monitoring package to all AAA's. It contained a list of documents each AAA needs to provide to ADS two weeks prior to the on-site monitoring visit. It also included a couple of monitoring tools outlining the requirements that will be reviewed at the on-site monitoring. The ADS

audit team will be on-site at Heritage, August 28 and 29. Changes to policy and procedures are expected. Formal results from the fiscal monitoring are to be issued by ADS in October.

- With the end of FY25, there are many fiscal reports due. Upcoming deadlines include:
  - City of CR ARPA final grant report due 7/15 – all funds expended.
  - SFY25 Q4 Report to ADS due 7/22.
  - VOCA Q3 grant report due 7/31.
  - SFY25 Final Report to ADS due 8/15.
  - Prepare for ADS fiscal monitoring visit.

### **Approval of the Finance Report**

Upon discussion of reports and information presented, there were no other questions. Directors Olson and Montross moved and seconded to approve the finance report. Motion carried, 8-0.

### **Fundraising Committee Report - Dusti Winkie for Karen Huber**

- 2025 Caregivers Wellness Day (CWD) will be held Thursday, November 6, 8:00 a.m. to 2:00 p.m., at the St. Andrews Presbyterian Church in Iowa City (Johnson County). Heritage Board and CWD Committee member, Dusti Winkie, gave an update regarding event activities that are taking place. With the venue now secured, it appears it will provide many benefits including being large, new, less costly and better suited for Consumer/Vendor traffic flow.
- The Committee completed a review of the Sponsor/Vendor contact list, and informational packets including agreement forms have been mailed to those contacts inviting their participation. A tentative agenda, list of speakers and relevant topics have been compiled on which Committee members are currently taking action.
- In response to Board member's questions, a Spring 2026 CWD event is being planned in a different county, too. The event will provide similar offerings and could potentially include expanded topics. It was also suggested areas such as Elder Abuse and Medicaid also be of focus. Dusti will take those suggestions back for Committee consideration.
- The Fundraising Committee's next meeting is Monday, July 21 at 2:00 p.m.

### **Operations/Executive Director Report – Jennifer Knudtson for Barb Werning**

Thank you for your patience with our facility issues; most staff worked from home yesterday, Wednesday, July 9, while major plumbing repairs were being made.

- Prior to today's meeting, the Operations/Executive Director report was e-mailed for review to all Heritage Board of Directors.
- Keith Stamp, Chair, invited questions, but none were raised. The report was accepted as previously presented.

### **Action Items and Assignments**

- No action items and assignments exist at this time.

### **Open Agenda**

- Keith reminded the Board that at the August meeting, a vote will be taken to approve Board membership, and please plan on attending. All Officers currently in place have agreed to be nominated to serve another term – Keith Stamp, Chair; Sister Susan O'Connor, Vice Chair; Karen Huber, Secretary and Scott Olson, Treasurer. Since positions remain open until the actual day of voting, anyone else who may be interested in being a Board Officer or has questions, contact Barb.



### **Public Comment**

- No comments were brought to the Board's attention.

### **Next Meeting**

The Heritage Board of Directors' next meeting is scheduled for Thursday, August 14, 2025, from 2:00-3:30 p.m. to take place via zoom conference call or on-site at the Heritage AAA East Building Conference room, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA.

### **Motion to Adjourn**

Directors O'Connor and Wagner moved and seconded a motion to adjourn. Motion carried, 8-0.

No further business, the meeting was adjourned at 2:25 p.m.

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair