



Heritage

Area Agency on Aging

Regular Meeting of the Heritage Board of Directors

Thursday, August 14, 2025 – 2:00 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

MINUTES

Call to Order

Present: Keith Stamp, Bruce Barnhart, Peggy Doerge, Karri Fisher, Karen Huber, Chris Montross, Sister Susan O'Connor, Scott Olson, Mandi Remington, Sarah Wagner, Dusti Winkie and Jon Zirkelbach.

Also Present: Barb Werning, Jennifer Knudtson, Jill Sindt, Harrison March and Denise Babcock-Assistant Secretary.

Mission Moment – Barb Werning, Executive Director

- **Celebrating Exceptional Community and Volunteer Involvement - Heritage Congregate Meal Sites**

Barb shared the following items regarding celebrations taking place.

- In Durant, Iowa (Cedar County), Fay Wulf, a wonderful volunteer of 25 years who has coordinated the senior dining program, is being celebrated. KCRG is honoring her with a "spotlight" article and Harrison March, Community Engagement Coordinator representing Heritage, thanked her with a celebratory cake at the dining site today.
- In Washington, Iowa (Washington County), marking its third year of serving meals to area senior adults, the Congregate dining site Volunteers and Consumers who meet at Immanuel Lutheran Church on the 2nd and 4th Thursday of every month, will be enjoying a "circus themed" event. Julie Roman, Heritage Nutrition Program Coordinator and Kelly Smith, Church Secretary, have partnered to make the celebration a memorable one. Twice a month, approximately 100 Consumers participate in the meals which are served from 11:30 a.m.-12:30 p.m.

Amended Agenda

- **Mission Moment**
- **Approval of Board Advisory Council Member–Larry Kudej**
- **Approval of Heritage AAA By-Law Revisions-2/3 of Board Members Must Be Present to Vote**
 - Upon Member's review of today's Board Meeting agenda, it was determined it be amended based on the additions shown above.

Approval of Amended Agenda

With no further questions, Directors Barnhart and Olson moved and seconded to approve today's amended agenda. Motion carried, 12-0.

Approval of Minutes of Board of Directors Meeting Held Thursday, July 10, 2025

Upon prior review and with no questions, Directors Huber and Olson moved and seconded to approve the Thursday, July 10, 2025 meeting minutes. Motion carried, 12-0.

REGULAR AGENDA

Finance Report

- **ADS Notice of Grant Award (NGA) and Disbursement Updates**

- All AAA's received the first Notice of Grant Award (NGA) from Aging and Disability Services (ADS) on June 27, 2025. This funding reflected Quarter 4 Federal funds (July 1 through September 30, 2025) along with State funds for the full year (July 1, 2025-June 30, 2026). NGA reflected the LifeLong Links (LLL) funding increase of ~\$7,000.
- Funding disbursement for one-quarter of State funds and one-twelfth of anticipated Federal funds was received, mid-July.
- On August 7, 2025, another funding disbursement for one-twelfth of Federal funds was received.
- **ADS Fiscal Monitoring**
 - ADS Fiscal monitoring hasn't been completed in the past seven years; new ADS staff are now involved and performing the activity.
 - The monitoring format has changed. It is anticipated that new and/or updates to policies and procedures will need to take place.
 - Thursday, August 28 and Friday, August 29, three ADS staff will be on-site to conduct the fiscal monitoring.
 - o Documents requested in advance of the visit have been submitted.
 - o Heritage fiscal staff are reviewing both monitoring tools provided to be thoroughly prepared for the visit.
 - o Hope to have any needed policy and procedure updates ready to present to the finance committee on September 8, 2025.
- **Fiscal Dashboard Review – As of 08/11/25**
 - Bank Balances
 - o Operational Funds – Includes checking account and money market account. Balance at the end of Quarter 4/fiscal year ~\$848K (\$586K in checking and \$262K in money market).
 - o ARPA Transitional Account - End of Quarter 4/fiscal year balance of ~\$281K. No funds were used from this account in SFY25 to support the 2 ARPA funding positions (instead, able to utilize State, Federal and grant funds).
 - o Encore Account – Donations from Encore Café sites. All but \$1,000 transferred to checking at the end of each quarter, coinciding with quarterly reports to HHS. These dollars go directly to support the Encore Café program. For Quarter 4, ~\$12K was transferred.
 - Sub Provider Spenddown
 - o Nutrition providers spent 98% of budgeted funds; non nutrition spent 96% of their funds.
 - Endowment Funds
 - o Disbursement of ~\$40K taken February 2025 to build up ARPA transition account. Even with disbursements taken during the last two years, this is the highest balance during the past several years: ~\$954K.
 - Encore Cafes:
 - o Heritage finished the fiscal year providing almost 12K congregate meals, not including what sub providers served. The overall donation at the Cafes averaged \$3.88 per meal, down slightly from \$4.02 in SFY24.
- **SFY 2025 End of Year Reporting**
 - Heritage has submitted the FY2025 final report due to ADS for the last fiscal year.
- **Fiscal Other**
 - VOCA funding is flat funded for next year.

Approval of the Finance Report

Upon discussion and no further questions, Directors Olson and Doerge moved and seconded to approve the finance report. Motion carried, 12-0.

Fundraising Committee Report

• 2025 Caregiver Wellness Day Event (CWD)

- Thursday, November 6, from 8 a.m. to 2:00 p.m., the 2025 Caregiver Wellness Day event will be held at the St. Andrews Presbyterian Church, 140 Gathering Place Lane, Iowa City, IA. The Fundraising committee, upon review of the building layout and traffic "flow," has approved the areas of the sanctuary, atrium and gym for sponsor/vendor table locations.
- The event's "Champion Sponsor" positions are filled: 1.) Home Instead; 2.) The Chris & Suzy DeWolf Family Innovation Center for Aging and Mental Health of Mercy; 3.) the Meth-Wick Community and 4.) Iowa University's College of Nursing-The Barbara and Richard Csomay Center for Gerontological Excellence.
- Only two of the estimated twenty "Advocate Sponsor" vendor tables are left and the deadline to submit registrations and payments is fast approaching. Phone calls are being made to follow up on those sponsors who initially voiced interest, but not submitted their forms yet.
- The event agenda, speakers, and lunch menu items have all been determined. There will be no massage activity this year, but a vaccination clinic will take place for those interested and bring required identification with insurance cards. Free respite services will be provided for Caregivers, too.
- Upon their arrival from the printer, Harrison will distribute CWD brochures to Caregivers, sponsor/vendors, Heritage Board members as well as various community outreach partners. There will be media, print and on-line advertisements of the event, including being posted on Heritage's Facebook and website locations.
- Registration for this free event begins Tuesday, September 2 and is open through October 31, 2025, or until capacity is reached. Caregivers can register by completing an on-line form Heritageaaa.org or call the Heritage office directly at (319) 398-5559.
- The next meeting of the Fundraising Committee will be Monday, September 15, 2025, at 2:00 p.m.

Operations/Executive Director Report

• Staffing

- There have been no changes to the Heritage staff roster. An annual staff retreat is being planned for late October.

• Program Update

- Heritage expects to renew the IRTC contract with Mercy Medical Center this month to continue services. Hopefully, IRTC services will also be provided in collaboration with Cedar County public health later this fall, in addition to the existing program serving Linn County consumers.
- Senior Farmer's Market Voucher update. Initially, only a limited number of SFMNP vouchers were sent. However, since then, two additional allocations have been received. Vouchers have been distributed to all eligible individuals who applied, and there are a few vouchers remaining. This USDA-sponsored program is very popular, though it does require a significant amount of time and coordination to administer.
- As Heritage moves through the early months of the first quarter under our new Area Plan, this has become a time of planning activities and establishing ways to report successes.

- **Other Updates Including DHHS Integration and Federal Changes**

- ADS released two sets of policies and procedures in the last month, with more to come soon. These address some of the proposed changes made to Iowa code. Meetings between ADS and the AAAs are scheduled to discuss concerns and request clarification; Heritage participates in these. The most impactful policy concerns establishing wait lists for unmet needs through a statewide assessment tool.
- Legislature may consider additional changes to the aging network, however, there has been no announcement yet. Board members will be updated as more information becomes available.

Action Items and Assignments

- **Approval of FY26 Board Members, Officers, Board Advisor and Nomination Slate for Advisory Council Members**

- Several voting matters were before the Board to discuss and vote upon. Members previously received an e-mailed copy of the FY25 Board member roster which included officers. Nominations for FY26 members and officers were entertained and the required quorum composed of twelve of fourteen voting members were present.
- The position of Board Advisory member was added to today's agenda then discussed and voted upon as well.
- The nomination slate for Advisory Council members was also reviewed for consideration and approval.

Approval of FY26 Board Members

Directors Zirkelbach and Wagner moved and seconded to approve the roster of FY26 Heritage AAA Board members as presented. Vote taken-all approved with no opposition. Motion carried, 12-0.

Approval of FY26 Board Officers

Directors Olson and O'Connor moved and seconded to approve the nominated FY26 Heritage AAA Board Officers: Director Keith Stamp-Chair; Director O'Connor-Vice Chair; Director Huber-Secretary and Director Olson-Treasurer. Vote taken-all approved with no opposition. Motion carried, 12-0.

Approval of FY26 Board Advisory Member

Directors Barnhart and Olson moved and seconded to approve Larry Kudej as advisory member to the FY26 Heritage AAA Board of Directors as recommended. Vote taken-all approved with no opposition. Motion carried, 12-0.

Nomination Slate Approval for FY26 Advisory Council Members

Directors Huber and Zirkelbach moved and seconded to approve the nominated slate for the FY26 Heritage AAA Advisory Council. Nominees are Kay Fisk (Linn); Shirley Geadelmann (Cedar); Marianne Hanshaw (Washington); Don Kline (Washington); Judi Hertle (Benton); Larry Kudej (Johnson); Lisa Tallman (Jones) and Rep. Elinor Levin (Elected Official). Harrison March, Community Engagement Coordinator, heads up the Council. Upon consideration, vote taken and all approved with no opposition. Motion carried, 12-0.

Per Advisory Council By-Laws, there should be two Council members for each county based on their population. Board members were asked to locate additional, qualified, Advisory Council candidates in their respective counties then contact Barb with those names for follow-up.

- **Approval of Proposed By-Law Revisions**

- Board members received an e-mailed copy of proposed revisions to the Heritage AAA By-Laws with their Board meeting packet for review and discussion. Two significant changes to note, based on recent Iowa State Code: 1.) elimination of task forces and 2.) no Advisory Council member can sit on the board of directors.

Approval of Proposed By-Law Revisions

Upon further discussion and no other questions, Directors Olson and Huber moved and seconded to approve the proposed revisions to Heritage's By-Laws. Vote taken-all approved with no opposition. Motion carried, 12-0.

Open Agenda

- Board members were asked to share the 2025 Caregiver Wellness Day event within their communities.

Public Comment

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

Motion to Adjourn

Directors O'Connor and Montross moved and seconded a motion to adjourn. Motion carried, 12-0.

No further business, the meeting was adjourned at 3:03 p.m.

Respectfully submitted by:

Denise Babcock

Denise Babcock, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair