



Regular Meeting of the Heritage Board of Directors

Thursday, November 13, 2025 – 2:00 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

MINUTES

Call to Order

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

Also Present: Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Jill Sindt, and Denise Babcock-Assistant Secretary.

Mission Moment – Barb Werning, Executive Director

Recently, a consumer shared via a Google review regarding how thankful he and his mother were for the Heritage services received, for our donors and staff:

"I want to take a moment to share how the Heritage Area Agency on Aging has made a huge difference in my mother's life as she gets older. As her only child, it's my responsibility and joy to care for her, but I can't do it alone. Since we started working with Heritage, our lives have really improved. I am so thankful for Mandy, who has worked so hard to help us. Her kindness and support mean the world to us. She not only guides us through important decisions but also provides comfort and understanding. The team at Heritage is amazing, and I'm grateful to everyone who puts in so much effort to ensure that older adults like my mom get the care they need."

I also want to thank the donors who support this vital work. Without their help, many families wouldn't have access to these important services. Caring for our older citizens shows the kind of community we want to create. When we come together, we can make a real difference and ensure that our seniors are treated with the respect they deserve.

Thank you to the Heritage Area Agency on Aging for everything you do. You have made a big impact on our lives and have shown us that with love and support, we can get through anything."

Amended Agenda

Request to add agenda Action Item

Heritage management requested a change to the March 2026 Board meeting to accommodate the preparation and issuance of the SFY27 Area Plan. Today's Board agenda is being amended to include this activity as an Action Item for discussion and voting purposes.

In addition, with the approval of the March 2026 Board meeting change, it is also requested that the Finance Committee meeting be moved.

Approval of Amended Agenda and Meeting Date Changes

Today's initial meeting agenda was previously distributed via e-mail for Board members to review. The amendment of the Action Items as stated above was discussed. With no further questions, Directors Doerge and O'Connor moved and seconded to approve today's amended agenda to add both items and to change the March 2026 Board Meeting from Thursday, March 12 at 2:00 p.m. to Thursday, March 19 at 2:00 p.m. With no opposition, motion carried, 12-0.

Directors Huber and Doerge then moved and seconded to approve the March 2026 Finance Committee meeting being rescheduled for Monday, March 16, 2026, at 9:30 a.m. from March 9, 2026, at 9:30 a.m. Motion carried, 12-0.

Approval of Minutes of Board of Directors Meeting Held Thursday, October 9, 2025

Upon prior review and with no questions, Directors Huber and Barnhart moved and seconded to approve Thursday, October 9, 2025, meeting minutes previously distributed by e-mail. Motion carried, 12-0.

REGULAR AGENDA

Finance Report

• Updates

- SFY25 annual audit activity with Denman continues and requested documents have been sent. A draft of the audit is expected in December 2025 or January 2026.
- SFY26 Q1 is closed; all reporting has been completed.
- The vacant VOCA position created the need for higher-paid Heritage Care Team members to cover responsibilities. To cover the additional wages, \$5,707.31 was transferred from the Money Market account to checking.
- ARPA transition account funds of \$25,543 have been moved to checking to cover the salary/fringe and mileage expenses the two ARPA positions for Q1.
- Kirkwood rent expenses of \$48K have been paid, in one lump sum, for the period of October 1, 2025 through September 30, 2026. This expense was included in the Board approved budget and reflects a 3% increase year-over-year.
- Heritage's accounting software vendor's billing practices have changed from monthly to yearly. A one-time, annual expense of \$8K will be paid for the period of November 1, 2025, through October 31, 2026. This expense was included in the Board approved budget and there is no change to the rate.

• Federal Government Shutdown

- Heritage received both October and November 2025 federal funding, with a combined amount of \$336K.
- HHS was able to provide those funds using other state funds, however, even with the federal continuing resolution that passed last evening extending funding through January 30, 2026, it is not certain if the federal funding will be retroactive to October 1 when the shutdown began. If not, AAA's may receive reduced state funding for the remainder of the fiscal year which could potentially impact consumer services. When Barb spoke with Director Rhein (ADS), he indicated this was not likely, but possible.

• SFY26 Fiscal Dashboard

- Bank and Fund balances as of September 30, 2025, were reviewed and discussed, including Operational funds, ARPA Transition account, Encore account, and Endowments, as well as Subprovider spenddown through Q1 and Encore Café monthly counts by location for meals served and contributions received.
- The ARPA Transition account will continue to be funded with unrestricted funds.

Approval of Finance Report

Upon further discussion, Directors O'Connor and Montross moved and seconded to approve the Finance report as presented. Motion carried, 12-0.

Fundraising Committee Report

• 2025 Caregiver Wellness Day Event (CWD) Update from Thursday, November 6, 2025

- From feedback received, both verbally and via the sixty-plus completed vendor and participant evaluations, the 2025 CWD event was a successful day! With 86 out of the 100 registered participants attending, the new county and venue accommodated everyone comfortably.
- The day's modified schedule also worked well with sufficient time built in for participants to meet and speak with vendors in the time allotted.
- Speakers were well received and the topics selected aligned closely with participant's needs. Comments were made that several speakers should be invited to present again next year.
- There was a change in the food for lunch, going with a boxed lunch vs. a catered meal, and this too, was received positively.
- The Committee made the decision to send a reminder letter to registered participants two weeks prior to the event date, and this seemed to help keep the "no show" rate to less than 10%.

Thanks to all the Committee members and Heritage employees who helped make this a wonderful event for our caregivers.

Operations/Executive Director's Report

• Staffing

- Heritage has three recent staffing changes:
 - 1.) New Hire, Elder Rights Specialist in VOCA – Amy Rasmussen starts Monday, November 17, 2025.
 - 2.) Resignation, Elder Rights Specialist – Drew Floyd accepted a position with HHS Adult Protective Services, and his last day with Heritage was Monday, November 3, 2025.
 - 3.) Resignation, Options Counselor – Angela Wright is leaving Heritage to expand her new business. Her last day with Heritage will be Thursday, November 13, 2025.
- The vacancies are posted on the Indeed website. We wish everyone well in their new endeavors.

• Program Updates

- Potential Nutrition changes: St. Paul's United Methodist Church is being considered as a potential congregate meal site, based on our current resources and service area demographics. Talks are underway with their management team to gain permission and discuss logistics of using their facility.
- A change to the Encore Café schedule, including reducing Lowe Park in Marion to one day a week, instead of two, and adding Iowa City, is also under consideration. Jill Sindt and Tim Getty are scheduled to meet with the Coralville Community Food Party in Johnson County to see if they would be interested in becoming a congregate meal site.
- Soon our Care Team members will take turns meeting with consumers at public venues to discuss services in every county of the Heritage Program Service Area.
- Heritage is making positive strides toward a partnership with Unity Point for IRTC services. In the interim, Kimi Hambright, IRTC OC Coordinator, has been supporting work in open positions.

• Other Updates – Including DHHS Integration and Federal/State Changes

- Heritage has been more consistently meeting with our Disability Access Point (DAP) counterparts. Kellie Elliott-Kapparos attended the Science of HOPE training with many DAP and HHS staff, in the spirit of cooperation and collaboration.
- In October, the new HHS Director, Larry Johnson, began his official duties, replacing Kelly Garcia. We have not met him yet and no changes have been noted to HHS planning or services.

- As previously communicated, the Iowa Administrative Code has been rewritten to eliminate redundancies. New ADS Policies and Procedures require some Board bylaw changes, most significantly board training. Now, a qualified trainer must be used and a certificate of completion received for proof of attendance stating the date and hourly coursework credit given. Barb will e-mail a list of qualifying courses HHS is recommending to members, along with a reminder that for each fiscal year, Board members must complete 240 minutes (4 hours) of qualifying training.

Open Agenda

- Mandi Remmington offered to help find a possible congregational dining site in Iowa City. Dream City, a community services/non-profit organization, moved to a new building recently, installed a full commercial kitchen and may be a possible site. The dining location will hold 40-50 individuals. Jill will send Mandi an e-mail with the list of facility requirements.
- Keith mentioned several items for Board members:
 - If anyone knows of potential grants, please let Barb know, especially since ARPA funds are no longer available.
 - Reminder: As discussed and agreed upon at last month's meeting, there will be no Board meeting during the month of December.
 - Thank you for your contributions and serving Heritage and its consumers.

Public Comment

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

Motion to Adjourn

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

No further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted by:

Denise Babcock

Denise Babcock, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair