

## HERITAGE AREA AGENCY ON AGING

Regular Meeting of the Heritage Board of Directors

July 13, 2023, 2:00 p.m.

Conference Call and Heritage Area Agency on Aging

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### MEETING MINUTES

#### Roll Call and Introduction

Present: Keith Stamp, Sarah Wagner, Bruce Barnhart, David Thielen, Karen Huber, Karri Fisher, Chris Montross, Jasmine McGowan, Sister Susan O'Connor, Shawn Ireland, Dusti Winkie and Larry Kudej

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

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

Heritage Board members welcomed new Operations Coordinator, Denise Babcock, to the group.

#### Approve or Amend Agenda

Directors Montross and Barnhart moved and seconded the agenda. Motion carried 11-0.

#### Approval of Minutes of the Board of Directors held in June

Directors Ireland and O'Connor moved and seconded approval of the minutes for the regular meeting held in June. Motion carried 11-0.

### REGULAR AGENDA

#### Financial Reports (Abbreviated)

- Heritage insurance renewal process completed except for Cyber Policy which is estimated to increase by \$2,300 (\$5,300 to \$7,600). Finance Committee is recommending mirroring Kirkwood Community College's decision to use Travelers insurance at \$6,000. Upon further discussion, Board moved to accept the recommendation.
- Monthly meeting with Health and Human Services (HHS) taking place, Monday, July 17. A Consultant has been hired to help with addressing Fiscal backlog.
- Heritage will receive MIPPA funding to assist with Medicare outreach for training and other associated activities.
- Currently in the process of closing out Quarterly and Fiscal Year '23 financials. Balance Sheet reflecting Total Assets, Liabilities and Net Assets to be presented at August meeting.

Directors Huber and Barnhart moved and seconded approval of the financial reports as presented. Motion carried 11-0.

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

- Give 65 Fundraising Campaign
  - The event runs July 11, 8:00 am - July 14, 1:00 am. Karen thanked Harrison for the great job he's done promoting the event through radio, television and news coverage. She's also posted the event on Facebook and sent e-mail reminders to individuals. As of today's date, there have been 74 heritage donations with the event closing at 1:00 a.m. tonight. Again,

she asked everyone to reach out to 10 people and ask them to donate during the campaign time. (If each board member reaches 10 people this will help Heritage win \$10,000 for the most unique donations.) The minimum donation amount is \$10.00.

- Also: 98% of the donations go to Heritage and 2% goes to credit card fees.
- For more details, please visit the following link. <https://www.give65.org/content/about>.
- Caregiver Wellness Day (CWD) Update
  - Count of vendors who have committed and paid in full to participate in CWD, Monday, November 6, 2023, is now at 41. Only one more table is available and, if not taken, can be used for information or refreshment purposes.
  - The committee will meet on Monday, July 17, to discuss and solidify more details related to event logistics.

After asking Board members if there were questions (and receiving none), Chair Keith Stamp thanked the Committee for the great report.

### **Operations/Executive Director Report (Abbreviated)**

- With Kimi Hambright's placement as our new IRTC Health Coach, we've advertised, interviewed and extended an offer for the Options Counselor position she previously held. The external, chosen candidate is pending a successful background check. Kellie and Kimi will soon be restarting the IRTC activity at Mercy.
- Thanks to Harrison for representing Heritage and having an information table at the recent CR Pride Festival, Saturday, July 8, held at NewBo.
- Review of flyers included with Board Member packet took place (Disaster PrepWise and Powerful Tools for Caregivers). Our involvement with the PrepWise AmeriCorp volunteer from the University of Iowa is going well – nice partnership. Jones County will soon be hosting their first Powerful Tools for Caregivers class on Thursdays, August 17 through September 21, 2023, 1:30 to 3:30 p.m. at the Jones County Public Health building, 105 Broadway Place, Ste. 11 in Anamosa. Suggested cost is \$10.
- Also in the packet - Iowa Department of Health and Human Services (DHHS) has given Public Notice of the Service Delivery Alignment Assessment project (posted June 28, 2023). The notice states the need, purpose and program areas to be impacted, along with scheduled In-Person and Virtual Town Hall meetings for further information. Participation is encouraged and feedback invited. Directors and staff will participate and there will be a separate sessions for the Area Agency on Aging Directors.

When Board Members were asked, no questions were raised regarding the information presented.

### **Action Items and Assignments**

- Barb reminded everyone that Board Elections are taking place at next month's meeting in August. The same slate of officers have been nominated and would like to remain in their positions. Please plan on being present to cast your vote and have it recorded.

### **Board Training**

- Chair Keith Stamp introduced Heritage's Health and Wellness Coordinator, Bryan Bruner. He has and continues to teach many Heritage classes and is providing an important 60-minute training session regarding dementia and becoming "Dementia Friends."

- Brian presented coverage of the Session Workbook with content that included examples, tasks and associated videos. These were designed to help individuals understand "what dementia is, how to determine the difference between usual aging vs. dementia, helpful ways of reacting and communicating with individuals who are facing this challenging disease then turning our understanding into action" as well as a list of Iowa dementia resources for Board Members.
- The training proved very valuable; many present wanted to have this information shared with their family, friends and in their community groups as well as assist with presenting it. Brian stated that you have to be a certified "Dementia Champion," but he was willing to travel to present the material. Further discussion took place by Board Members regarding the constant demands around-the-clock and stress that Caregivers experience when caring for individuals with this disease. In addition, there are limited options when caregivers efforts are exhausted. The most important concern is the person's safety and education is key. Individuals in rural areas most often have a long amount of travel to get to a day care facility and the need is going up. Barb stated that all of the Area Agencies on Aging hope to have a Dementia Coordinator skilled to support Caregivers someday.

Everyone thanked Bryan for his presentation and involvement regarding this important subject. Chair Keith Stamp encouraged them to push out the information to their communities.

### **Open Agenda**

There being no further business coming before the Board, Directors O'Connor and Huber moved and seconded a motion to adjourn. Meeting ended at 3:12 p.m.

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair

**HERITAGE AREA AGENCY ON AGING**  
**Regular Meeting of the Heritage Board of Directors**  
Thursday, August 10, 2023, 2:00 p.m.  
Conference Call and Heritage Area Agency on Aging

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**MINUTES**

**Call to Order**

**Present:** Keith Stamp, Bruce Barnhart, Chris Montross, Dusti Winkie, Karri Fisher, Michelle Buhman, Sister Susan O'Connor, Sarah Wagner, Scott Olson and Larry Kudej

**Also Present:** Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Kimi Hambright, Laura Kriegermeier and Denise Babcock-Assistant Secretary

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

**Introduction – Kimi Hambright**

Kimi Hambright, Heritage's new Iowa Return to Community (IRTC) and Options Counselor, was introduced to the Board. She provided information regarding her new role and the type of collaborative care she would be providing to eligible, older adult Consumers who are 60 years of age and older, not on Medicaid and agree to actively participate in a post-hospital care plan. The program matches Mercy Medical Center patients with a Health Coach and an IRTC Counselor who advocate for healing every step of the transition home with the goal of getting the individual home healthy and prevent readmission. Options available are explained by the IRTC Counselor, support is coordinated and the older adult is empowered to fulfill their discharge plan. The Mercy Health Coach and the IRTC Counselor begin working with the Consumer 2-5 days after discharge, with support continuing for up to 90 days.

**Mission Moment**

Today's focus was on caregiving with its ongoing challenges, quite often intense in nature, which Caregivers typically face on a 7 day/24 hour basis. Discussion followed after the Board members viewed a 6-7 minute Caregiver video Heritage staff produced (with permission from a local couple receiving services), entitled "Carolyn and Larry: A Caregiving Story:"

*"It's as if I am losing half of my mind. If the two become one flesh, one person, this is like I'm losing half of myself. And then I feel guilty, because of course he's losing all of himself. And I really feel like I shouldn't complain."*

Carolyn is a caregiver for her husband, Larry. She spent her career as a neuroscience nurse while he researched radiation biology. Carolyn knew caregiving was likely in her future, as Larry was born with a genetic syndrome that can cause partial paralysis. Later, a dementia diagnosis added another set of challenges to her caregiving role. This is the story of Carolyn and Larry, their enduring love, and how help from Heritage AAA empowers Carolyn as a caregiver.

Please copy and paste the following link into your internet browser if you want to view the video again.  
[https://www.youtube.com/watch?v=-8T1lBa3\\_dQ](https://www.youtube.com/watch?v=-8T1lBa3_dQ)

**Approve or Amend Agenda**

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



### **Approval of Minutes of the Board of Directors Held on July 13, 2023**

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

### **REGULAR AGENDA**

#### **Financial Report**

- July's monthly HHS meeting was held and Area Agencies updated regarding 2024 disbursements. They will follow the same schedule as before, however, ARPA funds will be paid out on a reimbursement basis.
- Heritage's Fourth Quarter report has been submitted and HHS is working out some issues on their end.
- Expanded benefits to MIPPA (Medicare Improvements for Patients and Providers Act) start in September 2023. Information coming soon regarding how much funding will be allotted to the AAAs and how dollars can be spent.
- HHS has brought in a contractor, RMS, to help fiscal staff review and close out financials as well as document processes and procedures. The agreement is now in place and the first meeting was scheduled to take place, July 17. HHS intends to compile a smaller Fiscal workgroup to tackle what RMS finds, gather information and research items with the goal of creating efficiencies.
- The six AAA's collectively applied for and were awarded an ACL grant for vaccination and education-related activities. Each AAA will receive approximately \$90K. Planning still underway for potential use, but one suggestion was for vaccine clinics to be set up at the Encore Café Congregate sites where consumers could participate. Qualified personnel from Hy-Vee pharmacies would administer the shots and include all vaccines (i.e., Influenza, Respiratory Syncytial Virus (RSV), COVID-19, Shingles, etc.).
- Tim Getty, Regional Nutrition Coordinator, applied for an Unmet Needs grant from Meals on Wheels Association of America (MOWA) and was awarded \$25K. The Encore Express food voucher programs for Washington, IA and the soon-to-be established Johnson County-Iowa City program will benefit from the funds.
- Review of Heritage's Fiscal Dashboard, with related charts as well as ARPA Fund balances took place. The Board was informed that, to date, 49-50% of ARPA funds have been spent with another 50% remaining.

#### **Approval of Financial Report**

Directors Olson and Barnhart moved and seconded approval of the financial report as presented. Motion carried 9-0.

#### **Fundraising Committee Report**

- All tables now filled for Caregiver Wellness Day, Monday, November 6, 2023, and a great day has been planned for participants. Registration begins September 1, and closes one week prior to the

event taking place. Harrison March is preparing an on-line registration form that can be accessed by Consumers through the heritageaaa.org website. Because Sponsors are paying for table space, there is no fee required for Consumers to participate.

- The Committee is endeavoring to keep event costs down and look for creative ways to add to Silent Auction baskets, for centerpieces and reduce other expenses, including those related to lunch menu options.

## **Operations/Executive Director Report**

### **Introduction – Laura Kriegermeier**

- Barb introduced Laura Kriegermeier, Heritage's Elder Rights Coordinator, who gave Board Members a presentation regarding Consumer services provided through the program, along with data from the past three fiscal years, SFY21, 22 and 23, that reflected serving the increasing needs of older adults.
  - **Objective:** Heritage's Elder Rights Program focuses on the prevention, intervention, detection and reporting of elder abuse, neglect and exploitation. The program is a cooperative partnership with Heritage, the Department of Human Services, law enforcement, health and human service providers and others in the community.
  - **Consultation Services:** Elder Rights Specialists provide 1-on-1 discussion in person, by phone or electronically. They gain an understanding of the older adult's problems and capabilities, connect them to Heritage services and other resources in the community and follow up to ensure the individual receives the services needed.
  - **Assessment & Intervention:** Heritage specialists work with the individual 1-on-1 to complete a standardized assessment to identify existing impairments, situations and problems. They determine the services and resources needed to address the current or potentially abusive situation.

Laura shared that elder abuse is categorized across six areas, but very often is a complex mixture of the following: emotional, neglect, physical, financial, self-neglect and sexual. Self-neglect is the largest amount of referrals followed by financial exploitation. Many times mental health, homelessness and violence are factors involved, too. She noted that from SFY21 to SFY23, emotional abuse cases have increased by over 65%. Discussion took place regarding possible causes, such as the continuing effects of COVID-19 and increased vulnerability in older adults. Due to the increase of referrals, this has impacted the growing amount of hours staff are providing services.

Chair, Keith Stamp, along with other Board Members, thanked Laura and her team for the excellent job they were doing in meeting these critical Consumer needs.

### **Action Items and Assignments**

- **Board Member Elections**

All current Board Members are choosing to remain in place for the upcoming term. Upon discussion, and with no questions, the following action was taken.

#### **Approval**

Directors Sister O'Connor and Wagner motioned and seconded the recommendation that current Board Members be approved and remain in place for the new term. With no objections, vote taken and all were in in favor. Motion carried 9-0.



- **Officer Elections**

All current Board Officers are choosing to remain in place for the upcoming term. Upon discussion, and with no questions, the following action was taken.

- **Approval**

Directors Barnhart and Montross motioned and seconded the recommendation that current Board Officers be approved and remain in place for the new term. With no objections, vote taken and all were in in favor. Motion carried 9-0.

- **Open Agenda**

- Barb shared that the six AAAs met with the Management team of our new organization and there have been no take-aways yet. She also had the opportunity to meet with Zach Rhein, our new Director of Aging and Disability Services (our new departmental name). He is very interested in getting the position of Dementia Specialist established to provide greater services to older adults in our communities.
- Barb is currently in the process of writing six grants; more to come on the Grantors, types and amounts.
- Options Counselor candidate, Angela Wright, was hired and will be on staff, August 21. Angela is replacing Kimi Hambricht, and will go through several weeks of training with Kimi as well as other Care Team members, learning position responsibilities.
- The Board was encouraged to vote in the MidAmerican Cares fundraising event. Customers and all community members may vote for a non-profit, making the organization eligible for ten \$1,000 and a final \$10,000 drawing during the Iowa State Fair. The contest can be found at: [https://woobox.com/vwu5r9?utm\\_source=responsys&utm\\_medium=email&utm\\_campaign=residential\\_eneews](https://woobox.com/vwu5r9?utm_source=responsys&utm_medium=email&utm_campaign=residential_eneews)
- The recent Heritage Nutrition Team food distribution at St. Paul's UMC Church provided 50 people with bags of food. Care Team members were present as a resource for eligible consumers as were volunteers from two of our partnering corporate sponsors, International Paper and MidAmerican Energy, who assisted with the distribution. The need is very great and some families, who were homeless, also came to receive food. Thanks as well to Kwik Star and HACAP for providing many of the food items.
- A contract between Heritage and the Waterfront Hy-Vee store in Iowa City has been signed to expand Encore Express meal services to 40-50 eligible Johnson County consumers. Individuals will be able to use the \$9.00 meal vouchers for breakfast and/or lunch in their food service area as well as spend them on Mealtime-to-Go take home meals. It is hoped that future grant awards may take the number of consumers participating up to as many as 60.
- Many thanks to Board Member, Shawn Ireland, and the Linn County Deputies and Dispatchers Association (LCDDA) for choosing 50 Heritage-identified consumers to receive their 2023 Holiday Food Baskets. One distribution is currently scheduled for Thanksgiving and the other during the Christmas holiday season. Tim Getty is working with Shawn and Heather O'Connor, as coordination activity and distribution takes place.
- Additionally, our gratitude goes out for Board members who have recently represented and promoted Heritage services so well in our communities: Evans Waller, Larry Kudej and Keith Stamp. Thank you!

### **Public Comment**

- There were no public comments expressed at this time.

### **Motion to Adjourn**

At 3:17 p.m., Chair, Keith Stamp, asked if there were any other matters to address and none were brought forward.

Directors Buhman and Montross moved and seconded the motion to adjourn. Motion carried 9-0.

### **Next Meeting**

The Heritage Board of Directors will meet next on Thursday, September 14, 2023 at 2:00 p.m.

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair

*Revised*

**HERITAGE AREA AGENCY ON AGING**  
**Regular Meeting of the Heritage Board of Directors**  
Thursday, September 14, 2023, 2:00 p.m.  
Conference Call and Heritage Area Agency on Aging

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**MINUTES**

**Call to Order**

**Present:** Sister Susan O'Connor, Michelle Buhman, Karen Huber, Shawn Ireland, Jasmine McGowan, Chris Montross, John Schlarmann, Keith Stamp, David Thielen, Sarah Wagner, Evans Waller, Dusti Winkie, Larry Kudej and Bob Welsh

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

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

**Mission Moment**

**USAgging – 50-Year Anniversary**

Barb stated Heritage and the Board often talk about the i4A, the Iowa Association of Area Agencies on Aging, which includes all six of the local AAA agencies. At a national level, N4A (National Association of Area Agencies on Aging, has now become USAging. They provide information, training, workshops, advocacy, policy guidance and more for all 600+ AAA's across the nation. The Older Americans Act (OAA) was approved in 1965, with the AAA's authorized in 1973, so we are celebrating a 50-year anniversary. (For more information about this organization, see [www.usaging.org](http://www.usaging.org)).

**Approve or Amend Agenda**

Directors Ireland and Buhman moved and seconded the agenda. Motion carried, 13-0.

**Approval of Minutes of the Board of Directors Meeting Held August 10, 2023**

Directors Montross and Stamp moved and seconded the August 10, 2023 meeting minutes. Motion carried, 13-0.

**Advisory and Task Force Changes – Evans Waller, Returning Advisory Chair**

Directors Ireland and Stamp moved and seconded the motion to approve Evans Waller as the Advisory Task Force Chair. Motion carried, 13-0.

**REGULAR AGENDA**

**Finance Report**

**SFY2023 Closeout and Carryover**

- Heritage continues to work with ADS to tie out SFY2023 closeout numbers and carryover; hope to have this resolved and submitted next week.

## **Grant Updates**

- Management Team met the last week of August to review identified grant opportunities and determine the best fit for each identified grant.
- Applications/Requests Submitted
  - 4 submitted; total ask \$44,500
- Applications To Be Submitted in Next 6 Months
  - 11 on radar; total anticipated ask for 5 applications is \$125,000 with funding request for the remaining 6 to be determined after additional research
- Other
  - Information requests sent to 2 additional companies

Continue to perform outreach and identify additional opportunities

## **Estate Fund Disbursement**

- Fall of 2022, received notification from Midwest One Bank that Heritage is one of 13 charities that are part of the Delbert Disselhorst Trust.
- Heritage is to receive 6.5% of the Disselhorst Trust once settled.
- End of August 2023, received partial disbursement check for \$39,613.64.
- Trust Manager at Midwest One indicated he would anticipate another distribution of a similar amount, hopefully by the end of the year.

## **ARPA Funding Gap Plan**

- Management Team met the last week of August to review remaining ARPA funds and develop a plan to cover the gap once ARPA funding ends (09/30/2024).
- Heritage has been spending the ARPA funds proportionally throughout the funding period.
- As Barb has shared in Board dashboards, there continues to be a rising need for services as is shown by the increase in served consumers and provided units.
- The goal is to make sure the programs and services covered by ARPA funds are maintained after the funding ends; be sure Heritage is prepared to continue meeting the needs and have funds set aside and identified for the ARPA funding gap.
- As discussed at the Finance Committee, we are proposing and need approval to:
  - Open a separate money market ARPA Transition account; funds to see the account will include:
    - ~ \$80,000 from Disselhorst Trust.
    - ~\$38,000 from interest on KCC Foundation fund.
    - Any additional unrestricted funding received.
  - Withdraw the interest from the Kirkwood Foundation for 2023, approximately \$38K, to go into the ARPA Transition account.

## **Other**

- Mandi Holcomb at Denman and Company, LLP, will attend the October Finance Committee meeting to kick off the annual audit process.



### **Approval of Finance Committee's Recommendations**

Directors Huber and Ireland moved and seconded recommendation number 1: open a separate money market account. Motion carried, 13-0.

Directors McGowan and Stamp moved and seconded recommendation number 2: take withdrawable interest from the Kirkwood Foundation and put it into the new money market account. Motion carried, 13-0.

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

Directors Huber and Ireland moved and seconded the finance report. Motion carried, 13-0.

### **Fundraising Committee Report**

Karen and team members provided an update to the Board regarding Fundraising Committee activities.

- Karen recently attended the Elderly Consortium and promoted the 2023 Caregiver Wellness Day event.
- The Caregiver Wellness Day luncheon menu has been set and kept within the budget, including all dietary needs.
- Harrison gave an update on publishing and Caregiver advertising as well as distribution that was taking place. We have 30 registrants so far within the past two weeks that registration has been open. Promotion by the Mercy Caregivers team as well as our own Heritage Team should help the number increase. Brochures were handed out for the Committee to disperse in their communities.
- Director O'Connor thanked the Committee for all the good effort that was taking place to make this event a success.

### **Operations/Executive Director Report**

#### **Staffing**

Angie Guss resigned her position last month. She worked with Laura Kriegermeier, our presenter last month, and was a member of the Heritage Elder Rights team. She had a great opportunity to do what she loves, return to military at the Iowa City Arsenal, National Guard, as a Civilian Consultant. We are now interviewing to fill her vacancy; the position is very demanding and requires a high level of skill.

Angela Wright started in her position as Options Counselor last month replacing Kimi Hambricht. Kimi has had an extraordinary start with the Iowa Return to Community (IRTC) program. Angie has fit right into the team.

We are very pleased to have our annual Staff retreat again, coming up Friday, December 1, 2023. Personnel from the newly, realigned Iowa Department of Aging and Disability will join us for part of the day and be available to answer questions. Zachary Rhein, Division Director, will present information to the team regarding the future of aging services in Iowa.

#### **Nutrition**

Our team of both Heritage Staff, as well as partners, have gone above and beyond to support our communities with food distributions. This fall, we are providing more food distribution at St. Paul's church. This activity will include volunteer groups through our funding partners MidAmerican and International Paper as well as members of our Heritage Care Team being on site to answer questions and talk with consumers experiencing additional concerns. We will also host a vaccine clinic with our vaccine grant dollars.

The meal program in Iowa City has a tentative start date of Monday, October 9, 2023. We are excited to kick this off and help better support an area that has been identified as a food desert for at-risk older residents.

### **Vaccines**

Regarding vaccine access, Heritage is planning approximately four vaccine clinics in October to kick off flu season. We will partner with County Public Health Departments and local pharmacies (including Hy-Vee) to get shots in arms. There is also an educational and outreach portion of this grant. The six AAA's in Iowa enlisted Bing Bang to produce a commercial to promote vaccines. Larry Kudej, of our Board, and his wife, are starring in the commercial, which will be shown on television as well as Facebook.

### **OIL (Older Iowans Legislature) Conference**

Heritage is willing to host anyone wanting to zoom into the OIL Conference on Monday, September 18, 2023. If you have problems zooming or just want to be in a group of people, you can watch the conference activity here at Heritage. Information has been included in the Board packet. Please contact Barb by 10:00 a.m. tomorrow, Friday, September 15, 2023.

### **Update on HHS Processes**

The AAA Directors met with Zach Rhein last week. He highlighted some strategies for Aging Services, including redesigning the Medicaid waiver programs and expanding the ADRC (Aging and Disability Resource Center). This expansion would result in possibly finding more resources for Heritage to service adults with disabilities.

### **Board Dashboard**

Review of the Board Dashboard took place at this time. Note: Breakdown of these overall increasing needs listed below also includes rural community statistics.

- EAPA and Elder Abuse for FY19-23. Seeing an increase with the consumer needs more significant and critical. This will increase unit hours and needed staff hours.
- Congregate Nutrition. There are now 16 meal sites around our region, including Encore Cafes. This is one more reason we are writing more grants-to meet increasing nutritional needs for older adults. Volume of Consumers attending the sites is growing and individuals are no longer hesitant to attend even with COVID-19 continuing. (The Marion Public Library Encore Café has had 98 Consumers consistently participate during each of the past six months.)
- Options Counseling. As with Elder Rights, consumers and units are increasing due to more demand for services. Trends are expected to continue to increase across all levels of services.
- Case Management (includes consumer-direct care as well as caregivers). These services happen after Options Counseling and are long term services, including keeping people at home and out of the hospital.

### **Action Items and Assignments**

- Board Advisors for SFY24 need to be approved by the Board. This action will take place at the October 12, 2023 Board meeting.

### **Open Agenda**

- No other items were brought forward by Board Members at this time.

**Public Comment**

No members of the public were present.

**Adjourn**

There being no further business coming before the Board, the meeting was adjourned at 3:00 p.m.  
Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair

**HERITAGE AREA AGENCY ON AGING**  
**Regular Meeting of the Heritage Board of Directors**  
Thursday, October 12, 2023, 2:00 p.m.  
Conference Call and Heritage Area Agency on Aging

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**MINUTES**

**Call to Order**

**Present:** Sister Susan O'Connor, Bruce Barnhart, Michelle Buhman, Karri Fisher, Karen Huber, Shawn Ireland, Chris Montross, Scott Olson, John Schlarmann, David Thielen, Sarah Wagner, Evans Waller, Dusti Winkie, Larry Kudej

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

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

**Introduction - Angie Wright, Options Counselor**

Our newest Options Counselor, Angie Wright, has been on staff for two months and Barb took this opportunity to introduce her to Board Members who welcomed her. Angie provided information regarding her family and background as well as said she was enjoying her new position with Heritage.

**Mission Moment**

**Walk-In Consumer's On-Line Commendation for Great Service Provided**

Barb shared an e-mail received via a Google review from a Consumer who walked in to our office and was provided great service by Case Manager, Ann Neville:

*"My life preserver! Words cannot express how much a trip to this office did for me, perhaps the tears of relief that streamed from my face as I walked out the door said it all. I was filling out the Medicaid Application for a family member and between that, and all the unknowns that go with that, I was overwhelmed. Had I filled out the form correctly? Was this the right thing to do? What are the next steps? What ...what...my head was filled with questions and I didn't know who to turn to for the correct information. Luckily, I found Ann at Heritage Area Agency on Aging and as she sat down and explained things to me in simple steps, I had finally found the answers that I had spent days pondering and fretting over. I know now that I can go there for guidance and the answers to my questions in the future. Heritage Area Agency on Aging warmly welcomed me in and with the support and assistance that they provided, I now feel educated and on track. I can't thank Ann and the staff at Heritage for being there for me. What a great resource!!"*

**Approve or Amend Agenda**

Directors Schlarmann and Buhman moved and seconded the agenda. Motion carried, 13-0.

**Approval of Revised Minutes of the Board of Directors Meeting Held September 14, 2023**

Revisions to Minutes initially distributed discussed and changes approved. Directors Ireland and Wagner moved and seconded the revised September 14, 2023 meeting minutes. Motion carried, 13-0.



## **REGULAR AGENDA**

### **Finance Report**

#### **SFY2023 Closeout and Carryover**

- Heritage continues to work with ADS to tie out SFY2023 closeout numbers and carryover. \$80K in federal title funds carried over into SFY24. Remainder of fund disbursements are expected soon.
- Getting ready to submit end of 1Q SFY24 review. Still meeting monthly with ADS and soon their Staff will come to each AAA to examine how things are being done. Regarding MIPPA funding, ADS is trying to make the process as easy as possible.

#### **Grant Updates**

- Received notification of \$7,500 grant issued by Community Foundation of Johnson County to support Iowa City Encore Express food voucher program. Barb and Tim will be attending an event next week recognizing funding awardees.
- Applying for Benton and Jones County Foundation grants in the next week.

#### **Donations**

- Many thanks to Karen Huber and Home Instead for their recent matching donation.

#### **Other**

- Mandi Holcomb at Denman and Company, LLP, attended the October Finance Committee meeting to kick off the annual audit process. Majority of the work will be done remotely with Mandi on-site a day in November to complete fieldwork.
- Discussion took place regarding Kirkwood's rental cost for existing spaces. This increases 3 percent annually; much lower than current market rates. In addition, Kirkwood's infrastructure alone is a tremendous monetary savings and they are committed to keeping their partnership with us. Kirkwood has said, however, that they will no longer fund capital dollars for property repairs. An alternative location, on-campus, will be found within 3-5 years or if the condition of the buildings requires action sooner.
- Balance Sheet as of October 6, 2023 reflects Total Assets, \$2,083,685.02; Total Liabilities and Net Assets, \$2,083,685.02.

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

Directors Olson and Huber moved and seconded the motion to approve the financial report. Motion carried, 13-0.

### **Fundraising Committee Report**

Karen and team members provided an update to the Board regarding Fundraising Committee activities.

- As of today, October 12, there are 114 CWD registrations confirmed to date; 104 family caregivers and 10 professionals. This Sunday, October 15, registration will open to additional professionals.
- Broken out by County: Cedar-5; Linn-83; Jones-5; Johnson-15; Benton-3; Washington-1; Other-Wapello-1; Other-Tama-1.
- 13 Consumers requesting Respite Care (committee member Amber Franzen to contact them to make arrangements) with 12 Consumers requesting a Flu Shot.
- Coordinating activities are still underway and she is pleased with Consumer response and the Committee member's participation to make this day a success.

## **Operations/Executive Director Report**

Barb presented her report and said that grant writing was in full swing, then provided the following updates.

- Our new Elder Rights Specialist, Uriel Moorer, will be reporting on Monday, October 18th. We now have no Staff vacancies.
- Tim Getty, our Regional Nutrition Coordinator, has been asked by the National Resource Center on Nutrition and Aging and the ACL, to serve as a subject matter for congregate nutrition innovation. In this capacity, he will consult with grantees as needed and make occasional presentations.
- Bryan Bruner, our Health and Wellness Coordinator, will be teaching a variety of classes this winter: Tai Chi, Dementia Friends and possibly a Matter of Balance. He will be collaborating with Michelle Buhman and the Iowa City Senior Center to provide Walk with Ease.

Discussion about how homeless, older adults were served by Heritage took place in response to a question from the Board. Kellie Elliott-Kapparos and Barb, as well as several others, added insights related to challenges and possible removal of barriers for these individuals.

## **Action Items and Assignments**

### **a. Policy-Staff Training**

Board Members were asked to review the Heritage Staff Training Policy document provided and ask any questions. Date of adoption, upon approval, will be October 12, 2023.

### **Approval of Policy-Staff Training**

With no questions, Directors Barnhart and Waller moved and seconded the policy for Staff training. Motion carried, 13-0.

### **b. Board Advisors – Annual Voting**

Annual renewal for the position of Heritage Board Advisors was brought before the Board for discussion.

### **Approval of Board Advisors**

Directors Waller and Huber moved and seconded the motion to approve Larry Kudej and Bob Welsh as Heritage Board Advisors. Motion carried, 13-0.

## **Open Agenda**

- No other items were brought forward by Board Members at this time.

## **Public Comment**

No members of the public were present.

## **Adjourn**

There being no further business coming before the Board, the meeting was adjourned at 3:00 p.m.  
Respectfully submitted by:



*Denise Babcock*

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Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

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Acting Chair, Sister Susan O'Connor for  
Keith Stamp, Chair

**HERITAGE AREA AGENCY ON AGING**  
**Regular Meeting of the Heritage Board of Directors**

Thursday, November 9, 2023 - 2:00 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

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**MINUTES**

**Call to Order**

**Present:** Keith Stamp, Bruce Barnhart, Michelle Buhman, Karri Fisher, Karen Huber, Shawn Ireland, Jasmine McGowan, Chris Montross, Sister Susan O'Connor, Scott Olson, David Thielen, Sarah Wagner, Larry Kudej and Bob Welsh

**Also Present:** Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Harrison March, Uriel Moorer and Denise Babcock-Assistant Secretary

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

**Introduction – Welcome, Uriel Moorer, Elder Rights Specialist**

Barb introduced Heritage's newest employee, Uriel Moorer, to the Board. He gave an overview of his background as a staff member of Camp Courageous, which provides "exceptional year-round recreational, respite, and travel opportunities for individuals with disabilities and their families," as well as Discovery Living, a non-profit organization that provides "intellectual disabilities services for adults." He is a service-minded person and really likes his new position stating everyone is very helpful. The learning curve right now involves a lot of shadowing of staff, engaging with Consumers and asking questions, Uriel said.

**Mission Moment**

**Vaccine Report**

As previously shared, the six Iowa AAA's received a vaccine grant. Heritage entered into a partnership with Hy-Vee to provide flu and other vaccinations as part of senior wellness days in designated stores. Also, the six AAA's joined together to film a promotional video, "Get Shots," encouraging older Iowans and our State to be vaccinated. Board advisor, Larry Kudej and his wife, Kim, volunteered to be a part of the filming project. They were thanked for their wonderful performance and the video was shown to the Board. The video will be viewed on Facebook, YouTube, various social media outlets and television. Board Members will be updated as vaccine clinic activity occurs.

**Approve or Amend Agenda**

Directors Montross and Huber moved and seconded a motion to approve the agenda. Motion carried, 12-0.

**Approval of Minutes of Board of Directors Meeting Held Thursday, October 12, 2023**

Upon review, Directors O'Connor and Barnhart moved and seconded the motion to approve the October 12, 2023, meeting minutes. Motion carried, 12-0.

**Changes to Advisory or Task Force Rosters**

**Linn County Task Force Resignations**

Two individuals recently submitted their resignations from positions on the Linn County Advisory Council; Barb Young, for personal reasons, and Sandy Bruce, due to a pending move to Des Moines, Iowa.

## **REGULAR AGENDA**

### **Finance Report**

No November Finance Committee meeting was held. Heritage annual audit activity is now underway. On November 20, Mandi Holcomb with Denman and Company, LLP, will be on-site performing audit fieldwork. The Q1 Iowa Aging and Disability Services (ADS) report was submitted.

### **Grant Update**

- An additional \$3,500 from International Paper Foundation has been received for the Cedar Rapids Encore Express food voucher program.
- Funding was not awarded for the grant submitted to the Washington County Riverboat Foundation.
- Heritage is submitting for a grant from United Fire Group, due December 1, 2023.

### **Fiscal Dashboard**

- Review of bank balances prior to the opening of the new transition account took place.
- Encore account donations from Congregate were discussed along with market-driven Endowment fund balances.
- Sub-Provider spenddown examination shows the Nutrition and Non-Nutrition spend amounts are right on target.
- Monthly Nutrition and Non-Nutrition expenses were evaluated.

### **General Finance Notes**

- With previous Board approval, a separate transition account was opened at Farmers State Bank (FSB). Called an "ultimate account," it is a combo money market/CD account which accrues interest and allows for flexibility to access funds when needed in the future.
- ADS fiscal team members visited Heritage to review systems and processes used. Very transparent and communicative, they stated reporting practices are not being changed at this time.

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

Directors Olson and Buhman moved and seconded approval of the finance report. Motion carried, 12-0.

### **Fundraising Committee Report**

- Director Huber informed Board Members the 2023 Caregiver Wellness Day event Heritage held at the Kirkwood Hotel on Monday, November 6 was a huge success! She gave several highlights of the day, remarking that from the team to the staff, all were so helpful; committee members, fantastic and the vendors, very satisfied. The Speakers and their topics were put together well. Great interaction between the attendees and the presenters; lots of questions and participation. Director Ireland commented regarding the amount of networking that took place and the wonderful facility and food provided also added to the overall experience.

Barb said vendors had a lot of traffic and were able to provide Consumers with a great deal of information. The Heritage Care Team was present and assisted over 27 individuals with various questions related to caregiving and services. She also wanted to recognize Karen for the wonderful job she did as event emcee. Vendor and Participant survey evaluations are under review and suggestions will be incorporated for next year's event.



Keith thanked everyone involved for the good job and the successful support of the caregiving community along with informing them of Heritage services.

### **Operations/Executive Director Report**

- Barb gave an update on the Iowa Return to Community (IRTC) program. (Heritage is the fifth out of six AAA's that have this program). Our contract with Mercy has been renewed and we continue to build upon our long-lasting relationship with them. Kellie and Kimi are currently doing an outstanding job maintaining, growing and managing 30 IRTC participants. Kellie will be giving a presentation at the end of our meeting today expanding upon the process.
- The Washington County Health event took place on Thursday, October 26, 2023, during our Encore Café Congregate meal. Much appreciation goes out to Karri Fisher who assisted with the vaccine/shot activity coordination. Tim Getty also brought fresh produce from HACAP and members of our Care Team were present to provide a full level of service to people.
- The Johnson County Foundation grant is helping to fund congregate nutrition/Encore Express food vouchers for Iowa City Consumers.
- Yearly contract renewal between Iowa Vocational Rehab and Heritage has taken place for The Older Worker Employment Program. Paul Swanson, Skilled OWEP Employment Specialist, received his annual review with Vocational Rehab and been recognized for the large caseload he successfully manages. In the near future, Paul will be invited to give an update to the Board.
- Realignment within Iowa Health and Human Services continues to progress. The Health Management Association recently gave a report, along with recommendations, to the Governor and Director Garcia for review.

In-person and on-line zoom sessions will take place through the end of November about the possible transition from seven Medicaid Waivers to two. "HOMETOWN Conversations," (Hope and Opportunity in Many Environments), is the name for the series of forums. A schedule of the dates and times as well as a sign-up sheet and recordings of previous meetings is available at [hhs.iowa.gov/programs/welcome-iowa-medicaid/current-projects/home/hometown](https://hhs.iowa.gov/programs/welcome-iowa-medicaid/current-projects/home/hometown).

### **Action Items and Assignments**

#### **Strategic Planning - Approval Requested for Board Training Date**

- Review of the Heritage Board Development document prepared by Keith that outlines specific reasons and goals for training, took place. The 90-minute, face-to-face session will assist Board Members:
  - "increase their understanding of the dynamic community needs changing role and services to more fully communicate this information to the community;
  - gain an increased understanding of the Heritage's fiscal context and changes to the fiscal context which will require leadership decisions;
  - and gain an increased awareness of the role community partners engage and collaborate with Heritage to support the needs of elderly individuals in our region."

Board Members were given three options for the training date and time. Upon further discussion (and no other comments or opposition), Option #1 seemed to be the most popular; a 90-minute training session, the second week of February, 2024, during the regularly scheduled Board meeting, with a brief, monthly Business meeting to take place (1:30 to 2:00 p.m.), then the training session to follow (2:00 to 3:30 p.m.).



### **Approval of the Strategic Planning, Board Training Date**

Directors, Huber and Barnhart moved and seconded the motion to approve Option #1 (as stated above) along with the date of Thursday, February 8, 2024, to hold the training after a modified, monthly Business meeting. Motion carried, 12-0.

### **December Board Meeting – Options To Be Discussed**

- No decision-making items are anticipated to come before the Board during December, so it is suggested instead of a formal meeting taking place, a “social” gathering be scheduled. This will be a get together for those individuals available on Thursday, December 14, from 2:00-3:30 p.m., held at a local Cedar Rapids restaurant and a “pay for your own food and beverages” event.

A detailed, e-mail invitation will be sent with an “RSVP” to Denise, requested. In addition, business items for review will come in advance by e-mail, also. After discussion and comments, motion activity was entertained.

### **Approval of December Board Meeting Option**

Directors, O'Connor and Huber moved and seconded the motion to approve the December 2023 Board Meeting being changed to a social gathering for Members. Motion carried, 12-0.

### **Iowa Return to Community (IRTC) Presentation**

- Kellie gave a 30-minute presentation regarding the Iowa Return to Community program currently underway with statistics reflecting the increasing need for these types of option counseling services.

Some areas focused upon:

“What is IRTC to the Professional?” Collaboration between HAAA and Mercy Medical Center; support to Mercy to address concerns, post-discharge; prevent re-admission or Emergency Department usage; standardized referral process with accountability; and “work” the discharge plan with the Patient.

“What is it to the Patient?” Care planning to address concerns and new needs in relation to the discharge instructions and Patient goals; emotional support during what can be a stressful and uncertain time; potential for financial support; in-person and over-the-phone; educate on local resources and connection; assess eligibility for programs, waivers, etc.; develop action steps to support Discharge instructions and their goal(s) and follow up to ensure stability and sustainability.”

“Statewide Goals” Maintain independence in home setting of choice; wrap around services and supports; integrate service through care coordination and management; facilitate increased access to primary and preventative care and reduce unnecessary placement or re-admissions.

“Statewide Desired Outcomes” Ensure consumer choice in care setting, prefer community; increase access to person-center planning; achieve cost savings for consumer; achieve cost savings for Medicaid by delaying facility placement and avoid Medicaid enrollment when possible.

Board Members had questions regarding funding of the program, number of counties being served, if there was sufficient number of staff for the increasing caseload, as well as others that Barb and Kellie were able to address. They thanked Kellie and Kimi Hambricht for the excellent service being providing to these vulnerable, older adult Consumers in our communities.

### **Open Agenda**

No open agenda items were presented.

**Public Comment**

No members of the public were present.

**Adjourn**

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

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair



**HERITAGE AREA AGENCY ON AGING**  
**Regular Meeting of the Heritage Board of Directors**  
**January 11, 2024 - 2:00 p.m.**

Via Conference Call and Heritage Area Agency on Aging Location

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**MINUTES - REVISED**

**Call to Order**

**Present:** Keith Stamp, Bruce Barnhart, Michelle Buhman, Shawn Ireland, Jasmine McGowan, Chris Montross, Sister Susan O'Connor, Scott Olson, David Thielen, Sarah Wagner, Dusti Winkie and Larry Kudej.

**Also Present:** Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Jill Sindt, Kimi Hambright, Harrison March, and Denise Babcock-Assistant Secretary

Chair, Keith Stamp, called the meeting to order at 2:05 p.m.

**Mission Moment**

Heritage IRTC-Options Counselor, Kimi Hambright, shared with the Board a critical-need Consumer situation where person-center dollars were used to benefit an older adult dealing with terminal illness and her dependent, multi-generational family members, some of whom are also experiencing mental and physical disability challenges. Kimi investigated the caregiving Consumer's housing situation and evaluated the level of need for safe access into and out of the home. She wrote up a request for support and, after bids were gathered and submitted from Contractors, funding was approved to purchase and install a high quality mobility ramp along with room transitioning modifications to improve access from the ramp into and out of the home. Before and after photographs were shared, funding dollars discussed along with the improved quality of life the family would now be experiencing. Kimi was thanked for the good job she did in meeting these Consumer needs.

**Approve or Amend Agenda**

Directors Ireland and Barnhart moved and seconded approval of today's agenda. Motion carried, 11-0.

**Approval of Minutes of Board of Directors Meeting, Held Thursday, November, 9, 2023**

Directors Barnhart and Montross moved and seconded approval of the Thursday, November 9, 2023, meeting minutes. Motion carried, 11-0.

**Changes to Advisory or Task Force Rosters**

**Advisory Council Change**

Advisory Task Force member, Bob Welsh, passed away December 1, 2023. A strong advocate, for his as well as many other communities in Iowa, he will be greatly missed. We will be looking to fill his Johnson County vacancy so please contact Barb if you are aware of any potential candidates.

**REGULAR AGENDA**

**Finance Report**

- Cash in Checking, approximately \$850K. Some state and federal disbursements have been received but not yet recorded in our accounting system as of the report date.

- Congregate Meals account does not have a negative balance. An entry to record December deposits had not been recorded yet as of the report date.
- No unexpected expenses.
- Disbursements from ADS continue to be on time.
- Submitted December 2023 Vocational Rehab report as well as Q2 MAC report. Will be focusing next on Q2 report to ADS and VOCA.

### **Grant Update**

- \$25,000 has been received from Greater Cedar Rapids Foundation and will be used toward funding the Linn County Encore Cafes.
- Heritage received \$6,000 from the Benton County Foundation that will be used for staff mileage and material aid to support Benton County consumers.
- United Fire Group's grant has been applied for as previously discussed.
- The Director Team have discussed, and are in the process of evaluating, ten other grants for which Heritage may qualify.

### **General Finance Notes**

- An ADS update was provided to the Board. ADS continues to talk to developers about updates (small and large) to IAFRS system and is no longer talking about moving to the Iowa Grants system. Currently working with HHS/IT to get a business analyst assigned to work on larger projects/changes.
- HHS has a plan to implement in the event of a government shutdown. Funds are on hand to continue disbursements for at least 1-2 months.
- All the documents requested for the annual Audit currently taking place have been submitted. A draft audit report should be available in late January.
- Grant Luebe, a Financial Advisor with Heartland Investments, is a new member of the Heritage Finance Committee. With over twelve years of experience regarding endowments and helping endowment streams increase, he is a welcome participant in helping Heritage with future growth. He recently participated in the January Committee meeting.

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

Directors O'Connor and Ireland moved and seconded approval of the finance report. Motion carried, 11-0.

### **Fundraising Committee Report**

- The Fundraising Committee had met in November 2023, after the Caregiver Wellness Day event took place, and discussed what went well, areas of improvement and surveys completed by both the Vendor/Sponsors and Participants. This information will be used when planning the 2024 event. The next Committee meeting will take place in February 2024. Keith congratulated the Committee for their CWD success and thanked them for the great job.

### **Operations/Executive Director Report**

- There have been no changes to the Employee roster and Heritage is fully staffed at this time.



- Our offices will close for MLK Day on Monday, January 15, 2024. A message will be placed on Heritage's voice mail and office doors regarding the closure and what actions Consumers should take.
- The annual Heritage Staff retreat was held December 1<sup>st</sup>. ADS Director, Zach Rhein along with several members of his team, attended and discussed upcoming organizational changes, the outcome being to create more efficient collaboration, particularly with APS (Adult Protective Services).
- The Caregiver 101 Series will take place the first quarter of 2024 (a copy of the detailed flyer is attached). Topics are taken from previous participants and will include stress reduction for Caregivers, Medicare and Medicaid as well as in-home care providers. This series is a part of the Area Plan for Heritage and will take place twice a year in addition to the Caregiver Wellness Day event. Thanks to Kellie and her Care Team for the excellent job they do in not only presenting this material, but supporting Caregivers.
- Barb and Tim Getty met with Marion Mayor, Nicholas (Nick) AbouAssaly, regarding the Encore Cafes at both Lowe Park and the Marion Public Library to discuss increasing participant numbers. He requested additional data and they will meet with him again to present that data and request potential funding from the City towards the weekly Cafes.
- Senior Dining Program. The Encore Express, which uses paper vouchers, will transition to a Sr. Dine Card process instead. This will help with accessing data for reports sooner and improve efficiencies. The Nutrition Team will load the cards with funds monthly for eligible Consumers to use. An AAA in Kansas currently uses this method with their Hy-Vee stores and they have had success with it.
- Older Workers Employment Program. The age 55 and over identified disability partnership with Iowa Vocational Rehab is in the process of changing. Paul Swanson, OWEPP Specialist, has exceeded expectations and consistently meets Consumers needs.
- Integration with Iowa HHS. The Health Management Associates (HMA) Consultant's report, dated November 2023, is completed and comments came out regarding it on Monday. (The 193-page report can be viewed at <https://hhs.iowa.gov/initiatives/system-alignment>. Scroll down the page under Resources to find a PDF copy of the document for review.) A message from HHS Director Garcia was shared with the Board regarding goals to implement the suggestions made.
- Arbor Services. The Arbor is a 70-unit senior living apartment complex Heritage provide services to under a partner contract. Building residents were recently surveyed regarding their interaction with Heritage's Care Team and their response was overwhelmingly positive!

### **Coe College Partnership – Jill Sindt, Community Advancement Director**

Jill shared that Heritage and Coe College's Department of Nursing have entered into to a new cooperative initiative designed to benefit both our Consumers and senior students looking to broaden their skill sets while serving our communities' older adults. Nutrition team members, Lauren Geistkemper and Julie Roman, coordinate and successfully support the Encore Cafes in both Cedar Rapids and Marion locations. They build ongoing relationships with and schedule a team of outstanding volunteers for each site. One of the volunteers shared their Encore experiences with a family member and the idea of partnering with Coe College came into being.

Starting February 1, 2024, a team of 22 seniors will rotate out to the Encore Café sites to assist with helping Consumers and potentially provide routine health checks (i.e., blood pressure checks, health presentations, etc.). Eventually, it's hoped students from Kirkwood and Mount Mercy Nursing Colleges could become involved in this type of program, too.

### **Action Items and Assignments**

Barb reminded Board Members our February 8, 2024 meeting will be an abbreviated Board meeting at 1:30 p.m. and then move into a Heritage 101 Training session from 2:00-3:30 p.m. Materials for both



activities and a zoom conference call link will be sent out via e-mail. Please let her know if there are any questions.

### Open Agenda

#### **The Governor's Condition of the State Address as it related to Aging Services – Larry Kudej**

- Larry gave Board Members an update regarding the Iowa Governor's "State of the State" address. Kim Reynolds only made one statement about the aging population and it contained nothing that was specific or directly impacted older adults.
- He met with Zach Rhein, ADS Director, who was complimentary of Heritage. Zach mentioned they were working on their HHS plan to implement by the end of the year.
- Other Legislative issues.
  - Larry was recently named AARP Iowa Volunteer State President and will lead the Association's Iowa Executive Council, working closely with the AARP Iowa State Director, Iowa staff and volunteers in their efforts on behalf of AARP's 328,000 members in Iowa.
  - AARP Lobby Day will be on Wednesday, February 14, 2024 in Des Moines, IA. One of the areas of greatest concern to be discussed with Legislators is long-term care. Arrangements are being made for transportation from Cedar Rapids to the Capitol for the event and he will provide information for Barb to distribute to Board Members. This is a great opportunity for advocacy and all are encouraged to attend. The deadline to register is Monday, January 22<sup>nd</sup>.
  - Barb mentioned that legislative bills recently came forward to create a Dementia Specialist position in each AAA region. Larry said he was aware and further discussion took place.

Chair Keith Stamp asked if there were any other questions, then thanked Larry for his continued involvement on bettering the lives of older adults in Iowa.

### Public Comment

No members of the public were present, however, a question was raised by a Board member if there was any more funding for services in Cedar County. Barb mentioned the Request for Proposal process just started and she would follow up with Kellie regarding this.

### Motion to Adjourn

Directors Ireland and Barnhart moved and seconded a motion to adjourn. Motion carried, 11-0.

There being no further business coming before the Board, the meeting was adjourned at 3:25 p.m.  
Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair



**Regular Meeting of the Heritage Board of Directors**

**Thursday, February 8, 2024 – 1:30 p.m.**

Via Conference Call and Heritage Area Agency on Aging Location

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**MINUTES**

**Call to Order**

**Present:** Sister Susan O'Connor, Chris Montross, David Thielen, Dusti Winkie, Jasmine Megowan, John Schlarmann, Karen Huber, Karri Fisher, Michelle Buhman (with Guest, Intern Natalie Rugger), Sarah Wagner, Scott Olson and Larry Kudej.

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

Vice-Chair, Sister Susan O'Connor, called the meeting to order at 1:30 p.m.

*Barb reminded Members this is an abbreviated Board meeting today after which the Heritage 101 Training session will take place from 2:00-3:30 p.m.*

**Mission Moment – Shannon Youmans**

Options Counselor, Shannon Youmans, shared that in April 2023 while driving back from a home visit, she saw an older gentleman by the side of the road lying face down in the grass. He appeared to be pinned down by his heavy backpack. After stopping, getting him to his feet and asking several questions, she discovered he was waiting for a bus. He said he routinely falls as well is sometimes knocked unconscious. Upon talking further, he agreed to meet regarding services Heritage may be able to provide.

Since the meeting, she has helped him fill out a Linn County LIFTS application, which was approved. This provides him transportation on Monday, Wednesday and Fridays to a local gym for exercise and socialization. She also met with family members who agreed to help with his increasing needs. Because going up and down basement stairs was an issue for him, they were able take over doing his laundry as one of the items. Recently, the family called saying his level of care should be re-assessed. They feel he is at a point where a new place to live that provides further daily assistance is needed. Shannon said she was in the "right place at the right time" in order to assist this Consumer. Members of the Board thanked her for the good job performed in meeting his needs.

**Approve or Amend Agenda**

Directors Olson and Montross moved and seconded to approve today's agenda. Motion carried, 11-0.

**Approval of Minutes of Board of Directors Meeting, Held January 11, 2024.**

Directors Montross and Olson moved and seconded to approve Thursday, January 11, 2024 meeting minutes. Motion carried, 11-0.

**Changes to Advisory or Task Force Rosters**

- Nothing to report at this time.



## **REGULAR AGENDA**

### **Finance Report**

- A draft of the annual Audit was received last week and will be completed by the end of March.
- \$5,000 grant award from United Fire Group was received for operational support and will go into the recently established ARPA Transition Account.
- As approved at the September 2023 Board meeting, a distribution of the interest from the KCC Older Iowans Endowment was received for ~ \$38,000. This was deposited into the ARPA Transition Account, bringing the balance to over \$81,000.

As a reminder, based on the Board's previous approval, the ARPA Transition account was opened in October 2023. Funds will be used to alleviate the fiscal cliff after the current ARPA funds are spent by 9/30/2024. Any unrestricted funds (contributions, grants, etc.) are added to this account as received.

- ADS Disbursement received as expected.
- IAFRS Q2 Report has been submitted.
- VOCA 1Q report has been submitted.
- The Area Plan budget is in the process of being developed and will be presented at the March Board meeting.
- Fiscal Dashboard will be sent out after today's meeting.

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

After several questions were discussed, Directors Olson and Huber moved and seconded to approve the finance report. Motion carried, 11-0.

### **Fundraising Committee Report**

- Nothing to report at this time. Committee will meet next on Monday, February 26, 2024 at 2:00 p.m.

### **Operations/Executive Director Report**

- Iowa Workforce Development notified Heritage that the Older Workers Employment Program will end no later than September 30, 2024. Transition activities, including attrition, are currently underway. It is anticipated a Disability Specialist position will be added in each Vocational Rehabilitation office in the state. OWEP employees have been encouraged to apply as positions open.
- The Heritage Area Plan Update, FY 2025, is in progress. In addition, the full next four-year Area Plan (FY26-29) will soon be underway.
- A legislative bill was introduced, and will be discussed at the Capitol next week, proposing redistricting the current thirteen Mental Health and Disability Service Regions to seven. The proposal includes moving gambling and substance use to the new Behavioral Health Regions and moving Disability Services to Aging Services. This will create a division of Aging and Disability Services. Administrative Service Organizations (ASO) would be established to manage the Behavioral health regions. There is a proposal to establish ASOs to also manage new ADRC regions (Aging and Disability Resource Center). Processes have not yet been determined and it is not known how the supports AAAs provide to people with disabilities will change with this redesign. Iowa AAA leadership will be meeting with Zach Rhein soon to discuss potential impacts. If you would like to receive a link to the bill, please let Barb know.



### Action Items and Assignments

- Vice Chair, Sister Susan, asked if there were any items to address. Nothing was brought forward by Board Members at this time.

### Open Agenda

- No items brought forward at this time.

### Public Comment

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

### Motion to Adjourn

Directors Montross and Olson moved and seconded a motion to adjourn. Motion carried, 11-0.

There being no further business coming before the Board, the meeting was adjourned at 1:55 p.m.

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair



# Heritage

## Area Agency on Aging

### Regular Meeting of the Heritage Board of Directors

Thursday, March 14, 2024 – 2:00 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

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### MINUTES

#### Call to Order

**Present:** Keith Stamp, Bruce Barnhart, Michelle Buhman, Karen Huber, Jasmine Megowan, Chris Montross, Sister Susan O'Connor, Scott Olson, Sarah Wagner, Evans Waller and Dusti Winkie.

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

#### Approve or Amend Agenda

Upon review and no questions, Directors Montross and Megowan moved and seconded to approve today's agenda. Motion carried, 11-0.

#### Approval of Minutes of Board of Directors Meeting Held February 8, 2024

Upon review and no further comments, Directors Olson and Huber moved and seconded to approve the Thursday, February 8, 2024 meeting minutes. Motion carried, 11-0.

### REGULAR AGENDA

#### Finance Report

- Vocational Rehab reimbursements previously delayed have now been received.
- Federal distributions have been paid and received on time.
- ADS has appointed an existing staff member as a fiscal liaison. The individual will take on some of the existing fiscal processes and will coordinate communications between ADS and AAA fiscal staff.

#### **SFY 23 Audit**

- Continuing to work with Mandi Holcomb, Denman & Company LLP, on final updates. Finalized audit to be submitted to Federal Clearinghouse by end of March 2024.

#### **Grant Updates**

- **Awarded**
  - United Fire Group - \$5,000 for general operations.
- **Submitted**
  - Proctor and Gamble – request for \$10,000 for Encore Cafe.
  - New Leader 360 – request for \$5,000 for general operations.

- Mercy Health Equity – request for \$19,500 to support malnutrition project and supplement existing nutrition services.
- GCRCF Organization Support Grant – request for \$25,000 for general operations.

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

Directors Olson and Huber moved and seconded to approve the finance report. Motion carried, 11-0.

### **Fundraising Committee Report**

- The next Caregiver Wellness Day event will take place on Monday, November 4, 2024, at The Hotel at Kirkwood. The Committee will meet on Monday, March 18 at 2:00 p.m., to update Vendor/Sponsor letters, Sponsorship Packages and Agreements.

### **Operations/Executive Director Report**

- **One-on-One Employee Meetings Taking Place**
- One-on-one meetings between the ED and staff are taking place now through May. Conversations will be directed by the staff, with focus on their goals and the support they need to succeed in their role at Heritage.

- **Caregiver 101 Sessions Completed**

From January 17 through March 6, 2024, both in-person and via zoom (hybrid) Caregiver 101 presentations were given across multiple counties involving seven on-site locations (Linn, Johnson, Benton, Cedar, Iowa, Washington and Jones). Care Team staff were on-site to answer any questions consumers had. Participation via zoom was strong.

- **Evidenced-Based Health Promotion Requests Increasing**

Classes taught by Bryan Bruner, Heritage's Health and Wellness Coordinator, continue to be very popular with consumers. The goal for FY24 is 55 units (people completing classes) but he has exceeded that and is currently at 77 units. Tai Chi session requests are increasing and include new sites. Bryan did the Dementia Friendly Organization presentation at the Marion Public Library for their staff to be recognized as Dementia Friendly. He presented Dementia Friends at Meth-Wick Community in Cedar Rapids as well. Powerful Tools for Caregivers begins on April 16.

- **Congregate Nutrition**

The number of diners continues to increase across all Encore Cafe Congregate Meal sites. Marion Public Library has an average of 85 diners and tomorrow, Friday, March 15, 105 dinners have registered for the lunch meal. The Encore Express Senior Dine process has now been implemented in Iowa City.

- **Outreach**

#### **Marion Chamber of Commerce, "Wake Up Marion"**

On March 7 Heritage hosted the Marion Chamber of Commerce, "Wake Up Marion," business networking event at the Marion Library. This is an opportunity to learn more about member's businesses and is held the first Thursday of each month from 8:00 to 9:00 a.m. at member locations. Thirty businesses' representatives attended the March event!

#### **Greater Iowa City, Inc. (GIC) – Community Board Fair**



On Tuesday, April 23, 2024, from 4:00 to 6:00 p.m., Barb and Harrison will attend the GIC Community Board Fair to assist with recruiting leaders to serve as committee members, volunteers and board members.

#### **Other Updates- including DHHS integration**

The ED visited with Mae Hingtgen of the East Central Mental Health and Disability Services Region regarding working together to serve potential common service regions after the realignment is complete. More information is needed, and there is a great deal of speculation at this time. However, both entities are ready and willing to work together to support our consumers.

#### **Action Items and Assignments**

##### **a. Policy Approval – Barb Werning**

Changes made to the December 9, 2021, Workers' Compensation policy were reviewed and presented for approval.

After further discussion, Directors Olson and Montross moved and seconded to approve the Heritage AAA Workman's Compensation updated policy as presented. Motion carried, 11-0.

##### **b. Budget – Jennifer Knudtson**

The FY2025 Operating Plan Budget presented (effective July 1, 2024 through June 30, 2025), is included with the Area Plan being submitted to Iowa Department of Health and Human Services in April 2024. It is subject to change due to potential funding and expense changes throughout the year. It is anticipated that minor programmatic changes that may take place during the upcoming fiscal year, along with the possibility of instituting a wait list for some services. Projected OAA and Non-OAA revenues, expenditures and assumptions as well as anticipated grant funding streams were talked about. If contracts/grants awarded do not meet or exceed the need, operational reserves will be expended to meet the need.

After further questions and discussion, Directors Olson and Huber moved and seconded to approve the FY2025 Heritage AAA Operating Plan Budget as presented. Motion carried, 11-0.

##### **c. Area Plan Update Approval – Jill Sindt**

Jill Sindt presented the Heritage AAA FY2025 Area Plan including accomplishments, strategies and performance measure outcomes. The Older Americans Act and the Iowa Administrative Code require Area Agencies on Aging to submit Area Plans to the State Agency for approval. This is done in four-year increments. FY25 is the last year of the current plan. Next plan beginning FY2026-2029. Plans from the 6 designated Iowa AAA's are then compiled into one State Plan which is presented to the Administration for Community Living (ACL-Federal Government). Process and timelines were discussed along with goals, objectives and measurements for achievement.

Upon discussion and with no other questions, Directors Huber and Buhman moved and seconded to approve the FY2025 Heritage AAA Area Plan as presented. Motion carried, 11-0.

#### **Open Agenda**

- Board Members brought no further items forward at this time.

#### **Public Comment**

- No members of the Public were present to comment.

**Motion to Adjourn & Next Meeting**

Directors Montross and Buhman moved and seconded a motion to adjourn. Motion carried, 11-0.

There being no further business coming before the Board, the meeting was adjourned at 3:10 p.m. The next Heritage Board of Directors meeting will take place on Thursday, April 11, 2024 at 2:00 p.m.

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair



**Regular Meeting of the Heritage Board of Directors**

**Thursday, April 11, 2024 – 2:00 p.m.**

Via Conference Call and Heritage Area Agency on Aging Location

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**MINUTES**

**Call to Order**

**Present:** Keith Stamp, Bruce Barnhart, Michelle Buhman, Chris Montross, Sister Susan O'Connor, John Schlarmann, David Thielen, Sarah Wagner, Evans Waller, Dusti Winkie and Larry Kudej.

**Also Present:** Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Jill Sindt, Babcock-Assistant Secretary and Natalie Rugger, Intern.

**Mission Moment – Barb Werning, Executive Director**

Barb shared recent letters of appreciation from two Consumers that focused upon the outstanding services Ann Neville, their Heritage Case Manager, has been providing.

**Approve or Amend Agenda**

Upon review and no questions, Directors Waller and Barnhart moved and seconded to approve today's agenda. Motion carried, 10-0.

**Approval of Minutes of Board of Directors Meeting Held March 14, 2024**

Upon review and no further comments, Directors Barnhart and Montross moved and seconded to approve the Thursday, March 14, 2024 meeting minutes. Motion carried, 10-0.

**REGULAR AGENDA**

**Finance Report – Jennifer Knudtson**

**SFY 23 Audit**

- Denman & Company LLP's "Summary of Independent Auditor Results" reflected no findings and identified Heritage as low-risk auditee since no longer being a new entity.
- Audit finalized, filed with the Federal Clearinghouse as well as funders, and posted to the Heritage AAA website within required timeframes.
- Denman will start the Form 990 work in mid-April and file by May 15, 2024. Requested documents have been provided, however additional information may be needed.

**Grant Updates**

- Heritage notified we did not receive Whirlpool grant award.
- Due to portal issues, New Leader 360 grant request not successfully received. Will re-submit with next grant cycle.



- ADS presented the AAA's an opportunity for some additional funding through an ACL funded grant. Heritage Management Team currently evaluating level of participation based on requirements and staff availability.

### **Monthly IDA & AAA Fiscal Meeting Update**

- ADS informed all six Iowa AAA's that the late passing of the Federal Budget will impact disbursement processing. Further discussion of potential next steps took place. Barb will attend a meeting on April 12, and will have more information at that time. If funds are not received in a timely manner, a special Finance Committee meeting may be called to authorize funds from our money market account held with Farmer's State Bank to be transferred to the checking account. In that event, a Board vote will also be necessary. Advisor Kudej confirmed that we have additional funds held in Endowment with the Kirkwood Foundation. Barb confirmed and stated this is a temporary issue, but may require action from the Finance Committee and Board. Heritage is not at risk of being unable to meet obligations. Board Members will be kept informed.
- ADS is starting Fiscal Quality Improvement Adventure with a workgroup forming in June.
- ACL recently released 2024 Final Rule to update Older Americans Act Regulations. ADS is currently reviewing the updates to determine what changes (if any) may be needed to Iowa Code, Area Plans, policy/procedural changes, etc. Some of the changes may impact the AAA's. ADS will be working directly with the AAA's once the changes are identified. (<https://acl.gov/OAA rule>)
- Management and staff will meet with the Acumen broker soon regarding 2025 employee benefits package changes.

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

Directors O'Connor and Wagner moved and seconded to approve the finance report. Motion carried, 10-0.

### **Fundraising Committee Report – Barb Werning and Dusti Winkie**

- 2024 Caregiver Wellness Day event takes place on Monday, November 4 at The Hotel at Kirkwood. New Sponsorship levels were established, Vendor/Sponsor letters were sent out with Agreement forms in March and responses are being received.
- Speakers have been identified and are being confirmed on topics of Self-Care, Funeral Planning and Medicaid. Next Committee meeting is Monday, April 15, 2024 at 2:00 p.m.

### **Operations/Executive Director Report – Barb Werning**

- One-on-one meetings between the ED and staff continue. Completed sessions have received a good response from staff.
- The Heritage Employee Handbook is undergoing annual review for any revisions. Board will be informed and vote taken on needed changes.
- Equity language must be incorporated into the next Area Plan beginning FY 2026. This month, ADS started providing webinars on definitions, the required language and process to be used in the Area Plan. Staff may also need to take some cultural competency training. Barb indicated these changes could be quite time consuming and extensive.
- The Encore Express program in Iowa City, Senior Dine, has experienced rapid growth from six to thirty-seven Consumers, almost reaching the funding cap of forty participants.



- Thursday, April 18, six ADS employees will travel to Cedar Rapids to participate in the Heritage Nutrition food distribution at St. Paul's UMC.
- There are no significant advancements in the redesign process with HHS at this time. The Behavioral Health Bill, along with ASO role, is not yet approved but expected to pass the House and Senate within next thirty days.
- Review of third quarter Dashboard will take place at next scheduled Board meeting.
- KGAN/KFXA reached out about a story on Grandparent Scams using AI. They were tipped off by Cedar Rapids police that it has become a growing issue in the area. The reporter contacted Harrison March for Heritage's perspective on avoiding scams, what to do if you're scammed, etc. The online story version and Harrison's response can be viewed here:

<https://cbs2iowa.com/news/local/law-enforcement-warns-of-grandparent-scam-using-ai-to-trick-seniors#>

### **Action Items and Assignments (No Voting Required)**

#### **a. Board Recruitment Committee & Training**

Term limits for several Members are expiring soon. Per Board of Director by-laws, A Board Recruitment Committee must be created at least 60 days prior to the annual meeting. Three Directors, Huber, O'Connor and Winkie have volunteered to serve on the committee. Members are encouraged to submit any potential candidates to the Chair and ED for action. The committee will present a full slate of members for approval at the Annual Meeting.

Upon further discussion, which expanded to involve annual Board Training requirements, Members will be provided their term limits along with training hours they still have left in order to meet the required 240 minutes. (ADS has online training that can be accessed to complete hours.)

#### **b. Shawn Ireland Resignation**

Shawn Ireland, has submitted his resignation as a Board Member, effective April 4, 2024. A copy of the letter was presented for review. He also offered a potential candidate to fill his vacancy.

### **Open Agenda**

- Board Members brought no items forward at this time.

### **Public Comment**

- No comments received from the Public to address.

### **Motion to Adjourn & Next Meeting**

Directors Buhman and O'Connor moved and seconded a motion to adjourn. Motion carried, 10-0.

There being no further business coming before the Board, the meeting was adjourned at 3:05 p.m. The next Heritage Board of Directors meeting will take place on Thursday, May 9, 2024 at 2:00 p.m.

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

Keith Stamp  
Keith Stamp, Chair





## Regular Meeting of the Heritage Board of Directors

Thursday, May 9, 2024 – 2:00 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

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### MINUTES

#### Call to Order

**Present:** Keith Stamp, Bruce Barnhart, Michelle Buhman, Karri Fisher, V Fixmer-Oraiz, Jasmine Megowan, Chris Montross, Sister Susan O'Connor, John Schlarmann, David Thielen, Sarah Wagner, Evans Waller, Dusti Winkie and Larry Kudej.

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

#### Mission Moment – Bryan Bruner, Evidence-Based Nutrition

Bryan Bruner, Health and Wellness Coordinator, shared three Consumer stories where evidence-based Tai Chi classes helped improve their lives. All three had mobility issues yet were able to participate and benefit from Tai Chi.

#### Approve or Amend Revised Agenda

Upon prior review and no other questions, Directors Montross and Wagner moved and seconded to approve the agenda. Motion carried, 13-0.

#### Approval of Minutes of Board of Directors Meeting, Held April 11, 2024

Upon prior review and no other questions, Directors Barnhart and O'Connor moved and seconded to approve Thursday, April 11, 2024 meeting minutes. Motion carried, 13-0.

### REGULAR AGENDA

#### Finance Report

##### • **ADS Disbursement Updates**

- ADS notified all AAA's that Federal fund distributions are delayed 6-8 weeks from date Federal budget was passed, which in turn, will delay distributions to AAA's.
- Heritage received Fourth Quarter 2024 State funds on 04/19/24 - \$277,000.
- Heritage received Second and Third Quarter 2024 MAC funds on 04/24/24 and 5/8/24 - \$43,000.
- **Heritage received VOCA Second Quarter reimbursement.**
- ADS payment Portal shows pending Heritage reimbursements for Q3 ARPA and MIPAA Funds - \$107,000.
- No word yet on when remaining 2024 Federal Title III payments will be received.

- **Fiscal Policy**

- A fund transfer policy has been drafted, presented to Committee for review, ensuring needed funds are available to keep operations going should future funding disbursement delays take place.
- Every two years, fiscal policies are reviewed. During May, this activity will take place with only minor changes anticipated. Changes will be presented to the Board for approval at the June 2024 meeting.

- **Grants**

- A report was submitted on a previously awarded \$25,000 grant from Transamerica used to support the Encore food voucher program. Encouraged to apply again, Heritage will apply for funds to support ARPA positions over a two-year period.
- Heritage was just notified a \$25,000 grant from Greater Cedar Rapids Foundation has been awarded. When received, these unrestricted funds will go into the ARPA transition account.
- The second disbursement from the Disselhorst Trust is expected by June 2024 (~\$40,000).

- **May IDA & AAA Fiscal Meeting:**

- AAA fiscal directors will be in Des Moines on June 4 and 5 to participate in meetings (QI Adventure). Meetings will include some training, but the main focus will be on the future state of funding disbursements.

- **Tax Form 990**

- Nonprofit organizations are required to file Tax Form 990 annually with the IRS, the content of which comes from audit financial statements. Denman, the same entity that performs our annual audit, has prepared this year's form with finalization and submittal no later than Wednesday, May 15, 2024. Direct any questions to Jenn Knudtson by Friday, May 10 ([Jennifer.knudtson@kirkwood.edu](mailto:Jennifer.knudtson@kirkwood.edu)).

- **Fiscal Dashboard**

- Board members reviewed reports regarding bank balances, and Foundation funds. Quarter 3 Sub-Provider Spend down involving Nutrition and Non-Nutrition programs were also examined along with monthly Sub-Provider expenses.

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

After several questions by the Board, Directors Buhman and Montross moved and seconded to approve the finance report. Motion carried, 13-0.

### **Fundraising Committee Report**

The 2024 Caregiver Wellness Day will take place on Monday, November 4, from 8:00 a.m. to 4:00 p.m. at The Hotel at Kirkwood. Twenty-two organizations have committed to sponsor the event. There are three Sponsor levels this year: Presenting (\$2,000), Premier (\$1,200) and Patron (\$600) which will help provide a zero-cost to Consumers attending the event.

### **Operations/Executive Director Report**

- **Staffing**

- **Staff Change**

Lauren Geistkemper, Nutrition Services Coordinator and part of our Encore Café Nutrition team, has given her resignation due to relocation; her last day will be May 24. The position will be posted soon.



- **Annual Benefits Enrollment**

The annual Employee Benefits Enrollment period for FY25 is approaching. Maria Drees with Acumen Benefit Advisors will attend the May All Staff meeting to discuss FY 25 benefits. Window for open enrollment will be May 22 through June 4, 2024.

- **Congregate Nutrition**

- The Marion Hy-Vee, caterer for Encore Café and Encore Express, has experienced staff changes and service issues. Monthly meetings are taking place to resolve challenges.
- Since 2022, Heritage supported a congregate meal site at Geneva Towers, provided through Horizons, one of Heritage's sub-contractors. The site no longer meets the Older American's Act criteria for congregate meals due to lower number of diners over 60. Heritage worked with Horizons, and in communication with ADS, to close the site. This was a compliance issue. Consumers in that building have been referred to other dining locations, food pantries and, if eligible, Meals on Wheels.
- ADS staff assisted with our recent St. Paul Church food distribution in the Cedar Rapids Wellington Heights area. ADS staff later noted the "one stop" service model, with Care Team members present at the site to address additional needs, is a practice they would like to have replicated across the state.

- **Other Program Items**

- All Iowa AAA's were notified the Federal Vaccine Grant timeframe is now extended through April 2025. Heritage will partner again with a pharmacy to administer vaccines through different events.
- A Victims of Crime Act (VOCA) monitoring site visit is scheduled next month. There are potential changes to policies that will need Board review and approval. Director Werning informed the Board they are again, with the new grant term, required to complete the U.S. Department of Justice-Office of Civil Rights on-line training. The training must be completed by September 30, 2024. Information will be emailed to the Board.
- Heritage's annual monitoring of all Sub-Contractors is taking place to ensure contractual requirements are being met.
- Barb will be meeting monthly with new Kirkwood College contact, Troy McQuillen, VP of Facilities.
- The Iowa Behavioral Health bill passed the Legislature. The bill moves disability services out of the Mental Health and Disability Services Network and into the HHS Division of Aging and Disabilities Services. Iowa Administrative code needs to be written to support this action. The anticipated time to complete the transition is July 1, 2025. The Executive Director will attend an informational session on May 10, to learn more regarding specific steps and proposed processes.

- **Quarterly Service Dashboards**

Director Werning shared dashboard results including units and consumers served from FY 2019 to date. Key services reviewed included Congregate Dining, Options Counseling, Case Management and Evidenced Based Programming.

- **Person Centered Funding and Care Plans – Kellie Elliott-Kapparos, Integrated Services Director**

Kellie Elliott-Kapparos gave an overview presentation of Person Centered Funding, explaining how consumer needs are identified through intake and assessment to develop a care plan. The process and criteria for person centered funding requests was discussed with examples.

## **Action Items and Assignments**

- **Board Member Application Approval – BJ Dvorak**



Board Members reviewed candidate application and qualifications for BJ Dvorak, who would fill one of the three open Board vacancies at this time.

#### **Approval of the Board Member Candidate**

After discussion and no further questions, Directors O'Connor and Buhman moved and seconded to approve BJ Dvorak as a new Heritage Board Member. Motion carried, 13-0.

- **Finance Policy Approval – Transfer of Funds**

With Finance Committee recommendations, along with previous discussion during the Finance Report review, the Board had no changes and accepted the policy as stated.

#### **Approval of Finance Policy – Transfer of Funds**

Directors Wagner and Barnhart moved and seconded the new Transfer of Funds Finance Policy. Motion carried, 13-0.

- **Proposed Changes to Staff PTO - Approval**

Two PTO policy additions were presented for approval. 1) The addition of Juneteenth (06/19) as holiday. 2) Addition to celebrate employment anniversaries: Employees with 1-4 years of service to receive 4 extra hours of PTO and those with 5+ years of service to receive an additional 8 hours, to be taken during the anniversary month.

#### **Approval of Changes to Staff PTO**

Directors Fixmer-Oraiz and Waller moved and seconded the changes to the Heritage Staff PTO Policy adding both the Juneteenth holiday and Heritage Service Anniversary. Motion carried, 13-0.

#### **Open Agenda**

- No items brought forward at this time.

#### **Public Comment**

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

#### **Motion to Adjourn**

Directors Barnhart and Buhman moved and seconded a motion to adjourn. Motion carried, 13-0.

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

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*  
Keith Stamp, Chair



# Heritage

## Area Agency on Aging

### Regular Meeting of the Heritage Board of Directors

Thursday, June 13, 2024 – 2:00 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

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### MINUTES

#### Call to Order

**Present:** Keith Stamp, Bruce Barnhart, Michelle Buhman, Karen Huber, V Fixmer-Oraiz, Jasmine Megowan, Chris Montross, Sister Susan O'Connor, John Schlarman, Evans Waller, Dusti Winkie, Larry Kudej, Scott Olsen, Sarah Wagner and BJ Dvorak

**Also Present:** Barb Werning, Jennifer Knudtson, Kellie Elliott-Kapparos, Harrison March, Jennifer Sloan

#### Mission Moment – Barb Werning, Executive Director

Barb Werning, Executive Director, shared how some of the Heritage staff have been battling family and personal issues causing them to be out of the office or working modified hours. With staff members out other team members have stepped up and filled in. Team members have helped with anything from folding newsletters, taking meeting notes, loading and unloading frozen meals and pitching in at Encore Café.

Barb also shared a Thank you card from the staff to the Board.

#### Approve or Amend Revised Agenda

Upon prior review and no other questions, Directors O'Connor and Buhman moved and seconded to approve the agenda. Motion carried, 15-0.

#### Approval of Minutes of Board of Directors Meeting, Held May 9, 2024

Upon prior review and no other questions, Directors Fixmer-Oraiz and Olsen moved and seconded to approve Thursday, May 9, 2024 meeting minutes. Motion carried, 15-0.

### REGULAR AGENDA

#### Finance Report

##### **Employee Benefit Renewal**

Wellmark largest expense for benefits

FY25 budget estimated Wellmark increase 7%; actual increase ~4.5%

##### **Heritage Insurance Renewal**

FY25 budget estimated \$34,000; actual decrease of ~\$4,000



- **ADS Disbursement Updates**

HHS able to tap into some other funds to be able to make April and May Federal Title III fund payments (\$409,000) received 5/28/2024

HHS received NOA (Notice of Award) from Federal government so issuing June Federal Title III payments –\$175,000 should be received next week

- **HHS QI Adventure**

AAA fiscal directors and HHS staff in Des Moines last week, June 4 & 5.

Federal regulations require federal funds received are used within 30 days – this is not always happening with current disbursement process – need to be in compliance.

Focus of meeting was to map out ideal future state process for funds disbursement.

In future state AAA's will request funds by funding stream – possible methodologies for this discussed.

Outlined systems requirements needed for ideal future state process.

Action items, owners and timelines were assigned with scheduled check-in meetings.

New process will not be implemented for at least 6 months to 1 year.

- **Fiscal Policy**

Per policy/procedure, BOD must review policies every 2 years; Finance Committee reviewed at Monday's meeting and was in agreement with changes.

Jennifer Knudtson, Fiscal Director, went through the updates and changes. See Board packet.

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

After several questions by the Board, Directors Huber and Wagner moved and seconded to approve the finance report. Motion carried, 15-0.

### **Fundraising Committee Report**

Focus is on the 2024 Caregiver Wellness Day that will take place on Monday, November 4, from 8:00 a.m. to 4:00 p.m. at The Hotel at Kirkwood. This event is free for Caregivers to attend with a free lunch. Currently we have 3 Presenting Sponsors- \$2,000 level, 3 Premier Sponsors- \$1,200 level and 20 Patron Sponsors- \$600 level. Speakers set are Dr. Coyl talking about Stress Management, Amy Hart with Murdoch Funeral Home will be talking about funeral arrangements, Teddy Widdell with Laughter Yoga, Lisa Gavin with Iowa Legal Aid and Heritage.

### **Operations/Executive Director Report**

- **Board of Directors**

Barb spoke about Board members going on and off the board with elections set to take place in July.

Keith Stamp has offered to stay on as President.



Sister Susan O'Connor has offered to stay on as Vice President.

Secretary – open - Karen Huber offered to run.

Scott Olson offered to stay on as Treasurer.

By end of day June 20<sup>th</sup> all members were asked to notify Barb if they did not want to return or if they were interested in serving as a Board Officer.

- **Staffing**

**Open Encore Position:**

Heritage had posted splitting the position with 8 hours being a Registered Dietitian and 32 hours Encore Coordinator. No candidates applied under this structure. Barb made the decision to remove the Dietician position and look to hire an Encore Coordinator at 40 hours. Heritage does have a few good candidates.

- **Program updates**

**Community Needs Assessments-**

With FY2026, being the full RFP and full Area Plan, Heritage is asking each Board member to complete 10 community assessment surveys. Harrison explained what it is Heritage is needing and the purpose. Hard copies will be mailed out and are asked to be completed and returned by the end of July.

**Nutrition-**

With the closure of the First Ave Hy-Vee, the Encore Express Vouchers Program has transitioned to the Oakland Rd. Hy-Vee. With the transition of Hy-Vee locations, the program changed from being paper voucher to now a card or Senior Dine. Hy-Vee will be providing transportation for the consumers in the Wellington Heights neighborhood until September 1<sup>st</sup>. Heritage is exploring some options to continue transportation for those consumers after September 1. More to come.

**EAPA-**

June is World Elder Abuse Awareness month. The EAPA workgroup came together, created a t-shirt, and is available for purchase. All the proceeds from the sales goes back to the AAAs.

- **Other Program Items**

SAGE (Services and Advocacy for LGBTQ+ Elders) training and certification happens every two years. Harrison has arranged for the training be opened to any Board Member interested. This is not mandatory for the Board, but does count towards training hours and supports our mission.

Heritage would like to invite any Board member interested to volunteer at one of our Encore sites or even come and enjoy a meal. Days, times and locations can be sent to anyone interested.

State realignment- ADRC will be expanding and looking for an ASO. The RFP to be an ASO will be out in July. The AAAs will stay as is, but the disability piece will expand. More to come.

Heritage has been invited to meet with APS (Adult Protective Services) in July to discuss collaboration. Most of the Care Team will attend.

Sister Susan O'Connor- Posed the question, "Why did the meals have to stop at Geneva Towers?"

Answer- "Under current Iowa Code we were out of compliance"

Scott Olson- stated that he is on the Discovery Living Board and suggested that Heritage talk with the director there about working with people with disabilities.

Scott Olson also commented with the closure of the First Ave Hy-Vee there are two stores interested in opening there and one non-profit.

### **Action Items and Assignments**

#### **Strategic Planning**

1. The Heritage Agency should develop plans, which represent the current context, and needs of the region.
2. Develop increased understanding of the role as a Heritage Board member.
3. Create deeper board relationships by working face to face with the focus on improving services to the elderly population.

Barb will send out a Survey Mon! with proposed dates and times for the Strategic Planning Meeting.

#### **Open Agenda**

- No items brought forward at this time.

#### **Public Comment**

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

#### **Motion to Adjourn**

Directors O'Connor and Olsen moved and seconded a motion to adjourn. Motion carried, 15-0.

There being no further business coming before the Board, the meeting was adjourned at 3:40 p.m.

Respectfully submitted by:

*Jennifer Sloan*

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Jennifer Sloan, Finance Coordinator

Approval by Board:

*Keith Stamp*  
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Keith Stamp, Chair