

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
July 14, 2022 2:00 p.m.
Hybrid model: Conference Call and In Person

MINUTES

Present: Steve Agne, Mike Barnhart, Shirley Gadelmann, Pat Heiden, Sister Susan O'Connor, Vicki Pope, Jon Schlarman, Keith Stamp, David Thielen, Dusti Winkie, Richard Young, Larry Kudej, & Bob Welsh

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

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

Approve or Amend Agenda

Directors Stamp and Young moved and seconded the agenda. Motion carried 10-0.

New Staff-Lauren Geistkemper

Lauren Geistkemper, Nutrition Services Coordinator has been with Heritage for 6 months. Lauren graduated from Iowa State University in dietetics and will be taking the exam to be a registered dietitian. Once Lauren passes her exam, Heritage will be the only Area Agency on Aging with a dietitian. Lauren writes the Heritage monthly nutrition newsletter and currently helps with the Encore program at St Mark's and Lowe Park. The program is going well and the word continues to spread about the program. In addition to serving meals at Encore, Heritage organizes speakers and other activities for the participants.

David Thielen, New Linn County Supervisor Appointee

David is the new Board of Supervisor appointee for Linn County previously filled by Ashley Bailus. David is the Executive Director for Linn County Community Services and has several services under his umbrella, including being Home Health.

Provider Presentation-Mike Barnhart, Horizons

Mike Barnhart is the Executive Director of Horizons. Horizons provides Home Delivered Meals (Daily Hot Meals, Frozen Meals & Breakfast Bags) to Linn (All HDM Options), Johnson (All HDM Options), Cedar (Frozen meals & breakfast bags), Iowa (Frozen meals & breakfast bags) and Washington County (Frozen meals & breakfast bags). Horizons also provides Congregate meals at the following meal sites: Horizons, Cedar Rapids Brownstone, Iowa City Senior Center, Iowa City, Southeast Linn Community Center, Lisbon, and Geneva Tower, Cedar Rapids. Geneva Towers is a new congregate site Horizons has partnered with Heritage and Affordable Housing network to serve meals to Geneva Tower residents on Tuesday, Wednesday and Thursday from 11-12pm. Mike also discussed Horizon's funding sources (Older American Act though Heritage, Medicaid, private pay, donations and grants), the number of unduplicated clients that receive services per month, and how Heritage continues to support Horizons. Mike also wanted to let the board know that Meals on Wheels is more than a meal. Recently a mobile meals app was developed that allows volunteers to have both turn by turn directions and the ability to enter real time notes on clients for follow up by their coordinator.

Approval of Minutes of the Board of Directors held in June

Directors Barnhart and Young moved and seconded approval of the minutes for the regular meeting held in April. Motion carried 10-0.

REGULAR AGENDA

Financial Reports

- The Federal mileage rate increased by \$0.40 cents from \$0.585 to \$0.625 cents effective 7/1/2022. Heritage is increasing the employee mileage reimbursement and the providers' contracted to provide Assisted Transportation and Transportation. The rate change does not

change the overall providers' contract award amount; it will have a slight financial impact on the overall budget for employee reimbursement.

- Heritage worked with our TrueNorth Broker to complete the insurance applications and renewals that are effective July 1st. Heritage is increasing the limit on the umbrella policy from \$2M to \$3M. This is \$663.00 annual increase.
- Heritage is increasing the limit on the D&O policy from \$1M to \$3M. This is \$975 annual increase. If Heritage were to increase the D&O policy to \$5M, it would be an increase of \$2,192.
- Heritage purchased Employment Practice Liability insurance through West Bend (\$1M policy) for \$1,512 annual premium. This policy defends and insures the agency for employment claims of discrimination, harassment, etc.
- Heritage uses KCC's tech services, network, etc. and is covered under Kirkwood's MOU for Cyber coverage. The renewal MOU specifies that Heritage is listed as other insured on KCC's policy. With this update, CHUBB will now list Heritage on the policy. In addition, Heritage has a \$50,000 endorsement on the Selective policy.
 - Heritage submitted a Cyber insurance application to get an idea of what the rates would be if they were to purchase their own policy. The application was completed on 7/10/2022 and are still awaiting quotes.
 - Barb spoke with other AAA's and Heritage exceeds coverage in several areas (Heritage has 3 times the coverage with the KCC vs. other AAA's). One AAA saw a 55% increase in premiums from last year due to the increase in cyber-crimes and breaches.
 - Overall broker's level of concern related to cyber exposure has increased from last year for all organizations.
 - Heritage will continue to work with our broker to determine the best level of coverage.
- Overall annual premium increases, without the purchase of our own Cyber policy, is about \$3K.
- Heritage was awarded 2 grants for nutrition/pet assistance. One was from MOWA (Meals on Wheels Association) and the other one was from Subaru Share the Love with Dave Wright Subaru/Nissen.
- Balance Sheet as of 7/11/2022 reflect Total Assets \$2,001,638.70 & Total Liabilities and Net Assets \$2,001,638.70
- Directors Stamp and Barnhart moved and seconded the financial reports as presented. Motion carried 10-0.

Nomination Committee

- The nomination committee has been selected and the FY23 Board roster and potential board officers were presented to the board. The roster and election of officers will be voted on at the September Board meeting.

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

- Sara Meade has accepted the position of IRTC Health Coach, to start mid-August. Currently she is a nurse at Systems Unlimited. She will meet the board in September.
- We are accepting applications for the Elder Rights Family Team Specialist
- Heritage staff welcomed another new baby in June. Health and Wellness Coordinator Bryan Bruner and his wife welcomed Tatum Charles on June 9.
- All seven County Caregiver sessions were held in June with varied attendance. We plan to follow up with more specialized sessions later this fall. Many participants expressed questions and concerns regarding Medicaid eligibility, distribution of assets, and Medicaid waiver.
- We have partnered with KCRG to air a series of commercials promoting covid 19 vaccines and boosters, as well as heritage services. These were paid by covid vaccine restricted dollars from IDPH.
- We are applying for 2 grants from the Greater Cedar Rapids Community Foundation for the Healthy Homes Program and the Encore Express program, and for Linn County ARPA funds also for Encore Express, First Ave. Additional grants are being explored.

- Barb spent a day visiting local businesses to discuss potential partnerships. As result, we have started working with Frontier Coop to plan Caregiver support services to their employees.
- The statewide Funding Formula is still being considered by ACL.
- Our quarterly conversation with IDA was held in June. Our nutrition program was discussed; IDA was pleased with our progress.
- Larry Kudej talked to the board about the Elder Rights Law that is now a punishable crime. The Attorney General is focusing on financial abuse and financial exploitation which now have a more enhanced penalty then what it was prior to the law coming into effect. Please see the following link for more details <https://www.iowaattorneygeneral.gov/newsroom/elder-abuse-new-iowa-law-exploitation-assault>

Action Items and Assignments

- Barb mentioned to the Board that she received a Board member application from Karen Huber with Home Instead.
- Barb is talking to another person associated with the Cedar Rapids police department to see if they would be interested in being a part of the board. Barb will share more on this at a later date.
- The Board still has 3 more seats to fill. Please continue to share names and possible members with Barb.

Open Agenda

There being no further business coming before the Board, meeting was adjourned at 3:18 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
August 11, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Mike Barnhart, Pat Heiden, Sister Susan O'Connor, Vicki Pope, Rose Rennekamp, John Schlaremann, Keith Stamp, Dusti Winkie, Bob Welsh, Larry Kudej (2:13), Richard Young (2:16), Steve Agne (2:38)

Also Present: Nicole McAlexander, Kellie Elliott-Kapparos, Barb Werning, Jenn Knudtson, & Sjonna Brunt- *Assistant Secretary*,

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

Mission Moment

Ann Neville has a client that is almost 90 years old and lives in a rural area. Ann has been working with her for quite some time to get a lifeline. The client finally agreed to have a lifeline device installed; Heritage was able to use Person Centered dollars to establish services. Shortly after services were established, the client fell and was able to use the lifeline. She was very thankful that she had it. If it were not for the service, she may have laid there for days before being found.

Provider Presentation-Nicole McAlexander, SE Linn

Nicole McAlexander, Executive Director with SE Linn Community Center, spoke to the board about the services they provide. The center has provided multigenerational services since 1986 in Mount Vernon, Lisbon and surrounding communities, including senior transportation (funded by Heritage), Meals on Wheels and congregate meals (partnered with Horizons), food pantry, clothes pantry, operation backpack, community garden, and Friday lunch bunch (family style meals for seniors). With a limited number of paid staff, the center relies on volunteers to maintain service provision. Recently, transportation volunteers have been particularly hard to find. The center is part of the community and sees need increasing. Overall, they are serving about 30% more people than at the beginning of the year. Nine percent of the community uses the food pantry. Their food pantry is considered "no limit" in that consumers determine what they need and how much. In partnership with ISU Outreach, they also started a new Healthy Food access program to teach people how to make healthy food. The Board expressed thanks for all the Center does for SE Linn and appreciation for the quality and quantity of programming with a small paid staff.

Approve or Amend Agenda

Directors Barnhart and Rennekamp moved and seconded the agenda. Motion carried 9-0.

Approval of Minutes of the Board of Directors held in July

Directors Stamp and Heiden moved and seconded approval of the minutes for the regular meeting held in July. Motion carried 10-0.

REGULAR AGENDA

Financial Reports

- The finance department is working on closing FY22 reports. They have one final report to IDA. The next financial audit is around October/November.
- Balance Sheet as of 8/8/2022 reflect Total Assets \$2,169,529.72 & Total Liabilities and Net Assets \$2,169,529.72
- Directors Stamp and Heiden moved and seconded the financial reports as presented. Motion carried 10-0.

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

- Heritage's new IRTC Health Coach Sara Meade and our new Encore Coordinator Julie Roman will introduce themselves to the Board next month
- Heritage staff has a half day Staff Retreat scheduled for September 23 at Lowe Park.
- Our new Cyber Security Insurance policy became effective July 25, to complement our designation as "other insured" with Kirkwood Community College. Our policy has a one million dollar per incident/aggregate limit. In the coming weeks, we will also complete a Cyber Response Plan in conjunction with this coverage, for the Board to review.
- Bryan Bruner and Barb visited with Frontier Coop last week in Norway. They are very interested in welcoming Heritage to provide Lunch and Learn sessions, as well as classes for caregivers and employees 60+ in all three of their sites. (Norway, North Liberty and Urbana). We anticipate Lunch and learn sessions this fall and classes scheduled after the first of the year.
- The Grand Opening of the Washington Congregate Site was held the morning of Thursday, August 11. Ninety-four people were served, including 11 volunteers.
- The Nutrition program is growing rapidly, with the addition of new sites and new consumers. We are looking for a couple volunteers to help with clerical duties related to the Voucher program, including collating, assembling and preparing mailers. The times and days are flexible-as are the number of hours.
- With the new IRTC Health Coach starting, we expect services to begin at Mercy Medical Center in October, following orientation, training and shadowing at the Medical Center.
- Kellie and Kimi Hambright met with Mercy Caregiver Center administration to discuss Kimi providing services on site.
- Powerful Tools for Caregivers starts in October. The flyer is included in the board packet.
- Barb visited with several businesses in the Johnson County area this month, to discuss partnership and services to their employees, including Centro, IDT, Geico, and Procter and Gamble.
- The statewide Funding Formula was approved by ACL, retroactive to July 1, 2022.
- Barb and the other Directors will be in Des Moines on Wednesday October 12 to discuss the State Master Plan for the Aging Network's potential integration under the HHS umbrella. More information will be presented at the Board meeting.
- HHS realignment is going to be in effect starting July 1, 2023. This will include the Aging Network and the Iowa Department on Aging. Please visit <https://hhsalignment.iowa.gov/>.
- Barb reviewed the year-end dashboard. Overall Heritage is doing well and is either meeting expectations or exceeding them in most areas.
- The Executive Committee continues to work on the Conflict of Interest Policy revision. The policy will be presented for approval during the annual meeting in September with Joe Sample.
- Heritage is working with attorney Gordon Fisher to establish a legacy planning program at Heritage. He is writing some articles for our website and will also offer other services as requested.

Action Items and Assignments

- Three applicants were presented for acceptance to the Heritage Board of Directors. Each applicant was reviewed and considered for vote of acceptance individually.
 - Directors Heiden and Agnes moved and seconded the approval of Karen Huber's seat on the board. Motion carried starting 10-0. Karen is filling Tony's Claussen seat that expires at the end of Board FY 2023.
 - Directors Heiden and Stamp moved and seconded Shawn Ireland's seat on the board. Motion carried 10-0. Shawn is filling Matt Piersall's seat, expiring the end of Board FY 2026.
 - Directors Rennekamp and Barnhart moved and seconded Jasmine Megowan's seat on the Board. Motion carried 10-0. Jasmine replaces Sarah Martinez's seat expiring the end of Board FY 2023.

- The Board reviewed the Preference and Priority for Delivery of Services policies. It was requested by IDA to add “who are isolated” in various parts of each policy. Directors Stamp and Rennekamp moved and seconded the Preference and Priority for Delivery of Services policy. Motion carried 9-0
- Barb reviewed the need for two part-time positions with Heritage. One position would be support the fiscal team and another position would be supporting the care team. Directors Rennekamp and Schlarman moved and seconded the approval of two part-time positions. Motion carried 9-0

Open Agenda

There being no further business coming before the Board, meeting was adjourned at 3:27 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
September 8, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michele Buhman, Pat Heiden, Karen Huber, Shawn Ireland, Jasmine Megowan, Sister Susan O'Connor, Vicki Pope, Keith Stamp, David Thielen, Evans Waller, Dusti Winkie, Richard Young, Rose Rennekamp, Danielle Pickering, & Bob Welsh

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

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

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in August

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

REGULAR AGENDA

Action Items and Assignments

- Directors Barnhart and Rennekamp moved and seconded to accept Evans Waller as a member of the Board filling the Advisory Council seat. Motion carried 15-0.
- Directors Rennekamp and Stamp moved and seconded to accept the renewal of Sister Susan O'Connor's three (3) year term renewal good through August 1, 2025. Motion carried 15-0.
- Directors Barnhart and Buhman moved and seconded to accept the following FY23 Board officers: Keith Stamp-Chair, Pat Heiden-Vice Chair, Scott Olson-Treasurer, and Sister Susan O'Connor-Secretary. Motion carried 15-0.

Training-Joe Sample, Sample Professional Services

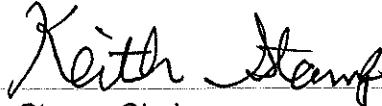
Joe Sample provided Board 101 annual training to the Board.

There being no further business coming before the Board, meeting was adjourned at 3:19 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:



Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
October 13, 2022 2:00 p.m.
Conference Call

MINUTES

Present: Pat Heiden, Karen Huber, Shawn Ireland, Sister Susan O'Connor, Scott Olson (2:21), Vicki Pope, Keith Stamp, Evans Waller, Dusti Winkie, Larry Kudej, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Barb Werning, Jenn Knudtson, Jill Sindt, Sara Meade, & Julie Roman & Sjonna Brunt- *Assistant Secretary*,

Chair Stamp called the meeting to order at 2:02 p.m.

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in September

Directors Pope and Ireland moved and seconded approval of the minutes for the regular meeting held in September. Motion carried 9-0.

REGULAR AGENDA

New Staff Introductions

- Julie Roman, Encore Coordinator is in charge of the St. Marks Encore Café and the Washington Encore Café. When the Marion Library location opens, Julie will supervise that Encore location as well.
- Sara Mead, Health Coach for Heritage's new Iowa Return to Community (IRTC) program. Sara previously worked at Systems Unlimited.

Financial Reports

- Mandi from Denman & Company LLP reviewed the annual audit engagement letter at the Finance Committee meeting on October 10. The audit is scheduled to begin in November with plans to complete it before the end of the calendar year. The findings will be presented to the Finance Committee.
- There is a lag in disbursements related to staff turnover at IDA. Jennifer Knudtson shared a memo highlighting four FY22 fund disbursements not yet received, three of which are currently pending deposit to our account and the final disbursement scheduled to be received by the end of the week. Some funding from FY23 (NSIP, Q2 state disbursements, and federal title dollars for October) have also not yet been received. Lastly, Heritage has not received the Notice of Grant Award (NGA) outlining FY23 allotment amounts and FY22 carry over. The Executive Directors of each AAA and Fiscal Directors are in communication with IDA regarding this issue.
- Grant awards & applications – Jennifer also provided updates on grant awards and applications: MOWA access to Vet Care \$5,000 awarded; MOWA Share the Love \$5,212 awarded; Greater CR Community Foundation Healthy Homes Grant \$25,000 awarded; GCRCF 1st Ave Encore Express \$25,000 (pending); GCRCF Operational support for \$25,000 (pending); ARPA funding from City of Cedar Rapids awarded \$50,000; ARPA funding Linn County (pending); Washington Riverboat grant (Encore Express grant in Washington) \$25,000 (pending); International Paper Grant awarded \$3500. Staff are exploring some other grants such as church grants and Mid America.
- Balance Sheet as of 10/10/2022 reflect Total Assets \$1,683,369.72 & Total Liabilities and Net Assets \$1,683,369.72
- Directors Heiden and Huber moved and seconded the financial reports as presented. Motion carried 9-0.

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

- The committee met last month and discussed developing an annual signature event. The Caregiver Wellness Day is an established event typically held in November. While it was held virtually in 2020 and 2021, it will return in 2023 to a live venue. The committee plans to develop this event into a model used to raise funds, build relationships and awareness. Ultimately, the committee would like to hold the event in other locations outside the Cedar Rapids area.

Operations/Executive Director Report

- Sara Meade, IRTC Health Coach, returned to Heritage employment on October 3. She will introduce herself to the Board at the meeting. Julie Roman, Nutrition Coordinator, started in July and will also join the meeting for an introduction.
- Staff enjoyed our annual retreat at Lowe Park on September 23. It was the first time in over a year we have been able to socialize with each other as a large group, and the time to get acquainted with coworkers was beneficial to overall staff well-being.
- The Elder Justice grant through the Iowa Department on Aging in collaboration with the Department of Human Services is undergoing some revision. IDA staff are discussing a new proposal with ACL to better address the needs of our entire EAPA client population. This may mean deadlines are extended, but would provide improved data on social supports to individuals in the dependent adult system in our region.
- We continue to have high levels of participation in our congregate sites throughout the service area. Washington Encore Café routinely has over 60 participants. Lowe Park also typically has 60 diners. We have incorporated several presentations and speakers as well, including Live Country Music sing along, safety and emergency management presentations, and the Art of the Apron. Several grants have been submitted to request funds to sustain these programs.
- We are experiencing an increase in both client volume and acuity. Some examples include:
Calls in to Heritage: June 1 – Sept 15 2021: 1011 calls
 June 1 – Sept 15 2022: 1629 calls

(Approximate time frames)

Options Counseling	First Quarter FY 22	55 consumers/125 units
	First Quarter FY 23	85 consumers/285 units
Case Management	First Quarter FY 22	50 consumers/181 units
	First Quarter FY 23	65 consumers/295 units
EAPA Intervention	First Quarter FY 22	30 consumers/206 units
	First Quarter FY 23	44 consumers/274 units

- Heritage staff will help serve at the Veteran's Breakfast at the Marion Hy-Vee on November 11. We will also distribute outreach materials.
- Laura Kreigermeier will present to the Victims of Crime Symposium on the Signs and Symptoms of Elder Abuse on Monday and Tuesday, October 10 and 11, in Des Moines.
- Tim Getty presented information at the ACL Nutrition Grantees Conference on "How to continue your innovation after the grant ends" and also at the MOWA National Conference in Baltimore on "Pet Programming: Successful Service Models". Also presented at the Texas Congregate Meal Initiative Virtual Summit" as a subject expert on "Dining Enhancement Practices."
- We will present the first quarter 2023 dashboard at the November Board Meeting.
- Along with the other AAA Directors, Barb attended a meeting with Iowa Department of Health and Human Services Director Kelly Garcia on September 28.
- Barb will attend a meeting with IDA to work on our State Master Plan for Aging on October 12 in Des Moines.
- Heritage will welcome several IDA staff on November 10 for our Quarterly Conversation, to review progress toward our Area Plan goals.

- The EI

Presentation-Larry Kudej, OIL (Older Iowans Legislature)

- Larry reviewed the results from the Older Iowans Legislature Annual Meeting on September 26. The event was held via zoom and in person at the Old Supreme Court meeting room. Individuals met to prioritize issues. The following are the four priority issues for OIL 2023: Improving nursing home care, improving guardianship and conservatorship system, funding Iowa Return to Community from the lottery, and enact a Dementia Specialist Program.

Action Items and Assignments

- Directors Olson and O'Connor moved and seconded to accept the Conflict of Interest Policy. Motion carried 9-0.
- Directors Olson and Heiden moved and seconded to accept the Karri Fisher as a Board of Directors representative of the Washington County Board of Supervisors. Motion carried 9-0.
- Directors Huber and Olson moved and seconded to accept the Hybrid Policy. Motion carried 9-0.

- Directors Heiden and Huber moved and seconded to accept Melinda Haley as a voting member to the Linn County Task Force. Motion carried 9-0

Open Agenda

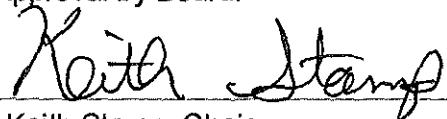
- Barb discussed moving to a hybrid Board of Directors meeting venue, both in person and face to face.
- Barb discussed the options of forgoing the December meeting and having a social gathering instead. Options will be discussed in November.
- The Board discussed hosting a Legislative Event. It was noted that i4a (representing all Iowa AAAs) has legislative liaisons working with legislators on a regular basis. Discussion tabled until next month.

There being no further business coming before the Board, meeting was adjourned at 3:22 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:



Keith Stamp, Chair

**Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
November 10, 2022 2:00 p.m.
Conference Call**

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Pat Heiden, Jasmine Megowan, Karri Fisher, Scott Olson, John Schlarman, Keith Stamp, David Thielen, Evans Waller, Dusti Winkie, & Bob Welsh

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

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

Introduction of New Member Karri Fisher

Karri replaces Richard Young as the Board of Supervisors of Washington County appointee. Karri is the Nursing Director for Washington County Public Health and Home Care. Prior to this, she was a staff nurse at the University of Iowa and Mercy Iowa City. She has been in the nursing profession for 13 years and practiced primarily in orthopedics and medical surgical positions.

Mission Moment

This mission moment came from a care team member in regards to a gentleman who received person centered dollars from Heritage. This gentleman tends to live a simple life and is homebound. The gentleman has a brother and communicates with him through letters. The brother had not heard from him in a while so he reached out to Heritage to check on the consumer. After checking on the consumer and talking to him, it was apparent that the consumer was anxious about affording groceries. Heritage was able to provide groceries through person centered dollars. The care team member offered to help put the groceries away but he insisted on putting them away himself. The consumer opened up to our care team member even more after providing the groceries and extremely grateful for helping reduce the stress he had about affording food.

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in October

Directors Heiden and Olson moved and seconded approval of the minutes for the regular meeting held in September. Motion carried 13-0.

REGULAR AGENDA

Financial Reports

- e IDA Funding Disbursement:
 - oe Heritage received the following previously pending disbursements from IDA: FY22 NSIP, FY22e Iowa Consolidated Appropriations Act, FY22 COVID-19 Vaccines, FY22 Title IIIE, FY23 Statee Q2 disbursements.e
 - oe The following disbursements from IDA are still outstanding: FY23 NSIP and Federal Title funde disbursements for October and November.e
 - oe Heritage received another 30% ARPA fund disbursement (\$470K)e
- e Q1 reports were due to IDA on 10/22/2022. As discussed in prior meetings, IDA had key people familiare with the IAFRS reporting system resign. Due to this, Q1 reporting was not submitted through the IAFRS online reporting system but manually through a spreadsheet. IDA is hopeful IAFRS will be available toe use for Q2 reporting.e
- e The fiscal staff with IDA officially transferred to the Health and Human Services umbrella and hase moved to the Lucas Building. HHS has provided a HHS finance contact who will be assisting IDA with the fiscal needs and the HHS transition. This individual is familiar with IDA processes and procedures.e
- e Grant update:
 - oe Greater Cedar Rapids Community Foundation completed a virtual site visit to hear more aboute the grant request submitted for the 1st Avenue Encore Express program. Heritage is stille awaiting a decision on this and the Operational Support grant.e

- e Heritage received \$50,000 in ARPA funds from the City of Cedar Rapids but was not awarded additional funding from Linn County ARPA funds.e
 - Heritage did not receive the Washington River Boat grant. This was an extremely competitive grant.e
 - Heritage submitted a proposal requesting funding to Mid America.e
 - Heritage has a meeting with Alliant Energy to discuss funding opportunities.e
 - Heritage continues to explore grant opportunities from some churches and credit unions.e
- e Audit update:
 - Last Friday, Mandi with Denman sent the list of documents requested.e
 - Mandi plans to be onsite for one-day next week to do fieldwork.e
- VOC Rehab Program:
 - IDA notified the Area Agencies on Aging they would no longer be involved with the Oldere Workers' Employment Program (OWEP) through Vocational Rehabilitation effective 12/31/2022.
 - Heritage met with Voc. Rehab to discuss options for continuing OWEP. Voc. Rehab expressed a strong desire to continue the program through the end of the fiscal year and beyond.e
 - Based on some initial budget numbers presented by Voc Rehab, it appears budget neutral to continue the program through the end of the fiscal year. Heritage is working to understand the budget implications (if any) and what this looks like going forward.e
- e Directors Olson and Barnhart moved and seconded the financial reports as presented. Motion carried e 13-0.

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

- e The Fundraising Committee met on Oct 17 and will focus on the Caregiver Wellness Day event planned for November 2023. The event will serve as outreach and fundraiser. Karen Huber was elected as Chair of the committee and Holly Blood and Scott Maiers were added to the committee. The committee is reviewing potential venues in Linn and Johnson County.e

Operations/Executive Director Report

- e There are no changes to our staff this month.e
- e The Heritage office will be closed on Thanksgiving and the day after.e
- e In collaboration with IDA, Heritage management made the decision to pass the Elder Justice grant to another AAA, where the DHS structure is more conducive to success. This was a service decision, with no impact on budget, revenue or expenses.
- e Lauren Geistkemper presented on Buying Food on a Budget and Bryan Bruner will present information at Tai Chi later this month at the Cedar Rapids Library.e
- e The Nutrition Team re-evaluated Encore Express Voucher Distribution, eliminating duplication and streamlining some offerings. Jill Sindt provided additional information on the process.
- e In effort to diversify our revenue, we are reaching out to various business partners. International Paper will present us with a small check later this month. We hope to host them at the First Ave Vouchere Distribution so they can experience the program first hand. Also, we reached out to Alliant and MidAmerican with funding requests.e

*e

Action Items and Assignments

- e Directors Olson and Heiden moved and seconded the approval of the Waitlist policy, Person Centered Funding policy and Information, Referral & Assistance (IRA) and Family Caregiver Program Callse policy.e Motion carried 13-0.
- e December meeting-Directors Olson and Agne moved and seconded cancelling the December Board meeting and moving it to a social gathering.e Motion carried 13-0

Open Agenda

- e Keith Stamp hosted a get-together in his home, and invited Barb to visit with key people in his community to talk about Heritage. This visit helped increase awareness to the community members about Heritage and what experiences the community is seeing and experiencing. Keith would like to encourage other board members to be an ambassador and to do something similar. These types of visits will help Heritage to understand barriers in each of the communities and will open up conversations and relationships.e

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

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
January 12, 2023 2:00 p.m.

Conference Call and Heritage Area Agency on Aging Main Conference Room in person

MINUTES

Present: Karri Fisher, Scott Olson, John Schlarmann, Keith Stamp, David Thielen, Evans Waller, Dusti Winkie, Sister Susan O'Connor, Shawn Ireland, Michelle Buhman, Karen Huber, Danielle Pickering, Larry Kudej & Bob Welsh

Also Present: Barb Werning, Jenn Knudtson, Jill Sindt, Harrison March & Sjonna Brunt- Assistant Secretary,

Chair Stamp called the meeting to order at 2:02 p.m.

Harrison March-Staff Presentation

Staff from Heritage were busy this summer and fall with various outreach events including County Fairs, Health Fairs, Farmers Markets, and other community events. While the winter months tend to be slower, Harrison is currently busy presenting information to churches, companies and organizations. All outreach and training & education is measured and reported to Iowa Department on Aging (IDA). Heritage's FY23 outreach goal was 7,500 units; we are currently at 4,200 units. The agency is well on pace to achieve this goal. As a part of Heritage's 4-year area plan, 10 goals require support from communications, marketing & outreach across various programs (Caregiver, Nutrition, EAPA and general agency).

Harrison needs help with meeting some of the Area Plan goals. One of the easiest ways each Board member can help is to introduce individuals from their own community to a Heritage staff member. Examples include leaders of rural communities, leaders of various faiths/denominations, members of the LGBTQ+ community as well as minority racial and ethnic groups. The introduction can be as simple as sending an email and copying Barb or Harrison, or sending Barb or Harrison the individual's contact information. Keith Stamp recently provided introduction to members of his community by hosting a lunch in his home. The latter is a great example of a "friend-raiser" and was effective in making connections that led to additional events and partnerships. Heritage now has a working relationship with public health and two new pastors as result.

Approve or Amend Agenda

Directors Olson and Huber moved and seconded the agenda. Motion carried 11-0.

Approval of Minutes of the Board of Directors held in November

Directors Sister Susan and Huber moved and seconded approval of the minutes for the regular meeting held in September. Motion carried 11-0.

REGULAR AGENDA

New Officers-Approval

Pat Heiden did not run for reelection as a Johnson County Supervisor and consequently had to resign from the Heritage Board. Pat was also the Vice President of the Board. Sister Susan volunteered to be the Vice President therefore leaving her seat as Secretary open. Shawn Ireland volunteered to be the Secretary. Directors Olson and Thielen moved and seconded approval of Sister Susan O'Connor as Vice President and Shawn Ireland as Secretary

Changes to Advisory Council and Task Force

• Dora Lorenc resigned as a member of the Advisory Council and Linn County Task Force.

Financial Reports

- The Finance committee approved the purchase of a new printer for the West building. In reviewing the cost of the new printer, estimated printer life and contract agreement of the printing charges versus the cost of the average charges with the current printer, Heritage is estimated to break even. The printer has been ordered and Heritage is awaiting an estimated delivery date.
- IDA is up-to-date with all funding receipts except Q1 MAC and October and November Vocational Rehab. Heritage should receive the State Q3 disbursement and Federal Title fund disbursements for January 2023 the week of January 9. Heritage has not received an official Notice of Grant Award for FY2023.

- As a part of the HHS integration, the IDA Fiscal team has moved under Health and Human Services. This group has scheduled monthly Fiscal meetings with the AAA's Fiscal Managers. Heritage hopes some outstanding questions will be addressed and discussions about how the integration will impact fiscal processes will happen during these monthly meetings.
- Mandi Holcomb from Denman was on-site November 17 to perform annual audit fieldwork. At this time, Mandi continues to review the documentation provided and request additional documents as needed. There was a slowdown in December as Mandi was out of the office sick.
- Grant update provided as follows:
 - GCRCF Encore Express program – not awarded, received feedback from GCRCF and will reapply during the next upcoming grant cycle;
 - GCRCF Operational Support grant – awarded \$16,000; City of CR ARPA – awarded \$50,000, received and reviewing contract terms;
 - MidAmerican Energy – Submitted write up, funding for 2022 budget was all expended, will touch base again in Q1 2023;
 - Alliant Energy – Met with contact in November, funding for 2022 budget was all expended, will touch base again in Q1 2023;
 - FARE (Fostering Access, Rights and Equity) grant – submitted write up to grant contact late last week for review, final submittal due 1/15/2023. One of the grant requirements is the food needs to be locally sourced. Looking to partner with Feed Iowa First or Matthew 25 as all food is locally sourced. Some Hy-Vee food is locally sourced;
 - Mercy Health Equity Fund – exploring application requirements, one-time funding from \$10K - \$50K, application due 2/28/2023;
 - Centene grant – plan to submit a funding request; can take up to 6 months for the application review and award process
- Balance Sheet as of 1/9/2023 reflect Total Assets \$2,136,356.65 & Total Liabilities and Net Assets \$2,136,356.65
- Directors Ireland and Huber moved and seconded the financial reports as presented. Motion carried 11-0.

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

- The Fundraising Committee met on January 9. The date for the Caregiver Wellness Day is set for November 6, 2023 and will be held at The Hotel Kirkwood. The sponsorship levels were established and the committee continues to update the sponsorship spreadsheet. The committee is looking at opportunities within the rural communities to provide transportation so that those in the rural areas can attend the event. The committee's next steps are to reach out to potential sponsors/vendors, confirm speakers and establish a timeline for the day.

Operations/Executive Director Report

- There are no changes to our staff this month.
- For nearly 20 years, our subcontractors have provided breakfast bags under OAA home delivered meal funding. Recently, during a routine visit with IDA, it came to our attention that this interpretation of OAA rules is no longer valid. Consequently, some of our meal providers had to revise their meal delivery to end breakfast bags by this week (via a contract revision). This is just a service delivery change; there no adverse actions taken to Heritage or subcontractors.
- A Heritage Information Session is scheduled for Jan 23- Medicaid 101 for Caregivers. We will have three live concurrent sessions with zoom options available on the Kirkwood Community College campus, at Wayne Zion Church in Monticello and Williamsburg Public Library. Iowa Legal Aid will present information regarding Medicaid Eligibility, using Medicaid for long term Care Expenses, and other common legal questions.
- We are waiting for a new contract for our OWEP Program (Older Worker's Employment Program). The Iowa Department of Aging discontinued their relationship with Vocational Rehabilitation effective December 31. The AAAs will now work directly with Voc. Rehab to implement this program moving forward. While this is anticipated to be budget neutral, we are awaiting the final budget. There has been no implication to services during this interim.
- As a result of low vaccination rates among older adults in some areas of the state, three of the six Area Agencies on Aging qualified for a Federal Grant to promote vaccine access. The funds were used to promote vaccines through our LLL website, as well as digital and TV ads. Our sister AAAs graciously offered the entire state access to the ads and commercials produced from this funding. One of the ads and the LLL site was shown during the board meeting.

- a Our nutrition programs continue to grow at an unanticipated and unprecedented rate. With a portion of our congregate funds transferred to support our home delivered meals, Heritage is writing an increasing number of grants to sustain the Encore programs.a
- a Our IRTC Program officially launched in December with its first client and has been very well received both with Mercy Medical Center and with our consumers.a
- a Heritage came in 10th this year in the Gazette Gives Back competition, to earn \$16,000 in advertising credits. This is up from 19th place/\$12,000 last year. A big thank you to Harrison for coordinating this effort, and to all who voted for Heritage.a
- a An update and follow up to the Governor's Condition of the State Address: Barb Werning stated Linda Miller, Director of the Iowa Department on Aging, sent a message after the address, indicating the alignment will not affect the structure or operations of the AAAs. Director Miller further stated the integration will open doors and help us to further serve older Iowans.a

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March Meeting

- a Due to Heritage's Area Plan discussion in March, the board will need more time to discuss the topic. Director Stamp asked the board if they would like to move the meeting time in March to 1:30-3:30 p.m. or 2:00-4:00 p.m.a
- a Directors Olson and Ireland moved and seconded to move the March meeting time to 1:30-3:30 p.m. Motion carried 11-0a

Open Agenda

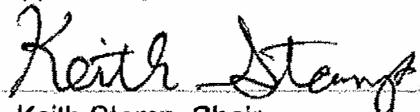
- a Barb presented i4a's 2023 Policy Agenda to the Board. The priorities are as follows:a
 - oa #1 Strengthen Iowa's Dementia Services through the AAA's. As a part of this priority, they would establish a Dementia Services Specialist position at each of Iowa's Area Agencies on Aging.a
 - oa #2 Address Community Workforce Challenges-Improve access to home and community-based services throughout the aging network.a
 - oa Details on each agenda can be found at <https://i4a.org/2023/01/12/i4a-identifies-dementia-services-specialist-program-as-top-policy-initiative/>.

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

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:


Keith Stamp

Keith Stamp, Chair

**Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
February 9, 2023 2:00 p.m.
Conference Call**

MINUTES

Present: Chris Montross, Bruce Barnhart, Keith Stamp, Karen Huber, Dusti Winkie, Bob Welsh, V Fixmer-Oraiz, Larry Kudej, Evans Waller, John Schliemann, Danielle Pickering, Sister Susan O'Connor, Mike Barnhart, Shawn Ireland, Michelle Buhman, Jasmine Megowan, & David Thielen

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

Chair Stamp called the meeting to order at 2:01 p.m.

Approve or Amend Agenda

Directors Sister Susan and Huber moved and seconded the agenda. Motion carried 15-0.

Approval of Minutes of the Board of Directors held in January

Directors Ireland and Waller moved and seconded approval of the minutes for the regular meeting held in January. Motion carried 15-0.

REGULAR AGENDA

Financial Reports

- e Heritage received the State Q3 disbursement.e
- e IDA has not received additional Federal Funds from ACL, but expects outstanding disbursements in February or March.e
- e Heritage received Q1 and Q2 MAC disbursements on February 3, 2023.
- e The October and November Voc. Rehab submittals have been approved and Heritage is expecting to receive the payment soon. Heritage has yet to receive an approval for December's submittal.e
- e IDA is working to create an updated NGA format. There is not a current IDA employee who knows how to run the access database previously utilized to create NGAs and enter the information into IAFRS.e
- e The current financial reporting system (IAFRS) is no longer supported by IT and will need to be replaced. HHS is considering using the Iowa Grants system. A new system may not be in place July 1, 2023 (HHS integration date).e
- e The Fiscal Director from Central Iowa Aging Resources met with DHHS CFO Jesse Benson.e
- e Heritage learned Voc. Rehab is going under Iowa Workplace Development and the Voc. Rehab program will be ending September 30, 2023. Barb and Jill have been transparent with Paul Swanson and spoke with him about the potential transition. Paul is waiting to see the outcome of the February 10th meeting and wants to give Voc. Rehab some time to sort things out under Iowa Workforce Development.e
- e Heritage received the draft financial report from the auditor. Jenn met with Mandie Holcomb with Denman this week to review the audit. A final update on the audit will be provided at the April Board meeting.e
- e Grant/Awards Update:e

- Heritage received \$22,000 from the MidAmerican Energy Foundation to support the Encore Express Program.
- Heritage plans to submit the Transamerica grant application in February. Heritage plans to ask for \$50,000.
- The application for the Mercy Health Equity Fund is due February 28, 2023. Heritage plans to ask for \$25,000.
- Centene grant – plan to submit a funding request; can take up to 6 months for the application review and award process.
- The Fiscal dashboard was presented to the Board. This will be presented to them on a quarterly basis going forward.
- Balance Sheet as of 2/6/2023 reflect Total Assets \$2,214,279.51 & Total Liabilities and Net Assets \$2,214,279.51
- Directors Sister Susan and Buhman moved and seconded the financial reports as presented. Motion carried 15-0.

Fundraising Committee Report (Dusti Winkle, Shawn Ireland, & Karen Huber)

- The committee will meet February 21. Currently the venue and date are reserved for the next Caregiver Wellness Day. The committee is finalizing the speakers, working on the letter to the vendors and the save the date notification. The committee is aware they need to be conscientious of the budget. With the increase in cost for the venue and food, the committee is aware that some revisions to the event may needed.

Operations/Executive Director Report

- The Caregiver Medicaid 101 sessions were held in January and went very well. There is interest in continuing these conversations, and expanding to include waiver, in-home services. These sessions will be integrated into our Area Plan Update. Legal Aid will be included in these, as able; some of the meetings will qualify for their rural justice grant.
- The Marion Library Encore Café program re-opened Jan 20 with over 50 in attendance and very soft marketing. Both familiar and new individuals attended. A grand opening is planned March 3.
- Barb has joined the Johnson County Age Friendly Action Team. The group will conduct a survey and write an action plan with intent for Johnson County to become a certified member AARP Age Friendly Community.
- Barb attended the Quarterly Conversation with Iowa Department on Aging Wednesday Feb 8 to discuss nutrition and health promotion goals and progress.
- Heritage staff are preparing for our annual monitoring visits, several taking place later this month. All AAAs are on the same schedule. IDA plans to monitor all programs before the transition to the DHHS in July.
- The Second Quarter Service Dashboard was discussed during the Board meeting.
- April first marks the beginning of Medicaid Unwinding. Medicaid members who kept their coverage due to the public health emergency (COVID) will lose their coverage if they are found to be ineligible. This could impact many of our consumers. Kellie Elliott-Kapparos reviewed how this will impact our work and Older Iowans. Information can be found here <https://hhs.iowa.gov/lme/unwind>.

Action Items

- Iowa Return to Community (IRTC) is a new program with Heritage. IDA requires policies for all care team programs. Heritage presented to the Board the following policies for the board to approve: IRTC Appeals and Grievances, IRTC Confidentiality Standards, IRTC Health Coach Conflict of Interest, IRTC Discharges, IRTC Information Provided to and

Maintained for Consumers, IRTC Intake, IRTC Health Coach Personnel Records, IRTC Health Coach Service Documentation, & IRTC Health Coach Staff Training.

- Directors Schlarmann and Ireland moved and second the approval of the IRTC policies. Motion carried 15-0.

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

Sjonna Brunt
Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp
Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
March 9, 2023, 1:30 p.m.
Conference Call and Heritage Area Agency on Aging

MINUTES

Present: Dusti Winkie, Evans Waller, Bruce Barnhart, Keith Stamp, Karri Fisher, David Thielen, Sister Susan O'Connor, Karen Huber, Chris Montross, Shawn Ireland, Michelle Buhman, Jasmine Megowan, Larry Kudej, & Scott Olson (1:46)

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

Vice Chair Sister Susan called the meeting to order at 1:35 p.m.

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in February

Directors B. Barnhart and Montross moved and seconded approval of the minutes for the regular meeting held in January. Motion carried 12-0.

REGULAR AGENDA

Financial Reports

- e Funding Disbursements update
 - oe \$22,000 Iowa Café Funds reimbursement funds received.e
 - oe \$56,000 Iowa Vaccine reimbursement funds received.e
 - oe January and February Federal Title III disbursements should be received by the end of the week.e
 - oe October-December Voc. Rehab reimbursement funds received.e
 - oe FY23 allotment notification received from IDA.e
 - oe FY24 allotment notification received from IDA. Funding is flat from FY23.e
 - oe Heritage received notification from IDA that there is a possibility we will receive an additional \$165,000 in federal funding.e
- e Grant update
 - oe Transamerica: Awarded \$25,000.e
 - oe FARE (Fostering Access, Rights, and Equity) grant: Not awarded. Grant applications are very competitive.e
 - oe Alliant Energy: Awaiting notification on the formal application process.e
- e Balance Sheet as of 2/6/2023 reflect Total Assets \$1,994,828.43; Total Liabilities and Net Assets \$1,994,828.43e
- e Directors B. Barnhart and Huber moved and seconded the financial reports are presented. Motion carried 13-0.e

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

- e 3 speakers have been confirmed; Kris Sargent- Mercy speaking on Dementia, Shawne Ireland-Linn County Sheriff speaking on Scams, & Bryan Brunner-Heritage AAAA Tai Chi.e
- e Waiting to hear back from Len Sandler-U of Iowa Law School, and someone one Movement Disorders.e
- e The budget was discussed and due to the increase in costs, coffee will be served instead of a continental breakfast.e
- e Registration is being pushed back from 8:00 to 8:15. The committee continues to finalize the agenda.e

Operations/Executive Director Report

- e There are no staff changes to report and no open positions.e
- e After an informational session with Iowa Workforce Development, Heritage learned the Older Workers Employment Program (OWEP) is expected to remain under the Heritagee

- umbrella until September 2024 (previously September 2023). Heritage will continue to have regular meetings with Iowa Workforce Development.
- e The Marion Library Encore Café held a Grand Opening event on March 3rd. 86 Dinerse were in attendance as well as individuals from IDA, the National Nutrition Resource Center, Marion's Mayor Nick AbouAssaly, and the Marion Chamber of Commerce.e Coverage of the event can be found in the Cedar Rapids Gazette here <https://e-www.thegazette.com/news/encore-cafe-returns-to-marion-public-library-for-older-adults/> as well as at KCRG and KGAN.e
- e IDA had a monitoring visit with Heritage's Nutrition, Information and Referral, Options Counseling, and Care Giver programs. IDA staff reviewed files, visited nutrition sites,e and accompanied staff on home visits. There were no substantive issues. IDA wase pleased with the services Heritage provides.e
- e Heritage staff will be in Des Moines on March 22 for an advocacy day on the Hill.e

Action Items

- e Jill Sindt reviewed the PowerPoint presentation that summarized the FY24 Area Plane update goals, strategies, accomplishments, and service gaps. The final plan is due toe Iowa Department on Aging (IDA) on April 3rd. In addition to the board reviewing the Areae Plan update, it has been communicated to the Advisory Council and IDA for review. Thee Area Plan goals from FY22-25 remain the same. Heritage has updated the gaps fore some of the goals for FY24. Heritage has accomplished meeting some of the goals thate were outlined in the FY22-25 Area Plan. Heritage identified FY24 strategies to helpe continue to meet the goals as previously outlined.e
 - oe Directors Olson and Huber moved and seconded the FY24 Area Plan update ase presented/ Motion carried 13-0.e
- e The FY24 Budget was reviewed with the Board. The budget is a draft and could changee throughout the year due to potential changes in revenue and expenses.e
 - o Voc. Rehab plans to continue until September 2024.
 - o FY24 allotments from IDA assume flat funding.
 - o To cover subcontractor awards, a transfer of funds from IIIB (Supportive Services) and IIIC1 (Congregate) to IIIC2 (Home Delivered) will be made. The amount is to be determined
 - o Assumes carryover from FY23 of \$40,000.
 - o FY24 ARPA funds are estimated based on availability and trying to spend proportionately through Sept 30, 2024.
 - o Assumes Heritage will receive approximately \$165,000 in additional FY23 federal title funds which will allow FY23 awarded grants to be carried over to use in FY24.
 - o Non-OAA projected revenues include anticipated contract and grant award amounts.
 - o Benefit expenses reflect a projected 14% increase, continuing the \$500 employer paid medical flex, and integrating flex dollars into hourly wages. All employees will receive employer paid HMO medical coverage at no cost; if employees elect PPO coverage they will pay the difference.
 - o Several salary scenarios were reviewed/discussed. The committee decided to recommend a 3% wage increase with a one-time \$1,000 inflation stipend (after taxes) to the Board.
 - o Subcontractor funding based on recommendations from the RFP review team.
- oe Directors Olson and Montross moved and seconded approval of the FY24 budgete as presented. Motion carried 13-0e

There being no further business coming before the Board, the meeting was adjourned at 3:31 p.m.e

Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp 5/11/2023

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
April 13, 2023, 2:00 p.m.
Conference Call and Heritage Area Agency on Aging

MINUTES

Present: Keith Stamp, Scott Olson, Sister Susan O'Connor, Shawn Ireland, Michelle Buhman, Bruce Barnhart, Jasmine Megowan, V Fixmer-Oraiz, Chris Montross, Larry Kudej, and Bob Welsh

Also Present: Barb Werning, Jenn Knudtson, Kellie Elliott-Kapparos, Jill Sindt, Harrison March & Sjonna Brunt- *Assistant Secretary*, Courtney Hotovec (Intern with Iowa City Senior Center)

Chair Keith Stamp called the meeting to order at 2:03 p.m.

Approve or Amend Agenda

Directors Olson and Buhman moved and seconded the agenda. Motion carried 9-0.

Approval of Minutes of the Board of Directors held in March

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

REGULAR AGENDA

Mandi Holcomb-Denman and Company LLC Annual Audit

- e Mandi Holcomb with Denman and Company LLC reviewed information from Heritage'se FY22 fiscal audit.e
 - oe The report changed slightly from prior years due to the adoption of newe accounting standards. The opinion statement is now located at the beginning of the Independent Auditor's Report.e
 - oe The following are noted changes in the Statement of Financial position when comparing the fiscal year 2022 to 2021:e
 - e Cash and grant income down in the fiscal year 2022.e
 - e Amounts held by others (investments) decreased due to losses in thee fiscal year 2022.e
 - e Prepaid expense amount reflects rent paid to Kirkwood in advance (parte of the new accounting standard).e
 - e Liabilities did not change significantly from 2021 to 2022.e
 - e Net Assets are down due to a decrease in grant funding amounts held bye others.e
 - oe The overall report reflects no findings.e

Financial Reports

- e No Finance committee meeting was held in April.e
- e From the April meeting with Area Agency on Aging Fiscal Directors, IDA Fiscal, and HHSe CFO (Jess Benson):e
 - oe HHS is going through an Emergency Procurement process to hire additionale staff. This will be through a contract company and will assist IDA fiscal staff in catching up on reporting, processing payments, and documenting processes.
- e Barb and Jenn are meeting with Acumen to discuss Health benefits. The expectede increase in insurance is between 9-14%. Open enrollment for employees will begin ofe late May/early June.e
- e Barb and Jenn will meet with TrueNorth to discuss company insurance renewal.e
- e The fiscal team is busy working on upcoming reporting deadlines:e
 - oe Q3 MAC report submitted. Heritage is expecting a \$20,000 reimbursement.e
 - oe Voc. Rehab Report submitted for March.e
 - oe FY23 Budget update is due April 25. (Normally due in February)e
 - oe FY24 Budget update is due April 25. (Previous due date was April 3rd)e
 - oe IAFRS Q3 Report is due April 22.e
 - oe Q3 VOCA report is due April 30.e

- oe The fiscal team will work with Denman to prepare the 990 which is due mid-May.e
- e The West printer was delivered and installed. Heritage will be receiving a bill from SMGe for \$6500.e
- e Balance Sheet as of 2/6/2023 reflect Total Assets \$2,129,232.51; Total Liabilities and Nete Assets \$2,129,232.51
- e Directors Olson and Ireland moved and seconded the financial reports as presented.e Motion carried 9-0.e

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

- e The sponsorship letters were mailed out. Heritage received 7 sponsorship forms to date.e
- e The committee plans to discuss the brochure at their next meeting.
- e Heritage and the Committee are planning to create a few silent auction baskets this year.e

Operations/Executive Director Report

- e Heritage will hold a ½ day staff retreat after they have more details to share on the HHSe transition.e
- e Heritage will welcome an AmeriCorps volunteer this summer for 10 weeks, 300 hours,e with all activities centered on disaster preparedness and management. The volunteer will provide the prep-wise curriculum to our seven counties, offer disaster planning presentations to dining sites and other groups, and work on our disaster plan.e
- e Heritage is planning another Caregiver Information event scheduled for June 5, focusinge on Medicaid Waiver and in-home services. Please feel free to share the attached flyer.e The presenter from Iowa DHS will be on Zoom, with live sites in four counties- Iowa City,e Washington, Monticello, and Vinton. Care Team members will also be present at each site to answer individual questions. At this time, we have 15 registered, including alle sites.e
- e As part of the transition plan into the new DHHS system, state public health departmente funding is transitioning away from direct services. Currently, Heritage sends many directe service referrals to our county public health offices. We will be meeting with sevene county health departments later this month to plan for this transition, identify anye potential gaps in services, and begin strategizing.e
- e Heritage is exploring some options to provide additional dining and nutrition services ine Johnson and Washington counties. These areas include the geographical areas ofe Wellman, Kalona, and Iowa City, and potential partnerships with the City of Wellman, Hy-Vee, and Pleasantview.e
- e All six AAA Directors met with HHS Director Garcia and the Governor's office twice in thee past month. Director Garcia has indicated the new Organizational Chart, with Aging as ae 10th Division, will be rolled out soon. No significant changes to the original plans aree anticipated. Adult Protective Services is expected to join the Aging Division. The IDAe Fiscal Team has moved under the HHS umbrella through a separate MOU.e
- e Barb shared the Encore dashboard with the Board.e
 - oe Lowe Park Marion has seen a significant increase in the number of consumerse and units served. In March the number of unduplicated consumers served wase 176 and units were 539.e
 - oe St Marks maintains a steady number of consumers and units served. In Marche the number of unduplicated consumers served was 78 and the units were 202.e
 - oe Marion Public Library meal location has almost quadrupled the number ofe consumers and units served since January. In March the number of unduplicatede consumers served was 175 and units were 345.e

Action Items

- e Kellie reviewed the Authorized Signature Policy with the Board. Directors Olson and B.e Barnhart moved and seconded the approval of the Authorized Signature Policy. Motione carried 9-0.e
- e Barb reminded the Board that each Board member is required to have 240 minutes ofe training each Fiscal year. There are a few members that are falling short on their hours.e Barb will send an email to the members and let them know how many hours they havee and the training they can take to make up the hours they are short on.e

Open Agenda

- Keith shared the thank you letter from staff to the Board. The Staff thanked the Board for all of their support.

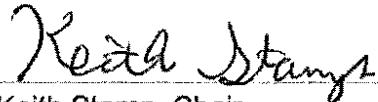
There being no further business coming before the Board, the meeting was adjourned at 2:45 p.m.

Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

 5/17/2023

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
May 11, 2023, 2:00 p.m.
Conference Call and Heritage Area Agency on Aging

MINUTES

Present: Chris Montross, Karen Huber, Dusti Winkie, Karri Fisher, Bruce Barnhart, Sister Susan O'Connor, Keith Stamp, David Thielen, Evans Waller, Sarah Wagner, Shawn Ireland, Michelle Buhman, John Schlarman, Larry Kudej, and Bob Welsh.

Also Present: Barb Werning, Jill Sindt, Harrison March & Sjonna Brunt- *Assistant Secretary*,

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

Mission Moment

One of our Options Counselors, Shannon, was traveling within Cedar Rapids for work. While driving, she drove by an older gentleman lying on his back on the side of a busy road and seemed unable to get up. Shannon turned around to check on the gentleman. A nurse driving by also saw the gentleman and between Shannon and the nurse, they helped the gentleman up and helped him back to his home. Shannon visited with him and talked about Heritage. He has fallen several times before and has some mobility and vision issues. After a further assessment, Heritage was able to set up services for this gentleman.

Approve or Amend Agenda

Directors Sister Susan O'Connor and Evans Waller moved and seconded the agenda. Motion carried 13-0.

Approval of Minutes of the Board of Directors held in March

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

REGULAR AGENDA

Financial Reports

- Heritage Executive Director and Fiscal Director met with Acumen; the Health benefits will increase by a little more than 8%, Dental by 5%, and Vision by 2%. There will not be an increase to the Life Insurance. Maria Drees with Acumen will meet with staff on May 24 to discuss the benefits. This will start the two-week open enrollment period for employees.
- Heritage has been in communication with the broker for Heritage's business insurance, the business insurance is estimated to increase by about 3% in FY 2024. Exact quotes will be available in early June.
- Heritage's 990 form was submitted on 5/10/23 by Denman.
- Funding Disbursements-
 - Voc Rehab-disbursements received through March
 - VOCA-disbursements received through March
 - Q3 MAC-Outstanding
 - Federal Funding-disbursements received through May
 - Q4 State disbursements-received
- Heritage Grant updates
 - Mercy Health Equity Grant-Not awarded.
 - Letter of intent submitted to Retirement Research Foundation for \$50,000. Heritage hopes to hear a response to this letter within 30 days.
 - Van Meter \$6000 for Life Alerts-Pending.
- The fiscal dashboard was presented to the board.

- Operational Funds-items of changes throughout the year are noted as follows.
 - June 2021 1st ARPA 30% fund disbursement received
 - September 2022 IDA behind in fund disbursement
 - November 2022 2nd ARPA 30% fund disbursement received
 - January and February 2023 Federal Title III disbursements not received as of the end of February 2023
 - January, February, and March 2023 Federal Title III disbursements received in March 2023
- Encore Account- changes to account balances throughout the year are noted as follows.
 - At the end of each quarter all but \$1,000 of the Encore Account balance is transferred to checking.
- Endowment Funds- determined by the market
- FY2023 Subprovider Contract Spenddown- changes throughout the year are noted as follows.
 - As of the end of March 2023, Nutrition has spent 78% of budgeted funding (Target 75%).
 - As of the end of March 2023, Non-Nutrition has spent 69% of budgeted funding (Target 75%).
- Subprovider Expense by Month- noted, with no concerns. Subcontractors were asked to project their units through the end of the fiscal year, the amount under budget they will return to Heritage, or the amount over budget with a request for additional funds. Heritage management will consider each request.
- Balance Sheet as of 5/8/2023 reflect Total Assets \$2,146,738.11; Total Liabilities and Net Assets \$2,146,738.11
- Directors Barnhart and Waller moved and seconded the financial reports as presented. Motion carried 13-0.

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

- Caregiver Wellness Day Update
 - Barb, Karen, and Sjonna met with Melissa (KCC Banquet Manager) at the Kirkwood Hotel and discussed the layout for the event, potential food options, signage, and other event details.
 - All of the speakers are secured.
 - 24 vendors are secured and 5 additional vendors have expressed their intent.
 - A Pharmacist from Hy-Vee will be onsite in the morning offering flu shots to the attendees.
 - Massage Therapist will be onsite to offer chair massages.
- Give 65 Fundraising Campaign
 - Heritage was invited to participate in the GIVE65 fundraising campaign through Home Instead. Thanks to Karen Huber for recommending Heritage. The campaign is a fundraising campaign that lasts for 65 hours in July. Every organization is eligible for up to \$5,000 matching grants, while funds are available. It's a dollar-for-dollar match. That means, gifts of \$5,000 or less will be matched until:
 - The organization hits \$5,000 in funds raised, and/or
 - The \$215,000 matching grant fund is exhausted
 - Home Instead Charities will offer an additional \$10,000 in grants once \$500,000 is raised on the Give65 site.
 - The Give65 homepage tracks the progress of each organization's goal.
 - For more details, please visit the following link.
<https://www.give65.org/content/about>.

- Sara Meade, IRTC Health Coach has resigned. Sara took a position that will allow her to work from home, a benefit not possible at Heritage. The program will be on pause for a few weeks while we take the time to assess the job description.
- Heritage received a USAging (formerly N4a) 2023 Achievement in Aging award for our Healthy Homes Program, Housing, and Homelessness category. The award will be presented at the USAging Annual conference in July and 2 staff members will be in attendance to accept the award. In addition to the award, Heritage could receive an additional award and monetary gift. Board members may look for a press release after the award ceremony.
- The Iowa Department on Aging provided feedback on our Area Plan update with a limited number of suggested revisions- none substantive. The final will be submitted on May 12 and will be presented to Iowa Commission on Aging on June 1.
- Contract supervisors Tim Getty and Kellie Elliott- Kapparos are visiting our sub-contractors to conduct annual monitoring. This is an opportunity to talk individually with each provider regarding questions, concerns, progress toward fulfilling their contract, and any issues.
- Heritage is exploring the possibility of adding an Encore Express voucher program in Iowa City, likely with a Hy-Vee store. Implementation could be as early as July.
- We would like to thank Blake, our designated Hy-Vee server at the Encore Café in Cedar Rapids and Marion, for quick thinking last week. An individual at the dining site had difficulty swallowing some food, and Blake provided abdominal thrusts to dislodge the food. The individual was unharmed and able to return to the meal. There was a small reception for him last week at the Marion HyVee, and he is also receiving an award from the City of Marion.
- The Program Dashboard was presented to the Board comparing 2019-2023.
 - Congregate Dining-2021 Congregate dipped due to all sites being closed for most of the year. By the end of FY2023, Heritage is projected to serve the most they have served since 2019. Heritage projects 1800 unduplicated consumers and 60,000 units.
 - EAPA-Elder Rights Services -Services include consumers who call to receive information and discuss a possible occurrence as well as the services provided to a consumer for a period of time needed to resolve and support them through an abusive situation. The data does not include VOCA.
 - Heritage is projected to serve 210 unduplicated consumers and 2.73K Units by the end of 2023.
 - Heritage is on track to serve more consumers than served in 2019, 2020, and 2022. FY2021 Heritage served 219 which is slightly higher than projected for FY2023.
 - The number of units projected is projected to be more than any other year between 2019-2022. This means the cases tend to be more complex cases and are taking more time.
 - Options Counseling-This service helps people age 60+ make informed decisions about their long-term planning and care. The service is not more than 90 days. If more time is needed the consumers are often referred to Case Management.
 - The data reflects that Heritage is projected to serve slightly fewer unduplicated people in FY2023 than in FY2019 (more than 2020-2022), they are projected to serve significantly more units (2,247) than served since 2019.
 - The increase in units reflects the complexity of the cases and situations.
 - Case Management-This is long-term support to help an individual maintain their plan of care.
 - Heritage is projected to serve 100 unduplicated people and 1,461 units in 2023. This is more than served between 2019-2022.
- Heritage met with IDA on May 10 and Director Miller shared a few details regarding the transition to Health and Human Services.

- The title of the department will be changed to Aging and Disability Services. The title change reflects an increased effort to expand the Aging and Disability Resource Center (ADRC) which is an effort to provide coordinated services for older Iowans and adults with disabilities.
- A rough draft of the HHS Org Chart was presented to the Board. Most of the Area Agency on Aging services are under Community Integration.
- There will be a new Director as Linda Miller is moving to another coordinator position within the network.
- Barb plans to meet with Director Garcia on June 2.

Action Items

- Directors Sister Susan and Huber moved and seconded the resignation of Mike Barnhart from the Heritage Board.
- Barb showed a short video about the Dementia Friendly movement to support people living with dementia. Heritage would like to provide an hour-long training to the Board at the July Board meeting. Bryan Brunner is a Dementia Friendly Champion and will talk to the board about what dementia is and how to communicate with people with dementia.

Open Agenda

- OIL's Annual meeting in Des Moines with the State Legislature on September 18th. The event will be held in person and over Zoom.

There being no further business coming before the Board, the meeting was adjourned at 3:31 p.m.

Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
June 8, 2023, 2:00 p.m.
Conference Call and Heritage Area Agency on Aging

MINUTES

Present: Evans Waller, Keith Stamp, Sarah Wagner, Bruce Barnhart, V Fixmer-Oraiz, John Schlarman, David Thielen, Karen Huber, Sister Susan O'Connor, Shawn Ireland & Larry Kudej

Also Present: Barb Werning, Kellie Elliott-Kapparos, Harrison March & Sjonna Brunt- *Assistant Secretary*,

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

Mission Moment

Drew Floyd, Elder Rights Specialist worked with a consumer who lived in a 3rd-floor apartment with no elevator. This individual had a change in health that made it difficult to take his trash out. The trash accumulated in his apartment and led to an eviction notice. Drew was able to work with the consumer and found his brother to obtain the consumer's financial information needed for Medicaid Elderly Waiver. Drew was able to reach out to multiple HHS employees until he found someone that was able to have the consumer assessed. Within 2 weeks, the consumer became eligible for the waiver. Drew also set up other services for the consumers' medical and personal needs. Drew worked hard and within 20 days, he saved the consumer from eviction & homelessness.

Approve or Amend Agenda

Directors Huber and Ireland moved and seconded the agenda. Motion carried 10-0.

Approval of Minutes of the Board of Directors held in May

Directors Barnhart and Wagner moved and seconded approval of the minutes for the regular meeting held in May. Motion carried 10-0.

REGULAR AGENDA

Financial Reports

- Heritage received a notice from ACL (Association for Community Living) regarding the ARPA funding "clawback" included in the recent congressional debt ceiling agreement. The ARPA funds provided to Heritage through the Older Americans Act for COVID Relief will not be impacted by the federal government Appropriation Bill.
- Heritage Health Benefits open enrollment ended on 6/7/2023 for employees.
- Barb and Jenn are finalizing Heritage's various business insurances with True North.
- Grant and Funding Update:
 - MOWA Share the Love-\$3000 Awarded
 - MOWA Loves Pets-\$6000 Awarded
 - Social Isolation grant-\$10,000 application submitted
 - Unmet Needs-\$24,000 application submitted
- Give 65 Campaign Update
 - Event is in July
- Heritage paid for the printer purchased through SMG for the West building. The financial reports reflect this as a Capital Expense.
- Heritage paid Denman \$13,000 for processing the 990 and the audit.
- Balance Sheet as of 6/5/2023 reflect Total Assets \$2,232,567.88; Total Liabilities and Net Assets \$2,232,567.88
- Directors Waller and Huber moved and seconded approval of the financial reports as presented. Motion carried 10-0.

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

- Caregiver Wellness Day Update
 - The event planning is on task and planning is going well.
 - The committee is working to get the speaker headshots and bio to Harrison.
 - The original layout was for 35 vendors but after talking with Melissa Gaul with Kirkwood Hotel and Convention Center, we are able to add 6 more tables.
- Give 65 Fundraising Campaign
 - The event runs July 11, 8:00 am - July 14, 1:00 am. Karen asked the board 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.
 - 98% of the donations go to Heritage and 2% goes to credit card fees.
 - Heritage will send out the first email soon. The notification will explain the event and let them know when the campaign starts. The second notification will be sent out right before the event.
 - For more details, please visit the following link.
<https://www.give65.org/content/about>.

Operations/Executive Director Report

- With Sara Meade's resignation, we redesigned the IRTC Health Coach position. We modified the position to include more program development duties, collaboration with outside entities, and informal supervisory functions. The position was posted internally last week with the hope to promote one of our outstanding care team members. We are happy to announce that Kimi Hambright accepted this position. We will be opening up another job posting internally first for an Options Counselor.
- The care team presented another Caregiver Information Session earlier this week. 72 people attended: 5 –Jones County, 3 Washington, 2 Vinton, 6 Iowa City, and 56 Zoom.
- The Iowa Commission on Aging met on June 1, and voted to approve our Area Plan Update, including our application for a Direct Service Waiver to provide Nutrition Counseling through Heritage Staff when possible.
- The Director of Johnson County Veteran's Affairs invited our staff to attend the Board of Supervisor's meeting and be included in the Memorial Day Proclamation. The morning provided us with an excellent opportunity to highlight all we do to work with Veterans. The Proclamation is attached.
- Barb met with members of the Csomay Center for Gerontological Excellence, with discussions around increased collaboration, including the Thoreson Initiative.
- Barb also had meetings with other community stakeholders, including Linn Area Community Credit Union and the Primetime Kirkwood leadership.
- Barb presented the program data for Home Delivered Meals, Caregiver Case Management & Options Counseling, and Non-nutrition Heritage provided service. All of these services are projected to serve more units and unduplicated consumers in FY23 than they served in FY19.
- Barb and the management team met with Director Garcia on Friday, June 2. They talked about the HHS System Alignment, which included their vision for the alignment and their next steps. The presentation was attached in the board packet. A firm will be hired soon to engage stakeholders and providers for input. The firm will provide recommendations regarding service delivery area maps, funding models, Iowa Code and Iowa Administrative Rules recommendations, and resources and supports impacted by the recommendations. Heritage and all other AAAs will be part of this process.

Action Items

- Directors Waller and Olson moved and seconded the FY24 County Task Force voting and non-voting members.
- Directors Ireland and Barnhart moved and seconded the FY24 Advisory Council Appointees.

Open Agenda

There being no further business coming before the Board, the meeting was adjourned at 3:03 p.m.

Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Keith Stamp

Keith Stamp, Chair

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

MINUTES

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

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

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

Mission Moment

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

Approve or Amend Agenda

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

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

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

REGULAR AGENDA

Task Force and Advisory Council membership changes

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

Board Membership Renewals

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

Board Officers FY22

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

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

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

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

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

Action Items and Assignments

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

There being no further business coming before the Council, meeting be adjourned at 3:32 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
August 12, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sister Susan O'Connor, Scott Olson, Vicki Pope, John Schlarman, Keith Stamp, Dusti Winkie, Richard Young, Danielle Pickering, Larry Kudej, & Bob Welsh

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

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

Mission Moment

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

Staff Speaker

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

Approve or Amend Agenda

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

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

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

REGULAR AGENDA

Election of returning Board Members

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

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

Board Officers FY22

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

Committee Reports

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

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

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

Approval of salary restructuring

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

Action Items and Assignments

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

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

Sjonna L Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
September 9, 2021 2:00 p.m.
Conference Call

MINUTES

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

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

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

Mission Moment

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

Staff Speaker

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

Approve or Amend Agenda

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

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

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

REGULAR AGENDA

FY22 Task Force Member

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

FY22 Advisory Council Members

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

Committee Reports

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

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

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

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

Open Agenda

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

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

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor, Chair

Sister Susan O'Connor, Chair

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

MINUTES

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

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

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

Mission Moment

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

Staff Speaker

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

Approve or Amend Agenda

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

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

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

REGULAR AGENDA

FY22 Advisory Council Board Member

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

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

Committee Reports

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

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

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

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

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

Open Agenda

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

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

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor, chair

Sister Susan O'Connor, Chair

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

MINUTES

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

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

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

Mission Moment

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

Staff Speaker

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

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

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

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in October

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

REGULAR AGENDA

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

Committee Reports

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

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

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

Action Items and Assignments

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

There being no further business coming before the Council, meeting be adjourned at 2:45 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
December 9, 2021 2:00 p.m.
Conference Call

MINUTES

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

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

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

Introductions:

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

Mission Moment

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

Staff Speaker

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

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in November

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

REGULAR AGENDA

Committee Reports

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

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

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

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

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

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

Action Items and Assignments

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

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

There being no further business coming before the Council, meeting be adjourned at 2:50 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
January 13, 2022 2:00 p.m.
Conference Call

MINUTES

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

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

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

Mission Moment

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

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in December

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

REGULAR AGENDA

Committee Reports

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

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

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

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

Action Items and Assignments

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

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

There being no further business coming before the Board, meeting was adjourned at 2:57 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
February 10, 2022 2:00 p.m.
Conference Call

MINUTES

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

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

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

Mission Moment

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

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in December

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

REGULAR AGENDA

Committee Reports

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

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

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

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

Action Items and Assignments

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

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

There being no further business coming before the Board, meeting was adjourned at 2:57 p.m.
Respectfully submitted by:

Sjonna Brunt
Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor
Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
March 10, 2022 2:00 p.m.
Conference Call

MINUTES

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

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

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

Mission Moment

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

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held in February

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

REGULAR AGENDA

Financial Reports

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

Committee Reports

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

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

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

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

Action Items and Assignments

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

- Directors Heiden and Barnhart moved and seconded to accept the new sexual harassment policy as presented. Motion carried 11-0.
- Jill Sindt reviewed the powerpoint presentation that summarized the FY23 Area Plan update goals, strategies, accomplishments and service gaps. The final plan is due to Iowa Department on Aging (IDA) on April 1st. In addition to the board reviewing the Area Plan update, it has been communicated to the Advisory Council and IDA for review. The Area Plan goals from FY22-25 remain the same. Heritage has updated the gaps for some of the goals for FY23. Heritage has accomplished meeting some of the goals that were outlined in the FY22-25 Area Plan. Heritage identified FY23 strategies to help continue to meet the goals as previously outlined.
- Directors Buhman and Heiden moved and seconded to accept the FY23 Area Plan update with the understanding that the board receives a copy of the presentation to review and offer their input prior to March 26, 2022. Director Gadelmann abstained from voting. Motion carried 10-0
- Heritage reviewed the FY2023 Budget draft.
 - Mike Barnhart was recused and placed in the waiting room during the FY2023 Budget discussion and vote. Director Barnhart had previously declared a potential conflict of interest as Director of Horizons, a subcontractor of Heritage. Director Schlarman, also a subcontractor, was not in attendance of the meeting so therefore was not removed from the discussion.
 - IDA has not finalized the funding formula for the FY23 financial award. IDA has provided direction that for the budget due to IDA on 4/1/2022, the same funding allotments awarded last year should be used. Once the final amount is determined, this line item may need to be updated.
 - Potential new revenues sources: IDA Elder Justice Innovation Grant & IRTC
 - Other revenue sources highlighted: MAC Funding and ARPA funding
 - Other revenue highlights: the FY22 carryover may reduce what is currently listed due to potential needs from Geneva Tower residents.
 - Expense highlights: 2% wage increase for each employee, 5% cost increase for employee benefits (estimate received from Acumen), and travel and conference expense is higher than normal due to COVID impacting employee's development in prior 2 years.
 - Expense of subcontractor awards: Heritage has decided to fund the full request for non-nutritional subcontractors. The nutrition subcontractors will receive 9-10% POS rate increase due to supplier issues and the increase in costs they have encountered. The increase is based on food inflation rates for the last 2 years.
 - Directors Stamp and Gadelmann moved and seconded the approval of the FY23 budget. Motion carried 10-0

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

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
April 21, 2022 2:00 p.m.
Conference Call

MINUTES

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

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

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

Approve or Amend Agenda

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

Audit-Mandi Holcomb, Denman and Associates

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

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

Approval of Minutes of the Board of Directors held in March

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

Conflict of Interest

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

REGULAR AGENDA

Changes to Task Force

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

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

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

Financial Reports

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

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

Committee Reports

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

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

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

Action Items and Assignments

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

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

Open Agenda

Senate File 522 was passed by the Senate and House and is now on Governor Reynolds desk to sign. Look for a signing ceremony for this Act. The Act is related to penalties for abusing an older adult or dependent adults. For more details <https://www.legis.iowa.gov/legislation/BillBook?ga=89&ba=Sf522>

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

Sjonna Brunt
Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor
Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
May 12, 2022 2:00 p.m.
Conference Call

MINUTES

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

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

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

Approve or Amend Agenda

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

Mission Moment

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

Provider Presentation-Lindsay Glynn, Executive Director of Aging Services

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

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

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

Approval of Minutes of the Board of Directors held in April

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

Conflict of Interest

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

REGULAR AGENDA

Financial Reports

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

Committee Reports

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

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

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

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

Action Items and Assignments

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

There being no further business coming before the Board, meeting was adjourned at 3:18 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
June 9, 2022 2:00 p.m.
Hybrid model: Conference Call and In Person

MINUTES

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

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

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

Approve or Amend Agenda

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

Mission Moment

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

Provider Presentation-Lisa Tallman, Anamosa Senior Dining Center

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

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

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

Approval of Minutes of the Board of Directors held in May

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

REGULAR AGENDA

Financial Reports

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

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

Committee Reports

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

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

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

Action Items and Assignments

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

Open Agenda

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

There being no further business coming before the Board, meeting was adjourned at 3:18 p.m.
Respectfully submitted by:

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
July 9, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Larry Kudej, Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, Ned Rohwedder (2:17), Richard Young, Danielle Pickering, & Bob Welsh

Also Present: Barb Werning, Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt-
Assistant Secretary

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

Approve or Amend Agenda

Directors Heiden and Rennekamp moved and seconded approval of the agenda. Motion carried 9-0.

Approval of Minutes of the Board of Directors held on June 11, 2020

Directors Heiden and Ovel moved and seconded approval of the minutes for the regular meeting held on March 19, 2020 and directed each be made part of the permanent record. Motion carried 16-0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes
- FY21 Meeting Schedule-Executive Director Barb Werning will be reviewing the tentative Board meeting schedule with Director O'Connor. Feedback from the Board was received to maintain the same calendar structure. More to come next month.

Executive Director Introduction- Werning introduced herself to the Board and the Board took time to introduce themselves to her.

Committee Reports

- Financial-Monthly report – ask Brad on this...
 - Franzwa reported COVID-19 Restoration Grants were distributed to those subcontracted agencies that applied. Two providers did not apply. Cumulative of \$59,784.73. Providers had up to \$7,500 that they could request. These funds came from the Families First and Cares Act allocations. All but 2 subproviders applied for Covid-19 Restoration Grant funding.
 - Families First money is 100% received from IDA and the Cares Act money is approximately 92% received.
 - Final billings for subcontracted agencies are in process of being received so these numbers may change with final year-end adjustments and final allocations.
 - Finance Committee meets next month. The topic will include investment accounts.
 - Pay band adjustments for two staff as approved with the annual budget became effective July 1st
 - Heritage secured an additional grant of \$75,000 from Meals on Wheels Association of America. These funds are intended to help cover any meals with a second wave.
 - Franzwa is continuing to work with the consultant on MIP.
 - Working on a revised 990 form plus closeout of FY20 transfers and reporting.

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

- Heritage currently has no open positions at this time. Franzwa is reviewing the option of another fiscal position.
- Operations and work from home are still going well. At this point in time, staff is scheduled to return around August to campus, but this can change due to COVID-19. Heritage is in phase 3.
- Bryan Bruner, Health and Wellness Coordinator, has taped weekly Tai Chi videos posted to Heritage Facebook page. Bruner worked with the Cedar Rapids Public Library who now has them on their webpage. So far they have received 1,500 views from the library patrons.
- Heritage and all Area Agencies on Aging (AAA's) state wide collaborated to do weekly posts on Facebook in honor of Elder Abuse Awareness Day (June 15) to educate the public on abuse, neglect and exploitation.
- Caregiver Wellness Webinar Series being offered in cooperation with Johnson County Livable Communities. See attached flyer.
- Ashley Turner and Madalyn Klobassa were trained and are now able to teach Powerful Tools for Caregivers. We are hoping to put an online class together this fall.
- Heritage continues to work with providers to identify and provide any reported needs such as sanitizer, masks, and food containers.
- Nutrition providers continue to close their Congregate Meal settings at this time and continue with home delivered meals. Some providers are transitioning to hot meal service in a few weeks for meals rather than frozen.
- Adult Day Care Centers are slowly re-opening on a very limited capacity. Some respite services are being offered through Adult Day and In-Home. Transportation programs are slowly resuming service with restrictions. Legal Services began with Iowa Legal Aid on 7/1/2020.
- All AAA's worked together to develop minimum standards of program safety resume programming when appropriate and possible. Resumption of regular practice will be evaluated on a county by county and consumer by consumer basis. Each AAA may choose to go above the minimum standard guidelines. (Document attached)
- Heritage held the Annual Subcontractor Meeting for funded agencies beginning 7/1 on 6/17/20 to discuss contracts, reporting and to answer any concerns. The meeting went well and most contract and attachments have been received. Kellie will be following up with partners this week.
- Desk Audits were completed with all FY20 funded agencies vs. on site visits. No concerns.

Action Items and Assignments

- Werning is meeting with Director O'Connor to discuss the Board calendar.
- A meeting with Werning, Director O'Connor, Advisor Kudej and Director Miller (Iowa Department on Aging) is needing to be scheduled.
- Elliott-Kapparos will review the language on the Conflict of Interest with Jonathan Landon (Attorney).
- Sindt is following up with regional libraries to see if they would be willing/able to post our programs on their website similar to the Cedar Rapids Public Library.

Public Comment-

There being no further business coming before the Council, Directors' Rennekamp and Buhman moved and seconded the meeting be adjourned at 2:56 p.m. Motion carried 10 – 0.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
September 10, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden, Stephanie Humphries, Sarah Martinez, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Dusti Winkie, Richard Young, & Bob Welsh

Also Present: Barb Werning, Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt-
Assistant Secretary

Vice Chair Foege called the meeting to order at 2:01 p.m.

Approve or Amend Agenda

No approval necessary per the request of the Board of Directors unless the agenda is amended from its presented format.

Approval of Minutes of the Board of Directors held on July 9, 2020

Directors Heiden and Claussen moved and seconded approval of the minutes for the regular meeting held on March 19, 2020 and directed each be made part of the permanent record. Motion carried 15-0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications-No Changes
- Advisory Council Announcement-Stephanie Humphries was appointed as the FY21 Chair for the Advisory Council and the FY21 Advisory Council representative to the Heritage Board.
- FY21 Meeting Schedule-Executive Director Barb Werning reviewed the tentative Board meeting schedule with Director O'Connor. The recommendation was to maintain the current monthly schedule of the second Thursday of the month at 2:00. Directors Ovel and Claussen moved and seconded the approval of the FY21 Heritage Board of Directors calendar as presented. Motion carried 15-0.

Committee Reports

- Financial-Monthly report –
 - We spent down all of our State funding (Lifelong Links/LLL, Elderly Services General/ESG and Elderly Abuse/EAPA) as directed by IDA
 - OAA funding was spent down 85% with the remaining 15% remaining finally approved this morning. No accounts more than the 25% cap that normally is in place for IDA. About \$300K was unspent since we were able to spend down some of the expected nutrition on FFCRA/CARES Act funding sources. We originally thought we would be closing out the year with \$150K or so in carryover and definitely wanted to be less than last year's \$450K carryover, some later redistributed to other AAA's Heritage nutritional subproviders stepped up and distributed nearly \$1MM in food very, very quickly to achieve this goal. Coronavirus Families First funding spent down 100% on nutrition providers
 - Coronavirus CARES Act spent down 79%, a bit less than we originally planned due to nutritional subproviders slowing down a bit at the end of the year. Some possible causes include clients remaining at home more than expected. 21% remains for fall 2020 extended nutritional needs related to COVID or for other needs as management/the Board can decide. At this time it is uncertain if the windstorm qualifies for the CARES funding.

- Heritage will explore this fall what their minimum holding threshold should be with the fiscal committee and where to place the remaining funds to maximize investment returns.

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

- Going forward Heritage will present a Directors Report for the Board to review and ask questions as necessary. Additional conversation to the Board will be forward thinking and touch on things not covered in the Directors report.
- Heritage Board members are encouraged to like Heritage's Facebook page. Once they have liked the page it is helpful to share it out as this is a great way to get the information out to the community.
- The 2nd Caregiver Wellness day virtual event occurred September 9th. The next event is October 13th.
- Heritage served 83 people at Encore in the rain today.
- Staff continues to support consumers for derecho storm recovery.
- Staff is working hard. They are tired but strong. They continue to work together even though many are working virtually.
- Fall Prevention week is the week of September 21st. Heritage will be posting items on Facebook the whole week related to Fall Prevention.
- Heritage is looking at extra disaster funding from IDA and FEMA.
- N4a is giving Heritage some money for disaster related funding, to be used for client needs
- Barb will be extending an invitation to meet with each Board member. During this time, she would like to talk with them about what their expectations are of her and what they feel she can do to take Heritage forward.
- Heritage maybe sending an email to each Board member in regards to mandatory training. The VOCA grant requires that each member of the board is required to do a training session. Once the training is completed by each member Heritage will need to have this recorded and in their files for auditing purposes.
- Eugenia reported that the Red Cross is involved with housing community members that were displaced. In addition, she reviewed a graph of FY20 consumers served & units delivered.
- Success Story-a consumer lost her husband prior to COVID and there were concerns about the wife as she was losing weight. Family members reached out to Heritage about their concerns. Heritage was able to help get meals to the wife and as a result her spirits turned around and she started to gain weight.

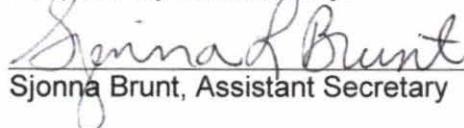
Action Items and Assignments

- Board members will need to return the Conflict of interest form to Heritage for files.

Public Comment-

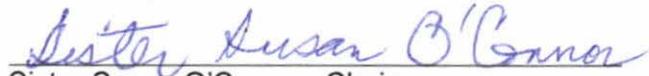
There being no further business coming before the Council, Directors' Ovel and Young moved and seconded the meeting be adjourned at 3:15 p.m. Motion carried 15 – 0.

Respectfully submitted by:



Sjonna Brunt, Assistant Secretary

Approval by Board:



Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
October 8 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Steve Ovel, Matt Piersall, Rose Rennekamp, Ned Rohwedder, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Laura Kriegermeier, & Sjonna Brunt- *Assistant Secretary*

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

Mission Moment

Barb Werning, Executive Director shared a mission moment about a daughter who went to Encore to pick up meals for her father. During this time, she was able to get more information on how she can help and care for her father. Many Heritage staff members were there for her and the daughter was very thankful for everyone's assistance.

Approve or Amend Agenda

Directors Ovel and Buhman moved and seconded approval of the agenda. Motion carried 14-0.

Approval of Minutes of the Board of Directors held on September 10, 2020

Directors Heiden and Foege moved and seconded approval of the minutes for the regular meeting held on March 19, 2020 and directed each be made part of the permanent record. Motion carried 14-0.

REGULAR AGENDA

Elder Abuse Speaker

Laura Kriegermeier presented information to the board about the Elder Abuse program and the process on how the staff handles elder abuse cases. Laura also shared cases to the board.

HAAA Approvals

- KCC Board representative- Director Rennekamp is stepping down from the Kirkwood Board and will no longer be the Kirkwood Community College representative appointee to the Heritage Board. The Kirkwood Board is planning on voting on their appointee to the Heritage Board on October 8th and is planning on nominating Director Ovel.
- Board at-large opening-Once Director Ovel is appointed as the KCC representative on the Heritage Board his at-large position will be open. Director Rennekamp has expressed interest in fulfilling the remainder of Director Ovel's At-Large seat. Directors Heiden and Ovel moved and seconded the approval of Director Rennekamp as an at-large member on the Heritage Board. Motion carried 14-0.
- Executive Director Werning informed the Board that Heritage staff are still considered Kirkwood employees. As Kirkwood employees, staff will honor the holiday schedule of the Wednesday before Thanksgiving, Thanksgiving and the Friday after Thanksgiving being paid holidays. December holiday times are December 24-January 4. During this time the Heritage Team checks their emails daily and will schedule to have staff to manage phones. Once the schedule has been developed Heritage will provide it to the board.

Committee Reports

- Financial-Monthly report -Brad Franzwa and Director Ovel presented the fiscal reports.
 - Statement of Cash Flow as of 10/2/2020 reflected Total Cash Flows from Operating Activities \$428,537.85, Total Cash Flows from Investing Activities -\$599,007.58, Total Cash

Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$803,741.10

- Balance Sheet as of 9/30/2020 reflect Total Assets \$1,409,658.66, Total Liabilities \$247,628.01, Total Net Assets \$1,162,030.65 and Total Liabilities and Net Assets \$1,409,658.66.
- Heritage is on track to have their spend-down at 25.6%. Heritage made a few changes to ensure the ESG (general account) gets spent down through the year. Last year at this time Heritage had no spending on the account since it can be used as a catch-all for any type of expenses after others are spent down.

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

- Bryan Bruner, Health and Wellness Coordinator, continues with his virtual Tai chi videos. Earlier in the summer, 2020, the Cedar Rapids Library shared these videos on their website. The reach has increased to include the Vinton, Washington, and most recently Monticello's libraries. The library views are steadily increasing, with over 2,700 views in September. Heritage is hoping to attach a survey to this to count as service and units.
- Tim Getty, Nutrition Coordinator, was co-presenter with IDA at the N4a annual conference in September, providing information on our Encore Café unique service model. After the session, he was approached by a professor at Texas A and M, requesting more information about our partnerships with the City of Marion and Hy-Vee, as well as our advertising and promotion and efforts to keep costs low.
- All of our area's congregate meal sites remain closed at this time, and all are offering some combination of grab and go or home delivered frozen, refrigerated or hot meals. As of this writing, there are no known plans for meal sites to reopen.
- St Marks Encore served 81 people on Tuesday, October 6 and 86 at Marion Hy-Vee Thursday, October 8th.
- Heritage reports to IDA when congregate site locations are closing. Marion Public Library is closing due to storm damage and will reopen once the new location is built. The Monticello site is closing due to the building being sold. Once a new location is established, they will reopen. It is important to note these are not service disruptions- meals are still being delivered from these locations. Both locations are reopening for congregate meals when on- site service resumes.
- Many senior day care sites are open but with limited census. The Site Directors report some consumers and their families would benefit from services but are not comfortable in a congregate site. As result, providers are considering new and innovative ways to reach seniors and provide activities and connections while they are at home. None of the sites have reported problems with obtaining PPE.
- Adult Day sites were hit hard during the shutdown period. Many had to lay off employees. Lending Handing of Washington County the maximum capacity in the building prior to COVID was 32. Since they have reopened their maximum capacity is 9-10/day. Milestones had 3 Adult Day centers: Milestones Marion, precovid max capacity was low 50's/day post COVID is 30's, Milestones Cedar Rapids, precovid max capacity was low 50's/day and post COVID is 40, and Pathways of Iowa City, max capacity was mid 40's and post COVID low 20's. They have shortened the hours due to the time it takes to do the deep cleaning. The consumers are struggling with wearing masks and the staff is having to be creative on doing activities that involve social distancing. Another issue that they are encountering are issues with transportation.
- IDA held a "Quarterly Conversations" with Heritage management team on September 28th and reviewed FY2020 data. It was a very favorable review. Discussions were focused on variances +/- 10% in any service area. The vast majority of variances in service units were related to the accommodations made for COVID. Some examples of this include a decrease in adult day care hours and transportation due to COVID 19 social distancing requirements, a decrease in congregate meals but significant increase in home delivered meals. Also, EAPA consultation increased due to weekly wellness calls staff made to consumers. IDA was favorably impressed with our efficient spending of COVID dollars and carry over.
- Planning is underway for our Four Year Service Plan. A timeline has been established. Conversations will be held via Zoom with each county task force once the data is collected from the

Service Needs Ranking survey. In addition to these conversations a Public Hearing will be held to discuss the Area Plan.

- Call to action is being requested of the board. There is a concern that the Service Needs Ranking surveys are not being returned at the rate we hoped. Heritage will be calling some Board members and asking them to call task force members and asking them to return the survey.

Action Items and Assignments

- Board will think about the committees of the board. Current committees are the Nominating and Finance committees. Possible future committees are HR/Personnel, Public Relations and a Fund Development Committee.
- Barb will draw up job descriptions of possible committees and submit to the board to review at our next meeting.
- All Board members will need to return the Conflict of interest form to Heritage for files.
- Voting Board members will need to complete the VOCA Training and return the proof of training to Sjonna.

Public Comment-

There being no further business coming before the Council, Directors' Rennekamp and Heiden moved and seconded the meeting be adjourned at 3:20 p.m. Motion carried 14 – 0.

Respectfully submitted by:

Sjonna Brunt
Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor
Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
November 12, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Michelle Buhman, Pat Heiden, Stephanie Humphries, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, Rose Rennekamp (2:33), Ned Rohwedder, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Ann Neville, & Sjonna Brunt-Assistant Secretary

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

Mission Moment

Barb Werning, Executive Director shared a mission moment about a consumer who received a gift card from Heritage to replace groceries she lost in the Derecho. Heritage was able to provide gift cards to consumers through a grant they received.

Case Management Speaker

Ann Neville presented information to the board about the Case Management program. Case Management is an Iowa Department on Aging(IDA) mandatory service. Ann provided a run down on the eligibility requirements to be a Case Management client. Ann also provided the board with a numeric breakdown of her current case load by county along with her current goals and challenges of the program. Ann wrapped up her presentation with a few case studies.

Approve or Amend Agenda

Directors Heiden and Ovel moved and seconded approval of the agenda. Motion carried 11-0.

Approval of Minutes of the Board of Directors held on October 9, 2020

Directors Rohwedder and Young moved and seconded approval of the minutes for the regular meeting held on March 19, 2020 and directed each be made part of the permanent record. Motion carried 11-0.

REGULAR AGENDA

HAAA Approvals/Updates

- Linn County Task Force member Ruth Cox is resigning due moving outside the service area.
- Washington County Task Force member Harold Frakes is resigning due to health concerns.
- Advisory Council member Tamra Albright-Johnson is resigning from the Advisory Council due to a change in careers and will be more demanding of her time. Tamra has agreed to stay on the Jones County Task Force at this time.

Committee Reports

- Financial-Monthly report --Director Ovel presented the 1st Quarter fiscal reports. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 11/2/2020 reflected Total Cash Flows from Operating Activities -\$23,328.41, Total Cash Flows from Investing Activities -\$599,007.58, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$351,874.84
 - Balance Sheet as of 9/30/2020(updated) reflect Total Assets \$1,412,581.68, Total Liabilities \$587,180.33, Total Net Assets \$946,540.51 and Total Liabilities and Net Assets \$1,412,581.68.
 - Heritage is on track to have their spend-down at 25.%.

- Steve reviewed the Finance Committee job description with the Board. Steve also mentioned that for the time being the finance committee is willing to serve as the audit committee.
- Heritage's first audit that we are conducting as a non-profit starts in 1-2 weeks.
- Directors Olson and Heiden moved and seconded approval of the FY21 1st Quarter Financials as presented. Motion carried 12– 0.

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

- Heritage had one staff member test positive for COVID 19 in October; however, there was no exposure to other staff members, volunteers or our consumers. The individual was advised by the KCC COVID hotline and quarantined for the recommended 14 days.
- One of our Specialists is on medical leave due to surgery.
- Heritage staff continue to have split schedules, both working from home and in office. Social distancing and masks are observed at all times in the office. All AAAs in Iowa are working similarly.
- We were pleased to welcome Maria back on November 1, following her maternity leave.
- Our FY 2021 audit is scheduled for November 23rd. All management staff are helping to provide the requested organizational documents.
- The Iowa Economic Development Authority announced additional COVID 19 funds to be distributed through a Community Development Block Grant for senior meals. Staff are working with our providers to identify needs and will apply as soon as the application is released. This funding could bring up to \$200,000 to our rural communities for senior nutrition. (Iowa's largest metro areas, including Cedar Rapids and Iowa City, are not eligible for these funds as they will receive funds specifically earmarked)
- IDA monitoring visit is coming up soon.
- RFP's will be opening soon for FY22.
- With COVID19 positivity numbers raising steadily, Heritage has reached out to our providers to offer PPE, including hand sanitizer, masks, and gloves, to ensure safety precautions are maintained. These materials were given to Heritage through the Lt Governor's office and IDA. We have additional requests out to replenish items as they are distributed.
- All of our area's congregate meal sites remain closed at this time, and all are offering some combination of grab and go or home delivered frozen, refrigerated or hot meals. As of this writing, there are no known plans for meal sites to reopen across the state of Iowa.
- Our Encore Café will be transitioning to a new model over the winter. Each participant will receive 12 vouchers per month, redeemable at specific Hy-Vee stores for meals from the cold or hot case. Some curbside pickup will also be available. The voucher FAQ was included in the packet for additional information. We are fortunate to have Hy-Vee's continued support, allowing us to provide choice and value in the meals that are offered. A monthly distribution of shelf stable food boxes and pet food will continue during the winter months as well.
- Tai Chi classes will be on Facebook Live starting November 17th, at 1 pm. These are the first such classes in Iowa to be aired live with an opportunity to collect participant information and be counted as evidenced based units. Thanks to Jill and Bryan for working with IDA on this new endeavor, and creating a new model.
- The process to develop our new 4-year Area Service Plan continues. Survey results have been received and tabulated by county and as a whole service area, and are being shared in County Task Force meetings through November. Later a public hearing will be held. After service needs and strategies have been identified, and the final plan draft written, the Advisory Council will review and recommend for Board approval.
- I4a has also secured a statewide contract allowing AAAs to purchase Grandpads (devices much like an iPad, but using data rather than Wi-Fi) at a discounted rate. These units can be used for provider and health care virtual visits, video-chats with family, games, etc.) Heritage hopes to purchase a handful of units for our case management clients, to help combat social isolation.
- Barb and Harrison are attending a Professional Fundraising for Non Profit Leaders workshop November 9 and 19, through a generous grant provided through United Way.

- Meetings with all four identified brokers complete, with follow-up from three and expected proposals.
- Meetings with payroll providers are complete- one identified as preferred.

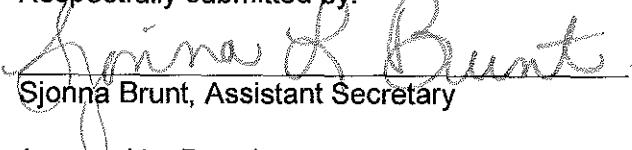
Action Items and Assignments

- Barb continues to meet one on one with Board members. Many board members have identified zoom meetings are necessary at the current time but can be a barrier to building relationships. Board members expressed an interest continuing to have information at each board meeting presented regarding what Heritage does and who Heritage supports. With the current pandemic crisis, Board members have also expressed the need to recalibrate priorities until services return to a more normal status.
- Priorities identified included a larger presence in the community, community outreach and continuing to build relationships with providers and stakeholders.
- Barb presented the Board committee descriptions: Board Development Committee, Communication/Community Engagement Committee, Fundraising/Fund Development Committee, HR/Personal Committee, & Finance Committee.

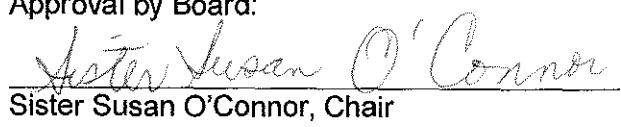
Public Comment-

There being no further business coming before the Council, Directors' Rohwedder and Young moved and seconded the meeting be adjourned at 3:25 p.m. Motion carried 12 – 0.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
December 10, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden, Sister Susan O'Connor, Sarah Martinez, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Maria Donohoe, Brad Franzwa, & Sjonna Brunt- *Assistant Secretary*

Chair O'Connor called the meeting to order at 2:03 p.m.

Mission Moment

Barb Werning, Executive Director shared a mission moment update. Due to the \$10,000 Disaster Fund Heritage was able to distribute the funds to over 35 people. The money was used for items FEMA did not cover such as replacing a car windshield, rent for displaced people, groceries and a rent for a storage unit.

Family Caregiver Program Speaker

Maria Donohoe, the guest speaker, talked about Heritages Family Caregiver Support Program. Maria presented information on the consumers that are served in this program, the services that are provided, impacts COVID has had on the program and how to connect with a Family Caregiver Support Specialist. Services provided inside the Family Caregiver Support program are; Caregiver Information & Assistance., Family Caregiver Options Counseling, Family Caregiver Case Management, Family Caregiver Counseling, and Caregiver Education. In previous years the Caregiver Wellness Day event held annually has been the biggest fundraiser for the Caregiver program. Due to COVID, Heritage provided the series virtually, it started in July and ended in December. Some partnerships Heritage has obtained for the Family Caregiver Program are: University of Iowa College Public Health, Family Caregivers Center of Mercy and AARP.

Approve or Amend Agenda

Directors Ovel and Rennekamp moved and seconded approval of the agenda. Motion carried 15-0.

Approval of Minutes of the Board of Directors held on November 12, 2020

Directors Rennekamp and Heiden moved and seconded approval of the minutes for the regular meeting held on November 12, 2020 and directed each be made part of the permanent record. Motion carried 15- 0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly report –Director Ovel and Brad Franzwa presented the financial report. Heritage continues to be in a strong and steady financial position:
 - Statement of Cash Flow as of 12/4/2020 reflected Total Cash Flows from Operating Activities -\$560,757.14, Total Cash Flows from Investing Activities -\$599,007.58, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$935,960.39
 - Balance Sheet as of 12/4/2020 reflect Total Assets \$1,541,933.25, & Total Liabilities and Net Assets \$1,541,933.25.

- Heritage continues to work with MIP on reports. There have been some software challenges with MIP therefore we continue to spend about \$200.00/mo for the counseling.
- Heritage is in the middle of the audit right now with the auditors. Next month IDA monitoring audits will begin.
- Heritage is working with IDA and the other Area Agencies on Aging on the need to make reports being presented to the Boards consistent.

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

- Mike Chapman has elected to accept the early retirement option presented to all qualifying KCC employees. His last day will be June 30, 2021.
- With the increase in COVID 19 infection rates and area elementary and high schools moving to on-line learning. Heritage Staff are working from home slightly more than in the fall. Productivity remains stable and staff are finding ways to work from home and maintain changing family commitments.
- To address the continuation of work from home, we have completed a work from home HIPAA audit for each staff. This review ensures staff are maintaining our high expectations while working remotely.
- All staff have completed their required annual trainings. These modules were offered online through our partnership with Kirkwood.
- The Iowa Economic Development Authority COVID 19 Community Development Block Grant for senior meals has been delayed due to a change in staffing in their state office. We hope to have the application, eligibility and FAQs within the next few weeks. Until then, we are preparing with preliminary budgets, a case statement and networking with our County Community Development Alliances.
- The Encore Café program has transitioned to a voucher system with very favorable feedback from our consumers. 191 consumers received vouchers for a total of 2,292 meals in the first month. Seniors from both the Marion and St. Mark's distribution redeemed their vouchers during the first week, with no logistical issues.
- We received an extension for our Nutrition Innovation Grant through IDA, to be used to develop an Encore Express in Washington. With a voucher system now developed through the Marion Hy-Vee, we are hopeful to replicate it easily.
- Heritage has distributed PPE to all seven counties in our service area through Aging Services, The Benton Community Center, Cedar County Public Health, Horizons, Cedar County Dining Site, and Washington County Public Health.
- The process to develop our new 4-year Area Service Plan continues. Heritage staff met with all seven county Task Force groups in November; Eugenia is now busy compiling the comments from those meetings. The information will be used for follow up discussions with our focus groups, including Transportation, Nutrition, Elder Rights, Caregiver, Life Long Links. A public hearing has been scheduled for January 20th.
- Heritage management staff have been meeting regularly to prepare the RFP documents. They will be released on January 4th. Eugenia presented additional information.
- IDA will provide their annual Monitoring Visit this year virtually. We expect the first request for documents on December 15th, with follow up requests in mid-January. They will focus on Fiscal, specifically CARES ACT funding, and administrative functions, policy and procedure.
- IDA will also conduct their quarterly conversations with our management staff in December. This is also virtual.

Action Items and Assignments

- Barb reviewed the description of 5 of the 6 Board Committee Descriptions; Board Development (Nominations), Communication/Community Engagement, Fundraising/Fund Development, HR/Personnel, & Finance Committee. Directors Olson and Barnhart moved and seconded approval of the Board Committees and their descriptions. Motion carried 15-0.

- Sister Susan and Barb asked the Board members to email Sjonna on which Committee(s) each member would like to be on. If a Board member does not sign up for a committee, they will be assigned to one.
- Board members that have not completed their VOCA training need to complete it and send the form back to Sjonna.

There being no further business coming before the Council, meeting be adjourned at 3:30 p.m.
Respectfully submitted by:

Sjonna Brunt
Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor
Sister Susan O'Connor, Chair

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

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Stephanie Humphries, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Jill Sindt, Eugenia Kendall, Tim Getty, Brad Franzwa, & Sjonna Brunt-
Assistant Secretary

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

Mission Moment

Barb Werning, Executive Director shared a mission moment update. Elder Rights received a self-referral from a client whose step-daughter took his debit card and took all of the money out of his account. This was before Christmas and he had no money to pay his bills for the month. Heritage was able to help him out and get his rent and utilities paid for the month as well as food, his medications, incontinence products and dog food. He has since received his Social Security check and is doing well. At this time, he is working through the legal process.

Nutrition Program Speaker

Tim Getty presented to the Board information on Heritages regional nutrition program and an overview of current community efforts. The handout Tim provided shares with the Board a breakdown of what nutrition efforts are occurring in each county. Additional shared information:

- The Marion Library is currently closed due to storm damage. When the new library is built, Heritage will have dedicated space for Encore to Café to reopen when pandemic restrictions are lifted.
- Dietary regulations for nutrition have been waived due to the pandemic. This will continue until the declaration has ended.
- 60% of site visits are based on how they are handling things with COVID and the pandemic. Tim wants to make sure that the nutrition providers know that Heritage is here for them and is available to help where they can. The other 40% of a site visit is based on the inspection of their facilities.
- Cedar County has seen an increase in numbers since COVID started. It is believed that individuals prior to the pandemic felt they could function and provide for their nutritional wellbeing but once the pandemic started they felt they needed more help and have continued with receiving the assistance.
- Heritage was in the process of establishing an Encore Café Express in Washington County; however, it was put on hold due to the pandemic. Heritage is hoping to have it implemented Spring of 2021.
- Director Rennekamp wanted to know what Heritage is doing to help bring awareness to their programs. Part of the grant Heritage received for the Washington Encore Express is earmarked for marketing. Director Rennekamp suggested reaching out to Beth Malicki of KCRG to see if she would be willing to help bring awareness to Heritage's programs.
- Advisor Kudej expressed a thank you to Heritage and their staff for their can do attitude in order to make things happen for the people they serve.

Approve or Amend Agenda

Directors Heiden and Barnhart moved and seconded approval of the agenda. Motion carried 14-0.

Approval of Minutes of the Board of Directors held on December 10, 2020

Directors Foege and Rennekamp moved and seconded approval of the minutes for the regular meeting held on December 10, 2020 and directed each be made part of the permanent record. Motion carried 14–0.

REGULAR AGENDA

Approvals and Updates

- Jill discussed the importance of why there is a standing agenda item of Approvals/Updates for Task Force and Advisory Council. The Heritage Board bylaws states that it is the Boards responsibilities to approve Task Force and Advisory Council members. The Board has suggested to remove this as a standing item and only add it when there is an action item.

Committee Reports

- Financial-Monthly report –Director Ovel and Brad Franzwa presented the financial report. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 1/7/2021 reflected Total Cash Flows from Operating Activities -\$257,059.06, Total Cash Flows from Investing Activities -\$717,187.80, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$514,082.09
 - Balance Sheet as of 1/7/2021 reflect Total Assets \$1,238,235.17, & Total Liabilities and Net Assets \$1,238,235.17.

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

- The Board has tabled the conversation on ADRC/Life Long Links due to Kellie having a family emergency.
- Heritage remains closed to the public, as do all Iowa Area Agencies on Aging, with staff working in office and/or remotely from home as needed. With infection rates on the rise again, state AAAs do not have immediate plans to reopen.
- Heritage staff had a virtual, modified Holiday celebration during a regular staff meeting this year via zoom. We look forward to gathering together safely later this year.
- The Finance Committee will provide the monthly report.
- An internal Grants Committee has formed with the ED and several staff members. The focus of this committee will be to identify opportunities to expand or enhance service delivery, identify funding opportunities, and assist with grant applications and reports.
- The Building a Bridge dementia support program with the University of Iowa is winding down and will end on June 30th when the grant cycle ends. The program has provided us with valuable relationships and the promise of future collaborations.
- Our RFP documents were posted on January 4th and a bidder's conference was held on Friday, January 8th via zoom, to provide guidance to those interested in preparing an RFP application.
- Progress continues toward completing our four-year plan. A public hearing is scheduled for Jan 20th, and the draft will be reviewed by our Advisory Council in March.
- The second quarter Quarterly Conversation is in progress. The questions from IDA are in written format this month rather than in a virtual/live meeting.
- I4a has designed an Iowa Aging Network COVID 19 response document to share with Legislators and stakeholders. This document can be modified for individual Service Areas.
- I4a will release a COVID 19 Vaccine informational document to use with our consumers and providers. This may change as Heritage is working with each county Health Department and the document is extremely fluid.
- Two proposals for a comprehensive benefit package have been received and reviewed, awaiting the third. Details to be discussed with the Human Resource Committee.

- The ED and Finance Director met with the KCC Risk Transfer Director to begin the process of securing independent Liability and Insurance coverage at the appropriate limits. We plan to release an RFP soon.
- Heritage has received quotes for payroll processing and time and attendance services. Most of these services include HR consulting services, policy and handbook templates, as well as training modules.
- Discussion with KCC on the terms of the FY 2022 MOU will begin in February.

Action Items and Assignments

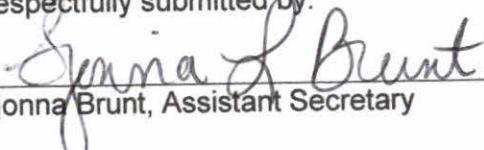
- Toni Claussen has decided to resign from the Heritage Board of Directors due to an increase of work. Heritage plans to stay on the Heritage Caregiver committee. Directors Heiden and Barnhart moved and seconded approve the resignation of Toni Claussen.
- Barb is working to find a replacement for Toni's open at-large position.
- Barb will email the i4a initiatives document to each Board members that was presented during the meeting.

Open Agenda

- Barb discussed the Board Committee and which members have signed up for the various committees. Barb will email each committee member once each member has signed up to figure out when and how often they should meet.

There being no further business coming before the Council, meeting be adjourned at 3:10 p.m.

Respectfully submitted by:



Sjonna Brunt, Assistant Secretary

Approval by Board:



Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
February 11, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Steve Ovel, Vicki Pope, Rose Rennekamp, Ashley Bailus, Dusti Winkie, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Payton Potratv (intern with Access to Independence) Barb Werning, Jill Sindt, Eugenia Kendall, Kimi Hambright, Bryan Brunner, Brad Franzwa, & Sjonna Brunt- Assistant Secretary

Chair O'Connor called the meeting to order at 2:03 p.m.

Mission Moment

Kimi Hambright shared with the Board the mission moment for the month. This mission moment was a pay it forward situation. Heritage was able to assist a client who came to us first because he was not able to stay in his home if his bathroom was not fixed to make it accessible for him such, requiring assistance including securing a shower chair. During the time Heritage was helping him, the Derecho occurred which caused issues with his home and in turn there were additional health issues with him. Heritage was able to get him into a temporary living situation in an assisted living center/nursing home to help him get his health issues under control. The client has since decided to stay in the assisted living center. The family was extremely appreciative of Heritage's help and sent us two gift cards that we were able to pay forward to other clients.

- Bryan Bruner, Heritages Health and Wellness Coordinator spoke to the Board in regards to the different programs Heritage offers. The following programs are (details on attachment):
 - Evidence Based Programs
 - Tai Chi-Being taught virtually due to COVID
 - Matter of Balance-planning to be taught virtually late Spring/Early Summer
 - Geri-Fit-not being taught virtually at this time
 - Nutrition Education-being taught virtually
 - Walk with Ease-on hold due to weather
 - Falls Prevention-considering doing a possible virtual Health Fair

Approve or Amend Agenda

Directors Foege and Rennekamp moved and seconded approval of the agenda. Motion carried 13-0.

Approval of Minutes of the Board of Directors held on January 14, 2021

Directors Ovel and Barnhart moved and seconded approval of the minutes for the regular meeting held on January 14, 2021 and directed each be made part of the permanent record. Motion carried 13-0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly report –Brad Franzwa presented the financial report. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 2/8/2021 reflected Total Cash Flows from Operating Activities \$405,078.03, Total Cash Flows from Investing Activities -\$717,187.80, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$662,101.06
 - Balance Sheet as of 1/7/2021 reflect Total Assets \$1,386,254.14, & Total Liabilities and Net Assets \$1,368,254.14.

- Human Resources-Monthly report-Mike Barnhart presented the report for the Human Resource committee. The committee discussed Heritage Health Plan/Broker Options, Vacation time, PTO, and IPERS.

ADRC/Life Long Links(attachment)

- Kellie reviewed the Area Agency on Aging structure on how they serve, Aging and Disability Resource Center(ADRC) their methods/concept to serve as a "No Wrong Door" for consumers, and Lifelong Links(LLL) electronic entry point for No Wrong/ADRC.

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

- Due to Mike Chapman's retirement June 30, 2021, his position will be posted the first week of March. We hope his replacement starts on or before June 15, to provide adequate training time.
- Heritage Staff continue to work remotely and in office, as circumstances demand. The Heritage office is still closed to the public, as are all other Iowa AAAs.
- VOCA (Victims of Crime Act) funding is likely to be cut up to 15-20% in September, 2021. Our grants committee and management staff are exploring options to support this program.
- Covid 19 vaccine distribution is now available to individuals 65 and over and front line essential employees in very limited quantity. I4a reached out to IDPH in January with requests to consider our front line staff as essential. Also, a partnership was explored between the AAAs and IDPH to support vaccine distribution to those participating in our services. This is a fluid collaboration. More detail will be provided at the board meeting.
- Kellie and Barb met with Kathy Good at the Family Caregivers Center at Mercy Hospital to discuss the Heritage's Dementia Friends initiative through i4a. The hospital will break ground soon for the new Chris and Suzy DeWolf Family Innovation Center for Aging and Dementia. We are exploring ways we can partner together to support and enhance services at the center.
- A rough draft of the Service Area Plan will be sent to IDA in mid-February (actual due date March 1). After comments are received from IDA and final revisions made, the Plan will go to the Advisory Council for recommendation in March and to the Full Board for approval in April.
- RFP applications are due on February 19th and will be distributed to the review team on February 24th. RFP applications will also go to the Board for approval in April.
- The Encore Café voucher program continues to perform well. In January, 1,546 vouchers were redeemed by 196 participants.
- The nutrition program received an unexpected pet assistance grant last month. These funds will be used to provide monthly assistance to Arbor residents as well as other individuals over 65 in the community.
- Current collaborations between Heritage and i4a includes a COVID Vaccine partnership with IDPH and Dementia Friends.
- Recommendations for health and wellness benefit brokers and some specific plans for FY 22 have been finalized.
- The FY 2022 Employee Handbook will be ready for Board approval in May.
- Meetings are underway with KCC to finalize the FY 2022 MOU.

Action Items and Assignments

- Steve Ovel is resigning as a Heritage Board member due to health issues. Kirkwood Board of Trustees will be providing a replacement member.
- John Schlaremann will be replacing Ned Rohwedder as a representative of the Jones County Board of Supervisors.

- Vaccine staff incentive-No action necessary. Some Area Agencies on Aging are planning on doing an incentive system for their staff that choose to get the vaccine. Heritage has decided not to do this.
- Grandpads expense approval-Heritage would like to lease 10 IPad like devices for \$750/year per device. The Grandpads will be for 65+ and will be connected using cellphone data that will allow the consumer to Zoom with Heritage, attend virtual Dr. Visits and connect with loved ones. As a part of this service fee training will be provided to the consumer. Directors Heiden and Martinez moved and seconded approval for Heritage to purchase 10 Grandpad for \$750/year per device. Motion carried 13-0.

Open Agenda

- Sarah Martinez thanked Heritage and Harrison March for inviting Kiersten Onanga and Sarah to speak with each county task force.

The Board entered a closed session at 2:45

- Directors Heiden and Barnhart moved and seconded approval for Heritage to use Acumen as the health broker. Motion carried 13-0.
- Directors Barnhart and Olson moved and seconded approval for Heritage to cover the cost of a single health care plan. Motion carried 13-0.
- Directors Heiden and Buhman moved and seconded approval for Heritage offer the same PTO offered through Kirkwood. Motion carried 13-0.
- Directors Barnhart and Heiden moved and seconded approval for Heritage offer 12 Holidays as presented. Motion carried 13-0.

There being no further business coming before the Council, meeting be adjourned at 3:35 p.m.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
March 11, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, John Schlarmann, Ashley Bailus (behalf of Stacey Walker), Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Jill Sindt, Eugenia Kendall, Brad Franzwa, Keith Stamp & Sjonna Brunt-
Assistant Secretary

Chair O'Connor called the meeting to order at 2:03 p.m.

Mission Moment

Barb shared a mission moment regarding a client enrolled in our Elder Rights program. This individual fell in their apartment this past summer and was laying on the floor for some time. The consumer had an injury and wound and went to the hospital. After the hospital the consumer stayed in numerous settings for rehabilitation and in an apartment that was not conducive to the level of care needed for the consumer. Angie Guss, Heritage Elder Right's Specialist, was able to work with the consumer and get them into an appropriate apartment as well as secure items for their apartment. She also helped the consumer get on the Elderly Waiver and other services needed to stay in their home. The consumer was able to get a domestic support animal and their health is improving.

Closed Meeting Criteria

Heritage is a governmental agency and bound to open meeting laws. After the Board meeting on February 11, 2021, some clarification included the following: The Board should vote to go into closed session. Once the closed session is over, those not in the closed session should be allowed to return and the board then vote to return to open session. Going forward this will be the practice.

Approve or Amend Agenda

Directors Schlarmann and Olson moved and seconded approval of the agenda. Motion carried 13-0.

Approval of Minutes of the Board of Directors held on February 11, 2021

Directors Heiden and Foege moved and seconded approval of the minutes for the regular meeting held on February 11, 2021 and directed each be made part of the permanent record. Motion carried 13- 0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly report –Since the Heritage Board is without a treasurer, Brad Franzwa presented the financial report. Next month Heritage hopes to elect a new treasurer. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 3/8/2021 reflected Total Cash Flow from Operating Activities \$261,939.76, Total Cash Flow from Investing Activities -\$717,187.80, Total Cash Flow from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$518,962.79
 - Balance Sheet as of 3/8/2021 reflect Total Assets \$1,243,115.87 & Total Liabilities and Net Assets \$1,243,115.87.
 - Heritage is working on reallocation of all sub-providers. The transfer of finances shall be completed within the next month.
 - The Finance Committee discussed the investments and endowments and suggested to continue to save interest income at this time and not spend it.

program use as intended. Measures are in place to ensure participants with high nutritional needs are referred to home delivered meals or receive supplemental food.

- Calls requesting help with access to the COVID 19 vaccination have leveled off. We continue to manage callers individually, refer to 211, the local Health Department or support them with our own resources as needed.
- Powerful Tools for Caregiving- Seasons of Caregiving had its first session last week with 10 participants and we anticipate 12 participants at the next session. We are pleased to resume this program through zoom.
- IDA reviewed our Service Area Plan rough draft and provided helpful comments. The final Plan will go to the Advisory Council for recommendation in March and to the Full Board for approval in April.
- IDA held their Quarterly Conversation this month. They are pleased with our plan to reach out to faith communities, and suggested other organizations to place information. Many trends noted continue to be the result of COVID 19 measures and consequent changes in delivering service.
- Barb continues to work on the transition to employer of record include
 - Finalizing recommendations for a health and wellness package
 - Finalizing items in the Kirkwood/Heritage MOU FY 2022
 - Identifying liability insurance needs based on the MOU
 - Recommendations for payroll processor
 - IPERS transition
 - Completing the new employee handbook for MRA and Board review
 - Policy update and review

Action Items and Assignments

- Directors Foege and Barnhart moved and seconded approval for John Schlarmann to be appointed to the Board as a representative of the Jones County Supervisors. Motion carried 13-0.
- Directors Rennekamp and Barnhart moved and seconded approval for Heritage to use Acumen as the health broker beginning FY 2022. Motion carried 13-0.
- Directors Rennekamp and Schlarmann moved and seconded approval for Heritage to cover the cost of a single health care plan for employees beginning FY 2022. Motion carried 13-0.
- Directors Rennekamp and Heiden moved and seconded approval for Heritage offer the same PTO offered through Kirkwood beginning FY 2022. Motion carried 13-0.
- Directors Rennekamp and Heiden moved and seconded approval for Heritage offer 12 Holidays as presented beginning FY 2022. Motion carried 13-0.

There being no further business coming before the Board, the meeting was adjourned at 3:35 p.m.
Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Sister Susan O'Connor, Chair

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

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sister Susan O'Connor, Scott Olson, Matt Piersall, Vicki Pope, Rose Rennekamp, Jon Schlaremann, Keith Stamp, Ashley Bailus (behalf of Stacey Walker), Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

Also Present: Barb Werning, Jill Sindt, Eugenia Kendall, Brad Franzwa, Jennifer Walker & Sjonna Brunt- Assistant Secretary

Chair O'Connor called the meeting to order at 2:04 p.m.

Mission Moment

Barb shared a mission moment about a consumer in our Family Caregiver program. Maria Donohoe first met the consumer as a part of Heritage's Building A Bridge project. The consumer felt that the Family Caregiver program is the only safe space she has to talk about her issues. The consumer feels good talking with Maria candidly about how she feels as a caregiver and the things she is experiencing. By being a part of the Family Caregiver program, her stress is relieved and she greatly appreciates everything Maria and Heritage has been able to do for her.

Staff Speaker

Jennifer Walker, Information Specialist-Jenn introduced herself and spoke about the Information Assistance and Referral programs. Jenn handles the general I & A and Madalyn Klobassa handle the Family Caregiver I&A. Jenn and Madalyn are considered the front door to Heritage and provide information, assistance, and referral information to the callers. Depending on the caller's needs, the calls may be passed onto another program within the agency. There are times the caller is just needing to talk to and share their issues with someone. Lately, there have been a lot of COVID vaccine calls that have taken a lot of time of the I & A field. Heritage receives agency referrals however most are from other people or themselves.

Approve or Amend Agenda

The agenda was approved as submitted. Motion carried 13-0.

Approval of Minutes of the Board of Directors held on March 11, 2021

Directors Heiden and Foege moved and seconded approval of the minutes for the regular meeting held on March 11, 2021 and directed each be made part of the permanent record. Motion carried 13- 0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly report –Since Heritage Board is without a treasurer Brad Franzwa will present the financial report. Heritage continues to be in a strong and steady financial position.
 - Statement of Cash Flow as of 4/5/2021 reflected Total Cash Flows from Operating Activities \$534,070.29, Total Cash Flows from Investing Activities -\$717,187.80, Total Cash Flows from Financing Activities \$974,210.83. Cash and Cash Equivalents at the End of the Year \$791,093.32

- Balance Sheet as of 4/5/2021 reflect Total Assets \$1,515,246.40 & Total Liabilities and Net Assets \$1,515,246.40.
- Heritage plans to apply for grants in order to grow their financials and programs.
- Heritage is still waiting for the long awaited Medicare Administrative funding dollars that has been promised to Heritage for over a year.
- There were no major findings in the audit report. There were a few minor requests Dunham requested.
- a. Human Resources- No report-Meeting this coming Monday and will be reviewing the employee handbook.
- Fundraising Committee-Monthly report-Barb presented the report for the Fundraising committee.
 - The last meeting was a brainstorming meeting that talked about grant opportunities and fundraising.
 - The committee talked about the Iowa Café initiative and how Heritage can support the program in their service area.
 - Ideas were provided on possible fundraising opportunities. Some ideas are: musical programs, annual campaign, mailers, & food related events.
 - Heritage will need to tell the story on why we are fundraising.
 - Heritage will need to think about how they will build friends as well as funds
- Outreach Committee- First meeting spent time getting to know one another.
 - The committee talked about the Area plan and how services are communicated to the area as well as how Heritage can promote services.
 - Barb asked the committee to help recruit someone from every county Heritage serves on that committee.
 - The committee talked about connecting with Caseys, Faith Communities, Historical societies to help get the word out.

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

- Heritage had two resignations this month. Brad Franzwa, Fiscal Director, gave a four-week notice, with his last day being Friday April 9. He has offered to remain hourly to assist with yearend reports and support the transition to a new Director. Ashley Turner, Family Caregiver specialist/Options Counselor gave her two-week notice, with her last day April 2. Management staff are in the process of screening and interviewing for both positions.
- Only three Heritage staff have not started the COVID 19 vaccination series. While we have not established a date to reopen the office to the public, we anticipate staff will begin to return soon. Office reopening plans will be based on CDC guidance and direction from local Public Health Departments. Staff is anxious to return to home visits and seeing our consumers at nutrition sites.
 - Mike Barnhart offered space at Horizons. There is a dedicated space at Horizons that will be open to use starting mid-May. Barb will connect with Mike on details of the space.
- Plans are underway for the Encore Express Voucher program to begin in Washington before the end of this fiscal year. This program will be supported in part by an innovation in nutrition grant that was received from IDA as well as additional funds from the Consolidated Appropriations 2020 Funds noted at our last meeting.
- Maria Donohoe, Family Caregiver Specialist, will be trained as a Dementia Champion through the Dementia Friends Program. After her training, Maria will present at least two 1 hour sessions through the year using the Dementia Friends Curriculum as part of our

agreement with i4a. We are hopeful that participation in this program will provide additional opportunities for outreach and community partnerships.

- Our information and assistance staff continue to field calls regarding vaccine access, though they have reduced greatly with support from 211 and increased availability.
- Our VOCA program has a virtual monitoring site visit on April 22.
- IDA completed their monitoring visit for FY 2021 virtually this year. We received our report with no concerns noted specific to our AAA.
- Continued work on the transition to employer of record include
 - Finalized draft of our Employee Handbook, reviewed by management, and scheduled to be reviewed by MRA and our HR committee.
 - Finalizing items in the Kirkwood/Heritage MOU FY 2022
 - Met with True North. They will provide broker services for our Liability, D & O, and Worker's Comp insurance.
 - Finalizing plans with Paylocity to process our payroll and provide time and attendance.
 - Finalizing benefit package for staff
 - IPERS transition continuing- update at meeting
 - Updating and reviewing policies
 - Met with C4 Operations to provide background check services
- Considering Flex Benefit providers

Action Items and Assignments

- Directors Foege and Rennekamp moved and seconded approval for Keith Stamp to be appointed to the Board as a representative of Kirkwood Community College. Motion carried 13-0.
- Directors Schlarman and Heiden moved and seconded approval of Keith Stamp and Board Treasurer. Motion carried 13-0.
- Directors Rennekamp and Heiden moved and seconded approval of Heritages FY22-25 Area Plan. Motion carried 13-0.
- Directors Foege and Heiden moved and seconded approval of the RFP contracts and budget as presented. Directors Schlarman and Barnhart abstained due to financial conflicts. Motion carried 11-0.
- Directors Olson and Rennekamp moved and seconded approval for Heritages medical, dental, vision, life and disability, voluntary life benefit costs as presented. Motion carried 13-0.
- The committee approve the resignation of Stephanie Humphries from Heritage's Task Force, Advisory Council and Board.

There being no further business coming before the Council, meeting be adjourned at 3:47 p.m.
Respectfully submitted by:

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor
Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
May 10 2021 2:00 p.m.
Conference Call

MINUTES

Present: Mike Barnhart, Michelle Buhman, Ro Foege, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, Keith Stamp, Ashley Bailus, Dusti Winkie, Richard Young, Danielle Pickering & Bob Welsh

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

Chair O'Connor called the meeting to order at 2:04 p.m.

Mission Moment

Barb shared a mission moment about a consumer in our Elder Rights program who received assistance from our Tails a Waggin program. The Tails a Wagging Program helps provide food and supplies to our consumers for their pets. This consumer was a victim of a scam and had medical as well as financial issues. Tim Getty was able to help this consumer with providing food for his emotional support dog and cat. Without this support the consumer was at risk of having to give up his pets who have been a source of emotional support.

Staff Speaker

Jill Sindt shared with the Board news about Washington County and the development/status of Encore Café. The Washington Encore Express food program is starting this month. We are pleased to continue our partnership with Hy-Vee to provide vouchers to their store for hot or cold case entrees. We also will begin a new partnership with Emmanuel Lutheran Church, who will support voucher distribution in the community. In addition to the development of Encore Café Bryan Brunner is expanding his Tai Chi in Washington County. Bryan is partnering with Washington's Public Library and will be doing Tai Chi in the park. Finally, Heritage will be at the June 10th Washington Farmers Market where they will be promoting the Tai Chi and Encore Café all while distributing Farmers Market vouchers.

Approve or Amend Agenda

The agenda was amended reflecting the request to approve Ashley Bailus as the new Linn County Board of Supervisor representative for the Heritage Board. Directors Foege and Pope moved and seconded the agenda. Motion carried 12-0.

Approval of Linn County BOS

Directors Rennekamp and Barnhart moved and seconded to approve Ashley Bailus as the Linn County Board of Supervisor representative for the Heritage Board replacing Stacey Walker. Motion carried 12-0.

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

Directors Rennekamp and Heiden moved and seconded approval of the minutes for the regular meeting held on April 8, 2021 and directed each be made part of the permanent record. Motion carried 13-0.

REGULAR AGENDA

Committee Reports

- Financial-Monthly
 - An offer was made in April; however, the candidate declined as he received another offer the same day. He stated that the Heritage offer was very good and there were no issues with our compensation package; the other offer was just much better.
 - 2 other individuals have been interviewed. One of the candidates has been interviewed 2 times and the other candidate will have a second interview soon.
 - Balance Sheet as of 5/4/2021 reflect Total Assets \$1,709,796.12 & Total Liabilities and Net Assets \$1,709,796.12.
- Human Resources
 - The committee made a final approval of the handbook and talked about the retention of employees.
- Fundraising Committee
 - Waiting on a development plan to be completed.
 - Considering doing an annual campaign mailer around the holiday as well as establishing a signature event.
- Outreach Committee-
 - Looking at ways Heritage can establish relationships with key community members and members in the Faith based communities.
 - Looking at developing relationships with minority communities.
 - Looked at the Area Plan and how the committee can support the strategies.

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

- With most staff vaccinated, we are approaching the first phase of returning to work in office and resuming consumer home visits. In June we hope to resume home visits to a select number of consumers with safeguards in place, and in July we plan to welcome staff back to a hybrid in-office/home office schedule. Throughout the process, public health has been consulted. We also surveyed our staff regarding their thoughts on safety and return to work. A high level overview and summary will be provided.
- The final revision of our MOU with Kirkwood and our employee separation agreement will be completed next week. Kirkwood will be providing administrative services in kind, with some fees noted for products and additional support. The Lease agreement will be renewed.
- Our FY 2020 audit is now complete and has been submitted to the appropriate stakeholders and federal clearinghouse.
- Our 990 (extension received with due date May 17) is near completion and will be submitted on time.
- Our VOCA program had a virtual site visit on April 22, with no significant issues noted.
- The next virtual session of Powerful Tools for Caregivers will run June 2nd -July 7th, Wednesdays from 11:30 am -1:00 pm.
- Planning is underway for Caregiver Wellness Day to be held virtually again this year. The series will take place from July through November, with a session each month including a keynote speaker and a breakout speaker. We have secured some sponsorships this year and look forward to a class act event, only virtual.
- I4a, with the support of staff from all Area Agencies on Aging, have completed revisions to the COVID 19 Operations Framework. A copy is included in the board packet.

- Our FY 22-25 Area Plan has been submitted to IDA. Any requests they have for clarification or additional information will be due on May 21. On June 10, our plan will be presented to the Board of the Iowa Commission on Aging.
- Continued work on the transition to employer of record included:
 - Final draft of our Employee Handbook is now ready for Board approval.
 - Ready to send the MOU and employee separation agreement to our attorney for final approval
 - Ready to review our insurance policy bids with the Finance committee (General Liability, Professional Liability, Auto, Director's and Officer's insurance, and Worker's Comp insurance.
 - Completing enrollment documents in Paylocity online platform for time and attendance and payroll services.
 - Open enrollment for staff benefits with Acumen begins Wednesday May 19.
 - Enrolled in Acumen COBRA and compliance management services.
 - Paylocity will serve as our Flex Benefit provider.
 - IPERS transition continuing- update at meeting.
 - Updating and reviewing policies

Action Items and Assignments

- Directors Olson and Stamp moved and seconded approval for Heritage to issue a 2% raise for 2022. Motion carried 13-0.
- Directors Olson and Stamp moved and seconded approval of Heritage to provide an employer contribution in Flex Spending Account Benefits of \$500 for all employees. Motion carried 13-0.
- Directors Olson and Barnhart moved and seconded approval the adoption of the Heritage employee handbook as emailed to all Board members. Motion carried 13-0.
- Directors Stamp and Rennekamp moved and seconded approval of the Finance committee to select an Agency Insurance, liability and insurance bid. Motion carried 13-0.
- Kirkwood's attorney is still revising the MOU. Once the MOU is revised Heritage will have their own attorney review.
- Directors Olson and Rennekamp moved and seconded approval FY22 Heritage Board to meet the second Thursday of every month with the exception of November 11th which is moved to November 18th and April 14th is moved to April 21. Motion carried 13-0.

There being no further business coming before the Council, meeting be adjourned at 3:35 p.m.
Respectfully submitted by:

Sjonna Brunt
Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor
Sister Susan O'Connor, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
June 10, 2021 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Ashley Bailus, Mike Barnhart, Pat Heiden, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Vicki Pope, Rose Rennekamp, John Schlarmann, Keith Stamp, Dusti Winkie, Richard Young, Larry Kudej, Danielle Pickering & Bob Welsh

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

Chair O'Connor called the meeting to order at 2:03 p.m.

Mission Moment

Eugenia talked about Heritage winning the n4a Innovation and Achievement Award for our Targeted Community Outreach submission.

New Fiscal Director-Introductions

Jennifer Knudtson, Heritage Fiscal Director introduced herself to the board.

Approve or Amend Agenda

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

Approval of Minutes of the Board of Directors held on May 13, 2021

Directors Pope and Rennekamp moved and seconded approval of the minutes for the regular meeting held on May 13, 2021 and directed each be made part of the permanent record. Motion carried 13-0.

REGULAR AGENDA

Task Force member vote

- Directors Agne and Heiden moved and seconded approval of Nancy Good as a task force member of the Benton County Task Force. Motion carried 13-0.

Committee Reports

- Financial-Monthly
 - There are no financial concerns at this time. Heritage received unexpected funds in the amount of \$50,000.
 - Heritage is still awaiting the funds from the American Rescue Plan.
 - Balance Sheet as of 6/7/2021 reflect Total Assets \$1,539,473.92 & Total Liabilities and Net Assets \$1,539,473.92.
- Human Resources
 - The Board wanted to note in the minutes the following: The Board and staff are grateful for all of the work Barb Werning has done to transition from Kirkwood to Heritage Area Agency on Aging 501c3. Her support & dedication does not go unnoticed.

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

- Staff will be returning to the office in a hybrid model beginning in July. Most staff will be in office 2-3 days per week.
- We have filled three of the four positions previously open. Jennifer Knudtson started in her Fiscal Director position this week. Miranda Kasemeier will start as Options

Counselor on June 14th, and Janice Coleman will begin her work as Data Project Specialist on June 28th. We are still actively recruiting for the Family Caregiver Coordinator vacated by Maria Donohoe.

- The final revision of our MOU with Kirkwood and our employee separation agreement has been completed and reviewed by our attorney. The agreements will be presented at the meeting for approval. The Lease agreement will be renewed this fall.

Action Items and Assignments

- Directors Olson and Rennekamp moved and seconded approval for the Heritage MOU with Kirkwood Community College for FY22. Motion carried 13-0.
 - The Board wanted to note in the records a special thank you to Jim Chaote and Kirkwood for their leadership they have given and continues to give.
- Directors Heiden and Rennekamp moved and seconded approval for the Heritage policies as presented. Motion carried 13-0

Open agenda

- The Board asked for an update on the TIAA/IPERS retirement issue. IPERS has until September 11th to respond to Heritages request.
- Director Rennekamp wanted to know what Jhana stood for. Heritage was able to find out that Jhana is not an acronym for anything. According to www.jhana.com : Franklin Covey Co. (NYSE:FC), a global firm specializing in organizational performance improvement, has acquired Jhana, a San Francisco-based company specializing in creating a disseminating relevant, bite-size content and learning tools for leaders and managers.

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

Sjonna Brunt

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor

Sister Susan O'Connor, Chair

The Heritage Agency
Regular Meeting of the Heritage Board of Directors
Thursday, August 8, 2019, 1 p.m.
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

MINUTES

Present: Directors Jim Choate-*Secretary*, Larry Kudej-*Vice Chair*, Steve Ovel, Danielle Pickering-*Treasurer*, Rose Rennekamp

Also Present: Jonathan Landon-*Attorney*, Jill Sindt, Peg Sprengeler-*Assistant Secretary*, Sjonna Brunt

Absent: Kellie Elliott-Kapparos, Renee Riffey-*Chair*

Guests: Bob Welsh (*conference call*)

Vice Chair Kudej called the meeting to order at 1 p.m.

Approval of Minutes of the Interim Executive Council held on July 11, 2019

Directors Choate and Ovel moved and seconded approval of the minutes for the regular meeting held on July 11, 2019 and directed them to be made part of the permanent record. Motion carried 5 – 0.

Approve or Amend Agenda

Directors Ovel and Rennekamp moved and seconded approval of the agenda. Motion carried 5 – 0.

REGULAR AGENDA

Nominating Committee Update

- Board membership information was sent to the Board of Supervisors in each of the seven counties. To-date, we have received several inquiries and two applications.
 - Inquiries
 - Dave Thielen, Linn County, Director of Community Services (*recommended by Stacy Walker, Linn County Board of Supervisors*)
 - Steve Agne, Cedar County, Supervisor
 - Pat Heiden, Johnson County, Supervisor (*working on the application*)
 - Scott Olson, at-large member
 - Applications
 - Kathy Horan, The AbbeHealth Aging Services
 - A representative from Access 2 Independence (A2I)
 - Withdrawal from consideration
 - Jon Brandt, at-large member
 - Future considerations
 - Margaret Staman
 - Dixie Trout
 - Ed Colby
 - Media representative (*Bruce Aune*)
 - Minority representative
 - Legal
 - Attorney Landon will put together a list of potential candidates and email to Sindt/Brunt.
 - Director Kudej recommended Gordon Fischer (Elder Law expertise)
 - Director Rennekamp recommended Tim Meyer (Amana).

- Financial
 - Attorney Landon will review the Cedar Rapids Estate Planning Council for a list of Financial Planners and email to Sintt/Brunt.
- Directors Ovel and Kudej have reached out to various contacts.
- Director Ovel, Elliott-Kapparos and Sintt will prepare follow-up correspondence to the chairman of each county.
- Director Ovel plans to contact Karen (*former trustee*) and Jim Gorham and/or Tara Pickens (*Washington Regional Center Site Director*) regarding potential candidates from their area.
- Discussed concerns with current providers becoming board members. There are no restrictions from the providers serving on the board; they would recuse themselves in certain areas. If such a situation would present itself, hopefully, the provider would gain an understanding of the services and guidelines provided by the Agency.
 - The Conflict of Interest Policy is clear; therefore, removing any potential concerns.
 - Directors Kudej and Ovel will discuss further with the Elliott-Kapparos and Sintt.
- Director Choate stated a few Four Oaks Board members may be interested in short-term board positions.
- Elliott-Kapparos and Sintt will work with Eugenia Kendall to prepare a reminder regarding board candidates for discussion at the upcoming task force meetings.
- The Nominating Committee will meet on Tues, Sept. 3 at 4 pm. Elliott-Kapparos and Sintt will plan to attend.

Approvals

- No approvals brought forward.

Operations Update

- Staff
 - Lange resigned effective August 2. Sintt and Elliott-Kapparos are assisting Jen Sloan with fiscal-related questions until a replacement is found. The Fiscal Director position is posted; four candidates to-date. Interviews to begin mid-to-late August.
 - Director Choate met with Lange prior to her departure. Overall good discussion with her. No negative feedback regarding Heritage or its staff. She recommended hiring an Executive Director as oversight.
 - Catherine McCauley Center recently had a similar position posted. Director Ovel will reach out to them regarding potential candidates for consideration.
 - Elliott-Kapparos and Sintt will send the job description to the Board.
 - Kriegermeier had a healthy baby boy. She is on maternity leave for 10 weeks. During this time, her duties are temporarily divided among six staff members.
- Fiscal
 - Wrapping up year-end.
 - Submittal of IAFRS (Iowa Department on Aging Financial Report) needed to be resubmitted due to missed invoice.
- Budget
 - Older Iowans Endowment Fund – historically, Heritage has followed the Foundation's spending policy (budgeting 5% of the spendable interest annually). Heritage has not taken the disbursement since FY12. Following those guidelines above, the FY20 budget for the Heritage Older Americans Endowment Fund is \$24,592. The staff recommend capturing the \$24K distribution this year to build up the discretionary funds.
 - Director Choate and Rennekamp recommended using a portion for business development.
 - Director Rennekamp recommended changing the name from discretionary fund to something else so it doesn't insinuate "slush" fund.
 - Heritage used the funds in the past to rebuild case management homes (i.e. beds, running water, toilets; emergency funding) during the flood of 2008.

- Elliott-Kapparos and Sindt will discuss with Greg Neumeyer, Kirkwood Foundation, the board's interest in drawing down the 5% and associated timeline.
- Elliott-Kapparos and Briggs (Encore Café site coordinator) attended the n4a conference in New Orleans (July 27-31). Along with attending a number of learning sessions, they accepted the National Innovation in Aging Award for Encore Café (1 of 16 recipients). This was recognition only; no monetary award.
- Director Ovel was selected to pose a question regarding the candidate's support of the Older Americans Act reauthorization at the AARP Democratic Candidate Forum at the Kirkwood Center on July 17. Good publicity for Heritage and chance for advocacy. The State AARP representative was very complimentary of Kirkwood and its service at the forum.
- Roadmap Update – no update.
- Heritage will need to file a 990 for FY18 as our non-profit status was dated for April 19, 2018. Attorney Landon and Elliott-Kapparos will discuss further.

Miscellaneous

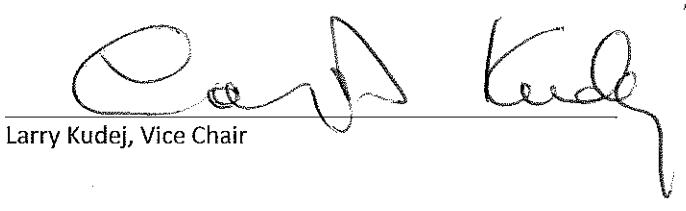
- Brief discussion regarding the September 25 event.
 - Event agenda
 - Social (first ½ hour)
 - Short presentation – who we are, where we've come. Draft PowerPoint slide deck will be emailed to the board by the end of the month.
 - Director Miller to say a few words
 - Guests (150-200 individuals anticipated)
 - Legislative members
 - Kirkwood Board of Trustees
 - Heritage Board of Directors and new board members
 - Advisory Council
 - Advocacy Committee
 - Harrison March, Community Engagement Coordinator-Heritage, is preparing the formal invite.
 - Jackie Bohr, General Manager-The Hotel at Kirkwood Center, will coordinate the appetizers.
- September Board agenda – discussion on Executive Director position and legislative advocacy initiatives.
- Elliott-Kapparos and Sindt will inquire with the other AAAs regarding the job description for the executive director role.
- Elliott-Kapparos and Sindt will research colleges and universities in the service area for professors in area with gerontology/elder knowledge/expertise.

There being no further business coming before the Council, Directors Rennekamp and Ovel moved and seconded the meeting be adjourned at 1:49 p.m. Motion carried 5 – 0.

Respectfully submitted by:


Peg Sprengeler, Assistant Secretary

Approval by Board:


Larry Kudej, Vice Chair

The Heritage Agency
Regular Meeting of the Heritage Board of Directors
Thursday, September 12, 2019, 1:00 p.m.
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

MINUTES

Present: Directors Jim Choate-*Secretary (arrived at 1:06)*, Steve Ovel, Danielle Pickering-*Treasurer*, Rose Rennekamp, Larry Kudej-*Vice Chair*, Renee Riffey-*Chair*

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Sjonna Brunt-*Interim Assistant Secretary*

Guests: Bob Welsh (via Conference Call)

Vice-Chair Kudej called the meeting to order at 1:04 p.m.

Approve or Amend Agenda

Directors Rennekamp and Ovel moved and seconded approval of the agenda as amended as follows: change section VI. C. Election of the Board and move Election of New Board Chair to VI. D. Motion carried 5 – 0.

Approval of Minutes of the Board of Directors held on August 8, 2019

Directors Ovel and Pickering moved and seconded approval of the minutes for the regular meeting held on August 8, 2019 and directed each be made part of the permanent record. Motion carried 6 – 0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications
 - Resignations-Lorraine Dorfmann & Lavon Yeggy-Johnson County and Donna Schroeder-Cedar County
- Advisory Council Appointment
 - Shirley Gadelmann-Cedar County to replace Donna Schroeder

Motion to approve the Advisory Council Appointment by Directors Ovel and Riffey. Motion carried 6-0

- 2018 990 for IRS Submission
 - Director Pickering's name is misspelled on the document. Elliott-Kapparos will correct the 2018 990 for IRS Submission form and email it for Director Pickering to sign.

Motion to approve the 2018 990 for IRS Submission as amended by Directors Choate and Rennekamp. Motion carried 6-0

Strategic Planning Session Proposal

- Proposal from Sample Consulting was reviewed and discussed.
- Strategic Planning session should be planned for January. Heritage will send out a Doodle Poll to the Board members on potential dates.
- Strategic Planning Session with Sample Consulting would serve as an introductory process for the new board for planning for immediate needs. Phase two or more long term strategic planning could be considered with a firm (to be identified) Names that were suggested for phase two were Heather Woody and Dick Schwab.
- Director Choate offered to have Kirkwood Community College sponsor the expenses for the initial session with Sample Consulting if the Board chooses to move forward to this.

Motion to accept the Sample Consulting proposal as an initial history and initial setting to the Strategic Process, Strategic High Level Direction for Heritage that will be paid for by Kirkwood by Directors Choate and Rennekamp. Motion carried 6-0.

Nominating Committee Closed Session

Motion to enter into Closed session at 1:25 pm by Directors Kudej and Rennekamp. Motion carried 6-0

Motion to enter into Open session at 2:25 pm by Directors Ovel and Choate. Motion carried 6-0

Announcement of Resignations of current Board Officers

- Renee Riffey, Chair resignation as Heritage Board Member

Motion to approve the resignation of Director Riffey as the Chair and Heritage Board Member by Director Ovel and Rennekamp. Motion carried 6-0

Election of New Board Chair

Motion to elect Larry Kudej as Heritage Board Chair by Directors Ovel and Choate. Motion carried 6-0

Motion to elect Steve Ovel as Heritage Board Vice Chair by Directors Rennekamp and Choate. Motion carried 6-0

Election of the Board

- The Nominating Committee recommends the following as new members to the Heritage Board: Steve Agnew-Cedar County BOS, Pat Heiden-Johnson County BOS, Ned Rohwedder-Jones County BOS, David Theilen-Linn County BOS, Rose Rennekamp-Kirkwood Board of Trustees, and Larry Kudej-Heritage Advisory Board Chair. At-Large Recommendations-Mike Barnhart, Michelle Buhman, Eve Casserly, Toni Claussen, Ro Foege, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, and Beverly Winkie. Alternate members-Nicole Slabach, Kathy Horan and Sarah Martinez.
- Heritage is waiting for final confirmation from Washington and Benton County on potential Board member and has a meeting scheduled in Iowa County for recommendations on a potential Board member.

Motion to approve the new and alternate members to the Heritage Board as recommended by the Nominating Committee by Directors Ovel and Rennekamp. Motion carried 6-0

Motion to recommend the Nominating Committee be tasked with assigning terms to the 10 At-Large Board members, either 1, 2 or 3 year terms. The terms will be reported at the next board meeting and conveyed to the elected board member in the Welcome Letter by Director Ovel and Rennekamp. Motion carried 6-0

Motion for the Welcome Letter to the elected At-Large board members, convey the term(s) and a paragraph reflecting that the by-laws allowing for At-Large members can serve up to three consecutive (3 year) terms by Director Rennekamp and Ovel. Motion carried 6-0.

Director Ovel recommended holding off on sending the acceptance letters to the new board members until the board hears from staff about the open seat from Washington County and Benton County.

Motion to amend the appointment of the new Board members and add that the new members will be effective October 10, 2019 by Director Ovel and Rennekamp. Motion carried 6-0

- It is the Boards intention at the October meeting they would accept any other resignation from any other members on the board and would act on appointing individuals as Board Advisors as appropriate with regards to those resignations.
- The Board will plan to elect a full Board of Officers at the October meeting.
- The Board would like to note that any other Board Advisors that the Board may deem appropriate will be acted on at any other subsequent meetings after October, such as individuals noted as potential Board Alternates.

October 23rd Celebration Event

Motion to send the invitations to select individuals to the Heritage 501(c)(3) Celebration as presented to the Board by Director Ovel and Choate. Motion carried 6-0

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

- o Budget Update
 - Paula Lange continues to contract with Heritage on a limited basis and all revenues/expenses are recorded through August.

Executive Director Position-Tabled for October meeting

Action Items and Assignments

- Staff will correct spelling of Director Pickering's name in the 2018 990 for IRS Submission form.
- Staff will send out a Doodle Poll for Strategic Planning Session in January
- Staff will send out the October 23rd 501c3 Celebration invites ASAP
- Staff will work on a draft of the presentation for the October 23rd to provide the Board for their feedback.

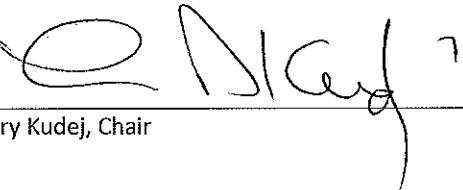
There being no further business coming before the Council, Directors' Rennekamp and Ovel moved and seconded the meeting be adjourned at 2:30 p.m. Motion carried 6 – 0.

Respectfully submitted by:



Sjonna Brunt, Interim Assistant Secretary

Approval by Board:



Larry Kudej, Chair

The Heritage Agency
Regular Meeting of the Heritage Board of Directors
Thursday, October 10, 2019, 1:00 p.m.
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

MINUTES

Present: Directors Jim Choate-*Secretary*, Steve Ovel-*Vice Chair*, Danielle Pickering-*Treasurer*, Larry Kudej-*Chair*, Rose Rennekamp, Steve Agne, Mike Barnhart, Michelle Buhman (via phone), Eve Casserly, Toni Claussen, Ro Foege, Pat Heiden, Sister Susan O'Connor, Scott Olson, Gary Bierschenk, Matt Piersall, Vicki Pope, Ned Rohwedder, Dave Thielen, Beverly Winkie, & Richard Young

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Sjonna Brunt- *Assistant Secretary*

Guests: Bob Welsh

Chair Kudej called the meeting to order at 1:00 p.m.

Approve or Amend Agenda

Directors Ovel and Rennekamp moved and seconded approval of the agenda. Motion carried 21 – 0.

Approval of Minutes of the Board of Directors held on September 12, 2019

Directors Choate and Pickering moved and seconded approval of the minutes for the regular meeting held on September 12, 2019 and directed each be made part of the permanent record. Motion carried 21 – 0.

REGULAR AGENDA

Announcement of Resignations of current Board Officers

- **Resignations submitted by Director Pickering and Director Choate and Resignation of Director Ovel as Vice Chair**

Motion to approve the resignation of Director Pickering and Director Choate as Heritage Board Members and Director Ovel as Vice Chair of the Heritage Board by Directors Olson and Heiden. Motion carried 21-0

- **Election of New Board Treasurer, Secretary, and Vice Chair**

Motion to elect Director Ovel as Heritage Board Treasurer by Directors Sister O'Connor and Foege. Motion carried 21-0

Motion to elect Director Olson as Heritage Board Secretary by Directors Rennekamp and Sister O'Connor. Motion carried 21-0

Motion to elect Director Sister O'Connor as Heritage Board Vice Chair by Directors Ovel and Heiden. Motion carried 21-0

- **Election of Board Advisors**

Motion to elect Jim Choate and Danielle Pickering as Heritage Board Advisors by Director Ovel and Heiden. Motion carried 21-0

HAAA Approvals

- Task Force Applications-No report
- Advisory Council Appointment-No report
- Fiscal Year 2019 Tax Return

Motion to approve the Fiscal Year 2019 Tax Return by Directors Olson and Ovel Motion carried 21-0

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

- Heritage has hired a new Fiscal Director, Brad Franzwa starts on October 21st. Paula Lange will help Brad with training as well as the Iowa Department on Aging (IDA)
- Sheila Stepanek is retiring effective October 11.
- Heritage is working with the other Area Agencies on Aging(AAA) and Iowa Department on Aging(IDA) to establish minimum standard and state wide consistency for the Family Caregiver Program and IDA is proposing to do the same for the Elder Rights Program.
- Encore Café was mentioned in the prestigious publication –*National Resource Center of Nutrition and Aging*. The article talks about Innovation and how the Encore Café addresses the decreasing participation at traditional congregate meal sites and uses contemporary style food to satisfy client need and create a sense of community. For the whole article go to https://drive.google.com/file/d/191TJ0ag5uLptKWzFNky_PwyZifEhiYXs/view
- Work continues with IDA on completion of time study allocation plan/cost report needed for Center for Medicaid Services (CMS). This plan is part of IDA's strategy to capture Medicaid Administrative Claiming dollars to the AAA network.
- IDA performed their semiannual compliance visit on 10/7 & 10/8. Areas reviewed were Administration, Information and Assistance (I & A, Options Counseling, Case Management & Elder Abuse), and Nutrition and Health. Staff anticipate some opportunities for improvement in procedures and updating of policies due to transition.
- Two dates were identified for Sample Consulting for initial strategic planning session. Please look for a survey monkey to be sent to you for the best date(s) that will work with your schedule. The date in which the majority can attend will determine the final date.

Financial Update

- Quarter 1 estimated financials were reviewed. Official Q1 financial reports are due to IDA on October 22.
- Motion to approve estimated Q1 financial reports by Directors Olson and Barnhart moved and seconded. Motion carried 21-0

October 23rd Celebration Event

- The PowerPoint presentation for the October 23 Celebration was reviewed.

Strategic Planning Session

- Copy of Sample LLC Strategic Planning Session was presented to the Board.
- Heritage will be sending an email to the Board on potential dates for the Strategic Planning session. Potential dates are January 10th 1-5 or January 14th 1-5

Executive Director Position-

- Director Kudej discussed the importance of hiring an Executive Director for Heritage Area Agency on Aging 501c3 and asked for direction from the board on when they think the role should be hired.
 - Suggestion was to make this as part of the planning session.
 - The goal is to have the Director have a presence in all seven(7) counties.
 - Kellie will talk to Sample LLC to make the Heritage Executive Director as part of the strategic planning session.
- Job descriptions of sister AAA's were provided to the Board

Open Agenda

- Reminder that the Caregiver Wellness Day event is November 4th 8:30-3:30 pm at Hotel Kirkwood. This year's event has the most vendors and sponsors ever received. The event is a free event with three Keynote Speakers, includes free breakfast and lunch, and a pamper room. Please contact Sjonna to sign up.
- Heritage and the Board will develop a finance committee to discuss Fiscal policies and procedures. This will be done at a time the Board feels is appropriate and after Franzwa is comfortable in his role as Fiscal Director with Heritage. As Treasurer, Director Ovel will be willing to head up the committee.

Future Meeting Dates and Times

- The following dates and time were confirmed by the Board: November 14th @ 2:30 and December 12th @ 2:30.
- The Board confirmed that at this time the 2nd Thursday of every month @ 2:30 works. The Board understands there may be a need to move the meeting from time to time.

Action Items

- Elliott-Kapparos will talk to Sample LLC and get the proposal adjusted event
- Sindt will continue with the Heritage Presentation for the 501c3 event on October 23rd.
- Sindt and Elliott-Kapparos will continue to train Brad Franzwa, Heritage Fiscal Director.
- Sjonna will send a survey to the Board in regards to Strategic Planning Meeting dates.
- Sjonna and Harrison will follow-up with invitees to retain last minute RSVPs for the Heritage 501c3 Celebration.

Public Comment

- Mr. Welsh thanked the Board for committing to be a part of the Heritage Board and is happy to see the representation of rural county on the board.
- Director Ovel thanked Mr. Welsh for his dedication to the Board and Heritage.

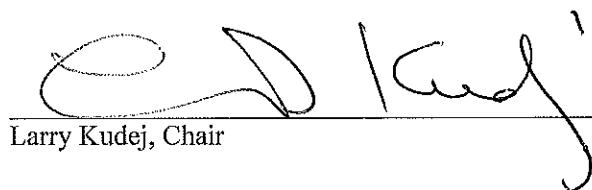
There being no further business coming before the Council, Directors' Rennekamp and Pope moved and seconded the meeting be adjourned at 2:30 p.m. Motion carried 21 – 0.

Respectfully submitted by:



Sjonna Brunt, Assistant Secretary

Approval by Board:



Larry Kudej, Chair

The Heritage Agency
Regular Meeting of the Heritage Board of Directors
Thursday, November 14, 2019, 2:30 p.m.
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

MINUTES

Present: Steve Agne, Mike Barnhart, Toni Claussen, Ro Foege, Pat Heiden, Larry Kudej-*Chair*, Sister Susan O'Connor-*Vice Chair*, Steve Ovel-*Treasurer*, Matt Piersall, Vicki Pope, Ned Rohwedder, Richard Young & Rose Rennekamp (3:45)

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Brad Franzwa, Eugenia Kendall & Sjonna Brunt-*Assistant Secretary*

Guests: Bob Welsh

Chair Kudej called the meeting to order at 2:35 p.m.

Approve or Amend Agenda

Directors Heiden and O'Connor moved and seconded approval of the agenda. Motion carried 12- 0.

Approval of Minutes of the Board of Directors held on October 10, 2019

Directors Ovel and Rohwedder moved and seconded approval of the minutes for the regular meeting held on October 10, 2019 and directed each be made part of the permanent record. Motion carried 12- 0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications-Barb Weber of Linn County Task Force resigned
- Advisory Council Appointment-No report
- Update Bank Resolution
 - Due to the change of officers there is a need to update the Bank Resolution signatures. The previous resolution required one signature. Now that there is a full board, this should be adjusted to 2 signatures to open or close accounts. Steve Ovel will be one of the signatures due to him being Board Treasurer. The bank form suggests the Secretary and one other officer to sign at the meeting. In lieu of Director Olson, Board Secretary's absence the Board decided to have Director Ovel and one other Board Official sign the document stating the boards title.

Motion to approve updating the Bank Resolution by Directors Foege and Young. Motion carried 12-0

First Quarter Reports

- Brad reviewed the 1st Quarter Revenues & Expenditures.
- Heritage explained the Revenues and how they were funded (State, Federal, Grant and other)
- Heritage explained Expenditures listed.
- The Board requested in the future a document summarizing the variances in Revenues and Expenditures.
- Motion to accept the First Quarter Reports by Director Ovel and Heiden. Motion carried 12-0

Community Engagement Plan & Area Plan Focus Groups

- Eugenia educated the Board on the Community Engagement Plan and & Area Plan Focus Groups. An explanation was given on how she retrieves data and breaks it up among all of the counties we serve. Heritage is educating and using the task force members and they are

helping with outreach. Heritage has found out that the number of outreach units done in individual counties impacts the number of service calls. The service data is being used to identify where outreach is being done.

- The outreach is a blended approach depending on the program and outreach opportunities. Heritage works to do outreach at Farmers Markets and Resource Fairs. Some programs reach out to specific entities that would have interaction of our services. The presentations that are presented to Heritage's providers, experts and companies for referrals differ from those that we present to the general public.
- A basic overview of the Elder Rights, Nutrition, LifeLong Links, Family Caregiver and HCBS (Transportation) Focus Groups was presented
- Heritage reminded that they can pull different data points for the future strategic planning session in January.

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

- The Older Worker Employment Program position informal "offer" made on 11/11/19. This candidate can start immediately and is well qualified.
- Request for Proposal due out to funded agencies in January. Staff is recommending a one-year extension of their current contracts with a full new RFP release next fiscal year. This will allow the Board time to develop priorities and strategic plans.
 - This staff recommendation will be considered and will be an action item for the Board of Directors at the December meeting.
- Older Iowans Fund received notice of a Trust distribution in the amount of \$53,750. Jill is working with Greg at the Foundation for disbursement.
- March 17th and 18th is N4a Capital Hill Day in Washington, DC. Heritage has reserved 2 rooms and hope to send 2 people.
- Jill and Kellie attended a Zoom meeting on 11/7/19 with Iowa Department on Aging. Updates were provided on new fiscal software being implemented in Wellsky. The goal is for the software conversation to occur in March/April at IDA to coincide with Area Plan updates
- i4a Advocacy day at the State Capital scheduled for March 12, 2020 from 7:30-9:30 a.m. in Room 116. Priorities for the legislative session yet to be determined.
- Iowa Commission on Aging to hold December meeting at Heritage on 12/5/19 with a lunch at Encore Café following the meeting. Board members are encouraged to attend the lunch and meet with Commissioners. Please let Jill know if you would like a reservation.
- The Iowa Department on Aging released a Congregate Revitalization mini grant for \$40,000-\$50,000 to be distributed between all of the Iowa Area Agencies on Aging. Grant is due December 20th.
- Kellie listened to a call announcing the release of an RFP (Request for Proposal) through the Department of Administrative Services (DAS) for the services of the Long Term Care Ombudsman Program. Kellie and Jill conversed with some of the parameters in the RFP; applying for this would not be a good fit for Heritage at this time.
- Heritage will be releasing a press release announcing Heritage as a 501c3 and including the Board in the announcement with a small description about each board member.
- The Caregiver Wellness Day was a success with close to 190 participants. This is the largest turnout in the 17-year history of this program. Program income generated from sponsorships totaled over \$9,000. This goes back to Family Caregiver program expenses. Thank you Board members that attended and/or participated as a committee member.

Future Meeting Times

- Eve Casserly has resigned due to concerns with the board meeting times.
- The meeting time will be 2:00-3:30 for December 12, 2019 as agreed upon by this group.
- March 12, 2019 Board meeting will be moved to March 19, 2019

Executive Director Position-

- Tabled for after January Strategic Planning Session

Recognition of Past Members

- Heritage recognized Danielle Pickering for her service and time on the Board.

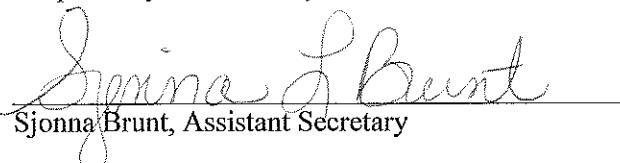
Action Items

- Staffs' recommendation for a one-year extension of their partner's current contracts with a full new RFP release next fiscal year will be listed on the December agenda for the Board to approve.
- Each Board member will review personal description for press release and return to Heritage

Public Comment

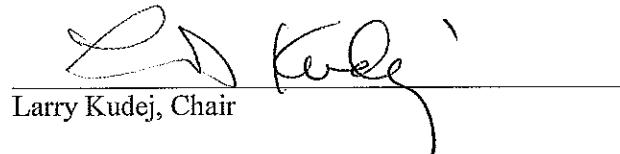
There being no further business coming before the Council, Directors' Foege and O'Connor moved and seconded the meeting be adjourned at 4:00 p.m. Motion carried 13 – 0.

Respectfully submitted by:



Sjonna Brunt, Assistant Secretary

Approval by Board:



Larry Kudej, Chair

The Heritage Agency
Regular Meeting of the Heritage Board of Directors
Thursday, December 12, 2019, 2:00 p.m.
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden, Larry Kudej, Sister Susan O'Connor, Scott Olson (2:03), Steve Ovel, Matt Piersall-Phone, Vicki Pope, Rose Rennekamp-Phone, Dave Thielen-Phone, Beverly Winkie-Phone, Richard Young, & Jim Choate

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Sjonna Brunt- *Assistant Secretary*

Guests: Bob Welsh

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

Approve or Amend Agenda

Directors Heiden and O'Connor moved and seconded approval of the agenda. Motion carried 15- 0.

Approval of Minutes of the Board of Directors held on November 14, 2019

Directors Ovel and Young moved and seconded approval of the minutes for the regular meeting held on October 10, 2019 and directed each be made part of the permanent record. Motion carried 15- 0.

REGULAR AGENDA

Future Meetings and Times

- The board agreed future meeting dates will be held on the 2nd Thursday at 2:00 of the month.
- Due to other meeting he chairs, Director Thielen will not be able to make future meeting times and dates during this time.

HAAA Approvals

- Task Force Applications-Toni Claussen resigned from the Linn County Task Force.
- Advisory Council Appointment-No Changes

RFP Update Recommendation

- Staff recommendation for RFPs for FY2021: Staff will ask current providers to submit an update RFP which will include an updated budget and program changes instead of a full RFP release.
- Heritage staff would recommend that the RFP Update template be released on Monday, January 13th and they would be due on Friday, February 7th.
- General summary would be provided at the February meeting
- The subcontractors would stay the same. With the exception of Martha Quint, Heritage's legal service provider is considering retirement. IDA recommends releasing and an RFP for Legal Service Provider to bid..
- Rate and Units could change if providers make the request on their RFP update. The framework of capacity of such changes depend on the Area Plan allocations. Heritage staff would make recommendations to the Board based on the Area Plan allocation and the providers request.
- Heritage confirmed that the Iowa Department on Aging is supportive of Heritage doing a RFP update for FY2021 vs the full RFP update.
- Providers are aware that the RFP does not cover 100% of the cost. The provider is responsible for covering a minimum of 25% through match. Voluntary Program Contributions can count toward their match.

- Motion to approve Directors Ovel and Foege motion carried 15-0. Let the record reflect that Director Barnhart abstained from this motion due to potential conflict of interest.

Nomination Committee Closed Session

Motion to enter into closed session at 2:23 by Director Ovel and Foege motion carried 16-0

Motion to enter into open session at 2:28 by Director Ovel and Foege motion carried 16-0

Election of Board Member and Board Advisor:

- The Nominating Committee recommends Sarah Martinez to the Heritage Board replacing Eve Casserly and Bob Welsh as a Board Advisor.
- Motion to approve the Sarah Martinez as a Board member Bob Welsh as a Board Advisor to the Heritage Board as recommended by the Nominating Committee by Directors Ovel and Foege. Motion carried 16-0

Nutrition & Wellness Programs

- Jill presented the Nutrition and Wellness programs at Heritage.

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

- The Older Worker Employment program position has been filled by Paul Swanson.
- Paula Lange, previous Fiscal Director, has completed training and consultation. Her employment was ended 11/22/19. She may be available for questions in the future.
- Ashley Maiers, Options Counselor/Caregiver Specialist has resigned. Her last day will be 1/3/20. She has decided to change career paths.
- Brad Franzwa is continuing training and familiarizing himself with Heritage processes and software. Training with IDA staff, MIP training and introductions with grant accountants getting established. He will be in Arizona for MIP training the week of 12/9.
- Heritage was awarded a \$15,000 grant from Greater Cedar Rapids Community Foundation to address pest and hoarding issues with elder Rights consumers in Linn County as reported in October. This was Drew Floyd's first grant and we are proud of his success. It will be a very limited program, but much needed. Implementation is in process.
- Heritage received \$500 donation from Wallace Winkie Foundation on behalf of Lifelong Learner Inductee, Martha Quint.
- Iowa Department on Aging released a Congregate Meal Program Revitalization Mini Grant with the purpose to help build healthy communities and increase congregate meal numbers. Encore Holiday Party is scheduled for 12/19. Staff would like to give regular volunteers a "break" for this event. If you are interesting in volunteering and taking on their duties for the day, please contact Jill.
- I4a Advocacy day at the State Capital scheduled for March 12, 2020 from 7:30 a.m.-9:30 a.m. in Room 116. Priorities for the legislative session yet to be determined.
- N4a Capital Hill Days in Washington DC are also in March. Jill Sint and Steve Ovel are planning to attend with the other Iowa delegates.
- Iowa Commission on Aging held at Heritage on 12/5/19 with a lunch at Encore Café following the meeting.
- 12/5/19 Quarter Conversation visit with IDA. This conversation focus was on the Elder Rights Program.

- Save the date for Sample Consulting for strategic planning session on January 14th from 1-5pm. Location for the meeting is Room 127 at the Horticulture Building. You will be receiving a pre-event survey from Joe Sample in a few weeks.

Executive Director Position-

- Tabled for January Strategic Planning Session

Action Items

- Jill to work with Brad Franzwa to set up a meeting between Director Ovel and Franzwa.

Public Comment-None

There being no further business coming before the Council, Directors' Buhman and Barnhart moved and seconded the meeting be adjourned at 2:56 p.m. Motion carried 16 – 0.

Respectfully submitted by:


Sjonna Brunt, Assistant Secretary

Approval by Board:


Larry Kude, Chair

The Heritage Agency
Regular Meeting of the Heritage Board of Directors
Thursday, January 9, 2020, 2:00 p.m.
6301 Kirkwood Blvd. SW, Cedar Rapids, IA

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Brad Franzwa, Sjonna Brunt- *Assistant Secretary*

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

Approve or Amend Agenda

Directors O'Connor and Buhman moved and seconded approval of the agenda. Motion carried 13-0.

Approval of Minutes of the Board of Directors held on December 12, 2019

Directors Pope and Ovel moved and seconded approval of the minutes for the regular meeting held on October 10, 2019 and directed each be made part of the permanent record. Motion carried 13-0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes

Care Manager and Case Management Program

- Elliott-Kapparos reviewed the Care Manager and Case Management Program with the Board.
- The capacity of general agency Case Management is 65 consumers.
- Case Management is a mandatory service per the Older Americans Act.
- What is Heritage doing to assist individuals other than Linn County? Heritage has implemented a Community Outreach program in order to reach other communities outside of Linn County.
- Elliott-Kapparos walked through the referral process on how an individual becomes a Case Management client. Some come from the Options Counseling program and others are coming through the Elder Abuse program.

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

- Ashley Maiers, Options Counselor/Caregiver Specialist has resigned. Her last day was be 1/3/2020. Heritage is working on getting position posted based on the needs of the agency.
- Heritage submitted request to expand Encore Express concept to Washington County via the Iowa Department on Aging's mini-grant previously discussed to expand congregate dining state-wide. IDA will be reviewing proposals in January. Original dates are being adjusted by IDA due to confusion and expresses concerns by other AAA's.
- I4a Advocacy day at the State Capital is scheduled for March 12, 2020 from 7:30 a.m.- 9:30 a.m. in Room 116. Priorities for the legislative session yet to be determined.
- N4a Capital Hill Days in Washington D.C. is scheduled for March. Jill Sindt and Steve Ovel are planning to attend with the other Iowa delegates.
- Next quarterly conversation will be held in Des Moines the week of February 24th. The date is not finalized.

- Reminder to save the date for Sample Consulting for strategic planning session on January 14 from 1-5 in room 127 at the Horticulture Building.
- Heritage received a \$54,000 memorial gift to the Older Iowans Fund. The money is earmarked for Linn and Johnson County.
- Heritage is working on the RFP update materials to be sent to the subcontractors by request on Monday, January 13.
- Quarter 2 financials will be discussed and submitted to the board for the February meeting.

Board Committees

- The Executive Committee met last week and discussed future committees of the Board
 - The Finance Committee is currently made up of Director Ovel. This group is responsible of Financial oversight. Director Ovel motioned for the Board to accept, Directors Olson, Heiden, Choate, & Kudej (non-voting) to the Committee. Motion was seconded by Director Barnhart. Motion carried 13-0.
 - Another potential committee is the Advocacy committee that would be responsible for planning, communication, resource, development and education. Directors interested in this group are Rennekamp, Barnhart, Martinez & O'Connor. This will be brought forward as an action item next Board meeting.

Executive Director Position-

- Executive Committee met and discussed the position and asked Jill, Kellie and Kirkwood Human Resources to come up with a job description. Director Kudej provided a draft to the Board and hopes to have it position posted by the end of the month.

Open Agenda

- Reminder the next meeting will be held in Iowa City at the Health & Human Services Building.
- Reminder the March meeting was moved from March 12th to March 19th and will be in Cedar Rapids.
- The Executive Committee drafted and submitted a letter to the Linn County Board of Supervisors asking them to provide a recommendation for the empty Linn County Board of Supervisors representative for the Heritage Board.

Action Items

- Brunt will follow-up with Directors Pope, Agne and Rohwedder on which month the Board meeting will be housed in their community.
- Brunt will send a copy of the Heritage ED job description to Piersall and other Board members that could not attend.
- Sindt will provide the Directors the job descriptions of the other AAA EDs.

Public Comment-None

There being no further business coming before the Council, Directors' O'Connor and Buhman moved and seconded the meeting be adjourned at 3:15 p.m. Motion carried 13 – 0.

Respectfully submitted by:

Sjonna Brunt, Assistant Secretary

Approval by Board:

Larry Kudej, Chair

The Heritage Agency
Regular Meeting of the Heritage Board of Directors
Thursday, February 13, 2020 2:00 p.m.
855 S Dubuque Street, Iowa City, Iowa

MINUTES

Present: Steve Agne, Mike Barnhart, Gary Bierchenk, Michelle Buhman, Ro Foege, Pat Heiden, Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Steve Ovel, Rose Rennekamp, Ned Rohwedder, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt- *Assistant Secretary*, & Joe Sample

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

Approve or Amend Agenda

Directors Rohwedder and Ovel moved and seconded approval of the agenda. Motion carried 12– 0.

Approval of Minutes of the Board of Directors held on January 9, 2020

Directors Rennekamp and Heiden moved and seconded approval of the minutes for the regular meeting held on January 9, 2020 and directed each be made part of the permanent record. Motion carried 12– 0.

REGULAR AGENDA

Strategic Plan Discussion

- Joe Sample of Sample LLC reviewed with the Board the Strategic Planning Mission, Vision & Core Value/Principles.
 - Mission Statement reviewed
 - Mr. Sample recommended that the Mission Statement add the word Advocacy
 - Vision Statement review
 - Key recommendation by Mr. Sample for the Vision Statement is to replace “is” to “becomes” and the word “place” to “where optimal aging happens.”
 - Suggestions by the Board Advisor Welsh was to replace the word “optimal” with successful.
 - Director Rennekamp suggested replacing the word “region” to service area or dropping the word “region” all together.
 - Core Values/Principles reviewed
 - Integrity, Innovation, Collaborative, & Accountability are the key core values based on the feedback from the Strategic Planning session.
 - Under the Innovative Core Value Director Rohwedder and O’Connor had a concern on the word choice of “Social entrepreneurialism”
 - Under the Core Values that start with “Are Committed to” Director Rennekamp suggested removing this all together.
 - Director Buhman suggested changing the verbiage under Collaborative to “We build community partnerships that strengthen our mission”
 - Strategies reviewed
 - Goals and metrics to measure your success under each strategy
 - Suggestion by Mr. Sample to create additional committees to address each of these strategies
- Mr. Sample will revise the report based on the feedback provided and provide more source information as a final product for the initial project.
- Mr. Sample is available to the Board for additional training and future strategic planning sessions as they move forward.
- Advisor Welsh suggested the Board work to identify the roll of the Board, Advisory Council and the Task Force.

HAAA Approvals

- Task Force Applications-No Changes

- Advisory Council Appointment-No Changes

Committee Reports

- **Financial**
 - **Monthly Report**
 - Director Ovel reported that there is no monthly report due to Heritage working with a new software system and working through the challenges of the software. In addition to the software challenges, Brad being new to his role.
 - **Second Quarter Reports**
 - Director Ovel spoke about how Heritage has to report subcontractor match dollars to IDA. Director Ovel will be working with Brad Franzwa on how the reports work and the best way to report it out to the Board so there is minimal confusion and so that they understand where Heritage stands.
 - Director Rennekamp asked for key definitions to understand the financial reports
 - Director Kudej asked if future reports will include a narrative. Director Ovel confirmed that this is the word document that they are planning on providing.
 - Sarah Martinez will provide Heritage an example of what Access 2 Independence reports to the Board
 - Kellie will speak to the other AAA's on what they submit to their Board
 - Future goal is to have a report that compares the current year to the year(s) before.
 - The Board does not need the details that the Finance committee would receive but would have the overall highlights and concerns.
- **Advocacy**
 - The group met and changed the committee from being an Advocacy Committee to being a Resource Development Committee.
 - Future meetings will be held once the Executive Director has been hired.
 - Sjonna will send the minutes to all of the Board members

Nominating Committee

Motion to enter into Closed session at 3:15 pm by Directors Foege and Rennekamp. Motion carried 12-0

Motion to enter into Open session at 3:16 pm by Directors Rohwedder and Foege. Motion carried 12-0

Election of Board Members

- The Nominating Committee recommends Stacey Walker to the Heritage Board replacing Dave Theilen and Dusti Winkie to the Heritage Board replacing Bev Winkie
- Motion to approve the Stacey Walker & Dusti Winkie as a Board member to the Heritage Board as recommended by the Nominating Committee by Directors Ovel and Rennekamp. Motion carried 12-0

Area Plan Status Update

- **Feedback of Focus Groups & Strategies**
 - Heritage is meeting with the Focus groups on the Area Plan strategies for FY21 and submitted them to IDA on January 30th. Heritage is awaiting feedback from IDA and will adjust the numbers of persons served based on RFP submissions.
 - Advisory Council will review the Area Plan Update on February 27th
 - Heritage Board will have final approval of the Area Plan on March 19th.
 - Area Plan is due April 1st.
- **RFP Update Requests received**
 - Kellie reviewed the RFP document.
 - Prior to the next meeting Staff will be reviewing RFPs in more detail and will submit to the Board on March 19th the proposed contract awards and funding amounts.
 - Legal Services is a separate approval by the Board and is still open for bid and is due February 21st.

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

Executive Director Position-

- Director Kudej talked about the proposed job description of the Executive Director position. The Executive Committee has not been able to formally meet.
- The recommendation at this time is the position is filled using Kirkwood's benefit package.
- Future planning is for the Executive Director and Executive Committee to work together to find information on benefits.
- Motion by the Board to post the job description for the Executive Director position using Kirkwood's system as a Kirkwood employee benefit package and pay structure by Director Heiden and seconded by Director Martinez. Motion carried 12-0.

Open Agenda**Action Items**

- Sindt will send out to the Board the Job Description of the Executive Director position for Heritage
- Sindt will send the minutes from the Resource Development Committee
- Mission and Vision will be on next month's agenda for the Board to approve
- The Welcome letters for Dusti Winkie and Supervisor Walker will be sent
- Elliott-Kapparos will provide Franzwa and Director Ovel with samples of financial reports.
- Sindt & Elliott-Kapparos will follow up with Joe Sample and receive his updated report based on the discussion at today's meeting.

Public Comment-None

There being no further business coming before the Council, Directors' Rennekamp and Buhman moved and seconded the meeting be adjourned at 3:38 p.m. Motion carried 12 – 0.

Respectfully submitted by:

Sjonna Brunt, Assistant Secretary

Approval by Board:

Larry Kudej, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
Thursday, March 19, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Larry Kudej, Sarah Martinez (2:16), Sister Susan O'Connor, Steve Ovel, Matt Piersall, Rose Rennekamp, Ned Rohwedder (2:20), Ro Foege (2:20) Bob Welsh & Dusti Winkie (2:20),

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt- *Assistant Secretary*

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

Approve or Amend Agenda

Directors Agne and Claussen moved and seconded approval of the agenda. Motion carried 9-0.

Approval of Minutes of the Board of Directors held on February 13, 2020

Directors Ovel and Barnhart moved and seconded approval of the minutes for the regular meeting held on February 13, 2020 and directed each be made part of the permanent record. Motion carried 9-0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes

Area Plan Approval

- Kendall reviewed the accomplishments, strategies and goals for FY2021 Area Plan Update.
- Director Ovel reviewed the carryover history. Director Ovel explained that the carryover cannot exceed 25%. Heritage intends to target carryover for FY2021 at 8%.
- Director Ovel reviewed the recommended budget for FY2021.
 - Director Ovel reviewed the FY2021 Subcontractor Award Recommendations. Nutrition and Non Nutrition are recommended at flat funding.
 - Elliott-Kapparos clarified Legal Services dollars. The dollar amount is not official since the RFP is still being reviewed.
 - Director Ovel reviewed the FY2021 Operating expenses.
 - Director Ovel noted that Heritage ear marked 3% for Salaries and Budget per the standard percentage issued by Kirkwood.
- Elliott-Kapparos recommends Director Barnhart and Director Rohwedder to abstain from voting for the FY21 Area Plan Update due to conflict of interest.
- Directors Rennekamp and O'Connor moved and seconded for Approval of the FY2021 Area Plan Update and Budget. Motion carried 11-0. Directors Barnhart and Rohwedder abstained.

Strategic Planning

- Directors Barnhart and Claussen moved and seconded for approval of the mission statement to read “Heritage Area Agency on Aging provides leadership, advocacy, and innovative services that improve the quality of life for older Iowans, individuals with disabilities, and family caregivers.”
- Directors Buhman and Barnhart moved and seconded for approval of the vision statement to read “Heritage Area Agency on Aging’s service region is where optimal aging happens.”
- Strategies and Core Values will be tabled until an Executive Director is hired.

Heritage Position on Exploring/Seeking Funding from Gambling/Casino Foundation-tabled until next month

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

- Elliott-Kapparos reviewed what Heritage and staff are doing to stay on top of the COVID-19 Virus. Care Managers are in contact with their clients and will be touching base with the high risk clients daily. Staff will be working from home effective 5:00 pm on March 19, 2020 until further notice
- Sindt reviewed what Heritage and their partners are doing in regards to Home Delivered Meals and Congregate Meals. Seniors will be able to get meals on a to go bases.
- HACAP received two van loads of food that was donated by Kirkwood Hotel.
- Kirkwood Hotel is donating to go containers and plastic ware.
- Heritage put in a request with the Linn County Emergency Management and asked them for emergency supplies for Heritage and Heritage’s partners.
- The Governor’s office asked each Area Agency on Aging (AAA) to put together a plan on what each of their additional needs are for meals. Heritage has provided their projected needs to the Governor’s office. In total for all AAA’s they are asking almost \$2 million. The Governor is working on obtaining federal funds to assist.
- Horizons is providing the home delivered frozen meals for Encore Café. Pick up for these starts the Week of March 23, 2020

Executive Director Position-

- The Executive Committee will be reviewing the applications and work on narrowing down the candidates.
- As of today there are 27 applications
- Executive Committee will be training on the NEOGov System at 3:30 today.

Elder Rights Program-tabled due to time restrictions

Open Agenda

- Director Barnhart gave and update on what Horizons is doing in regards to meals. Horizons has switched to once a week frozen meals being delivered to the participants in order to help reduce exposure. In addition to the frozen meals they are working with Rinehart to provide

the participants with shelf stable food so that they have a reserve. Rinehart donated the use of a freezer trailer.

- Director Buhman reported that the Iowa City Senior Center is contacting all of the members of the Senior Center (1700 people) and asking them about their unmet needs. They are looking at doing a public service announcement and putting it out to the public to have Johnson County senior residents call in and report what their needs are.

Action Items

- Director Kudej will reach out to Cedar Ridge Winery to see if they would be willing to donate hand sanitizer to Heritage.
- Director O'Connor was asked to work with the Board Advocacy Committee as well as Sindt and Elliott-Kapparos on fund-raising opportunities for Heritage.

Public Comment-None

There being no further business coming before the Council, Directors' Rennekamp and Buhman moved and seconded the meeting be adjourned at 3:30 p.m. Motion carried 13 – 0.

Respectfully submitted by:

Sjonna Brunt, Assistant Secretary

Approval by Board:

Larry Kudej, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
Thursday, April 9, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden, Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Scott Olson, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, Darrin Gage (for Stacey Walker), Richard Young, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt-
Assistant Secretary

Guest-Evans Waller

Chair Kudej called the meeting to order at 2:02 p.m.

Approve or Amend Agenda

Directors Agne and Rennekamp moved and seconded approval of the agenda. Motion carried 18-0.

Approval of Minutes of the Board of Directors held on March 19, 2020

Directors Barnhart and Heiden moved and seconded approval of the minutes for the regular meeting held on March 19, 2020 and directed each be made part of the permanent record. Motion carried 18-0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes

Committee Reports

- Financial-Monthly report
 - Director Ovel reviewed the one-paged Balance Sheet, detailed balance sheet and statement of Cash Flows. Excluded from this report is a detailed Statement of Revenues and Expenses by Fund Account due to the size of the report which will be reviewed by the Finance Committee on a quarterly basis.
 - The income and expenses are on track with what the budget is put forth.
 - Franzwa reported that the additional funding Heritage will be receiving for COVID-19 will have additional accounts established and the expenditures will be separated from Heritage's normal spending. Due to this funding, the rules for carryover may be relaxed.
 - Franzwa reported that the transfer of funds from one account to another had specific rules prior to the epidemic but relaxation of rules may allow us more flexibility. This could put us in a better position putting into the upcoming year.

- The fiscal team has worked with the software vendor to correct data for financial reporting. Some of the accounts were missing “closing account” assignments which presented challenges.
- Director Ovel reviewed the support of the Families First Coronavirus Recovery Act Funding. Heritage will be receiving \$8,186 in Admin funds for C1 Congregate Meals, \$84,013 for C1 Services, \$16,369 for C2 Home Delivered Meals Admin Funds and \$168,024 for C2 Services.
- Advocacy-No report. This committee will go dormant until the Executive Director is in place.

Heritage Position on Exploring/Seeking Funding from Gambling/Casino Foundation-

- Elliott-Kapparos presented to the Board a request for a policy regarding if Heritage would seek funding from gambling and/or casino foundations.
- Elliott-Kapparos noted that the grant period for the gambling/casino foundation is currently closed due to COVID-19 and the closure of all gambling/casino institutions.
- Directors Agne and Barnhart moved to allow Heritage to seek funding from gambling/casino foundations and any other organizations that support the funding of older adults. Motion defeated 0-18
- Board discussion was had around narrowing the motion to gambling/casino foundations vs. any foundation/organizations that support the funding of older adults. Elliott-Kapparos provided clarification that the Washington County Riverboat Foundation needs an approval from the Board that specifies that they approve revenue from gambling sources. The Washington County Riverboat Foundation is currently the only one in Heritage’s service area.
- Directors Rennekamp and O’Connor motion that the Heritage Board supports soliciting grants and funding from the Washington County Riverboat Foundation. Motion carried 18-0

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

- Operations and work from home began on March 23rd. At this point in time, Heritage is scheduled to return May 4th, but this can change due to COVID-19. Currently all staff is healthy and well.
- Staff is still out doing some things with clients but they are not doing home visits. Most of the client work is being performed over the phone.
- Madalyn Klobassa started on April 6 as Information Specialist/Options Counselor. Due to COVID-19 Madalyn is doing a lot of online training and orientation.
- Former leased employee, Shelia Stepanek ended temporary contract at the end of March for a planned vacation. Sheila was scheduled to return April 6 but will not due to COVID-19. Sheila may come back to assist in the up and coming month when a staff member is out on maternity leave.
- Heritage will be receiving \$250,000 from the Families First Act and a possible additional \$500,000 from the Care Act.
 - IDA is working on establishing the rules on how the money can be spent down. Once the rules are received Elliott-Kapparos and Sindt will work with Franzwa to create a strategy for the maximum spend down for the nutrition providers.

- Under the Families First dollars the providers do not have a requirement for match dollars like they do under the Older Americans Act. This will allow Heritage to work with the providers to potentially provide them with a rate that is equal to their full cost per meal. This is still being worked out.
- Heritage and IDA have 2 conference calls scheduled for Friday, April 10th and Wednesday, April 15th and will be working on a strategy on the maximum spend down for these dollars.
- Heritage will need to move fast to support the providers and prevent financial hardships once a strategy has been developed.
- New MOU's will be drafted for subcontractors to identify their new rate during the COVID-19 period.
- Director Ovel and Foege motioned that the Executive Committee be authorized to take action on the subcontractor MOU's that way not necessitating the need of a special meeting of the entire board. Let the records reflect that Directors Barnhart and Rohwedder will abstain from voting to conflicts of interest. Motion carried 16-0.
- Heritage applied for \$10,000 (max award) grant from Delta Dental to fund unmet needs of consumers. Heritage received \$2,500.
- Heritage applied for \$25,000 (max award) grant from Meals on Wheels Association of America (MOWAA) to focus on rural county nutrition needs. Notified of \$25,000 award on 4/7/20.
- Sindt discussed the status of the nutrition subcontractors. As of 3/17 all congregate meal sites were required to close due to COVID-19. Due to this closure many of the sites switched over to Home Delivered Meals (HDM) and offering frozen meals to help ensure seniors receive proper nutrition. (See Board report for details).
- Sindt recognized Jones County Senior Center, Lisa Tallman on the great job she is doing helping to get the HDM's out to seniors in Jones County.
- Sindt recognized Mike Barnhart and Horizons for the great job they are doing to help feed seniors in Linn and Johnson County as well as their above and beyond assistance to help Encore provide meals.
- Encore Café is now offering a drive up service at St Marks(Tuesdays) and Marion Library(Thursdays). Seniors are able to pick up 5 frozen meals per person. Horizons is assisting in packaging enough meals for up to 100 people. The meals are being delivered to the meal locations by Lifts.
- Heritage is in need of essential supplies such as to go containers, disposable gloves, grocery sacks, plastic cutlery, hand sanitizer and masks. Iowa Department on Aging (IDA) and the National Guard will be providing 1000 masks and 10 gallons of hand sanitizer.
- Elliott-Kapparos reported on the non-nutritional programs. Many have been shut down by Governor Reynolds' order and others are struggling due to the need for social distancing. (See Board report for details).
- Some of the non-nutritional providers are finding ways to serve the community. Prior to COVID-19 the seniors would use Aging Service to get a ride to the grocery stores, do the shopping and take the senior home. Now, Aging Services is picking up grocery lists for seniors and doing the shopping for them and delivering the groceries. This is slowing down because less people are willing to volunteer due to risks that are involved.

- Eugenia Kendall is the lead staff person that is working with Linn Area Partners Active in Disaster (LAP-AID) and Johnson County Organizations Active Disaster (JCOAD). They are currently working to lead calling the 840 people that have voluntarily registered on the Linn County Emergency Management Agency's Special Needs Registry. Volunteer callers will check on safety and welfare of people over the phone. They will also offer them information on community resources, including Heritage. Eugenia meets actively with JCOAD and reports information but there are no calls to action at this time.
- Elliott-Kapparos reported that Heritage reached out to all of the County Public Health and Emergency Management offices in our seven (7) county region when the COVID-19 epidemic first started and offered assistance.
- Elliott-Kapparos reported on the need for Heritage to create an Unmet Personal Care/Essential Supply Needs Registry Program. This program will accept requests for needed supplies by individual older adults in the region through the Information and Assistance Line. Heritage will work internally and with partner agencies to fulfill requests as resources and items are found. Heritage will accept requests and maintain listed needs by individuals and work to obtain items for distribution with the assistance of community partners and volunteers. Examples of these needs are Toilet Paper, non-perishable food items, over the counter medications, incontinence supplies and personal care supplies. (See Board report for other details)

Executive Director Position-

- There are 34 candidates that have applied for the position and the review committee has until April 10th to review and rate the candidates. The staff will let the review committee know which of these candidates have passed by April 13th and a conference call to discuss the applicants is scheduled for April 15th. Interviews will be held April 20th and April 21st via Zoom. Final decisions for follow up interviews will be held on April 22nd.

Annual Meeting & Nominating Committee

- Resolution is needed by the Board to set the Annual Meeting. June is the preferred month to hold the Annual Meeting in order to have the Board in place by July.
- 60 days before the Annual Meeting there is a need to establish a Nominating Committee whose terms do not expire in 2020. Currently, there are 6 Board members who are eligible, Directors Barnhart, Buhman, Olson, O'Connor, Ovel & Piersall.
- Directors Heiden and Young motioned to approve Directors Barnhart, Ovel, Piersall & O'Connor to the Nominating Committee.
- Director Ovel was asked to lead the Nominating Committee
- Directors Barnhart and Foege motioned to hold the Annual Meeting on June 11, 2020.
- There is a need to replace 4 At-Large Board Members that are eligible to be replaced or re-elected; Directors Winkie, Martinez, Foege, & Claussen.
- Several of the County Supervisors are elected in January and therefore are willing to be reelected. Others may have an election in November to determine if there is a need for a new Supervisor to be reappointed to the Board.
- Director Ovel will work with Sindt and Elliott-Kapparos to prepare the appropriate information to go out to the Nominating Committee with regards to the openings and who can be reappointed if they are interested in doing so. They will also follow-up with all of

the County Supervisors to confirm their position with the Board so the Nominating Committee can have that fully in place at the June meeting.

- Director Kudej reminded the Nominating Committee they will need to have a recommendation for officers.

Open Agenda

- Director Barnhart provided and thank you to Sindt, Elliott-Kapparos, Kendall, Tim Getty, Franzwa and the Heritage Staff for all of the hard work they are doing.
- Next Meeting May 14th at 2:00 could be moved from its original planned location of Benton Kirkwood Center to a Zoom Video Conference call. Decision will be made based on Governor Reynolds orders.

Public Comment-

- Evans Waller directed a question to Sindt in regards to Dairy Farmers dumping milk and packaging plants closing. This provides a concern for a food shortage in the coming months. Due this concern he is hoping Heritage will be able to provide a supply of food for seniors. Sindt acknowledged Wallers concern and said Heritage is aware of the concern and keeping an eye on the situation.

There being no further business coming before the Council, Directors' O'Connor and Young moved and seconded the meeting be adjourned at 3:30 p.m. Motion carried 18 – 0.

Respectfully submitted by:

Sjonna Brunt, Assistant Secretary

Approval by Board:

Larry Kudej, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
Thursday, May 14, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Steve Agne, Mike Barnhart, Gary Bierschenk, Toni Claussen, Ro Foege, Pat Heiden, Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Steve Ovel, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, Darrin Gage (for Stacey Walker), Dusti Winkie, Richard Young, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt- *Assistant Secretary*

Chair Kudej called the meeting to order at 2:01 p.m.

Approve or Amend Agenda

Directors O'Connor and Rennekamp moved and seconded approval of the agenda. Motion carried 16-0.

Approval of Minutes of the Board of Directors held on April 9, 2020

Directors Heiden and Ovel moved and seconded approval of the minutes for the regular meeting held on March 19, 2020 and directed each be made part of the permanent record. Motion carried 16-0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications-No Changes
- Advisory Council Appointment-No Changes

Committee Reports

- Financial-Monthly report
 - Director Ovel reported on Heritage's carry over goal which is 8-10%.
 - Director Ovel talked about the Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid Relief Economic Security (CARES Act) and how Heritage is distributing the funding.
 - The rule waivers allow Heritage to move the money where they see the greatest need. At this time Heritage is focusing on nutrition.
 - The preliminary money for FFCRA and CARES Act have been received and Heritage will continue to monitor the cash-flow and work with IDA if the expected payments lag too far behind.
 - The Meals on Wheels grant for \$25,000 is being applied to rural nutritional providers. Heritage is hoping to get another \$75,000.
 - Delta Dental of Iowa Foundation granted Heritage \$2,500 that is being used for person-centered needs such as toilet paper and other non-food items.
 - Director Ovel mentioned that there is a potential for IDA to receive an additional \$450,000 in funding to enhance the state wide ADRC system, which Heritage is a part. Stay tuned for details.

Executive Director Position-

Motion to enter into Closed session at 2:24 pm by Directors Rennekamp and Foege. Motion carried 16-0

Motion to enter into Open session at 2:33 pm by Directors Bierschenk and Heiden. Motion carried 16-0

Director Ovel motioned to extend an offer of Executive Director to Barbara Werning to start on July 1, 2020 subject to the results of the background checks. Seconded by Director O'Connor. Motion carried 16-0.

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

- Operations and work from home began on March 23, 2020. At this point in time, Heritage is scheduled to return around July 1st to campus, but this can change due to COVID-19.
- There has been an increase in Elder Abuse reports from last month.
- Maria will be taking maternity leave in the next couple of months & Heritage will contact Sheila Stepanek to assist the Caregiver team during Maria's absence.
- Heritage's website is updated and has a donate button.
- Heritage's Facebook page now has a donation button. Please like our page if you have not already done so.
- Farmers Market vouchers will be handed out during the Encore food distribution after they are available June 1st. Other sites will be announced soon. Please stay tuned as there is more to come on this.
- Martha Quint's retirement party is being changed to a card shower due to the inability to gather in large groups because of the COVID-19 pandemic. Heritage will send details as soon as they are available.
- Eugenia is working on an Annual Report for Heritage Area Agency on Aging and will provide details as soon as a detail plan has been finalized.

Action Items and Assignments

- Kellie will contact Kirkwood's Human Resources and ask them to proceed with the hiring process of Barbara Werning which will include the background checks.
- Larry will contact Barbara and let her know the board's final approval.

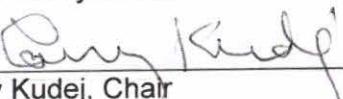
Public Comment-

There being no further business coming before the Council, Directors' Heiden and Foege moved and seconded the meeting be adjourned at 2:52 p.m. Motion carried 16 – 0.

Respectfully submitted by:

Sjonna Brunt, Assistant Secretary

Approval by Board:



Larry Kudej, Chair

Heritage Area Agency on Aging
Regular Meeting of the Heritage Board of Directors
Thursday, June 11, 2020 2:00 p.m.
Conference Call

MINUTES

Present: Michelle Buhman, Toni Claussen, Ro Foege, Pat Heiden (2:43), Larry Kudej, Sarah Martinez, Sister Susan O'Connor, Matt Piersall, Vicki Pope, Rose Rennekamp, Ned Rohwedder, Dusti Winkie, Richard Young, Danielle Pickering, & Bob Welsh

Also Present: Kellie Elliott-Kapparos, Jill Sindt, Eugenia Kendall, Brad Franzwa, Sjonna Brunt-
Assistant Secretary

Chair Kudej called the meeting to order at 2:01 p.m.

Approve or Amend Agenda

Directors Olson and Claussen moved and seconded approval of the agenda. Motion carried 13-0.

Approval of Minutes of the Board of Directors held on May 14, 2020

Directors Rohwedder and Rennekamp moved and seconded approval of the minutes for the regular meeting held on May 14, 2020 and directed each be made part of the permanent record. Motion carried 13-0.

REGULAR AGENDA

HAAA Approvals

- Task Force Applications
 - Appointment of Donald Kline-Washington County, Dora Lorenc-Linn County, and Eve Casserly-Johnson County to county task forces
- Proposed Task Force Members beginning July 1, 2020
 - FY21 Task Force Members list provided
- Proposed Advisory Council members beginning July 1, 2020
 - FY21 Advisory Council member list provided

Motion to approve Donald Kline, Dora Lorenc, and Eve Casserly to serve on county task forces by Directors Foege and O'Connor. Motion carried 13-0

Motion to approve FY21 Task Force members as presented by Directors O'Connor and Rennekamp. Motion carried 13-0

Motion to approve FY21 Advisory Council members as presented by Directors Foege and Claussen. Motion carried 13-0

Fiscal-Monthly Report

- Franzwa provided an update on Heritages financials for May.
 - The Families First fund is 100% down and the Cares Act is about 94% spent down.
 - Iowa Department on Aging (IDA) is allowing a higher carryover 25% for FY20 due to COVID.

- IDA has distributed \$750k to Heritage as part of their Cares Act and Families First dollars due to displaying the need in their service area.
- Providers that applied receive an additional amount of money. This money comes from COVID Restoration grant.
- Heritage is working on MIP closeout. Heritage hired a consultant that helped with the original set-up of MIP with Heritage. This is helpful as she is familiar with process and can help Heritage with the closeout. The funding for the consultant came from the Families First and Care Act.

Election of the Board

- The Nominating Committee recommends the follow reelection of the following Directors to the Heritage Board: Directors Claussen, Foege, Martinez, and Winkie for a 3-year term.
- The Nominating Committee recommends Jim Choate, Danielle Pickering, Bob Welsh and Larry Kudej to serve as Heritage Board Advisors for a 1-Year term.
- No action will be taken on the appointment of Kirkwood appointees or Board of Supervisors. This may change around the end of the calendar year due to elections.
- Appointee of Advisory Council Chair will occur after Advisory Council meeting in July.

Motion to approve the reelection of the Heritage Board of Directors as recommended by the Nominating Committee by Directors Rennekamp and Olson. Motion carried 13-0

Motion to elect Jim Choate, Danielle Pickering, Bob Welsh and Larry Kudej as recommended by the Nominating Committee by Directors O'Connor and Claussen. Motion carried 13-0

Election of Heritage Board FY21 Officers

- The Nominating Committee recommends the election of the following Directors to serve as Heritage Board Officers for FY21: Director O'Connor-Board Chair, Director Foege-Board Vice-Chair, Director Ovel-Board Treasurer, and Director Olson-Board Secretary.

Motion to approve the election of the Heritage Board of Directors Officers as recommended by Nominating Committee by Directors Rennekamp and Buhman. Motion carried 13-0

Executive Director Position-

- Barbara Werning has accepted the Executive Director position with Heritage and will start on July 1, 2020.

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

- Tim Getty was one of five persons recognized by National Council on Aging (NCOA). He received the Innovator Award for his efforts in developing the Encore Café. We are so proud of Tim and his national recognition. Please see the NCOA landing page with the winners and the awards video embedded <https://www.ncoa.org/about-ncoa/trailblazers-in-aging-awards/> A press release went out to help recognize Tim's award.
- COVID-19 Recovery Grant will not be considered until mid-June due to needing to ensure that funding is adequate.
- Governor Reynolds announced that Senior Centers and Adult Day Centers are allowed to reopen. IDA and the other Area Agencies on Aging (AAA) are concerned how this reopening will impact the population they serve.
- AAA's in Iowa are not comfortable with opening their Senior Dining Centers. Heritage's Encore Café will remain closed.

- Aging Resources, Inc. sent the attached i4a letter to subcontractors about their concerns if they were to reopen. Heritage plans to send the same letter to their subcontractors.
- Aging Services has three adult day facilities Milestones Cedar Rapids, Milestones Iowa City and Pathways. They plan to open June 22nd in a limited capacity.
- Wesley Life/Lending Hands adult day facility has no plan to open at this time.
- I4a supported Elder Abuse legislation SF2341 did not get out of Judiciary Committee.
- I4a is working to oppose legislation SF2486 against mail-in voting. This would negatively impact older adults and adults with disabilities ability to vote.

Public Comment-

Advisor Welsh expressed his appreciation of what Elliott-Kapparos and Sindt have accomplished. Advisor Welsh feels they both have grown during their Co-Director role as well as helped Heritage grow.

There being no further business coming before the Council, Directors' O'Connor and Foege moved and seconded the meeting be adjourned at 3:30 p.m. Motion carried 14 – 0.

Respectfully submitted by:

Sjonna Brunt, Assistant Secretary

Approval by Board:

Sister Susan O'Connor
Sister Susan O'Connor, Chair