



## Area Agency on Aging

### Regular Meeting of the Heritage Board of Directors

Thursday, February 12, 2026 – 2:00 p.m.

Via Conference Call and Heritage Area Agency on Aging Location

---

#### MINUTES

##### Call to Order

**Present:** Keith Stamp, Chris Montross, David Thielen, Karri Fisher, Sister Susan O'Connor, Jon Zirkelbach, Grace Schmidt and Larry Kudej.

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

**Guests:** Mandi Holcomb, Ann Neville, Katy Davis and Chanel Prince.

##### Mission Moment – Ann Neville, Case Manager

- A case management services overview was provided regarding two consumers, one of whom received a range of services over a span of 23 years. Ann talked about supporting them with chore services, material aid, monthly contact, person-centered dollar items, etc. as age-related challenges developed, such as falling for one and potential loss of housing for the other. The cost savings involved in keeping these individuals in their homes versus a care facility was also discussed. The importance of providing case management services continues to have a lasting impact and is of great benefit to older adults being served.

##### Approval of Agenda

With no further questions, Directors O'Connor and Fisher moved and seconded to approve today's agenda, as presented. Motion carried, 7-0.

##### Approval of Minutes of the Board of Directors Meeting Held Thursday, January 8, 2026

Upon prior review and with no further questions, Directors Schmidt and Fisher moved and seconded to approve the Thursday, January 8, 2026, meeting minutes previously distributed by e-mail. Motion carried, 7-0.

##### Introductions - Katy Davis, Options Counselor and Chanel Prince, Elder Rights Specialist

- With Katy and Chanel having joined the team at the end of January, we are now fully staffed. Each gave the Board a summary of their background and experiences they bring to their new positions and said they were excited to be a part of Heritage. While time did not allow individual introductions by Board members, they were both warmly welcomed by all in attendance.

##### Annual Finance Audit Report – Mandi Holcomb, Denman & Company

- A draft of the SFY25 annual audit financial report was presented to the Board. The Auditor's Report, Statements of Financial Position, Statements of Activities and Statements of Cash Flows were reviewed. The Notes to Financial Statements section is consistent with the prior year, with Mandi highlighting a couple of areas related to the financial statements and overall financial health of the organization. Mandi discussed the requirement for the Supplementary Information, reviewed the Schedule of Expenditures of Federal Awards and the Independent Auditor's Report. Denman issued an unmodified opinion with no qualifications or modifications needed. Several questions from the Board were addressed by Mandi and Fiscal Director, Jennifer Knudtson.

## REGULAR AGENDA

### Finance Report

#### • Updates

- On February 3, 2026, the President signed into law the continued funding of HHS through September 30, 2026. Title III and NSIP funding will continue to be flat-funded. It will take some time for Federal level to issue the Notice of Grant Awards to the State who then issues Notice of Grant Awards to the AAA's.
- ADS has disbursed Federal funding for February 2026 to the AAA's.
- A \$25,348.62 fund transfer from the ARPA account to the Checking account has taken place to continue staffing two positions for Quarter 2.
- A fund transfer of \$1,133.02 has taken place from the Money Market account to the Checking account to cover VOCA related duties for Quarter 2.
- An updated SFY26 Area Plan budget is due to the State February 22, 2026, along with the SFY27 budget to be included with the Area Plan submittal in early April.

#### • Fiscal Dashboard

- Statement of Cash Flows and Balance Sheet as of February 9, 2026, as well as the Combined Statement of Revenues and Expenditures from July 1, 2025, through June 30, 2026, were included in the meeting packet for Board review as were Q2 Bank and Fund Balances, Sub Provider Spenddowns and Encore Café attendance and contributions.

### Approval of Finance Report

No other questions, Directors O'Connor and Schmidt moved and seconded to approve the Finance report. Motion carried, 7-0.

### Fundraising Committee Report - Barb Werning for Karen Huber

#### • Caregiver Wellness Day Event (CWD)

- The first CWD Committee planning meeting for the 2026 event has been moved from Monday, February 16 to Monday, March 16, 2026, at 2:00 p.m.

#### • Corridor Conference on Aging

- Heritage will be partnering with Kirkwood Community College (KCC) for the first time in presenting a free, full-day event for adults 60+ on Wednesday, May 20, 2026, at the KCC Linn County Regional Center, Hiawatha, IA. Registration is now open and more information to come on this aging well event.

### Operations/Executive Director's Report

#### • Staffing

- As previously mentioned, with the two new employees who started in January, we are fully staffed.

#### • Program Updates

##### - Congregate Dining

- The new monthly St. Paul's United Methodist Church congregare dining site opening is slightly delayed and will take place on Wednesday, March 4. Consumers dining at Lowe Park in Marion have been notified their last Wednesday congregare dining meal will be February 18 (they still have the meal catered on Thursdays). ADS has approved these changes and all parties have been notified accordingly.

- Heritage is still in the planning stage of the Iowa City area congregate dining site.
- IRTC services to be provided for UnityPoint are also being delayed until March 1. The agreement is undergoing review/signature processes with their legal team.
- We now have two staff certified to teach Tai Chi. Congratulations to Anna Slife, Nutrition Services Coordinator, for completing her certification.
- Heritage has been notified our office move to a new Kirkwood location will take place during the Fall semester 2026 instead of the Spring/Summer timeframe.
- There are several changes on the Kirkwood Campus of which Heritage has been a part. Currently, all documents from our KIN (Kirkwood Information network) to KON (Kirkwood's new SharePoint site) are being moved. Management and key staff will be moving the final documents from the old database to the new one in the next few weeks. Also, Heritage will be transitioning our phones to a Zoom call platform in June, which follows the changeover taking place with the rest of the campus.
- Further internal activity is taking place to review and update Heritage's policies due to Iowa Code changes and the implementation of ADS policies and procedures
- The FY27 Area Plan update budget are also being worked on and are due to ADS in early April.
- Please direct anyone interested in participating on Heritage's Board of Directors or on our Advisory Board to contact Barb as we need more members.
- **Other Updates – Including DHHS Integration and Federal Changes**
  - An update regarding DHHS system redesign and movement to the new maps was given at the meeting.

### Action Items

- **Administrative Policy Statement Changes - Jill Sindt, Community Advancement Director for Kellie Elliott-Kapparos, Integrated Services Director**
  - Board members received an e-mailed copy of the proposed administrative policy statement changes 1.1-1.6, for review prior to today's meeting. Jill covered each policy statement, discussing what prompted the changes, such as edits to the Older Adults Act (OAA), wording modified to be in alignment with a statement that meets Iowa HHS Aging and Disability Services Division requirements, along with other items that were consolidated or needed new wording added. Discussion among members took place.

### Approval of Administrative Policy Statement Changes

With no other questions, Directors O'Connor and Fisher moved and seconded to approve the Heritage AAA Administrative Policy Statement changes. Motion carried, 7-0.

- **Fiscal Policy Changes – Jennifer Knudtson, Fiscal Services Director**

- Board members received an e-mailed matrix of the proposed fiscal policy changes for review prior to today's meeting. Jenn started to cover the changes, however at 3:25 there was no longer Board quorum so this item will be added to a future meeting agenda.

### Open Agenda

- **Board Advisory Member, Larry Kudej**
  - i4A "Day on the Hill," will take place Wednesday, March 4, 2026, 7:00-10:00 a.m. at the State Capitol Rotunda, West and South, in Des Moines. This is an opportunity to speak with Legislators regarding older Iowan adult issues and the challenges they face. Lobbyist, Amy Campell, will be present. Board members should contact Barb with any questions or if they plan on attending.

- Board Chair, Keith Stamp
  - Keith shared a picture and article from *The Monticello Express* newspaper dated 02/11/26, showing Heritage employee, Bryan Bruner, leading a Tai Chi class of over 80 people at the Monticello Parks and Recreation Department, Berndes Center. With a usual site/class attendance of 20-30 individuals, participation so far has exceeded what was anticipated. Many positive comments from community members have been received. The class is targeted at individuals ages 60-plus, but the article stated anyone is welcome to attend. The class is held Wednesdays, starting at 11:30a.m. and will last between 12-14 weeks in duration.
- Executive Director, Barb Werning
  - Barb reminded the Board the March meeting will take place on the third Thursday, March 19, 2026, from 2:00 to 3:30 p.m. There will be several strategically important matters the Board must vote on for approval including the FY27 Area Plan and Budget. Please plan on attending and remaining through to the end of the meeting.

**Public Comment**

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

**Motion to Adjourn**

- No further business, Directors O'Connor and Fisher moved and seconded a motion to adjourn. The meeting was adjourned at 3:30 p.m.

**Next Meeting**

Thursday, March 19, 2026, from 2:00 to 3:30 p.m., in-person or via zoom conference call at the Heritage East building conference room, 6301 Kirkwood Boulevard SW, Cedar Rapids.

Respectfully submitted by:

*Denise Babcock*

Denise Babcock, Assistant Secretary

Approval by Board:

*Keith Stamp*

Keith Stamp, Chair