

NORTHEAST MISSOURI AREA AGENCY
BOARD OF DIRECTORS MEETING MINUTES
May 24, 2021 10:00am
Shelbina Library

The meeting was called to order by Chair Laura Burnham at 10:15 am.

Members present: Carol Ragar, Debra Sparks, Dollene Sanders, Travelle Whitaker, Twila Anderson, Mary Lou Brennen, Ruby Dunbar, and Laura Burnham.

Also present: Rebecca Nowlin, (Aging Best) our temporary director; Lisa Knoll (Aging Ahead) who is assisting her; Michael Brewer, Mindy Ulstead and Becky Harris for DHSS

Members absent: Cheryl Brammer, Cheryl Hayes and Bev Cole

The Board reviewed the financial statements provided. Ms Ragar made a motion to accept them as presented and Ms Sparks seconded it. The motion passed unanimously.

The Board reviewed the meals and home health care reports provided. Ms Sparks made a motion to accept them as presented and Ms Anderson seconded it. The motion passed unanimously.

Both Ms Nowlin and Ms Knoll have been in contact with staff. They both report that the work is getting done and staff questions are being addressed. Ms Ulstead also mentioned that she has been contacted with questions from staff and is helping out as well. We seem to be treading water while we await Ms Windtberg's return from medical leave.

Ms Anderson made a motion that we obtain a 'rider' to our D&O insurance to cover Ms Nowlin and Ms Knoll as long as they are functioning as our temporary directors. Ms Whitaker seconded the motion and it passed unanimously. Ms Burnham was directed to contact our insurance agent.

The Board reviewed the proposed assistant director job description which is based in large part on a similar position with Aging Ahead. The Board feels that hiring this person is critical to continuing the Agency's mission. Ms Whitaker made a motion to approve the job description and move forward with hiring. The motion was seconded by Ms Sanders and passed unanimously. Ms Knoll will arrange for the job to be posted on Indeed and she and Ms Nowlin will screen candidates. Ms Sparks, Ms Whitaker and Ms Burnham will then interview them. Ms Burnham will place an ad for the position as proscribed by our Personnel Policy and she will contact our providers to spread the word that we are hiring. She will also look into finding a location in Kirksville to hold the interviews as there is little privacy at the office. The rest of the Board is encouraged to also spread the word.

Ms Anderson made a motion to give staff a 1.3% cost of living raise for the upcoming fiscal year which starts July 1, 2021. The amount is consistent with the Social Security cost-of-living adjustment for 2021. The motion was seconded by Ms Sanders and passed by a vote of 7 to 1.

The Board reviewed the personnel policy based on the one used by Aging Ahead. Ms Whitaker made a motion to table further decision for now. Ms Sparks seconded it. The motion passed by a 7-1 vote.

The next Board meeting was set for June 28, 2021. A motion was made by Ms Rager, seconded by Ms Anderson to adjourn the meeting. The meeting was adjourned at 11:45 am.

Respect submitted,

Laura Burnham