

**NORTHEAST MISSOURI AREA AGENCY ON AGING  
BOARD OF DIRECTORS MEETING MINUTES**

Shelbina Library, Shelbina MO

April 22, 2019

10:00 A.M.

**CALL TO ORDER:** Twila Anderson called the meeting to order at 10:00 a.m. and led the group in the Pledge of Allegiance to the Flag

**Board Members Present:** Twila Anderson, Beverly Cole, Walt Bittle, Dollene Sanders, Cheryl Brammer, Carol Ragar and Travelle Whitaker.

**EXCUSED:** Cheryl Hayes, Joyce Pickering, Judy Sampsel, Laura Burnham, Ruby Dunbar, and Martha Redding.

**STAFF PRESENT:** Pam Windtberg

**APPROVAL OF AGENDA:** Approved.

**APPROVAL OF MINUTES:** Approved as presented.

**EXECUTIVE DIRECTOR UPDATE:**

The Navigator grant ends in September. We have been told there will be another Navigator grant and our contractor is interested. Our BEC grant also ends in September and we are hoping there will be another grant.

Missouri is under the national average for congregate nutrition clients being at high nutrition risk. In FY 18 the national average was 21%, NEMO AAA's average was 8.25%. For FY 19 contractors have been stressing the importance of answering the nutrition risk questions with clients and at this point approximately 27% of our nutrition clients are high risk.

The state will start monitoring the AA's for FY 19. They have given us a copy of their monitoring tool- it is VERY COMPREHENSIVE!!!!

We have to procure our audit for FY19. NW AAA shared their audit bid with us.

We also must purchase a new financial program- the auditors told us that Quick Books Pro or the non-for-profit version would be adequate for our needs.

We received a new allotment table. We received a substantial increase.

**FINANCIAL REPORTS** (Balance Sheet and Budgeted Statement of Revenues and Expenditures): Cheryl Brammer made the motion to approve the February & March financial reports as distributed. Seconded by Travelle Whitaker and carried by aye vote of all those listed above as present.

**CHECKS WRITTEN REPORT:** Cheryl Brammer made the motion to approve the February & March checks written report as distributed. Seconded by Carol Ragar and carried by aye vote of all those listed above as present.

**LEGISLATIVE UPDATE:**

House Bill 337 (senior growth and development) should be perfected in the House on Tuesday. It will need to be read one more time and then it will be sent to the Senate. This money will be earmarked for AAA's. . Please advocate with your senators to support Senate Bill 86.

**SHL REPORT:** Walt reported that the NE delegation will meet in June to select priority and alternate bills to be submitted to the SHL Board.

**C.A.R.E. REPORT:** Jean Robbins, Director Schuyler County Senior Center reported on the progress of the work on the building at their new location and on the success of several fundraisers they have had.

**NEW BUSINESS:**

1. USDA Meals/Medicaid Meals – February & March information provided.
2. Family Caregiver Support Program – February & March information provided.
3. Board/SHL Elections Update – No election was held- there was no competition for the Board or SHL.

**Board Results-**

Ruby Dunbar, Cheryl Hayes, Beverly Cole and Laura Burnham's new 3 year term in office will begin July 1, 2019. Debra Sparks, Shelby County has expressed interest in serving on our board.

**SHL Results-** A new two year term will begin July 1<sup>st</sup> for SHL delegates: NE region Representatives Jackie Settlage,

Dollene Sanders and Andy Jackson; Mark Twain region Representative Carole Akery; Boonslick Region Senator Walt Bittle. Alternates- Cheryl Fible and Laura Marsh will serve a one year term. We have one senator vacancy, six representative vacancies, three alternate senator vacancies and one alternate representative vacancy.

4. Standing Committee Reports, 3<sup>rd</sup> Quarter FY 19 – Information provided.
5. ma4 – Dues are increased \$500 per AA. Our dues are now \$1,500. In addition we will have to pay a percentage of the rent on ma4's office space in Jefferson City. Catherine Edwards, ma4's executive director is retiring in October. The search is on for her replacement.
6. Bidding Process Update – we held a pre bid conference on February 28<sup>th</sup>. Several current providers attended and 3 potential providers came. So far we have received 5 RFP's in the office. All RFP's are due at 2:00pm on Tuesday, April 30<sup>th</sup>. Potentially we could have competition with in-home, nutrition (one county) legal and the Ombudsman program. The Program Planning Committee will be meeting in May to score the RFP's where there is competition.
7. By Laws Amendment- Dollene Sanders made the motion to approve the change to the by-laws. Seconded by Travelle Whitaker and carried by aye vote of all those listed above as present.

The meeting adjourned at 11:30 am.

Respectfully submitted,



Beverly Cole, Secretary

- 1           b.     When a Board member is absent from any meeting without prior notice, the Board  
2           Chairman will remind the member of this meeting attendance policy.  
3  
4           c.     If a Board member is absent from three (3) Board meetings in a fiscal year the  
5           Board Chairman will ask the Board to remove the member from the Board. It will  
6           be the duty of the Board Chairman to notify the member in writing.  
7  
8           d.     A member may also be removed from the Board because of:  
9  
10                     • Negligence of Board duties and responsibilities.  
11                     • Illegal activity as a member of the Board.  
12                     • Acting in any manner detrimental to NEMO AAA.  
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14           Section 7. The Executive Director of NEMO AAA shall be an ex-officio member  
15 of the Area Agency Board, acting in an advisory capacity.  
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### 18                                     ARTICLE III: OFFICERS

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20           Section 1. The officers of the Board of Directors shall be: Chairman, Vice  
21 Chairman, Secretary, Treasurer, Parliamentarian, Member-at-Large, and such  
22 assistants as may be deemed necessary. These officers shall be elected from and by  
23 the members of the Board of Directors. The Chairman shall have served at least one  
24 (1) year on the Board of Directors prior to election as Chairman.  
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26           Section 2. The officers shall serve for a term of one year. If the Chairman  
27 position becomes vacant before the end of the term, the Vice Chairman will serve out  
28 the remainder of the term. If another board position becomes vacant before the end of  
29 the term, the Board may appoint another person to that position to serve out the  
30 remainder of the term. No person may hold two board officer positions at the same  
31 time.  
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33           Section 3. No person shall serve in the same office for more than two (2)  
34 consecutive terms.  
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### 37                                     ARTICLE IV: DUTIES AND POWERS OF OFFICERS AND BOARD

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39           Section 1. The executive power of the Agency shall be vested in the Board of  
40 Directors who shall have charge of the affairs and funds of NEMO AAA, and shall have  
41 the power and authority to do and perform all acts and functions in accordance with  
42 these Bylaws.  
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44           Section 2. The Area Agency Board of Directors shall maintain the ultimate  
45 authority and responsibility for implementation of the approved area plan to provide