

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

Shelbina Library, Shelbina MO

November 28, 2011

10:00 A.M.

**CALL TO ORDER:** Wanda Smith 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:** Jim Boettcher, Vera Monroe, Wanda Smith, Twila Anderson, Sue Johnson, Dollene Sanders, Ruby Dunbar and Walt Bittle.

**EXCUSED:** Wilma Stephens, Joyce Findley, Milt Garrett, Sue Conover, Cheryl Brammer and Jean Patrick.

**STAFF PRESENT:** Pam Windtberg

**ROLL CALL:** The roll was called with all those listed above as present.

**APPROVAL OF AGENDA:** Jim Boettcher made the motion to approve the agenda. Seconded by Ruby Dunbar and carried by aye vote of all those listed above as present.

**APPROVAL OF MINUTES:** Dollene Sanders made the motion to approve the September 26, 2011 minutes as distributed. Seconded by Ruby Dunbar and carried by aye vote of all those listed above as present.

**FINANCIAL REPORT:** Vera Monroe made the motion to approve the September & October financial reports as distributed. Seconded by Twila Anderson and carried by aye vote of all those listed above as present.

**CHECKS WRITTEN REPORT:** Vera Monroe made the motion to approve the September & October checks written report as distributed. Seconded by Jim Boettcher and carried by aye vote of all those listed above as present.

**SHL REPORT:** No report.

**C.A.R.E. REPORT:** No report.

**EXECUTIVE DIRECTOR UPDATE:** The water leak at the office has been fixed- this should eliminate the problem of water backing up into the building every time we get a heavy rain.

We had another successful NEMO Senior EXPO- Toni did a great job organizing the event. There were 56 exhibitors and around 200 attendees. We had excellent community support again this year- all costs were covered by donations and registration fees. There is a balance of \$473.24 in the NEMO Senior EXPO account for next year.

The agency and several of the nutrition contractors are very busy doing Medicare Part D plan comparisons/enrollments. Open enrollment ends on December 7<sup>th</sup>.

OATS had a very nice 40<sup>th</sup> anniversary celebration.

**LEGISLATIVE UPDATE:** A continuing resolution extends funding through December 16, 2011.

**UNFINISHED BUSINESS:**  
NONE

**NEW BUSINESS:**

1. USDA Meals/Medicaid Meals – September & October information provided.
2. Family Caregiver Support Program – September & October information provided
3. Standing Committee Report, 2<sup>nd</sup> Quarter FY12 – Information provided.
4. Bylaws Amendment – Twila Anderson made the motion to amend the by-laws by revising section 2 to reflect current board meeting schedule of 5 meetings annually. Seconded by Walt Bittle and carried by aye vote of all those listed above as present. Twila Anderson made the motion to amend the by-laws by revising section 3 to clarify that there must be two members of the organization signing all checks. Seconded by Walt Bittle and carried by aye vote of all those listed above as present. Twila Anderson made the motion to amend the by-laws by adding additional language regarding board member meeting attendance to section 6. Seconded by Walt Bittle and carried by aye vote of all those listed above as present.
5. NEMO AAA FY 11 Audit – Our audit has been scheduled for the first week in January 2012.

6. Area Plan Update – Ruby Dunbar made the motion to approve submitting the updated area plan reflecting the funding increase in contracts, the cost of living for AA staff that were approved at last months board meeting and adding an additional \$2, 007 (allocated by the State Ombudsman office) to the Ombudsman program contract. Seconded by Vera Monroe and carried by aye vote of all those listed above as present.
  
7. POMP Survey – The area agencies in Missouri are participating in the Administration on Aging Performance Outcomes Measures project (POMP) which was developed to field-test a core set of performance measures for programs on aging operating under the Older Americans Act. The AA's chose to start with the POMP 5 Home Delivered Meals Satisfaction Survey. NEMO AAA began administering the survey on November 14<sup>th</sup> to 10% of active title III C home delivered meal clients randomly selected for the survey.

The meeting adjourned at 10:45 am.

Respectfully submitted,

Sue Johnson, Secretary