

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

308 Central Avenue, Fort Dodge, IA

January 18, 2017, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Steven Ehrhardt at 10:12 a.m.

0.1 Introduction of Board members, staff and visitors.

President Ehrhardt called for introductions of visitors and staff. Staff members: Donell Doering and Shelly Sindt, Co-Executive Directors, Sherri Boedeker, Finance Director and Amy Simpson, Administrative Assistant were present. Beth Will, Liaison to the Board, Jeri Mayer, Auditor, and Lori Hain, Advisory Council were also present.

0.2 Roll Call

Mary Jeann Batham	Ph	Mike Otto	P
Margie Brones	Ph	Roy Schoon	Ex
Jim Burns	P	Vacant	
Steven Ehrhardt	P	Jan Sowers	P
Paula Harms	P	Wilma Straus	P
Mabel Mantel	Ph	Vacant	

0.3 Items added to the Board Agenda by Board Members and Agency Staff

Co-Executive Director Committee Sindt requested that Item 1.3.2. be added under the Governance Committee to state discussion on Advisory Council member and potential application for a Board of Directors vacancy.

0.4 Adopt Agenda

President Ehrhardt called for a motion to adopt the January 18, 2017, Board Agenda with the addition of Item 1.3.2. It was moved by Paula Harms and seconded by Wilma Straus that the agenda be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of December 13, 2016, Board Meeting Minutes

President Ehrhardt called for approval of the December 13, 2016, Board Meeting minutes. It was moved by Paula Harms and seconded by Jim Burns that the December 13, 2016, meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Human Resources Committee

1.2.1 Human Resources Committee Report

President Ehrhardt requested staff and guests leave the room. Chair Otto stated that the Human Resource Committee met on January 18, 2017, at 9:00 a.m. Classified ads for the position of CEO were placed in the newspapers of the four Elderbridge offices. Five applications were received for the position and three of the applications were determined not to have the appropriate qualifications for the position. Two outside candidates and one internal candidate will be contacted for interviews.

The interview panel will consist of Human Resource Committee members. The interviews will be scheduled by January 27, 2017, depending on the candidate's schedules. A recommendation then will be made to the full Board once the interviews have been conducted.

It was moved by Mike Otto and seconded by Jan Sowers that the Human Resource report be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3 Governance Committee Report

1.3.1 Discussion and approval of Board application

Chair Burns stated that the Governance Committee met on January 6, 2017, to discuss the application of Lionel J. Foster for the vacant Board position. The Governance Committee recommended the appointment of Mr. Foster to the open Board position.

It was moved by Jim Burns and seconded by Paula Harms that the recommendation be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

Chair Burns stated that he has spoken with John Boender about his interest in serving on the Board. He indicated that he wasn't interested in serving on the Board at this time. Co-Executive Director Sindt stated that she has received an application from Larry Pedley who is currently serving on the Advisory Council representing Osceola County.

1.3.2 Discussion of Advisory Council Member and application of potential new Board Member

Co-Executive Director Sindt stated that Advisory Council member Deb Woodcock of Clay County has taken a five month temporary job and may not be able to participate in meetings during the five month period. She still wants to serve on the Advisory Council and will miss possibly one meeting. The Board did not see a problem and her absence would not impact the Advisory Council a great deal.

1.4 Central Services Report

1.4.1 Discussion and approval of Central Services Report

Vice Chair Harms stated that Central Services met on January 10, 2017. An increase of 5% in the rent for the Spencer and Fort Dodge buildings for the

2017 calendar year. The Spencer building siding project has been completed. Chair Struecker also updated the Central Services on the projects he has been involved with in the Fort Dodge meeting.

It was moved by Paula Harms and seconded by Jim Burns that the Central Services report be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.0 FY2016 Audit Report Presentation

2.1 Audit Report – Jeri Mayer

Jeri Mayer handed out the official audit report to the Board members. The audit was conducted during the first week of October. Bank statements, payroll, allocations and accounting procedures were reviewed during the audit. A couple of changes on how to improve the monitoring of sub-recipients were recommended to the finance department. The GMS system is now running smoothly which made the audit easier to conduct this year. The audit report was submitted to the state on December 31, 2016. The completed audit report was also sent to the federal government. The full audit report was issued to the Board members and Jeri Mayer provided an overview to the Board members.

President Ehrhardt called for a motion to adopt the audit report. It was moved by Mike Otto and seconded by Jim Burns that the audit report be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

3.0 Finance Report

3.1 Finance Report – Sherri Boedeker, Finance Director

Elderbridge has expended 22% of Title III E Caregiver funds and it should be at about 42%. The check registry has been included in the Board packet for approval as part of the Best Practices requested by the auditor. The auditor has recommended that instead of auditing all meal sites with deposits, it was recommended that Elderbridge appropriate advance amounts to send to the sites to open new bank accounts. The old bank account would be closed after 45 days and the proceeds sent to Elderbridge. A loss may occur, but it would not be significant. This process will begin in April 2017. The Elder Rights program is currently at about 95% expended. The funds will now be reported in Options Counseling and Caregiver areas, because the Elder Rights program is not fully funded by the state.

It was moved by Mike Otto and seconded by Paula Harms that the Finance report be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

4.0 Community Relations

4.1 County Updates – Feedback from Board Members and/or general public

Humboldt County's intellectual disability workshop was closed. Government funding was drastically reduced and they were unable to operate. Friday, January 13,

2017, was their last day. The clients have been absorbed by Fort Dodge and Fort Dodge is helping keep the client's individual apartments running. The building where clients worked also shut down and the building is now for sale.

President Ehrhardt called for discussion concerning the next Board meeting since the January meeting was moved back and the February will be coming up quickly and is on Valentine's Day. After a brief discussion it was decided to leave the Board meeting as scheduled so as to not disrupt the normal meeting schedule.

5.0 Coming Dates

5.1 The next Board Meeting – 10:00 a.m. February 14, 2017 – Fort Dodge Elderbridge office

5.2 Next Advisory Council meeting is scheduled for February 22, 2017, at 10:30 a.m. in Fort Dodge

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Jan Sowers and seconded by Paula Harms that the meeting be adjourned at 11:00 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)