

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

308 Central Avenue, Fort Dodge, IA 50501

July 11, 2017, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Paula Harms at 10:07 a.m.

0.1 Introduction of Board members, staff and visitors.

President Harms called for introductions of visitors and staff. Staff members: Shelly Sindt, CEO, Sherri Boedeker, Finance Director, and Amy Simpson, Executive Assistant were present. Ann Leonard, Liaison to the Board was also present.

0.2 Roll Call

Mary Jeann Batham	P	Mabel Mantel	Ph
		Mike Otto	Ph
Jim Burns	P	Jan Olson	Ph
		Larry Pedley	A
Lionel J. Foster	P	Jan Sowers	P
Paula Harms	P	Beth Will	P

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

No new items were added to the agenda.

0.4 Adopt Agenda

President Harms called for a motion to adopt the July 11, 2017, Board Agenda. It was moved by Beth Will and seconded by Mabel Mantel 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 June 20, 2017, Board Meeting Minutes

President Harms called for approval of the June 20, 2017, Board Meeting minutes. It was moved by Lionel Foster and seconded by Beth Will that the June 20, 2017, Board Meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Seating of Director Jan Olson

It was moved by Lionel Foster and seconded by Mabel Mantel that Jan Olson be seated as a new Board member for her 1st term. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3 Election of Committee Members

Chair Burns called for nominations to the Governance Committee, Finance Committee, Human Resources Committee, Fundraising Committee and Central Services Committee.

It was moved by Beth Will and Lionel Foster that Jim Burns, Jan Olson and Larry Pedley to serve as members of the Governance Committee. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

It was moved by Jan Sowers and seconded by Jim Burns that Mary Jeann Batham, Mabel Mantel and Mike Otto serve as Finance Committee members. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

It was moved by Beth Will and seconded by Jim Burns that Lionel Foster, Mabel Mantel, Mary Jeann Batham and Mike Otto serve on the Human Resources Committee. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

It was moved by Jim Burns and seconded by Mabel Mantel that Jan Sowers, Larry Pedley and Jan Olson serve on the Fundraising Committee. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

It was moved by Mary Jeann Batham and seconded by Jan Olson that Dale Struecker, Jan Sowers, Jim Burns, Paula Harms, Lionel Foster and Beth Will serve on the Central Services Committee. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.4 OIL Delegate Appropriation Update

It was recommended that a maximum of five delegates be sent to the Older Iowans Legislature in September. Total budget is \$1,800. Maximum per person is \$250 to attend session. The \$250 would cover travel costs, hotel and food. Mabel Mantel said she would be willing to attend the Older Iowans Legislature this year. It was moved by Jan Olson and seconded by Beth Will that a maximum of 5 delegates be allowed to attend Older Iowans Legislature in September. On roll call the vote was as follows:

Aye: all (the motion was declare carried.)

1.5 Appointment of Liaison to the Advisory Council

Vice President Foster volunteered to be the liaison to the Advisory Council. It was moved by Jan Sowers and seconded by Beth Will that Lionel Foster serve as the Advisory Council liaison. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker

2.1 Finance Report

Finance Director Boedeker stated that Elderbridge will end the year with an excess revenue or expense. Elderbridge still has two clients with Iowa Medicaid Enterprise. The workmen's compensation insurance for the agency will be increasing in the coming fiscal years.

The meal sites have been asked to return old advances. There were was a 3% loss. Three sites had a loss of over \$1,000. Meal sites will need to balance each month.

Elderbridge has a new bank account at Manufacturing Bank & Trust. The grant administrator has applied for grants from MBT and has received a grant after an account was established.

An unanticipated expense for the last fiscal year was the dollars spent to get Elderbridge Alliance up and running by July 1, 2017.

The rent for the Carroll office has been reduced. The landlord was willing to work with Elderbridge to keep Elderbridge in the space. Two people remain in the Carroll office. There will be no office hours and will be by appointment only. The cost was reduced by about \$700 a month.

It was moved by Lionel Foster and seconded by Mabel Mantel that the financial report including the revised organization chart be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

3.0 Agency Program Report

3.1 CEO Report – Shelly Sindt

CEO Sindt stated that Upper Des Moines Opportunity will be leasing 6 offices and the warehouse for \$1,700 a month. They have begun moving into the office and have requested extra outlets in the warehouse for their food pantry. Restriping of the parking lot will be done also. CEO Sindt has completed two months of a course for non-profits management.

CEO Sindt proposed a different schedule for Board meetings in an effort to reduce costs. There will be 4 in person Board meetings a year with the rest to be conducted by conference call. Board secretary will take notes/minutes and provide those to staff to put into appropriate format. Jim Burns stated the June meeting should be face-to-face to elect officers for the Board. June, July, October, December and March will be in person meetings. Most of the other AAA's do every other month or quarterly Board meetings. Light refreshments will be served instead of lunch. Board members prefer a 10:00 a.m. start time for the meetings.

CEO Sindt stated that a Board retreat will be scheduled in September at Kennedy Park in Fort Dodge. Managers will be involved with the retreat also. Mike Otto suggested the retreat be on a regular Board meeting date to avoid conflicting schedules. Mike Otto

stated the Board should have the option of doing an in person meeting if it is deemed necessary.

It was moved by Beth Will and seconded by Jim Burns the Board will have no less than 5 in-person meetings a year with the remaining meetings to be held by conference call. In person meetings will be at 10:00 a.m. with light refreshments, no lunch will be served. Board Secretary will take notes/minutes to be submitted to staff within 7 days. The annual Board meeting will be in July with the annual Board retreat to be in October beginning next fiscal year. New Board orientation will be provided by the CEO and the Executive Committee.

3.2 Nutrition Program Report – Robert Ammann

Healthy Aging Director Ammann shared his work goals for the Nutrition department. Meal sites and duties have been shifted around. Two employees have completed Stepping On workshops in Carroll and Algona. Matter of Balance workshops have also been completed in Mason City and Osage.

The Menu Committee met to begin working on the fall/winter menu cycle. The Senior Farmers Market program funding has been reduced. The allotment for this year will be enough for 2,340 participants. Elderbridge will receive \$8,000 for the Growing Bolder Initiative through the Iowa Department of Public Health.

Iowa State Extension will be offering the AAA's free programming at the congregate meal sites. The program will be implemented by trained Extension staff.

The City of Ventura meal site has asked that the meal site move out of building by September. Amy Jones is working on a solution to help with the costs of the Ventura site building. The caterer for the Belmond meal site will no longer be providing meals. Other options are being looked at to keep the meal site open.

4.0 Community Relations

- 4.1** County Updates – Feedback from Board Members and/or general public
No updates at this time.

5.0 Coming Dates

- 5.1** The next Board Meeting – 10:00 a.m. August 8, 2017 – Conference Call
5.2 N4a Conference in Savannah, Georgia - July
5.3 Next Advisory Council meeting - August 23, 2017, 10:30 a.m. in Fort Dodge Elderbridge Office
5.4 Next Central Services Meeting – August 8, 2017 – Conference Call

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Jim Burns and seconded by Beth Will that the meeting be adjourned at 11:55 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)