

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

308 Central Avenue, Fort Dodge, IA 50501

June 20, 2017, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Steven Ehrhardt at 10:05 a.m.

0.1 Introduction of Board members, staff and visitors.

President Ehrhardt 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.

Annette Petersen introduced herself to the Board and expressed her appreciation in being part of the Elderbridge Agency.

0.2 Roll Call

Mary Jeann Batham	P	Mabel Mantel	Ph
Margie Brones	Ph	Mike Otto	Ex
Jim Burns	P	Larry Pedley	Ex
Steven Ehrhardt	P	Jan Sowers	A
Lionel J. Foster	P	Wilma Straus	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

Vice President Harms called for a motion to adopt the June 20, 2017, Board Agenda. It was moved by Paula Harms and seconded by Jim Burns 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 May 9 and May 30, 2017, Board Meeting Minutes

President Ehrhardt called for approval of the May 9 and May 30, 2017, Board Meeting minutes. It was moved by Lionel Foster and seconded by Beth Will that the May 9 and 20, 2017, Board Meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Governance Committee

1.2.1. Approval of Board Application – Jan Olson

Jan Olson submitted an application for a Board vacancy. She is a former case manager of Elderbridge and will bring knowledge of the Aging network to the Board. It was moved by Jim Burns and seconded by Lionel Foster that Jan Olson be appointed to the Board of Directors. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2.2 Approval of Beth Will for 1st Full Term

Beth Will was appointed to fill Roy Schoon's vacant position in May 2017. His term was set to expire on June 30, 2017. Chair Burns recommended that Beth Will be approved for her first full term on the Board to begin July 2017. It was moved by Jim Burns and seconded by Mary Jeann Batham that Beth Will be approved for her first full term. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2.3 Approval of Advisory Council Applications

Chair Burns recommended that Clint Fodge of Pochahonta County, Joene Bohlmann, Carroll County and Linda Vaudt of Kossuth County be approved for the Advisory Council. Clint Fodge and Joene Bohlmann will be serving their 2nd terms. Linda Vaudt will be a new member for Kossuth County and she is a very active member of her community and currently works with low income families. President Ehrhardt stated that Nancy Franck of Worth County needed to be added to the approved members. Chair Burns stated Nancy Franck's application was discussed during the June 6, 2017 Governance Committee meeting and was recommended for approval.

It was moved by Jim Burns and seconded by Mabel Mantel that Clint Fodge, Joene Bohlmann, Linda Vaudt and Nancy Franck be approved for the Advisory Council. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2.4 Vacant Counties for Advisory Council – Buena Vista, Dickinson, Lyon, Osceola and Webster

Chair Burns stated that there are five counties with vacancies in the northwest region. CEO Sindt stated there will be an application coming from Lyon County.

1.2.5 Discussion and vote for slate of officers to start on July 1, 2017

Chair Burns stated that President Ehrhardt will no longer be a Board member as of July 1, 2017, along with Wilma Straus and Margie Brones. All vacating members have served the maximum number of years. Chair Burns called for nominations from the floor. Hearing no nominations, Chair Burns recommended that Vice President Paula Harms become President as of July 1, 2017. It was moved by Jim Burns and seconded by Lionel Foster that Paula Harms be appointed to the position of President of the Board of Directors. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

Chair Burns stated two names have been recommended for Vice President, Larry Pedley and Lionel Foster. Chair Burns called for any further nominations. No further nominations were recommended. Members submitted paper ballots and the two members on the phone will be polled individually for their vote. After counting the ballots and polling Board members on the phone, the final vote was in favor of Lionel Foster for Vice President.

It was moved by Jim Burns and seconded by Beth Will that Lionel Foster be appointed to Vice President as of the Board of Directors. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

Chair Burns stated that Jan Sowers is willing to continue in the position of Secretary. Chair Burns called for any nominations from the floor for Secretary. No nominations were received from the floor. It was moved by Jim Burns and seconded by Lionel Foster that Jan Sowers be appointed to the position of Secretary. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

Chair Burns stated that Mary Jeann Batham is willing to continue in the position of Treasurer. Chair Burns called for any nominations from the floor for Treasurer. No nominations were received from the floor. It was moved by Jim Burns and seconded by Beth Will that Mary Jeann Batham be appointed to the position of Treasurer. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

President Ehrhardt thanked the Board for the opportunity to serve the Elderbridge Board as president. He will be joining the Elderbridge Alliance Board in July.

1.3 Area Plan Update

CEO Sindt stated that the Area Plan for FY 2018-2021 has been approved by the Iowa Department on Aging. CEO Sindt presented the Area Plan to IDA in May.

1.4 Discussion and Scheduling of Board Training

CEO Sindt stated that she is looking at August or September for a full day of Board training. Joe Sample from i4a could do Board training for the agency. A survey will be sent out to members regarding the date of the training since several members are absent from the meeting. CEO Sindt will be finding the availability of the speaker for September and October.

2.0 Finance Report – Sherri Boedeker

2.1 Finance Report

Finance Director Boedeker stated that Iowa Medicaid Enterprise has cost settled with Elderbridge for FY 2015. The budget is balanced for FY 2018. Carry over funds are being used so this year needs to be settled as quickly as possible. Finance Director Boedeker will be going over time management/budget with managers and will have a

report for the Board by the August meeting. Meal sites are sending in invoices for their meal sites as a part of contract monitoring. Finance Director Boedeker will be submitting a report regarding meal sites. The organization chart has been revised and now includes a new position with Elderbridge Alliance.

CEO Sindt stated that Amber Hobson has been hired as the Elderbridge Alliance Program Coordinator. She will be working with the marketing team to do brochures, print ads, presentations and radio ads in the six target counties. She will also be the contact person that will be coordinating all Elderbridge Alliance activities. A grant proposal will be submitted to Telligen to help fund that position.

It was moved by Lionel Foster and seconded by Mary Jeann Batham 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.)

2.2 Resolution to open bank account at Manufacturers Bank and Trust (MBT)

Finance Director Boedeker requested a resolution to open a bank account at MBT. Elderbridge's grant writer will be writing a grant to the foundation affiliated with MBT and an account would be beneficial in securing a grant.

It was moved by Margie Brones and seconded by Paula Harms that a Resolution to open a bank account at MBT be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.3 Approval of terms of promissory note to Elderbridge Alliance

Finance Director Boedeker proposed to not charge Elderbridge Alliance any interest regarding the promissory note until July 1, 2018. After that it would be 1% a year and the interest would be calculated based on the balance at the 15th of each month. Jim Burns recommended the 15th of each quarter instead of each month. Repayment of loan can start on July 1 of 2018 also.

It was moved by Jim Burns and seconded by Paula Harms that the terms for the promissory note be no interest for one year with 1% interest to start July 1, 2018, and to be calculated on the 15th of each quarter. 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 she has joined the Spencer Rotary Club. The Rotary Club's goal is to eradicate polio. Upper Des Moines Opportunity is moving into the Spencer Elderbridge office. They will be leasing six offices and the warehouse. CEO Sindt and Healthy Aging Director Ammann met with the landlord in Carroll because the large space is no longer needed. He has agreed to lower the office rent. There is still a possibility that the office may move.

Ameri Health Caritas has decided that they will internalize case management. No date has been given as to when this will happen. Elderbridge has not received any new referrals. Some of the other AAA's are no longer doing case management. The anticipated date Ameri Health will take over cases is January 1. Finance Director Boedeker stated there is money available for non-waiver case management for three full-time case managers.

3.2 Elderbridge Alliance Update – Shelly Sindt

The Elderbridge Alliance will launch by July 1, 2017. Advertising in the six target counties has begun. Amber Hobson has been hired as the Elderbridge Alliance Program Coordinator. The next Elderbridge Alliance Board meeting is scheduled for July 12, 2017, in Algona.

4.0 Community Relations

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

Ann Leonard from the Advisory Council stated the Council last met in May. She is very excited about Elderbridge Alliance.

5.0 Coming Dates

5.1 The next Board Meeting – 10:00 a.m. July 11, 2017 – Fort Dodge Elderbridge office.

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 Office Holiday Closing – July 4, 2017

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Jim Burns and seconded by Lionel Foster that the meeting be adjourned at 11:16 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)