

**ELDERBRIDGE BOARD OF DIRECTORS**  
**Special Meeting Minutes**  
**Conference Call**  
May 30, 2017, 9:30 a.m.

**0.0**     **Call to Order**

The meeting was called to order by President Steven Ehrhardt at 9:34 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, Fiscal Director, and Amy Simpson, Executive Assistant were present.

**0.2**     Roll Call

Mary Jeann Batham	Ph	Mabel Mantel	Ph
Margie Brones	Ph	Mike Otto	Ph
Jim Burns	Ph	Larry Pedley	Ph
Steven Ehrhardt	Ph	Jan Sowers	Ph
Lionel Foster	Ex	Wilma Straus	Ph
Paula Harms	Ph	Beth Will	Ph

**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 Ehrhardt called for a motion to adopt the May 30, 2017, Special Meeting Agenda. It was moved by Mabel Mantel and seconded by Mary Jeann Batham 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**     FY 2018 Budget Reductions

CEO Sindt stated that she met with the state on May 15, 2017 regarding the budget reductions for FY 2018. The total reduction amount is \$208,589. The reduction plan for FY 2018 is as follows:

- Eliminate 4 receptionists positions.
- Hire a .5 FTE Data Entry position
- Reduce Elder Rights positions down to 3 FTE's. Grant writer/fundraising position will go to .75 FTE.
- Reduce all full-time non-exempt (hourly) positions to 76 hour pay period with a .50 cent raise.
- Part-time non-exempt positions will have a salary freeze with no change in hours.
- Freeze all exempt position salaries.
- Reduce travel expenses by utilizing technology to hold virtual meetings
- Reduce Board meetings to 6 in-person and 6 virtual meetings per year
- Reduce Advisory Council Meetings to 2 in-person and 2 virtual meetings per year.
- Reduce i4a dues to \$17,100 a year.

- Reduce IT support costs by \$16,000 a year
- No vehicle replacement for FY 2018
- Reduce conference attendance
- Reduce case management staff as waiver caseloads decrease
- Utilize existing staff to provide Elderbridge Alliance and evidence based services
- Downsize the Carroll office to a cheaper space
- Purchase of service for Chore rather than contracts
- Upper Des Moines Opportunity to lease office space in Spencer

Finance Director Boedeker indicated that the budget balances with the suggested reductions. The budget reductions will start fiscal year 2018.

**1.2 Organization Structure Change**

CEO Sindt introduced a new organizational chart to the Board. The new chart reflects the changes in employee roles. As case managers leave the agency their positions are not being replaced. There is a possibility that Ameri-Health would like to have all the cases internalized by the end of the year. The organizational chart may be changed in the future as different needs arise. After an in depth discussion regarding the structure of the chart, it was moved by Jan Sowers and seconded by Jim Burns that the organizational chart be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.3 Additional Loan to Elderbridge Alliance**

CEO Sindt stated for Elderbridge Alliance to succeed as it is rolled out a loan from Elderbridge will be needed. Six pilot counties have been selected for the marketing blitz, but Elderbridge will provide services in all 29 counties if the need arises. There needs to be a staff person to coordinate the Elderbridge Alliance services and make presentations. The loan request from Elderbridge is in the amount of \$50,000. The funds are available to loan Elderbridge Alliance the money according to Finance Director Boedeker. As monies are generated the loan will be repaid. It was moved by Jim Burns and seconded by Mabel Mantel that \$50,000 loan be extended to Elderbridge Alliance. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**General Discussion**

Jim Burns indicated that the Council of Governments has some open office space in Carroll and may be open to leasing some space. Mike Otto asked what the total number of employees for the agency after the 4 lay-offs. The total number is 49.

**2.0 Adjournment**

**2.1 Adjournment**

There being no further business before the Board, it was moved by Paula Harms and seconded by Jim Burns that the meeting be adjourned at 10:21 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)