

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

Conference Call

November 14, 2017, 1:30 p.m.

0.0 Call to Order

The meeting was called to order by President Paula Harms at 1:36 p.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 excused.

0.2 Roll Call

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

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

Jim Burns requested Item 1.7 Governance Committee Report be added to the agenda.

0.4 Adopt Agenda

President Harms called for a motion to adopt the November 14, 2017, Board Agenda with the addition of Item 1.7 Governance Committee Report. It was moved by Mabel Mantel 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 October 10, 2017, Board Meeting Minutes

President Harms called for approval of the October 10, 2017, Board Meeting minutes. It was moved by Beth Will and seconded by Mabel Mantel that the October 10, 2017, Board Meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Joint Planning Committee

The Joint Planning Committee met on November 3, 2017, to set service priorities for FY 2019. The following services are recommend and ranked below:

1. Transportation
2. Home Delivered Meals/Material Aid
3. Evidenced base health activities

4. Assisted Transportation
5. Health Promotion Medication Management
6. Personal Care
7. Outreach – Mental Health
8. CHORE
9. Health Promotion and Disease Prevention Screening
10. Respite
11. Homemaker
12. Legal Services
13. Material Aid

It was moved by Beth Will and seconded by Mabel Mantel that the 13 priorities be approved for FY 2019. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3 Strategic Planning Committee Report

Beth Will stated the Strategic Planning Committee met on November 3, 2017, in the afternoon. Revising the mission statement was discussed, and a new mission statement was created. “To advocate for and empower older adults, caregivers and individuals with disabilities to pursue independent healthy lives.” The vision statement was also revised and reads as follows: To be the leader in providing our customers with information, access to resources and services and individualized or person centered support to maintain health and independence. The Board suggested that the word “customers” not be used. Mike Otto using the word “seniors” for “customers.” After further discussion the vision statement read: “To be the leader in providing information, access to resources and services and individualized support to maintain health and independence.” Core values and principles were also discussed during the meeting. The following principles were discussed:

1. Professionalism
2. Integrity
3. Excellence

The mission and vision statement will be discussed and voted on at the December Board of Directors meeting.

1.4 Board of Presentations Schedule

The schedule of County presentations was sent out to the Board for review. The feedback from the counties that have been visited so far has been good. CEO Sindt along with Robert Ammann, Nutrition Director and Bob Lincoln, County Social Services met with Webster County reviewed the Annual Report with the Board of Supervisors. They are under the impression that funding Webster County Public Health is sufficient and not taking into consideration the other services that Elderbridge provides in the county.

1.5 Board Holiday Gift

CEO Sindt stated that in the past the Board has given the staff time off during the Christmas Season. It was recommended that the Board give 6 hours on December 26th. In lieu of having a Holiday party, 2 hours will be given by Elderbridge for a total of 8 hours.

It was moved by Mike Otto and seconded by Lionel Foster that the Board give 6 hours of Holiday pay on December 26th. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.6 Fundraising Committee Report

The BEC grant is for \$115,000 and the agency should hear if it is awarded by December 1, 2017. Tammie McCready is working with Fundraising Committee members to get them active in doing fundraising. There is a Christmas appeal letter that will be sent in the coming weeks. Lionel Foster is putting together information concerning the Iowa Lottery and possibly requesting funding through them. Information will be sent out to the Board and Advisory Council when completed.

It was moved by Beth Will and seconded by Jim Burns that the Fundraising Committee report be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.7 Governance Committee Report

Chair Burns has a potential Board member from Webster County, Bob Singer, who is a former Supervisor. Information and application will be sent to him. Harry Frentess and Mike Devine are also possible candidates in Webster County, but have not been contacted yet. The Advisory Council has 3 vacancies and the Board has 2 vacancies. A new Advisory Council application for Buena Vista County has been received and will be brought to the next Board meeting.

It was moved by Jan Sowers and seconded by Mary Jeann Batham that the Governance Committee Report. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.0 Finance Report

The audit this year is later than normal and will be conducted during the last week of November. When the audit is complete there will be consolidated statements. Through September 16, 2017, there is \$16,208 revenues over expenditures. Case management is still making some money through the MCO's. Elderbridge has received 89% of the County funds which helps Elderbridge to use that money as leverage to go after grants. The salary and fringe benefits is running below what was budgeted. Expenses as a whole is at 23% which is below what was expected. The check registry was also included in the packet.

It was moved by Beth Will and seconded by Mabel Mantel that the Finance Report be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

3.0 Agency Program Report

3.1 CEO Report

CEO Sindt stated she is continuing to look for funding and partnerships. There is a possibility County Social Services may be located in the Fort Dodge office to be a partner with LifeLong Links. Rental income will be generated. The Spencer office has recruited a

volunteer that will be at the front desk to help with clients that come in for Upper Des Moines Opportunity. CEO Sindt will visit meal sites in each of the counties to be more visible.

AmeriHealth Caritas will be leaving the state of Iowa at the end of November 2017. The majority of Elderbridge's case management cases were through AmeriHealth. Instead of transitioning the cases over as of January 1, 2018, it will now take place a month earlier.

3.2 Elderbridge Alliance Report

CEO Sindt stated that Elderbridge Alliance Coordinator will be submitting a monthly report to the Board. Progress has been slow. The Errand Buddy has been the most popular. There will be a Christmas push to buy a service for family members during the Christmas season. Promotion of the Alliance is ongoing.

4.0 Community Relations

4.1 County Updates – Feedback for, Board Members and/or general public
No updates at this time

5.0 Coming Dates

5.1 Next Board Meeting – 10:00 a.m. December 12, 2017, Fort Dodge Elderbridge Office

5.2 Next Advisory Council meeting – February 21, 2018, 10:30 a.m. Fort Dodge Elderbridge Office

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Mike Otto and seconded by Mary Jeann Batham that the meeting be adjourned at 3:00 p.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)