

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

308 Central Avenue, Fort Dodge, IA

October 11, 2016, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Steven Ehrhardt at 10:01 a.m.

0.1 Introduction of Board members, staff and visitors.

President Ehrhardt called for introductions of visitors and staff. Staff members: Shelly Sindt, Co-Executive Director, present by phone, Donell Doering, Co-Executive Director, Sherri Boedeker, Finance Director present by phone, and Amy Simpson, Administrative Assistant were present. Beth Will, Liaison to the Board was excused.

0.2 Roll Call

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

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

No items added to the agenda.

0.4 Adopt Agenda

President Ehrhardt called for a motion to adopt the October 11, 2016, Board Agenda. It was moved by Jan Sowers 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 September 13, 2016, Board Meeting Minutes

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

Aye: all (the motion was declared carried.)

1.2 Fundraising Committee

1.2.1 Fundraising Committee Report

Chair Shriver stated that the Fundraising Committee did not meet in the last month due to Tammie McCready's busy schedule, therefore, there is no update.

It was moved by Mike Otto and seconded by Mary Jeann Batham that the report be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3 Human Resources Committee

1.3.1 Human Resources Committee Report

Chair Schriver stated that HR Committee met on September 29, 2016, to discuss the job description for the Executive Director. The HR Committee decided to change the job title from Executive Director to CEO. The duties were changed to include business experience, public relations and fee-for-service. Other AAA's in state currently have CEO's. Donna Harvey will be leaving the Iowa Department of Aging to be the CEO of NEI3A. Former CEO Mike Isaacson, left for a position in Florida.

It was moved by Gary Schriver and seconded by Mike Otto that the Human Resources Committee report be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

Mike Otto stated that the position will be posted internally first to give internal staff an opportunity for promotion. The posting will be up to 10 days. Interviews will be conducted internally first. Position will be posted externally after 30 days if position is not filled internally. The positions of Director of Operations and Director of Client Services will be filled once the CEO position is filled.

It was moved by Mike Otto and seconded by Mary Jeann Batham that the CEO position be posted internally first. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

President Ehrhardt provided a list of sample questions for the CEO for the Board to review.

1.4 O.I.L. Report

Mike Otto attend the Older Iowan Legislative session on September 26 and 27, 2016, in Des Moines. Donna Harvey, Director of Iowa Department of Aging, addressed the Older Iowans Legislature opening day. Director Harvey indicated it was perfect timing for her to take the CEO position at NEI3A. It would allow her more time to spend with family and grandchildren. On the second day several members of the House and Senate spoke to the delegates about their vision and ideas for older Iowans. The following priorities were discussed:

- The number one priority was to increase and stabilize the direct care workforce.
- Fully fund the LifeLong Links and the Aging and Disability Resource Center (ADRC).
- Special funding to housing aging sexual predators.

1.5 Discussion of Holiday gift for Elderbridge Staff

Co-Executive Director Doering stated that over the past few years the Board has granted staff time off for Christmas Eve. Christmas Eve will fall on Saturday and Christmas falls on Sunday. The office will be closed on Monday, December 26, 2016. Jim Burns stated that the staff be allowed Friday afternoon off after noon since employees will want to travel for the Holidays. Mike Otto would like to hear the Co-Executive Directors for a recommendation. Co-Executive Director Sindt and Doering recommended a half a day or 4 hours.

It was moved by Jim Burns and seconded by Mike Otto that the recommendation of a ½ day off for all staff by Co-Executive Directors Doering and Sindt on Friday, December 23, 2016, be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.0 Finance Report

2.1 Finance Report

Finance Director Boedeker stated that she is currently working on the County Match reports for the County Board of Supervisors meetings. The audit is in progress and going smoothly.

It was moved by Mike Otto and seconded by Mary Jeann Batham 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 Manager's Report – Shelly Sindt/Donell Doering, Co-Executive Directors

Co-Executive Director Doering stated that the County Board of Supervisors meetings will begin in the next several weeks. Board Members will be notified of the dates and times of meeting in their counties or counties nearby. Mike Otto asked what will be happening with Webster County. The Annual Report will be sent to Webster County along with an offer to have Elderbridge come and meet with them. The new ICN phone system will be hooked up on October 20, 2016, in all the offices. Last minute electrical work is being done so equipment can be set up. The Aging Network will be linked together with the new system.

Co-Executive Director Sindt stated that AmeriHealth Caritas has indicated that the AAA's case management programs need to be accredited. The AAA's will become accredited through i4a. Each AAA will share in the cost the accreditation. Anticipate it will be happening in the next several months. The Centenarian event will be in Spencer on October 26, 2016, and it is anticipated that 17 Centenarians will be attending.

The siding for the Spencer office has been delivered and work will begin the week of October 17, 2016.

4.0 Community Relations

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

Carroll County had their first Senior Fun Day last month. Over 200 people attended the event.

Clay County will have a Ready, Set, Retire event at the Spencer Library on October 12, 2016. Mike Otto will be part of the program.

5.0 Coming Dates

- 5.1** The next Board Meeting – 10:00 a.m. November 8, 2016 – Fort Dodge Elderbridge office
- 5.2** All Staff Meeting – October 21, 2016, Fort Dodge Elderbridge Office
- 5.3** Next Advisory Council meeting – October 26, 2016, 10:30 a.m. in Spencer Elderbridge Office
- 5.4** Centenarian Event on October 26, 2016, from 2:00 to 4:00 p.m. at the Highlands Independent Living facility on the St. Luke Homes Campus in Spencer, Iowa.

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Mike Otto and seconded by Jim Burns that the meeting be adjourned at 10:58 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)