

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

Conference Call

September 13, 2016, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Steven Ehrhardt at 10:00 a.m.

0.1 Introduction of Board members, staff and visitors.

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

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	Ph	Jan Sowers	P
Paula Harms	P	Wilma Straus	P
Mabel Mantel	P	Vacant	

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

Vice President Harms asked that 1.6 Central Services be added to the agenda.

0.4 Adopt Agenda

President Ehrhardt called for a motion to adopt the September 13, 2016, Board Agenda with the addition of item 1.6 Central Services. It was moved by Jim Burns 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 August 9, 2016, Board Meeting Minutes

President Ehrhardt called for approval of the August 9 2016, Board Meeting minutes. Mary Jean Batham asked for clarification as to what correction was made to the August minutes. It was indicated that the section listed may be incorrect and should be 1.4. Finance Committee was changed to Fundraising Committee. It was moved by Paula Harms and seconded by Roy Schoon that the August 9, 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 Governance Committee Report

1.2.1 Discussion of filling vacant Board Member position

Chair Burns stated that we are currently trying to fill the vacant position on the Board. John Boender told Chair Burns that he would be busy until December. An application was sent to him anyway. Co-Executive Director Sindt stated she spoke with Deb Woodcock, who just joined the Advisory Council, about the Board. Ms. Woodcock will contact Co-Executive Sindt after she returns from Europe.

President Ehrhardt called for a motion to approve the Governance Committee report. It was moved by Jan Sowers and seconded by Jim Burns that the report be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3 Fundraising Committee Report

1.3.1 Fundraising Committee Report

Chair Shriver does not have a lot to report at this time. A grant was submitted to Union Pacific for \$9,000. A grant was received from Bertha Stebens Charitable Trust for \$10,000 for the Elder Rights program. 100 Women Who Care in Fort Dodge awarded Elderbridge \$10,000. The money will be used in the Fort Dodge area.

It was moved by Gary Shriver and seconded by Margie Brones that the Fundraising Committee Report be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.4 Human Resources Committee

1.4.1 Human Resources Committee Report

Chair Schriver said the HR Committee is currently working on the job description for the Executive Director. The committee is discussing a change from Executive Director to CEO. The Board will have final approval on the position once the HR Committee submits its recommendations.

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.)

1.5 Discussion of O.I.L. Expenses

Elderbridge will sponsor up to 10 delegates to the Older Iowans Legislature event on September 26 and 27, 2016 in Des Moines. Fees included will be a hotel room and mileage or up to \$300.00 per person. Food will not be included.

It was moved by Mike Otto and seconded by Jim Burns that Elderbridge sponsor up to 10 delegates for the Older Iowans Legislature event on September 26 and 27, 2016, in Des Moines. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.6 Central Services Report

Vice Chair Harms stated that Central Services met on August 18, 2016. Officers were elected during the meeting and they stayed the same as the previous year. Fort Dodge office will have a new tenant as of September 1, 2016. Spirit Home Healthcare will occupy office space that is not used by Elderbridge. The furnace loan was paid off and a new loan will be taken out for the new siding for the Spencer office. Co-Executive Director Sindt stated that she hopes they will begin replacing the siding next week. The delay was due to a delay in receiving the materials. Chair Dale Struecker will monitor the progress of the siding project in Spencer. The Fort Dodge office has received new shingles on the building.

2.0 Advisory Council Report – Beth Will

The Advisory Council met on August 24, 2016, in Fort Dodge. There are currently three open counties, Lyon, O'Brien and Hamilton. The election of officers remained the same and the same meeting schedule was set. The Bylaws and roles and responsibilities was reviewed during the meeting. Management provided an update to services and events going on with Elderbridge. The next Advisory Council meeting is October 26, 2016, in Spencer. The Centenarian Event will also be taking place that same day in Spencer.

3.0 Finance Report

3.1 Finance Report and Discussion of County Match Amount

Finance Director Boedeker said that FY 2016 is closed. There is a \$200,000 CD in Spencer that was acquired today. The annual audit of the agency will take place on October 10-14, 2016 in Mason City. Elderbridge is currently showing revenue over expense which is likely due to the normal slow start in receiving requests for reimbursements. Revenues and expenditures are normal.

As decided last year the county match funds will be increase by 5 cents. The increase will be for FY '18. Mike Otto inquired as to why Webster County does not contribute to the county match fund. Nutrition Director Ammann stated that Webster County has not contributed for a number of years. Co-Executive Director Doering stated that they have not been contributing for a number of years.

Finance is still dealing with issues with the MCO's. AmeriHealth has paid Elderbridge for April, May and June claims after correcting a coding error. Due to a glitch in their system, Elderbridge is waiting for payment from AmeriGroup for case management claims. As of the first of October Elderbridge will be providing case management services through AmeriHealth-Caritas only.

The Title III E and III D funds spending is still slow, expenditures will be reported to prevent any loss in funds carrying forward. The revised Area Plan Budget will be updated once the LifeLong Links and Elder Rights funding is provided by the legislature.

It was moved by Mike Otto and seconded by Roy Schoon that the finance report be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

4.0 Agency Program Report

4.1 Manager's Report – Shelly Sindt/Donell Doering, Co-Executive Directors

Co-Executive Director Sindt stated that Respite Angels is starting this month at Calvary United Methodist Church in Arnold's Park. The group respite will start one day a week. Brochures were distributed to Board members. Volunteers from Respite Angels agency will staff the group respite at Calvary United Methodist Church. Employees will have hanging in their offices a small poster that lists the value of Elderbridge's services and asks for contributions for services from those consumers who can afford to contribute. Contributions are not required. Case management, LifeLong Links and Elder Rights staff will have the small poster hanging in their offices beginning September 1, 2016.

Co-Executive Director Doering indicated that IRS Form 1023 regarding Elderbridge Alliance will be submitted to the federal government. Once it is submitted Elderbridge Alliance will become a legal entity and Elderbridge can begin fee-for-service activities.

4.2 Nutrition Report – Robert Ammann, Nutrition Director

Nutrition Director Ammann reported the following updates.

- Taylor Boyle, Nutrition Coordinator has been trained in Matter of Balance and Stepping on. She has completed a series of Matter of Balance workshops in Stuart and will be doing a series of Stepping On workshops in Manning.
- Amy Jones has arranged a contract with Carol Fisher to conduct Fresh Conversations at five meal sites in the northwest region.
- Currently in the process of collecting unissued Farmer's Market checks from the sites. There are currently no waiting lists.
- All contracts have been signed and returned for the catered sites.
- Attended a state nutrition team meeting in Des Moines with Donell Doering. The purpose of the meeting is to establish statewide strategic plans for the nutrition program.
- The Menu Committee met July 14, 2016, to finalize the fall/winter menu cycle. Changes have been made in tracking nutrients and will go into effect on the October Menu.
- Elderbridge hosted meetings in Spencer and Mason City for the Growing Bolder Initiative, which is a project to develop a statewide strategy to reduce hunger and food insecurity.
- Nutrition staff have begun to do annual on-site evaluations of meal sites.

5.0 Community Relations

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

The City of Carroll in Carroll County is having a Senior Fun Day from 7:30 a.m. to 1:00 p.m. on September 14, 2016, and Co-Executive Director Sindt will be attending the event. The Clay County Fair is in full swing in Spencer.

6.0 Coming Dates

6.1 The next Board Meeting – 10:00 a.m. October 11, 2016 – Fort Dodge Elderbridge office

6.2 Older Iowans Legislature – September 26 and 27, 2016, State Capitol, Des Moines

- 6.3 Senator Amanda Ragan will receive the first “Lahoma N. Counts Memorial Award” that will be presented at the opening session of the Older Iowans Legislature on September 26, 2016, in the house chamber at the State Capitol in Des Moines.
- 6.4 Next Advisory Council meeting is October 26, 2016, at 10:30 a.m. in Spencer.
- 6.5 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 Roy Schoon that the meeting be adjourned at 11:23 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)