

# ELDERBRIDGE BOARD OF DIRECTORS

## Meeting Minutes

### Elderbridge Agency on Aging

308 Central Avenue, Fort Dodge, IA

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

#### 0.0 Call to Order

The meeting was called to order by President Steven Ehrhardt at 10:15 a.m.

#### 0.1 Introduction of Board members, staff and visitors.

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

#### 0.2 Roll Call

Mary Jeann Batham	P	Mike Otto	P
Margie Brones	Ph	Roy Schoon	P
Jim Burns	P	Vacant	
Steven Ehrhardt	P	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

Jim Burns requested that Item 1.6 Governance Committee Report be added to the agenda.

#### 0.4 Adopt Agenda

President Ehrhardt called for a motion to adopt the December 13, 2016, Board Agenda with the addition of Item 1.6 Governance Committee Report. It was moved by Paula Harms and seconded by Roy Schoon 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 11, 2016, Board Meeting Minutes

President Ehrhardt called for approval of the October 11, 2016, Board Meeting minutes. It was moved by Paula Harms and seconded by Jim Burns that the October 11, 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 Human Resources Committee

###### 1.2.1 Human Resources Committee Report

Mike Otto was named as the Chair of the Human Resources Committee. Elderbridge contacted its attorney with regard to the question of whether the CEO position should be posted externally. The attorney recommended that Elderbridge follow its established procedures as indicated in the handbook. It is the recommendation of the Human Resource Committee that a classified ad be placed in the newspapers in the area where the offices are located. The classified ad will run for three days only and will be placed on the website for the same duration.

It was moved by Mike Otto and seconded by Jim Burns that a classified ad will be placed in newspapers located in the area of each office for three days. The ad will also be placed on the website. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.3** Resignation of Board Member Gary Schriver

President Ehrhardt stated that Gary Schriver submitted a written resignation to him on December 1, 2016. He stated that he appreciated serving on the Board and that he was honored to be a part of the important work Elderbridge does for the elderly and disabled in our service area.

President Ehrhardt called for a motion to accept the resignation of Gary Schriver. It was moved by Mike Otto and seconded by Jim Burns that the resignation be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.4** County Board of Supervisors Meetings

The yearly visits to the 29 county service area are nearly complete. Nine counties opted to have the annual report sent to them instead of having a presentation by one of the Elderbridge management staff. Jim Burns stated that he attended three meetings with Robert Ammann and that they received positive feedback from the Board of Supervisors. Donell Doering, Shelly Sindt, Robert Ammann and Sherri Boedeker made the presentations in counties near their respective offices.

**1.5** Appointment of members to serve on Budget Review Committee to attend a January Budget Workshop

Co-Executive Director Doering stated in past years budget review committees reviewed the Area Plan budget. This year the budget committee will be looking at the budget in more detail than past years. The meeting could last at least 4 hours. After a brief discussion it was determined to have the Budget Committee workshop immediately following the Board meeting on January 10, 2017. Paula Harms, Mike Otto and Mary Jeann Batham volunteered to serve on Budget Review Committee.

It was moved by Mike Otto and seconded by Mabel Mantel that the Budget Review Committee be scheduled for January 10, 2017, at 11:00 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.6 Governance Committee Report**

Chair Jim Burns stated that he has received an application for the vacant Board member spot for Mason City and is hoping for another application soon for the second vacancy on the Board. The Governance Committee will be meeting to discuss the applications during the first week of January. There currently are three vacancies on the Advisory Council for Hamilton, Lyon and O'Brien counties. Please let staff know of any potential applicants for those counties.

**2.0 Advisory Council Report**

**2.1 Service Prioritization Recommendation for FY 2018**

Co-Executive Director Doering indicated that the Advisory Council was asked to prioritize the services in their counties during their October meeting. The most important listed was home delivered and congregate meals, which tied for first. The second most important was a three way tie between transportation, homemaker and personal care. The third most important was a tie between CHORE and Case Management. Not all responses have been received by all of the counties. More will be presented as the information becomes complete.

**3.0 Finance Report**

**3.1 Finance Report – Sherri Boedeker, Finance Director**

A cost settlement report for FY 2015 report will be received from IME. The Finance Department will review IME's report to ensure Elderbridge agrees with their calculations. A list of checks was included in the report for the Board review. The IRS is currently questioning whether or not Northwest Aging paid their employment taxes the last quarter they were in operation. Bank statements for Northwest Aging are being pulled to see where the transaction is listed. Finance Director Boedeker is confident those taxes were paid, but the IRS needs to see documentation.

It was moved by Jim Burns and seconded by Mary Jeann Batham that the Finance report be accepted. 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**

The ICN phone system is up and running. There are still some kinks to work out. Elderbridge is looking at purchasing a conferencing bridge in order to easily do conference calls with large groups.

Phase II with the Harmony system is coming up in February 2017. The case management program, nutrition program and the home and community based programs are part of Phase II. All AAA's will be putting data into one system instead of multiple data bases.

**4.2 Area Plan Update**

Co-Executive Director Doering stated that Elderbridge is currently gearing up for the FY 2018-2021 Area Plan. The budget is a very important part of the Area Plan. A time table for completing the Area Plan has been put together. The completed plan will be

submitted to the Iowa Department on Aging on April 3, 2017. A preliminary draft plan and budget will be presented at the February Board Meeting. A budget will need to be done each year of the four year Area Plan.

**4.3 Nutrition Report – Robert Ammann, Nutrition Director**

Stepping On workshops have been taking place in Manning. Algona and Carroll are in the process of scheduling Stepping On classes. Matter of Balance classes are in the planning stages for Mason City, Sac County and Pocahontas County.

The Senior Farmer’s Market program has ended for the year. The unissued checks have been collected. Elderbridge sent some checks to Aging Resources and Heritage as they had waiting lists.

Nutrition Director Ammann and Co-Executive Director Doering attended the State Nutrition Team Meeting on October 14, 2016. Performance measures and desired outcomes were finalized. The measures will be used for next year’s area plan development and performance monitoring.

The menu committee met on October 20 in Mason City to begin work on the spring/summer menu cycle. IDA has made several changes to the way nutrients are tracked. Folate is no longer tracked and nutrients are averaged over a week period. Carbohydrates are now reported on menus as choices rather than grams.

Staff are finishing the completion of annual on-site evaluations for FY 2017. The Milford and Sioux Center meal sites are closed.

Grant funding was received for Carroll County emergency meals. The meals are shelf stable.

**5.0 Community Relations**

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

Webster County received a grant from 100 Women Who care. The money will be used to purchase heaters and air conditioners for Webster County.

A card was received from the Elderbridge Staff thanking the Board for the 4 hours off for the Christmas Holiday.

**6.0 Coming Dates**

**6.1** The next Board Meeting – 10:00 a.m. January 10, 2017 – Fort Dodge Elderbridge office

**6.2** December All Staff Meetings

Mason City – December 15

Fort Dodge/Carroll – December 16

Spencer – December 7

**6.3** Next Advisory Council meeting – February 22, 2017, 10:30 a.m. in Spencer Elderbridge Office

**6.4** Scheduled office closures: December 23 ½ day, December 26, and January 2, 2017

**6.0 Adjournment**

**6.1 Adjournment**

There being no further business before the Board, it was moved by Mike Otto and seconded by Paula Harms that the meeting be adjourned at 11:37 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)