

# ELDERBRIDGE BOARD OF DIRECTORS

## Meeting Minutes

### Elderbridge Agency on Aging

Kennedy Park, Fort Dodge, Iowa

September 12, 2017, 10:00 a.m.

#### **0.0** Call to Order

The meeting was called to order by President Paula Harms at 9:59 a.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, Donell Doering, Director of Operations, Robert Ammann, Healthy Aging Director, Sandi Jackson, LifeLong Links Coordinator, Tammie McCready, Grant writer, Doug Merbach, Communications/Marketing Coordinator, Roxy Thompson, HR Specialist, Angie Martins, Case Management Coordinator and Amy Simpson, Executive Assistant were present. Ann Leonard, Liaison to the Board and Joe Sample, i4a Director were also present.

#### **0.2** Roll Call

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

#### **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 Harms called for a motion to adopt the August 8, 2017, Board Agenda. It was moved by Beth Will and seconded by Lionel Foster 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 8, 2017, Board Meeting Minutes

President Harms called for approval of the August 8, 2017, Board Meeting minutes. It was moved by Beth Will and seconded by Lionel Foster that the August 8, 2017, Board Meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

##### **1.2** Human Resource Committee

###### **1.2.1** CEO Evaluation

Chair Mike Otto reported that the HR Committee met on August 15, 2017, to conduct the six month evaluation on CEO Shelly Sindt. He further stated that her job

performance to date has been excellent and is entitled to a salary increase per the agreed upon terms. CEO Sindt, however, had declined a pay increase at this time due to current budgetary issues. The salary increase will be revisited at her annual review in February.

It was moved by Mike Otto and seconded by Mabel Mantel that the HR Committee report be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.2.2 Return Work Policy form Employee Handbook**

A return to work policy and with procedures for supervisors or managers to follow was reviewed by the HR Committee. Elderbridge's worker's compensation carrier recommended that a Return to Work Policy be included in the handbook. Chair Otto and HR Committee member Lionel Foster thought the policy was excellent and well written.

It was moved by Mike Otto and seconded by Lionel Foster that the Return to Work Policy be accepted and put into the Employee Handbook. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**2.0 Coming Dates**

- 2.1** The next Board Meeting – 10:00 a.m. October 12, 2017 – Elderbridge Office, Fort Dodge
- 2.2** Older Iowans Legislature – September 25 and 26, 2017, State Capitol, Des Moines
- 2.3** Next Advisory Council meeting – October 25, 2017, 9:00 a.m. Conference call

**3.0 Adjournment**

**3.1 Adjournment**

There being no further business before the Board, it was moved by Beth Will and seconded by Mike Otto that the meeting be adjourned at 10:12 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)