

# ELDERBRIDGE BOARD OF DIRECTORS

## Meeting Minutes

### Elderbridge Agency on Aging

Conference Call

April 10, 2018, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Paula Harms at 10:03 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, Donell Doering, Director of Operations, Sherri Boedeker, Finance Director, and Amy Simpson, Executive Assistant were present. Ann Leonard, Liaison to the Board was also present.

#### 0.2 Roll Call

|                   |    |              |    |
|-------------------|----|--------------|----|
| 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

No new items were added to the agenda.

#### 0.4 Adopt Agenda

President Harms called for a motion to adopt the April 10, 2018, Board Agenda. It was moved by Mabel Mantel and seconded by Mary Jeann Batham 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 March 13, 2018, Board Meeting Minutes

President Harms called for approval of the March 13, 2018, Board Meeting minutes. It was moved by Jim Burns and seconded by Jan Sowers that the March 13, 2018, Board Meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

##### 1.2 Governance Committee Report

Chair Burns stated that he received an application for one of the vacant Board member seats. Tracy Quinones from Franklin County has submitted an application. She will be completing her six year term on the Advisory Council as of July 1, 2018, and she currently works at ABCM Corporation. The approval of Tracy Quinones as a Board member will be on the May Board agenda. The current counties that need to be filled on the Advisory Council are Lyon and Osceola.

**1.3 IDA Monitoring Visits**

CEO Sindt discussed the upcoming site visits on June 26 and 27, 2018, in Mason City. IDA will be focusing on five areas during their visit: Administration, Financial, Nutrition, Evidenced Based programs, Elder Abuse and Family Caregivers programs. A written report will be provided after the visit and CEO Sindt will present to the Board once it is received.

**1.4 Update on Board Policies and Procedures Manual**

CEO Sindt stated that staff have been working on revising the Board Policies and Procedures manual for the past six months. All duplicate sections in the manual have been deleted as they appear in other agency manuals currently in use. A three ring binder will be created that have all agency policies and procedures separated by appropriate tabs. The binders will be located in each office. The Governance Committee has been given the revised manual and the original marked up version to review.

**2.0 Finance Report**

**2.1 Finance Report**

Finance Director Boedeker stated that revenues and expenses are on track for this point in the year. There is currently excess revenue for the year. The first month of each quarter is busy with several important reports that are due. The VOCA grant monitoring visit is scheduled for April 11, 2018 at the Mason City office. The IPERS audit was held with no significant issues. The FY 2019 Area Plan Budget has been submitted to the Iowa Department on Aging and will be closely monitored by the department managers.

Recently the agency has had a significant increase in worker's compensation costs. Finance Director Boedeker stated Elderbridge is currently in the state pool, which is costly. CEO Sindt contacted a former Iowa Senator that works with workers compensation insurance. A quote was received from Cincinnati Insurance and was considerably cheaper and Elderbridge would no longer be in the state pool. Cincinnati Insurance wants to handle all of our insurance needs in order to receive the cheaper workers compensation rate. Their coverage is a little higher than Elderbridge's current insurance carrier, but the cheaper workers compensation insurance would more than offset that increase. Two quotes for insurance have been received.

After an in depth discussion, the Board decided to proceed with the least costly option for the workers compensation insurance and directed management to proceed.

It was moved by Mike Otto and seconded by Jim Burns to approve the financial report, which included the workers compensation insurance quotes. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**3.0 Agency Program Report – Shelly Sindt, CEO**

**3.1 CEO Report**

CEO Sindt stated Elderbridge was partnering with NEI3A for the guardianship/conservatorship grant. There is some concern at the state level of a conflict if Elderbridge provides services under the guardianship/conservatorship grant then the

individual receiving assistance cannot receive other services with Elderbridge such as meals. Program has not been implemented yet. Donna Harvey from NEISA will be meeting with IDA on April 11, 2018.

CEO Sindt is still trying to eat at a meal site in each county. She is also doing provider contacts and visits to promote Elderbridge and Elderbridge Alliance. There are six sites left to visit.

On March 22, 2018, the federal government passed the Ominbus bill and there is substantial increases to the Older Americans Act funding, which includes nutrition, family caregiver support, elder abuse and neglect programs.

**3.2 Elderbridge Alliance Report**

Stephanie Carlson is the part-time Elderbridge Alliance Coordinator. The next Board meeting is scheduled for April 12, 2018, in Algona. Promotion of Elderbridge Alliance is ongoing and work is being done on promotional campaigns for Mother's Day and Father's Day.

**3.3 Area Plan Update**

CEO Sindt stated that the Area Plan has been submitted as of April 2, 2018. Donell Doering, Director of Operations will be presenting the Area Plan to IDA on June 7, 2018.

**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. May 8, 2018, Conference Call

**5.2** Ready, Set, Retire – April 21, 2018, 8:15 a.m. to Noon at East Campus of Iowa Central Community College in Fort Dodge. Three 1 hour workshops are offered.

**5.3** Next Advisory Council meeting – May 23, 2018, 9:00 a.m. by conference call.

**6.0 Adjournment**

**6.1** Adjournment

There being no further business before the Board, it was moved by Lionel Foster and seconded by Mabel Mantel that the meeting be adjourned at 11:05 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)