

**Elderbridge Agency on Aging  
Nominating/Governance Committee  
Meeting Minutes  
April 25, 2018, 9:30 a.m.  
Conference Call**

**0.0 Call to Order**

Chair Jim Burns called the meeting order at 9:34 a.m.

**0.1 Role Call**

Jim Burns	Ph	Larry Pedley	Ph
Jan Olson	Ph		
Paula Harms, Ex Officio	Ph		
Staff:	Amy B. Simpson		Ph
	Shelly Sindt, CEO		Ph

**0.2 Items Added to the Agenda by Committee Members and Staff**  
No items added to the agenda

**0.3 Adoption of the Agenda**

It was moved by Jan Olson 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 Committee Affairs**

**1.1 Approval of the January 22, 2018, Meeting Minutes**

Chair Burns called for a motion to approve the January 22, 2018, minutes. It was moved by Larry Pedley and seconded by Jim Burns that the January 22, 2018, minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.2 Review and approval of Board application of Tracy Quinones.**

Chair Burns stated that he reviewed Tracy Quinones' application for the Board and thought her 6 years of experience with the Advisory Council would make her a good candidate for the Board. She also has experience working with the elderly. After a brief discussion, the other committee members agreed she would be a good candidate. It was moved by Jan Olson and seconded by Jim Burns that her application be recommended to the Board for approval. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.3** Discussion of revised Board Policies and Procedures

CEO Sindt stated that the policies and procedures have been revised and redundancies were eliminated which significantly reduced the length of the Board Policies. The goal is to have binders located at each office that will have all policies and procedures in them (employee handbook, financial manual etc.) for reference by employees. They will also be located on the server for easy access. After a brief discussion, it was recommended to present the revised policies to the Board at the May meeting for approval. It was moved by Jim Burns and seconded by Jan Olson that the Board Policies and Procedures be presented to the Board for review and approval. On roll call the vote is as follows:

Aye: all (the motion was declared carried)

**1.4** Upcoming term renewals and vacancies on Advisory Council and Board

Chair Burns stated that there is currently two counties on the Advisory Board that are vacant, Lyon and Osceola and as of July 1, 2018, three more counties will be open, Audubon, Franklin and Greene.

**1.5** Discussion of Board application of Tim Nichols

Chair Burns stated that Tim Nichols from the Family Resource Center in Carroll applied for a vacant Board position. He is new to the area of Carroll and is eager to become involved with Elderbridge and to assist the elderly and persons with disabilities in the service area. It was moved by Jim Burns and seconded by Jan Olson that Tim Nichols be recommended to the Board for approval. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**2.0** Adjournment

There being no further business before the Governance Committee, it was moved by Jim Burns and seconded by Larry Pedley that the meeting be adjourned at 10:04 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)