

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

308 Central Avenue

Fort Dodge, IA 50501

June 12, 2018, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Paula Harms at 10:02 a.m.

0.1 Introduction of Board members, staff and visitors.

President Harms called for introductions of visitors and staff. Staff members: Donell Doering, Director of Operations, Sherri Boedeker, Finance Director, and Robert Ammann, Healthy Aging Director were present. Ann Leonard, Liaison to the Board was also present.

0.2 Roll Call

Mary Jeann Batham	P	Mabel Mantel	P
Tim Nichols	P	Mike Otto	P
Jim Burns	P	Jan Olson	P
Vacant		Larry Pedley	P
Lionel J. Foster	P	Jan Sowers	Ex
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 June 12, 2018, Board Agenda. It was moved by Jim Burns and seconded by Mable 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 May 8, 2018, Board Meeting Minutes

President Harms called for approval of the May 8, 2018, Board Meeting minutes. It was moved by Jim Burns and seconded by Mary Jeann Batham that the May 8, 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

1.2.1 Introduction and seating of Tim Nichols to Board of Directors

Chair Burns introduced Tim Nichols to the Board. He is the Executive Director of the Family Resource Center in Carroll. It was moved by Jim Burns and seconded by Mike

Otto to seat Tim Nichols to the Board of Directors as of June 12, 2018. On roll call the vote was follows:

Aye: all (the motion was declared carried.)

1.2.2 Approval of Advisory Council applications for Theresa Riley, Osceola County and Kathleen Johnson, Dickinson County

Chair Burns reported that two applications have been submitted for the Advisory Council. The applications were reviewed by the Governance Committee on June 12, 2018, before the Board meeting and both applications are recommended for approval. It was moved by Jim Burns and seconded by Lionel Foster to approve Theresa Riley and Kathleen Johnson to the Advisory Council with both terms beginning as of July 1, 2018. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2.3 Discussion of vacancies on the Board of Directors and Advisory Council (Audubon, Greene, Franklin, Lyon)

Chair Burns stated there are four county vacancies. Ongoing efforts are being made to fill those counties. O'Brien County may also become open.

1.3 Discussion and review of current standing committees

Director of Operations Doering reviewed the current standing committees with the Board. The standing committees are: Nominating/Governance Committee, Human Resources Committee, Fundraising Committee and Finance Committee. The Board discussed whether to maintain the current standing committees or to reduce the number of committees. After in depth discussion, it was decided to keep the standing committees the same to allow all Board members the opportunity to participate in matters relating to the agency.

1.4 Recognition and presentation of Certificate of Appreciation for volunteer service to Board Member Jim Burns.

President Harms recognized Jim Burns with a certificate of appreciation for his six years of volunteer service to the Board of Directors and for his faithful service on the Nominating/Governance Committee. Jim Burns thanked Board members and staff and stated he had learned a lot during his service and believes Elderbridge is running smoothly.

2.0 Finance Report

2.1 Finance Report

Finance Director Boedeker reviewed the financial report with the Board. The additional federal Older American's Act funds have been allocated to the area agencies in the amount of \$748,028. There will be no issue with carryover restrictions. The FY2019 budget had been developed with the assumption of little to no carry forward; these dollars will provide Elderbridge some cushion.

The FY2019 budget will need to be revised. IDA will have a revised budget submitted to them in July. Finance Director Boedeker is currently waiting for additional information and specific instructions from the Iowa Department on Aging.

The Finance Department has been working with contract leads to provide financial information for the FY2019 contract budget submission. The VOCA contract will be increased by \$10,000.

The FY2017 IDA monitoring visit will be held on June 26 and 27. The finance department provided documents in advance of their visit.

The meal sites have been sent letters to confirm the advances they have received. If the meal sites lost over \$1,000 of the old advance they have been asked to provide their May and June bank statements.

Finance Director Boedeker explained the Elderbridge Alliance revenue and expenditure statement with respect to costs that could have been avoided. Elderbridge Alliance in the past had a full-time employee for a short period of time. Other than salary costs, no staff would have been eliminated if Elderbridge Alliance was not in operation. None of the premises costs or indirect costs would have been eliminated if Elderbridge Alliance was not in operation. The net expense over revenue is about \$3,800.00.

It was moved by Larry Pedley and seconded by Mary Jeann Batham to accept the financial report as presented. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.2 Approval of Bank Resolution

Finance Director Boedeker stated the meal site bank accounts need to be updated with the change in the Board President, Board Secretary and CEO. Finance Director Boedeker asked the Board to adopt the following resolution:

The Board of Directors of Elderbridge Agency on Aging hereby direct that the following Agents be added as signatories to the bank accounts held in the name of Elderbridge Agency on Aging:

Shelly Sindt, CEO
Paula Harms, Board President
Beth Will, Board Secretary

Said agenda shall not be allowed to borrow money on behalf of or in the name of the Corporation; sign, execute or deliver promissory notes or other evidences of indebtedness.

The Board of Directors also directs that the following Agents be removed as signatories to all bank accounts held in the name of Elderbridge Agency on Aging:

Janet Sowers
Steve Erhardt
Mick Tageson

It was moved by Lionel Foster and seconded by Jan Olson to approve the resolution as presented. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

3.0 Agency Program Report – Donell Doering, Director of Operations

3.1 Agency Report

Director of Operations Doering reported that the Area Plan has been recommended for conditional approval at the state level. A few minor changes were made. The Area Plan will be presented by CEO Sindt to the Iowa Commission on Aging for final approval today, June 12, 2018.

All managers are in the process of completing the annual reviews of their staff. Resignations were reviewed by Director of Operations Doering. Interviews will be taking place to replace positions.

Subcontractors have been awarded funding for FY2019. The Board received a handout of the Home and Community Based Programs.

Director of Operations Doering updated the Board on the letter that had been issued to Webster County Department of Public Health indicating they would not be receiving funding from Elderbridge. As a result of that letter the Director of Webster County Department of Public Health contacted Elderbridge stating that they do not receive funds from the Webster County Board of Supervisors for programming. The Board suggested that a meeting be held with the Webster County Board of Supervisors Chairman, the directors of Webster County Department of Public Health, CEO Sindt and Director of Operations Doering.

3.2 Fundraising Committee Report

Lionel Foster reviewed with the Board the information that was in the Board packet. Letters have been sent out asking for contributions. Elderbridge has purchased Mobile Cause, which is a web based program to help with fundraising campaigns

3.3 Nutrition Report – Robert Ammann, Healthy Aging Director

Nutrition Director Ammann notified the Board that Elderbridge's dietitian, Amy Jones has resigned. Efforts are being made to fill that position. She was responsible for the Fresh Conversations program at 28 meal sites. Nutrition Director Ammann also stated that the Board at Humboldt County Hospital will not be renewing the contract to prepare meals for the meal site as of June 30, 2018. This will affect 40 people. He has been in contact with "Sisters" to provide meals and is still working on the details.

Farmer's Market coupons started on June 1, 2018 and will serve up to 2,375 clients. The coupons may be used through October 2018. The Fresh Produce Box program is new. The produce boxes will be available at six pilot sites. When fresh produce is donated at the meal sites, it will be distributed to those in need at the same time.

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. July 10, 2018, at the Fort Dodge Elderbridge Office

5.2 Next Advisory Council meeting – May 22, 2018, 10:30 a.m. at Fort Dodge Elderbridge office.

5.3 World Elder Abuse Awareness Day – June 15, 2018

5.4 Office Holiday Closing – July 4, 2018

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Mike Otto and seconded by Jim Burns that the meeting be adjourned at 11:36 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)