

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

Conference Call

May 8, 2018, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Paula Harms at 10:05 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, 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 May 8, 2018, Board Agenda. It was moved by Mabel Mantel 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 Board Affairs

1.1 Approval of April 10, 2018, Board Meeting Minutes

President Harms called for approval of the April 10, 2018, Board Meeting minutes. It was moved by Jim Burns and seconded by Mabel Mantel that the April 10, 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 Review and Discussion of Tracy Quinones application for Elderbridge Board

Chair Burns stated that Governance Committee met on April 25, 2018, to discuss Tracy Quinones' application for a Board vacancy. Tracy Quinones has served six years on the Advisory Council for Franklin County and works with the elderly. Chair Burns recommended her appointment to the Board. It was moved by Jim Burns and seconded

by Lionel Foster to approve Tracy Quinones' application with service to begin on July 1, 2018. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2.2 Review and Discussion of Tim Nichols application for Elderbridge Board

Chair Burns stated that an application had been received from Tim Nichols, who is the Director of the Family Resource Center in Carroll. He is new to the area and is eager to get involved with the community. Chair Burns recommended he be approved for the Elderbridge Board. It was moved by Jim Burns and seconded by Mabel Mantel to approve Tim Nichols to the Elderbridge Board with service to begin June 2018. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2.3 Review and Discussion of revised Board Policies and Procedures

The Governance Committee reviewed the revised Board Policies and Procedures on April 25, 2018. The policy has been condensed and is Board specific. Personnel policies have been removed as they are in the employee handbook to reduce redundancy. The policies and procedures will be subject to change with Board approval. It was moved Jim Burns and seconded by Lionel Foster to accept the Board Policies and Procedures manual as presented. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2.4 Discussion and Recommendation for Slate of Officers for the next fiscal year

After a moderate discussion, it was moved by Larry Pedley and seconded by Lionel Foster to retain the same officers as the previous fiscal year: Paula Harms, President, Lionel Foster, Vice President, Beth Will, Secretary and Mary Jeann Batham, Treasurer. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.0 Finance Report

2.1 Finance Report

Finance Director Boedeker reviewed the financial report with the Board. A misallocation between home delivered and congregate meals has been identified and corrected. The VOCA audit conducted last month went well and the documentation presented for the grant was acceptable. IDA is looking closely at costs per unit. Discrepancies have been found and addressed. Elderbridge compares favorably with the other state AAAs. Lionel Foster inquired about allowable and unallowable expenses. Finance Director Boedeker explained the difference between allowable and unallowable expenses. It was moved by Mary Jeann Batham and seconded by Mable Mantel that the finance report be accepted as presented. 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 that the Iowa Department on Aging will be doing a site visit on June 26 and 27 at the Mason City office. IDA will be looking at five areas: administration, financial, nutrition and evidenced based, elder abuse and family caregiver programs. The management team has been meeting to prepare for this visit. A written report will follow the visit and will be shared with the Board once it is received.

The Guardianship/Conservatorship grant has been retracted by the state. There was an issue whether Elderbridge would be able to provide other services to the consumer if we were assisting them under this grant. This service will be looked at in the future as a fee-for-service through Elderbridge Alliance.

CEO Sindt has bi-weekly conference calls with IDA and the other AAAs to improve communication at the state level.

CEO Sindt asked for Board support to take the position of Board Chairman of the i4a to begin July 1, 2018. CEO Sindt stated she believed the time commitment would not interfere with the demands of her position at Elderbridge. The Board approved of CEO Sindt becoming the Chairman of the i4a.

CEO Sindt stated that she will reach her goal of visiting every meal site by June 30, 2018. She has enjoyed her visits and connecting with the people Elderbridge serves.

The Area Plan has been recommended for conditional approval at the state level. Minor changes need to be made. The plan will be presented to IDA for final approval on in Des Moines, on June 7, 2018, by Donell Doering, Director of Operations.

CEO Sindt reported that County Social Services will be moving into the Fort Dodge office on May 14, 2018. CSS will be responsible for 40% of the utility cost, 40% of the cleaning costs per month, and will be providing a support person to cover the reception area every day.

A letter will be sent to the Webster County Public Health Department stating that Elderbridge will no longer be contracting with them in FY2019. This is based on the decision by the Webster County Board of Supervisors that the services provided by Elderbridge and Webster County Public Health are a duplication. The Board made suggestions for rewording. CEO Sindt stated she would reword the letter and send it to the Board for approval and comment prior to sending it.

CEO Sindt recently made a trip to Washington DC for the N4a Policy Briefing Conference. Visits were made to the Hill and with Representative Blum's staffer, Representative Young, Senator Chuck Grassley and Senator Joni Ernst.

3.2 Elderbridge Alliance

Errand Buddy continues to be a popular service. This past month the Healthcare Advocate services have increased. There will be promotions for Mother's Day and Father's Day. Progress has been slow and work is continuing to generate referrals.

3.3 LifeLong Links Report – Sandy Jackson, LLL Coordinator

LLL Coordinator Jackson reported on the year to date statistics.

- Information and Assistance has currently served 1,360 clients which equals 1,805 units (hours) of service.
- Caregiver Information and Assistance has currently served 282 clients which equals 381 units (hours) of service.
- Option Counseling has currently service 318 clients which equals 1,308 units (hours) of service.
- Family Caregiver Program has currently serviced 172 clients or caregivers which equals 653 units (hours) of service.
- Elder Rights has currently served 18 clients without direct contact which equals 28 units (hours) of service. Eighty-seven clients were served with direct contact which equals 1,500 units (hours).

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. June 12, 2018, at the Fort Dodge Elderbridge Office
5.2 Next Advisory Council meeting – May 23, 2018, 9:00 a.m. by conference call.
5.3 Older Americans Month – May
5.4 World Elder Abuse Awareness Day – June 15, 2018

6.0 Adjournment

- 6.1** Adjournment

There being no further business before the Board, it was moved by Mary Jeann Batham and seconded by Jan Sowers that the meeting be adjourned at 11:20 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)