

ELDERBRIDGE BOARD OF DIRECTORS

Annual Meeting Minutes Elderbridge Agency on Aging

308 Central Avenue
Fort Dodge, IA 50501
July 10, 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, and Sherri Boedeker, Finance 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	Ex
Vacant		Larry Pedley	P
Lionel J. Foster	P	Jan Sowers	Ph
Paula Harms	P	Beth Will	P

0.3 Items added to the Board Agenda by Board Members and Agency Staff

Beth Will asked for item number 1.8 be added to the agenda regarding Christmas Eve day off for Elderbridge Staff. President Harms asked for approval to have an item placed on the agenda. It was approved.

0.4 Adopt Agenda

President Harms called for a motion to adopt the July 10, 2018, Board Agenda with the addition of item number 1.8. It was moved by Jan Sowers 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 June 12, 2018, Board Meeting Minutes

President Harms called for approval of the June 12, 2018, Board Meeting minutes. It was moved by Larry Pedley and seconded by Mary Jeann Batham that the June 12, 2018, Board Meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Seating of Director, Tracy Quinones

President Harms introduced Tracy Quinones to the Board of Directors. She served six years on the Advisory Council and is the Human Resource Manager at the

Belmond ABCM facility. It was moved by Mike Otto and seconded by Mabel Mantel to seat Tracy Quinones. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3 Election of President, Vice President, Secretary, and Treasurer

President Harms stated that at the June Board meeting it was decided to recommend the same slate of officers from the last fiscal year. It was moved by Jan Sowers and seconded by Mabel Mantel that Paula Harms serves as President, Lionel Foster, Vice President, Beth Will, Secretary and Mary Jeann Batham as Treasurer. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.4 Election of Committee/Board Members

President Harms stated that Committee and Board members need to be elected for the new fiscal year.

1.4.1 Governance Committee

Larry Pedley, Chair, Tim Nichols, Jan Olson, and Tracy Quinones

1.4.2 Finance Committee

Mary Jeann Batham, Chair, Mabel Mantel, Mike Otto and Larry Pedley

1.4.3 Human Resources Committee

Mike Otto, Chair, Lionel Foster, Mary Jeann Batham, Mabel Mantel, Beth Will and Tracy Quinones

1.4.4 Fundraising Committee

Lionel Foster, Chair, Tim Nichols, Jan Olson, Tracy Quinones, Ann Leonard and Deb Woodcock

1.4.5 Central Services Board

Dale Struecker, Jan Sowers, Lionel Foster, Mike Otto and Beth Will

President Harms will serve as the ex-officio member of the Committees and Central Services Board. It was moved by Mike Otto and seconded by Mabel Mantel to approve the members for the Governance Committee, Finance Committee, Human Resources Committee, Fundraising Committee and the Central Services Board. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.5 Central Services Board Report

CEO Sindt stated that the Central Services Board meeting was held before the Board meeting. Three air conditioning units in the Spencer office building needed to be replaced. Two of the three units have been installed. The building also sustained hail damage to the roof from past storms. Bids are currently being received for the roof repair and for damage that occurred inside the building from the roof leaking. Insurance will be covering most if not all of the roof replacement.

A grant will be written for installation of an automatic door at the Fort Dodge office. It was moved by Tim Nichols and seconded by Mabel Mantel to accept the Central Services Board report. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.6 Appointment of Liaison to the Advisory Council

It was moved by Lionel Foster and seconded by Beth Will to appoint Tim Nichols as the Liaison to the Advisory Council. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.7 Advisory Council vacancies (Audubon, Franklin, Greene, Lyon, and O'Brien) & Board vacancy

President Harms reviewed the vacant counties on the Advisory Council with the Board. Ongoing efforts are being made to fill the vacancies.

1.8 Christmas Eve Day off for Elderbridge Staff

After an in-depth discussion concerning the current Holiday and floating holiday schedule, it was moved by Beth Will and seconded by Tim Nichols to allow staff to take Christmas Eve off as a gift from the Board. On roll call the vote was as follows:

Aye: Mary Jeann Batham, Lionel Foster, Mabel Mantel, Larry Pedley, Beth Will, Paula Harms, Tracy Quinones, Jan Sowers, Tim Nichols

Nay: Mike Otto

(The motion was declared carried.)

2.0 Finance Report

2.1 Finance Report

Finance Director Boedeker reviewed the financial report with the Board. The FY2017 IDA monitoring visit was held in June with no issues. The field work for the FY2018 audit has been scheduled for the week of October 8, 2018.

Finance Director Boedeker stated that the GMS conversion had been scheduled for July 17 and 18, 2018, from the old platform to the new platform. TQ Technologies has the specifications for the new platform and has confirmed that there should be no infrastructure issues. TQ will handle the conversion for Elderbridge.

Elderbridge has a new work comp carrier called SFM. The annual cost will be around \$40,000 which will save Elderbridge about \$30,000 from the previous provider. Elderbridge's liability insurance was also reviewed by the same company. There will be a small savings.

The Finance Department has been working hard to get ready for FY2019. The new codes for projects have been set-up in GMS and Clockwise so that they can be ready for employees to code time on July 2. The need to enter new pay rates and new IPERS rate information for FY2019 after the final FY2018 timesheets are processed.

It was moved by Mary Jeann Batham and seconded by Larry Pedley to accept the financial report 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

CEO Sindt reported on the following items:

- IDA Monitoring visit was on June 26 and 27 and was successful.
- ADA Council in Spencer will be presenting this evening
- An updated organizational chart was reviewed and discussed by the Board
- A new system for staff salary increases for FY2019 was reviewed and discussed by the Board
- The Iowa Department on Aging has hired a consulting firm to determine a way to draw down more federal dollars to manager LifeLong Links
- The n4a 43rd Annual Conference will take place in Chicago from July 28 – August 1, 2018. Sandi Jackson and Robert Ammann will be attending the conference along with CEO Sindt
- The HCBS Conference will be in Baltimore from August 27-30, 2018. CEO Sindt will be presenting at the conference along with IDA Director Linda Miller and Donna Harvey, NEISA CEO.

3.2 Elderbridge Alliance Report

CEO Sindt reported that an Alliance Board meeting would take place on July 11, 2018. Topics for discussion will include promoting services, and how to do more, and how to collect when clients do not pay services.

4.0 Community Relations

4.1 County Updates – Feedback for, Board Members and the general public
No updates at this time

5.0 Coming Dates

- 5.1** Next Board Meeting – 10:00 a.m. August 14, 2018, Conference Call
- 5.2** N4a 43rd Annual Conference in Chicago, Illinois, July 28-August 1, 2018
- 5.3** Next Advisory Council meeting – May 22, 2018, 10:30 a.m. at Fort Dodge Elderbridge office.

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Mike Otto and seconded by Tim Nichols that the meeting is adjourned at 11:55 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)