

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

Conference Call

September 18, 2018, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Paula Harms at 10:08 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
Tim Nichols	Ph	Mike Otto	Ph
Jan Olson	Ph	Larry Pedley	Ph
Tracy Quinones	Ph	Jan Sowers	Ph
Lionel J. Foster	Ph	Beth Will	Ph
Paula Harms	Ph	Vacant	

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 September 18, 2018, Board Agenda. It was moved by Mabel Mantel and seconded by Tim Nichols 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 August 14, 2018, Board Meeting Minutes

President Harms called for approval of the August 14, 2018, Board Meeting minutes. It was moved by Lionel Foster and seconded by Tracy Quinones that the August 14, 2018, Board Meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Review and Discussion of Board Bylaws (1st Reading)

CEO Sindt stated that staff reviewed the Board Bylaws and had made updates. The last change to the Bylaws was 2015. The goal was to make the Bylaws be in sync with the updated Board Policies and Procedures. Some of the changes to the Bylaws were recommended by IDA during their site visit. The Board Bylaws will be reviewed by the agency attorney. Any changes made by the attorney will be shared with the Board at the October Board meeting.

1.3 Approval of the Financial Policies and Procedures

Finance Director Boedeker provided a draft copy of the financial policies and procedures. The accounting policies and procedures have been merged with the Board's financial policies in the Board's Policies and Procedures manual. The only suggested changes were in Capital Equipment. It was recommended that the level of purchases be changed from \$1,000 to \$5,000 for all Capital Equipment purchases.

It was moved by Mike Otto and seconded by Mary Jeann Batham that the financial policies and procedures be approved with the increase in the dollar amount of Capital Equipment purchases from \$1,000 to \$5,000. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.4 OIL Delegate Update

Mike Otto stated that the Older Iowans Legislature Annual Meeting would be September 24 and 25, 2018, in Des Moines. There will be ten delegates attending this year. He also encouraged anyone that is interested, to attend the meeting. Delegates will be able to debate, vote on issues and set priorities to present to the legislature.

1.5 Thank you to Board from Elderbridge Employees for an additional day off on Christmas Eve

The Board was presented a Thank You note from each office for giving employees Christmas Eve off. CEO Sindt stated that employees were very appreciative to the Board to receive Christmas Eve off.

2.0 Advisory Council Report – Ann Leonard, Advisory Council Liaison

Advisory Council Liaison Leonard reported that the Advisory Council met in August for their Annual Meeting. New officers were elected. Marlene Grey is the President, Joene Bohlmann, Vice President, and Lori Hain, Secretary. She further stated she is looking forward to the upcoming fiscal year.

3.0 Finance Report

3.1 Finance Report

Finance Director Boedeker reviewed the financial report with the Board. Elderbridge ended FY18 with Title III funds being carried forward. The carryforward was attributed to the increase in FY18 Title III funds that were released in late spring. Spending will need to be increased in FY19 due to the carryforward of funding. The management team will be discussing the best use of the funds which may include making some one-time purchases, such as vehicles and computer equipment for the Agency. The plan for the funds will be discussed at the next Board meeting for final approval.

It was moved by Mike Otto and seconded by Mable Mantel to accept the financial report as presented. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

4.0 Agency Program Report – Shelly Sindt, CEO

4.1 Agency Report

CEO Sindt stated that the Annual Report for the Agency is in the process of being completed. County Board of Supervisors visits will begin shortly, and Board Members and Advisory Council Members will be notified when visits take place in their counties.

CEO Sindt requested volunteers for the Joint Planning Committee. The meeting date will be on October 26, 2018, at the Algona Library. Lionel Foster, Tracy Quinones, and Beth Will volunteered for the Joint Planning Committee.

On September 24 and 25, 2018, CEO Sindt will be meeting with the Iowa Association of Area Agencies on Aging in Mason City for a Board Retreat at the Park Inn. Topics will include legislative advocacy, core services, and contracting opportunities with the new MCO, Centene. CEO Sindt will give a report concerning the strategic planning session at the October Board meeting.

On October 9, 2018, at 9:00 a.m. CEO Sindt along with Donell Doering, Director of Operations and Sherri Boedeker, Finance Director, will be meeting with the Webster County Board of Supervisors to discuss County funding to Elderbridge. CEO Sindt encouraged interested Board members to attend.

On October 30, 2018, a Centenarian Event will be held in Mason City. At 10:00 a.m.. Angie Perez will be organizing the event.

4.2 Nutrition Report – Robert Ammann, Nutrition Director

Nutrition Director Ammann reported that a new dietitian had been hired, Danielle Bowlin. She will be introduced to the Board at the October meeting. The Fresh Conversations program will be her first priority. On October 3, 2018, Fresh Conversations facilitators will have their Annual Meeting.

Brittany Laubenthal is attending Stepping On Leader training September 12, 13 and 14, 2018. Stephanie Carlson is developing a series of fee for service Tai Chi classes in Spirit Lake. Taylor Boyle attended the Meal on Wheels conference in Charlotte, North Carolina, in August.

In Humboldt, the home-delivered meals are going well with Sister's Homestyle Entrees. Still looking for a site for the congregate meals. The Ventura meal site could close. Elderbridge needs to find a new subcontractor for meal site. The closing would affect Britt and Kanawha meals as well. Charles City Meals on Wheels is looking for a new vendor. Farmers Market is coming to a close and sites still have checks available with no waiting lists.

The Iowa Department on Aging hosted a focus group at the Elderbridge office in Fort Dodge on August 21, 2018, to discuss meal site revitalization. A full report will be available by the end of December.

4.3 Elderbridge Alliance Report

CEO Sindt reported on her recent trip to the HCBS Conference in Baltimore, Maryland, where she spoke about the Elderbridge Alliance program. As a result of the conference, CEO Sindt received several inquiries regarding the program. Activity for August has been slow with one Home Assessment and three Errand Buddy services.

5.0 Community Relations

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

6.0 Coming Dates

- 6.1** Next Board Meeting – 10:00 a.m. October 9, 2018, Fort Dodge Elderbridge office
6.2 Senior Fun Day – Carroll Rec Center, Carroll, Iowa, September 19, 2018, at 9:15 am to noon.
6.3 Stepping On – Fall Prevention Classes, Coon Rapids, September 26, 2018, 9:30 am to 11:30 am for seven weeks
6.4 Older Iowans Legislature – September 24 and 25, 2018, Des Moines State Capitol
6.5 Next Advisory Council Meeting – October 24, 2018, 10:30 am - Conference call.

7.0 Adjournment

- 7.1** Adjournment

There being no further business before the Board, it was moved by Lionel Foster and seconded by Jan Sowers that the meeting is adjourned at 11:18 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)