

# ELDERBRIDGE BOARD OF DIRECTORS

## Meeting Minutes

### Elderbridge Agency on Aging

#### Conference Call

November 13, 2018, 9:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Paula Harms at 9:04 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 Robert Ammann, Nutrition Director were present. Ann Leonard, Liaison to the Board, was absent.

#### 0.2 Roll Call

|                   |    |              |    |
|-------------------|----|--------------|----|
| Mabel Mantel      | Ph | Mike Otto    | Ph |
| Tim Nichols       | Ph | Larry Pedley | Ph |
| Jan Olson         | Ph | Jan Sowers   | A  |
| Tracy Quinones    | Ex | Beth Will    | Ex |
| Lionel J. Foster  | Ph | Paula Harms  | Ph |
| Mary Jeann Batham | Ph |              |    |

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

Item number 1.7 Governance Committee Report was added to the agenda.

#### 0.4 Adopt Agenda

President Harms called for a motion to adopt the November 13, 2018, Board Agenda. It was moved by Lionel Foster and seconded by Mary Jeann Batham that the agenda be adopted with the addition of Item number 1.7 Governance Committee Report. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

#### 1.1 Approval of October 9, 2018, Board Meeting Minutes

President Harms called for approval of the October 9, 2018, Board Meeting minutes. CEO Sindt stated that in section 3.1, second paragraph that the word "Advisor" be changed to "Advisory." It was moved by Tim Nichols and seconded by Larry Pedley that the October 9, 2018, Board Meeting minutes be approved with the correction to section 3.1 Agency Report. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

#### 1.2 Review and Discussion of Board Bylaws (2<sup>nd</sup> Reading)

President Harms called for discussion on the Board bylaws, specifically concerning Section 10, page 7. CEO Sindt stated that she emailed the Board members the clarification for that section. Hearing no further questions or clarifications from the Board, it was

moved by Tim Nichols and seconded by Lionel Foster that the Board bylaws be approved. On roll call the vote was as follows:

Aye: all (all the motion was declared carried.)

CEO Sindt stated she would bring the Board bylaws to the December Board meeting to be signed.

### **1.3** Joint Planning Committee Report

CEO Sindt referred the Board to the October 26, 2018, Joint Planning Committee minutes completed by Amy Simpson. Also, included with the minutes is the service priorities list. The committee met to discuss funding for services for the fiscal year 2020. The budget planning will utilize the information and priorities recommended by the Joint Planning Committee. CEO Sindt went through the FY 2020 service priorities and stressed that Elderbridge would still make services such as Congregate meals, Home-Delivered meals, Options Counseling, and Information & Assistance top priorities. The list of service priorities are those services offered through Elderbridge either by contract or purchase of service.

CEO Sindt explained that material aid goods and services are a comprehensive category and included things such as walkers, ramps and the payment of electric bills to help seniors remain in their homes.

Mike Otto questioned why Material Aid (Home-Delivered meals) was a top priority and if committee members believed these to be home-delivered meals provided through meal sites. CEO Sindt asked Nutrition Director Ammann for an additional explanation. Nutrition Director Ammann stated that the nutrition program is funded with State Elderly Services (SES) funds and does not have to meet the strict menu requirements associated with those programs funded with Older Americans Act (OAA) Title IIIC funds. Programs funded through material aid include Meals on Wheels programs in northwest Iowa, the home-delivered meals in Humboldt, as well as the Community Kitchen in Cerro Gordo County. These meals are reported under the Material Aid taxonomy. Mike Otto asked how it was decided to fund these programs as many of the sites would like to have the ability to vary from the OAA requirements.

President Harms called for a motion to accept the Joint Planning Committee report. It was moved by Mabel Mantel and seconded by Larry Pedley to accept the Joint Planning Committee report. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

### **1.4** Board of Supervisors Presentation Schedule

Mabel Mantel plans to go to the Sioux County presentation, and Larry Pedley would plan to attend the Osceola County visit, and Mike Otto would attend the O'Brien County presentation. Lionel Foster attended Winnebago and Floyd County presentations, and he plans to attend the Cerro Gordo County visit when it is scheduled.

**1.5 Central Services Report**

Finance Director Boedecker informed the Board that the Central Services financial statements could be found as the last pages in the green finance department report in the Board packet.

The Spencer roof and interior repair work have been completed. CEO Sindt and Central Services Board President, Dale Struecker are working on bids for downspouts and gutters for the back of the building. It is a priority to keep the entrance Upper Des Moines Opportunity uses to the building clear of ice during the winter months. Insulation for the attic\ceiling area of the building is on hold as the contractor consulted advised against the use of rolled insulation.

The Fort Dodge office has a new automatic door at the entrance of the building, and the interior of the office will be painted soon. The water heater has stopped working, and a new one will be purchased and installed.

President Harms called for a motion to approve the Central Services Report. It was moved by Lionel Foster and seconded by Mabel Mantel to approve the Central Services report. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.6 Fundraising Committee Report**

Lionel Foster directed the Board to the grant and fundraising reports in the Board packet. CEO Sindt discussed the newly revised approach to fundraising with Angie Perez taking the lead. New initiatives, thoughts, and ways to move forward are being discussed and put in place. If a Board member knows someone that Elderbridge should connect with, please contact Ange Perez by providing a soft introduction. Angie Perez has received her first \$500 donation from a company. Tammie McCready is continuing to write grants. The hope with grants and fundraising is to raise unrestricted funds that can be used to offer services more creatively.

**1.7 Governance Committee Report**

President Harms announced that Mary Jeann Batham had submitted her resignation from the Board of Directors. It was moved by Jan Olson and seconded by Mike Otto, with great regret to accept the resignation of Board member Mary Jeann Batham. Mary Jeann Batham was thanked for her service to Elderbridge and Elderbridge Alliance. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

Mike Otto recommended that Elderbridge begin looking at new members for the Board of Directors as several will be leaving the Board at the end of June. CEO Sindt stated that this would be put on the December Board agenda and requested that retiring Board members bring suggestions for replacements.

CEO Sindt announced that the Board would also need to elect a new Treasurer and reminded the group that the Treasurer of Elderbridge serves as an ex-officio member of the Elderbridge Alliance Board. Mike Otto announced that he would be willing to serve

as Treasurer until his term ends in June. It was moved by Mabel Mantel and seconded by Larry Pedley that Mike Otto serve as Treasurer and Ex-officio member of Elderbridge Alliance until the end of his term in June 2019. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

## **2.0 Finance Report – Sherri Boedeker, Finance Director**

### **2.1 Finance Report**

Finance Director Boedeker reviewed the financial report with the Board. She explained that the apparent over expenditure in the vehicle expense account was due to the purchase of two agency vans. There is a concern at the lag in expenditures of Caregiver programs, and the agency has struggled with appropriately expending these funds in the past. Finance Director Boedeker also reviewed the FY 2019 Additional Investment report. CEO Sindt and Nutrition Director Ammann provided further information.

CEO Sindt provided additional information regarding the rebranding or “refreshing” of Elderbridge. The goal is to develop a new logo and tagline that consistently identifies Elderbridge to the public along with the services offered. Once the logo, tagline and color choices are determined they will be brought to the Board for approval. Once approved, all signage, brochures, posters will be revised to have a standard look for all materials.

Nutrition Director Ammann discussed how the additional funding for the meals could be used, including purchasing better cuts of meat or having a better entrée one or two days a week. A satisfaction survey will be taken before and after the increase in funding to determine if the better raw product created a higher level of satisfaction. Equipment needs are being identified as staff members conduct the site evaluations.

Lionel Foster commented on the investment in workshop and training for staff and stated that he is a firm believer in educating staff. It was moved by Mike Otto and seconded by Mabel Mantel that the financial report be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

## **3.0 Agency Program Report – CEO Shelly Sindt**

### **3.1 Agency Report**

CEO Sindt stated that the Board meeting was her first day back from knee surgery and that she was doing well. She will be attending meetings in Des Moines the rest of the week. One of the meetings will be with the incoming managed care company, Centene, who will begin operating on July 1, 2019. Iowa Department on Aging staff, the Sellers Dorsey consultant and the Directors of the AAA’s will also be meeting with Centene to discuss services that Centene is interested in contracting with the AAA’s, such as the HomeMeds program currently offered by Elderbridge. Elderbridge would need to provide training to the other AAA’s so that HomeMeds could be offered statewide. Centene is also interested in a program to work with clients currently in nursing homes who wish to return to their community. To assist with this, five Elderbridge staff members have been

trained as certified mediators. In the future, there may be an opportunity to also provide mediation services through Elderbridge Alliance.

### **3.2 Elderbridge Alliance Report**

CEO Sindt stated that Elderbridge Alliance is still in the building phase. In November there have been requests for services, which is a good indicator that demand is growing. Elderbridge's dietitian has been providing consulting services to two area nursing homes through her previous employer; she will begin providing these services through the Alliance. New Board members need to be recruited for Elderbridge Alliance. Jim Burns, a former Board member has agreed to become an Alliance Board member.

### **3.3 Nutrition/Healthy Aging Report – Robert Ammann**

Nutrition Director Ammann informed the group that through the Muse Norris and Hanson Family Foundation, approximately 900 home-bound people will be receiving shelf-stable meals. The grants are limited in terms of counties where the meals can be distributed. The meals will be reported under Material Aid as they do not meet the Older Americans Act meal standards.

Elderbridge received \$50,000 in disaster funds to be used for frozen or shelf-stable meals for consumers in counties that were declared Federal disaster areas due to flooding. The meals will be ordered and distributed in the three waves. The counties excluded from funding for shelf-stable meals area Audubon, Calhoun, Carroll, Crawford, Greene, and Guthrie. Elderbridge is actively seeking funding for home-bound seniors in those counties

Nutrition Director Ammann attended a nutrition meeting in Des Moines with IDA staff and other Nutrition Directors to discuss congregate meals and the declining meal site participation. IDA is working on a report regarding the revitalization of the Nutrition Program. A draft report has been received. Information from the report will be shared at the next Board meeting.

Nutrition Director Ammann discussed the advantages of having local control of meal sites and to move some of the sites in the northwest from direct service to subcontracted as utilized in the other 20 counties. Nutrition Director Ammann has met with Sutherland, Rock Rapids, and Storm Lake to discuss moving to local control of their sites by the next fiscal year. Mabel Mantel stated that she would attend the scheduled Hawarden meeting. A meeting is being pursued in Rock Valley as well.

The Charles City Meals on Wheels has been informed by the local hospital that it will no longer provide the meals, and they need to find a new provider. The Charles City Senior Center is not interested in providing the meals. Elderbridge is working with HyVee to see if that is an option. Rockford Sunset Generation could be another possibility.

The Ventura meal site is struggling to stay viable. If the meal site closed, it would impact Britt and Kanawha as their meals are provided by Ventura. Conversations are ongoing with Algona to see if they would provide the meals. The Forest City meal site is another alternative.

The home-delivered meals in Humboldt are currently being provided through Material Aid (SES) funding and are provided by Sisters Homestyle Entrees. Currently, there is no congregate site in Humboldt. Nutrition Director Ammann has met with the Mayor and City Administrator and will be meeting with the Senior Center Board to determine if the senior center could be utilized as a meal site.

**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. December 11, 2018, Fort Dodge Elderbridge Office  
**5.2** Office Closures- November 22 and 23 in observance of the Thanksgiving Holiday  
**5.3** Next Advisory Council Meeting – February 27, 2019, 10:30 a.m. – Elderbridge Fort Dodge Office  
**5.4** Caregiver Presentations – Nov 14 – Hawarden, Nov 20 – Lake Park, November 28 – Storm Lake  
**5.5** Caregiver Support Groups – Nov 14 & 22 – Fort Dodge, Nov 27 – Mason City, Nov 28 – Spencer

**6.0 Adjournment**

- 6.1** Adjournment

There being no further business before the Board, it was moved by Mike Otto and seconded by Lionel Foster that the meeting is adjourned at 10:48 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)