

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

Conference Call

January 8, 2019, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Paula Harms at 10:03 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, Amy B. Simpson, Executive Assistant, Tammie McCready, Grantwriter and Jeri Maher of Cornwell, Frideres, Maher & Associates were present. Ann Leonard, Liaison to the Board, was also present.

0.2 Roll Call

Mabel Mantel	Ph	Mike Otto	Ph
Tim Nichols	Ph	Larry Pedley	Ph
Jan Olson	Ph	Jan Sowers	Ph
Tracy Quinones	Ph	Beth Will	Ph
Lionel J. Foster	Ph	Paula Harms	Ph

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

0.4 Adopt Agenda

President Harms called for a motion to adopt the January 2019, Board Agenda. It was moved by Lionel Foster and seconded by Mabel Mantel that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of December 11, 2018, Board Meeting Minutes

President Harms called for approval of the December 11, 2018, Board Meeting minutes. It was moved by Tracy Quinones and seconded by Lionel Foster that the December 11, 2018, Board Meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 FY2018 Audit Report – Jeri Maher

Jeri Maher from Cornwell, Frideres, Maher, and Associates presented the audit report to the Board. Areas that were reviewed were bank statements, funds being spent in proper areas, payroll, salaries, and invoices. The Consolidated Statements of Financial Position and Statement of Activities for the year-end were also discussed.

New accounting pronouncements were discussed. Presentation and disclosure requirements for non-profit to provide more relevant information about their resources

to donors, grantors, creditors, and other users was discussed. Federal funding spent for the fiscal year was reviewed.

Auditor Maher recommended that management be responsible for establishing and maintaining internal controls over financial reporting and procedures. Elderbridge does not have an internal control system designed to provide for the preparation of the financial statements. Including footnotes and statement case flow as required by the accounting principles. It was recommended that management has the responsibility of deciding whether to accept the degree of risk associated with the condition because of the cost or other considerations.

It was moved by Mike Otto and seconded by Tracy Quinones that the audit report is accepted as presented.

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

1.3 Governance Committee Report

1.3.1 Board and Advisory Council Recruitment Strategy

Chair Pedley reported that the committee met on January 7, 2019, to discuss a strategy for filling the upcoming vacancies on the Board of Directors and the Advisory Council. Five Board members will have served their two terms as of July 1, and one member will be up for reappointment. Committee members discussed possible names and asked if any members on the Advisory Council would be interested in serving on the Board. The Advisory Council vacancies are Franklin, Greene, and Lyon counties.

It was moved by Tracy Quinones and seconded by Lionel Foster that the Governance Committee report is accepted as presented.

Aye: all (the motion was declared carried.)

1.4 Fundraising Committee Report

Chair Foster reported on the H and R Block Grant Program and expressed that donations are coming in and that fundraising was going well. CEO Sindt stated that an Annual Giving Event is being planned for June 2019. Details for that event will be forthcoming.

Grantwriter, Tammie McCready, gave a progress report on the United Way funds that were received in July 2018. The amount of \$20,000 was received for the first six months, and 25 clients were served. Half of the funds have been used at this time for salaries and material aid. A report will be submitted to the United Way outlining the activities for the first six months.

It was moved by Jan Olson and seconded by Larry Pedley to accept the Fundraising report as presented.

Aye: all (the motion was declared carried.)

1.5 Organizational Chart Changes

CEO Sindt presented changes to the organizational chart due to the retirement of Director of Operations, Donell Doering on April 12, 2019. CEO Sindt proposed the following title changes: Director of Operations to Chief Operating Officer and Finance Director to Chief Finance Officer.

After a brief discussion, it was moved by Mike Otto and seconded by Mabel Mantel to accept the recommended title changes.

Aye: all (the motion was declared carried.)

1.6 Employee Handbook Update

CEO Sindt presented an update regarding the employee handbook. The handbook has been reviewed by the management team, and changes were recommended. Proposed changes were suggested for the employee incentive program and employee training. Management would like to meet with the Human Resources Committee to review the proposed changes before presenting it to the full Board.

1.5.1 Set Human Resource Committee Meeting

A conference call with staff and the HR Committee will be arranged to discuss the revised Employee Handbook. The Board will receive a report at the February Board meeting.

Mike Otto and CEO Sindt will set a date for the Human Resource Committee meeting.

1.7 CEO Annual Performance Review Process

The Board discussed the CEO Annual Performance Review process. Mike Otto raised questions about the evaluation form. He would like President Harms to review the evaluation form with the assistance of the Executive Committee and then it should be sent to the Board of Directors to complete. Completed evaluations will be returned to President Harms and then reviewed by the Executive Committee. President Harms will conduct the review with the CEO. President Harms then will present the review to the entire Board.

It was moved by Mike Otto and seconded by Mabel Mantel that President Harms will review the evaluation format with the assistance of the Executive Committee and send it to the entire Board of Directors. The results of the evaluation are returned to President Harms and reviewed by the Executive Committee. The Board President will review the evaluation with the CEO.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker, Finance Director

2.1 Finance Report

Finance Director Boedeker reviewed the State Audit process to clarify some of the questions from the Auditor's presentation. The GMS software is continuing to be unstable and crashes frequently. GMS will be paying for a consultation with Elderbridge

to try to identify the problem. The problems with the software are limiting some of the accounting activities that take place daily.

January 2019 year-end reports are due. Once compiled, information will be sent to the management team to adjust the current budgets. The FY 2019 County Local Public Funds were reviewed with the Board. On January 22, 2019, the second quarter IAFRS cost report is due.

It was moved by Mike Otto and seconded by Mabel Mantel that the Board accepts the financial report.

Aye: all (the motion was declared carried.)

3.0 Agency Program Report – CEO Shelly Sindt

3.1 Agency Report

CEO Sindt reported on her monthly activities as presented in the Board packet that included updating the organizational chart, the new job description, updating the handbook and succession planning regarding replacing the Chief Operating Officer position. The Iowa Department on Aging (IDA) has contacted CEO Sindt concerning Elderbridge’s interest in writing a grant to Telligen for “Returning to the Community” in the amount of \$50,000. IDA has indicated they would match the funds if the grant is awarded to Elderbridge. The grant would not come up until next year and would be a pilot project.

CEO Sindt will be meeting with Sellers Dorsey consultants next week in Des Moines to discuss ways Elderbridge can communicate with the healthcare industry to help them understand the value of Elderbridge.

CEO Sindt stated that rebranding is moving forward. The next step is to make sure that all 29 counties are a part of Elderbridge Agency on Aging. A new logo and tagline were emailed out to the Board members. Board members were asked to review the new logo and tagline, and it would be on the February agenda for approval.

3.2 Elderbridge Alliance Report

CEO Sindt stated that the Elderbridge Alliance materials are being updated. Elderbridge will be making sure phone numbers will be listed in the phonebook for seniors who are used to using the phonebook to find telephone numbers.

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. February 11, 2019, by conference call

5.2 BEC Enrollment Event at the Central Park Apartment in Fort Dodge on January 9, 2019, at 10:30 a.m.

5.3 Caregiver Support Group – Mason City, Trinity Lutheran Church, January 22, 2019, 9:30 a.m.

5.4 Next Advisory Council Meeting – February 27, 2019, 10:30 a.m. – Elderbridge Fort Dodge Office

6.0 **Adjournment**

6.1 Adjournment

There being no further business before the Board, it was moved by Mike Otto and seconded by Jan Olson that the meeting is adjourned at 11:32 a.m.

Aye: all (the motion was declared carried.)