

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

Conference Call

February 12, 2019, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Paula Harms at 10:00 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, and Ann Leonard, Liaison to the Board, were 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

Item 1.2.3 Appointment to the Fundraising Committee and 1.7 CEO Evaluation Update was added to the agenda.

0.4 Adopt Agenda

President Harms called for a motion to adopt the February 12, 2019, Board Agenda with additions. It was moved by Tracy Quinones and seconded by Larry Pedley that the agenda be adopted with the additional items.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of January 8, 2019, Board Meeting Minutes

President Harms called for approval of the January 8, 2019, Board Meeting minutes. It was moved by Lionel Foster and seconded by Mabel Mantel that the January 8, 2019, Board Meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Governance Committee Report

1.2.1 Approval of Elaine Kelsey, Franklin County

Chair Pedley stated that the Governance Committee met on February 1, 2019, to review and recommend the appointment of Elaine Kelsey from Franklin County to the Advisory Council. She has been very active in the Hampton community and would make an excellent addition to the Advisory Council.

It was moved by Larry Pedley and seconded by Jan Sowers that Elaine Kelsey from Franklin County is approved for the Advisory Council.

Aye: all (the motion was declared carried)

1.2.2 Update on Board and Advisory Council Recruitment

CEO Sindt stated that two applications had been received for the Board of Director positions. Lori Hain, a Floyd County Advisory Council representative and Ron Newsum from Fort Dodge. The Governance Committee will be meeting to review the applications. The third application from Ethan Huizenga, an attorney from Sioux County will also be forthcoming.

CEO Sindt reported that a Board Recruitment flyer had been created and the flyer will be displayed on the agency website and social media.

1.2.3 Appointment to Fundraising Committee

After a brief discussion regarding adding an additional member from the Board of Directors to the Fundraising Committee, it was tabled until the next Board meeting on March 12, 2019.

1.3 Fundraising Committee Report

CEO Sindt stated that the first Annual Fundraiser would be held on June 19, 2019, at the Surf Ballroom in Clear Lake. The theme will be "A Hot Night in Havana." More details will be coming. The Fundraising Committee is working on sponsors and donations for the event.

Elderbridge was awarded the Palo Alto Gaming Development Grant to be presented at a meeting on March 1, 2019. The amount of the grant will be revealed at that time.

The Board was encouraged to pass on any fundraising ideas or grant opportunities to the Fundraising Committee.

It was moved by Mike Otto and seconded by Mabel Mantel to accept the Fundraising Committee report as presented.

Aye: all (the motion was declared carried.)

1.4 Human Resource Committee Report

Chair Otto reported that the Human Resource Committee met on February 6, 2019, to discuss changes to the Employee Handbook. The following changes are proposed for the Employee Handbook:

- Item 3.9 – Expense Reimbursement – Meal allowance while traveling within the service area. Breakfast reimbursement will stay the same at \$7.00. Lunch will increase to \$10.00, and Dinner will increase to \$18.00. It was moved by Mike Otto and seconded by Jan Sowers to accept the proposed increases.

Aye: all (the motion was declared carried.)

- Item 4.3 – Vacation – The proposed addition to the policy is number 3. Vacation leave may be accrued to a maximum of 200 hours. It was moved by Mike Otto and seconded by Mabel Mantel to accept the addition to the vacation policy.

Aye: all (the motion is declared carried.)

- Item 4.3 – Vacation, number 4. Proposed changed so the length of service, vacation hours and bi-weekly accrual rate and added 15+ years of service, total vacation hours of 200 and accrual rate of 7.692 at 15 years of service to the policy. It would be effective for the first month following the employee's fourteenth-year anniversary date. It was moved by Mike Otto and seconded by Jan Olson to approve the change to the vacation policy.

Aye: all (the motion is declared carried.)

- Item 4.5 - Sick Leave – Converting Sick Time was added to the policy. Employees may convert sick hours beyond the maximum accrued limit set forth in Section 4.5, Sick Leave, of the Employee Handbook. According to the sick leave policy, you can accrue the maximum amount of 480 hours. Once you have reached the ceiling of 480 hours, additional hours, up to 96 will be banked for the sole purpose of converting sick time to vacation time. The conversion rate is four hours of sick time to one hour of vacation (4 to1) not to exceed 32 hours. It was moved by Mike Otto and seconded by Mabel Mantel to approve the converting sick time to sick leave policy.

Aye: all (the motion was declared carried.)

1.5 Discussion and approval of the new Elderbridge Logo and Tagline

CEO Sindt presented a proposed new logo and tagline for Elderbridge. Staff was involved in making recommendations for the new logo and tagline. The new logo and tagline rebranding will be launched on March 1, 2019. A marketing plan will be in place with the rebranding launch on March 1. Board members emphasized the need to get the Elderbridge name out into the communities to educate the public on Elderbridge Services.

It was moved by Mike Otto and seconded by Mabel Mantel to approve the new logo and tagline.

Aye: all (the motion was declared carried.)

1.6 Review and approval of changes to Board Policies and Procedures

CEO Sindt stated that she made minor changes to the Board Policies and Procedures concerning the CEO evaluation procedure. The word "evaluate" was added to .2 Duties and Responsibilities of the Board, section i. The sentence will read "The Board will hire, supervise, compensate, evaluate and terminate the Chief Executive Officer." and

under .5 Organization, Section b. Board Officers – Duties, subsection 1) President - The sentence “He/She will facilitate the annual performance review of the Chief Executive Officer.” was added to the paragraph. It was moved by Lionel Foster and seconded by Mike Otto to approve the changes to the Board Policies and Procedures.

Aye: all (the motion was declared carried.)

1.7 CEO Evaluation Report

President Harms that she had received all of the evaluations and that she will be calling an Executive Committee meeting before the next Board meeting to discuss the evaluation.

2.0 Finance Report – Sherri Boedeker, Finance Director

2.1 Finance Report

Finance Director Boedeker gave an update regarding the GMS accounting system and that it is still unstable. She has consulted with GMS, and Elderbridge's IT firm and will move the Access database to an SQL database on February 13, 2019. May not solve the problem, but it could help pinpoint issues.

Finance Director Boedeker stated that Revenues and Expenditures are close to where they should be at this time of year. Vehicles have been purchased already this year, so the bulk of that line item has been spent. On the statement of Major Projects, Supplemental Services have been overspent, but finance has received information that some of the cost/units charged to that program need to be shifted out.

The fiscal year 2019 re-budget may come back to the Board next month with some revisions. Finance Director Boedeker feels confident about the 2019 budget. There will be carry forward of about \$120,000 to \$150,000. The fiscal year 2020 budget will have some changes to the line items. The changes are related to services being broken out to have better accountability.

Elderbridge, some years ago, had a CDARS agreement with First Citizens Bank concerning the managing of CDs for the Agency. First Citizens bank would monitor and manage the CDs to make sure Elderbridge was fully covered under FDIC. The CD's are up for renewal, and the rate is %1.5. Finance Director Boedeker has found a rate of 2.8% at Premier Bank in Rock Valley and would like to have permission to invest the CDs individually.

It was moved by Mike Otto and seconded by Beth Will to end Elderbridge's participation in CDARS and to give permission to the finance department to purchase CDs in individual banks.

Aye: all (the motion was declared carried.)

Finance Director Boedeker recommended that Elderbridge approve to purchase certificates of deposit individually to remain under \$250,000 with a limit of \$510,000 at such banks as approved by Mike Otto, treasurer, and Shelly Sindt, CEO. Signatories to be Shelly Sindt, CEO, Beth Will, Secretary, and Sherri Boedeker, Finance Director.

It was moved by Lionel Foster and seconded by Mike Otto that, that Elderbridge approves the purchase of certificates of deposit individually to remain under \$250,000 with a limit of \$510,000 at such banks as approved by Mike Otto, Treasurer, and Shelly Sindt, CEO. Signatories to be Shelly Sindt, CEO, Beth Will, Secretary, and Sherri Boedeker, Finance Director.

Aye: all (the motion was declared carried.)

It was moved by Mike Otto and seconded by Lionel Foster to accept the financial report as presented.

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. Interviews are being held for the Chief Operating Officer position. Donell Doering will be retiring as of April 2019. The advocacy message to the Iowa Legislature is being worked on, and the AAA's will meet with the legislature on March 19. The hope is to stay status quo with the budget. CEO Sindt will be attending the National Association of Area Agencies on Aging Policy Briefing in Washington DC the beginning of March. The reauthorization of the Older Americans Act is coming due, and there will be a push to keep funding levels the same so the AAA's can keep serving seniors.

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 provide \$100,000 for Elderbridge to pilot the program. The program would begin on July 1, 2019. CEO Sindt has spoken with the Spencer hospital CEO who is interested in the program. The nursing homes will also be approached.

The managed care organizations (Centene and United Healthcare) are looking to contract with the AAA's again. An attorney will be used to assist the AAA's with contract language. More information will be forthcoming.

3.2 Elderbridge Alliance Report

CEO Sindt stated that the Elderbridge Alliance materials would be updated with the new logo and tagline.

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. March 12, 2019, Fort Dodge Elderbridge Office

5.2 Upcoming Office closure - President's Day, February 18, 2019

5.3 Matter of Balance - Keelson Harbour Community, Spirit Lake, February 19 and 26 - 9:00 a.m. to 11:00 a.m.

- 5.4 Caregiver Support Group - Trinity Lutheran Church, Mason City- February 26, 2019, 9:30 a.m.
- 5.5 Next Advisory Council Meeting – February 27, 2019, 10:30 a.m. – Elderbridge Fort Dodge Office
- 5.6 Seated Tai Chi for Arthritis - March thru April 25, Sunnybrook of Carroll Assisted Living
- 5.7 Caregiver Support Group - Coon Rapids, Thomas Rest Have Activity Room, 1st Tuesday of every month.

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Mike Otto and seconded by Larry Pedley that the meeting is adjourned at 11:28 a.m.

Aye: all (the motion was declared carried.)