

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

Conference Call

January 14, 2020, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Lionel Foster at 10:03 a.m.

0.1 Introduction of Board members, staff and visitors.

President Foster called for introductions of visitors and staff. Staff members: Shelly Sindt, CEO, Stacia Timmer, COO, Sherri Boedeker, CFO, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was also present.

0.2 Roll Call

Tim Nichols	Ph	Larry Pedley	Ph
Jan Olson	Ph	Beth Will	Ph
Tracy Quinones	Ph	Ethan Huizenga	Ph
Lionel J. Foster	Ph	Barry Anderson	Ex
Ron Newsum	Ph	Lori Hain	Ph
Steve Kruse	Ph		

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

No additional items were added to the agenda.

0.4 Adopt Agenda

President Foster called for a motion to adopt the January 14, 2020, Board Agenda. It was moved by Ron Newsum and seconded by Beth Will that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of November 12, 2019, Board Meeting Minutes

President Foster called for approval of the November 12, 2019, Board Meeting minutes. It was moved by Tracy Quinones and seconded by Ron Newsum that the November 12, 2019, Board Meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Governance Committee Report

1.2.1 Review and Approval of Board Application of Steve Kruse

Chair Will reported that the Governance Committee met on December 30, 2019. The application of Steve Kruse for the Board of Directors was reviewed and discussed. Steve Kruse is a retired banker from Mason City who served on the Elderbridge Alliance Board. Chair Will recommended the application for Steve Kruse be approved.

It was moved by Beth Will and seconded by Tracy Quinones to approve Steve Kruse for the Board.

Aye: all (the motion was declared carried.)

- 1.2.2** Review and Approval of Advisory Council Applicant Pat Gansen for Floyd County
Chair Will reported that the Governance Committee reviewed Pat Gansen's application for the Advisory Council. She is a retired Animal Control Officer who worked for the City of Mason City. Chair Will recommended her application for approval for Floyd County.

It was moved by Tracy Quinones and seconded by Lori Hain to approve Pat Gansen's application to the Advisory Council representing Floyd County.

Aye: all (the motion was declared carried.)

1.3 Fundraising Committee Report

Chair Foster reported that the Fundraising Committee met on January 3, 2020. The last Butterbraid fundraising event raised \$113.00. The Annual Fundraiser held in September 2019, raised \$2,398.00. CEO Sindt stated that the next fundraising event is scheduled for April 30, 2020, at the Waterfront on East Lake Okoboji. Angie Perez, Elderbridge's former fundraiser is willing to help plan the event. A contract will be signed for the amount of \$1,500.00. Elderbridge staff will be utilized to do the legwork under Angie Perez's direction. A live auction is planned with an auctioneer. The hope is to get enough sponsorship so the ticket price will be cheaper. There will be no live music, but there will be background music at the event.

CEO Sindt and President Foster recommended new Board member Steve Kruse serve on the Fundraising Committee. Steve Kruse agreed to serve.

President Foster asked for a motion to approve entering into an agreement with Angie Perez to plan the fundraising event on April 30, 2020. It was moved by Jan Olson and seconded by Steve Kruse to enter into an agreement with Angie Perez to plan the fundraising event on April 30, 2020.

Aye: all (the motion was declared carried.)

1.4 Area Plan Review – Stacia Timmer, COO

COO Timmer reported that the Board Packet included Section 1 of the Area Plan for 2021. The Iowa Department on Aging sets the goals and Elderbridge provides the plan on how to bridge the gap to meet the goal. Within each goal, in Section 1 there are strategies that specify how the goal will be completed to bridge the gap. The updated strategies will be for fiscal year 2021. COO Timmer encouraged the Board members to review Section 1 and to contact her with any questions. Section 1 will continue to be modified as work continues on the Area Plan. The Area Plan update will be presented to the Board at the March meeting for review and approval.

After moderate discussion, it was moved by Larry Pedley and seconded by Ethan Huizenga to approve Section 1 that will include ongoing updates.

Aye: all (the motion was declared carried.)

1.5 CEO Annual Performance Review Process

President Foster reported that the Annual Review for CEO Sindt was due in February 2020. He recommended that a new simpler and less complicated evaluation form be used. CEO Sindt stated she could get a sample evaluation form to President Foster if needed. President Foster suggested getting feedback from other agencies and individuals outside the agency that CEO Sindt deals with. Following a brief discussion, the Board decided it was not necessary to include outside feedback at this time. The evaluation form and job description will be sent out to Board members to review by January 20, 2020.

It was moved by Tracy Quinones and seconded by Lori Hain to send the Board the job description and evaluation to be completed.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker, CFO

2.1 Finance Report

CFO Boedeker reported that the annual audit report has not been completed. The hope is that it will be completed by January 31, 2020. The finance department has completed the W-2'S and they have been out. The Medicaid cost report is due by February 3, 2020, and next year's budget will be due on April 1, 2020. The re-budgeting process will be completed by February 22, 2020. The Title IIID Evidence-Based funds are behind in spending and management is aware. CFO Boedeker indicated it is important to be good stewards of federal funds.

The Assistant Finance Director position has not been filled yet. The search has been expanded to Fort Dodge and Spencer. The Assistant Finance Director will eventually take over as the CFO and CFO Boedeker will remain for a year as the Assistant Finance Director to offer guidance before her retirement.

It was moved by Beth Will and seconded by Larry Pedley to accept the financial report.

Aye: all (the motion was declared carried.)

3.0 Agency Program Report – Shelly Sindt, CEO

3.1 CEO Report

CEO Sindt reported that the Board of Supervisors presentations have been completed and that the Counties provided overwhelmingly positive feedback. Webster County decided to not have Elderbridge do an in-person presentation. The Annual Report was mailed to them. CEO Sindt has been in conversations with the Iowa Department on Aging and Sellers Dorsey to have an Iowa Summit to focus on business acumen that will take place in the fall of 2020. Trainers will be brought in to work with the AAA's.

GoDaddy has been chosen to host Elderbridge's website. The website will have a different look and is more cost-effective than the current website host. CEO Sindt has begun doing outreach in the 29 county service area. CEO Sindt has been sitting in on

Client Safety Meetings that take place in each office to learn what the elder rights issues are in the communities. I4a is in the process of putting together the legislative priorities for the upcoming visits to the Hill in Washington DC and one of the focuses will be on Elder Rights.

The state has had an increase in revenue and the AAA's will be going to the Capitol in Des Moines in March to ask for an increase in funding. The National Association & Policy Briefing Conference will take place in March in Washington DC and visits will be scheduled with Iowa's Senators to encourage them to not cut the federal funding to the AAAs.

3.2 Elderbridge Alliance Report

CEO Sindt reported that Elderbridge Alliance will no longer be a separate 501 (c) 3 and the Elderbridge Alliance Board has been dissolved. Elderbridge Alliance will be under a cost category under Elderbridge. Services will continue to be provided. CEO Sindt would like to develop a volunteer network to provide the Errand Buddy service at a lower rate. Greene County RSVP does grocery shopping and delivery through a volunteer network. Elderbridge will also look at developing this service. The Iowa Return to Community Initiative is providing transportation to medical appointments and Elderbridge will continue to look at providing additional services.

3.3 COO Report – Stacia Timmer, COO

COO Timmer reported that the Nutrition Director Danielle Crail has utilized fundraising and grant money to purchase emergency meals for all 29 counties. The meals are intended to be used for inclement weather when home-delivered meals can not be delivered. Feedback for emergency meals has been positive. Nutrition Director Crail also wrote 3 mini-grants to use for innovative ways to increase meal site participation, such as using salad bars. Interviews are taking place for a Nutrition Coordinator for the Fort Dodge office.

LifeLong Links Director Sandi Jackson has been working on the utilization of her staff. Two new regional coordinators will be added to decrease the large area that needs to be covered. Lifelong Links staff are being sent to training for evidence-based programs. Those programs include Matter of Balance and Tai Chi.

Two grants have been received for the Iowa Return to Community Initiative program. The grants will be used to expand the program. Potential new sites are the Lakes Regional Hospital and the Palo Alto Community Hospital. Mason City will be the next target area for expansion.

Rent reimbursement through the state has begun and staff is busy assisting seniors with their applications.

4.0 Community Relations

- ### **4.1 County Updates – Feedback from Board Members and the general public.**
- No County updates at this time.

5.0 **Coming Dates**

- 5.1** Next Board Meeting – February 11, 2020, conference call
- 5.2** Webster County Caregiver Support Group – 2nd Wednesday and 4th Thursday of every month, 4:30 to 5:30, Elderbridge Office, Fort Dodge
- 5.3** Clay County Caregiver Support Group – January 22, 2020, 3:00 to 4:00 p.m., at Spencer Elderbridge office (4th Wednesday of every month)
- 5.4** Caregiver Support Group – January 28, 2020, 9:30 a.m., Trinity Lutheran Church, Mason City
- 5.5** Client Resource Safety Team Meeting – January 28, 2020, 10:00 – 11:30 a.m., Elderbridge, Spencer office.
- 5.6** Caregiver Panel Discussion – Coon Rapids, Thomas Rest Haven Activity Room, 1st Tuesday of every month
- 5.7** Advisory Council Meeting, February 26, 2020, 10:30 a.m., Fort Dodge Elderbridge Office
- 5.8** Fundraiser “Play it Forward” Event The Waterfront of Arnold Park, April 30, 2020

6.0 **Adjournment**

6.1 Adjournment

 There being no further business before the Board, it was moved by Beth Will and seconded by Steve Kruse that the meeting is adjourned at 11:25 a.m.

 Aye: all (the motion was declared carried.)