

ELDERBRIDGE BOARD OF DIRECTORS

Meeting Minutes

Elderbridge Agency on Aging

Conference Call

February 11, 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, Roxy Thompson, Human Resource Specialist, and Amy Simpson, Executive Assistant were present. Jeri Maher of Cornwall, Frideres, Maher & Associates, and Elaine Kelsey, Liaison to the Board, were also present.

0.2 Roll Call

Tim Nichols	Ph	Larry Pedley	Ex
Jan Olson	Ph	Beth Will	Ph
Tracy Quinones	Ph	Ethan Huizenga	Ph
Lionel J. Foster	Ph	Barry Anderson	Ex
Ron Newsum	Ex	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 February 11, 2020, Board Agenda. It was moved by Tracy Quinones and seconded by Beth Will that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 FY 2019 Audit Report

1.1 Audit Report – Jeri Maher

Auditor Maher explained the financial audit report in detail and the process that was used for completing it. A copy of the report was given to the Board members, and the report will be sent to the federal government. One recommendation for the future is to have the finance department complete the audit report and the auditor would review it instead of doing the full report.

It was moved by Steve Kruse and seconded by Beth Will to approve the audit report.

Aye: all (the motion was declared carried.)

2.0 Board Affairs

2.1 Approval of the January 14, 2020, meeting minutes

President Foster called for a motion to approve the January 14, 2020, meeting minutes as written. It was moved by Tracy Quinones and seconded by Jan Olson to approve the January 14, 2020, meeting minutes.

Aye: all (the motion was declared carried.)

2.2 Fundraising Committee Report

CEO Sindt stated that the 2nd Annual Fundraiser, "Play it Forward" will be on April 30, 2020, at the Waterfront of Arnold's Park in Okoboji. Plans include a silent and live auction and musical entertainment. Board member Beth Will found an auctioneer who will be donating his services. The goal of \$4,000 for corporate sponsorships has been reached. Six sponsors have contributed \$450 or more for the event. The goal is to have enough sponsorship that the auction items will be a clear profit. The profits will be used for the meal program. Angie Perez is assisting in the planning of the event and is meeting her goals. Tickets for the event will be \$25.00 and attendees will automatically be entered into the raffle for larger items such as a flat-screen TV, an Ipad or a recliner. Steve Kruse recommended sending an email to the Alliance Board to keep them informed of the fundraising activities. Board members are encouraged to attend the fundraiser.

CEO Sindt reported that Grantwriter Tammie McCreedy has been doing a wonderful job writing grants, which allows Elderbridge to serve more people.

It was moved by Steve Kruse and seconded by Tracy Quinones to approve the Fundraising Report.

Aye: all (the motion was declared carried.)

2.3 Review and Approval of changes to the Organizational Chart

Human Resource Specialist Thompson presented the organizational chart to the Board members. There are currently three unfilled positions, Healthy Aging Coordinator, LifeLong Links Regional Coordinator, and Fundraising Coordinator. The open positions will not increase the total FTE's for Elderbridge. Some positions have been reorganized. Jodi Presswood has been hired as the Assistant Finance Director and her first day was February 10, 2020.

It was moved by Tracy Quinones and seconded by Lori Hain to approve the changes to the Organizational Chart.

Aye: all (the motion was declared carried.)

2.4 Review and Approval of Handbook Changes

Human Resource Specialist Thompson reported that there is a new policy for personal leave of absence, which allows additional time off if all other accrued time off has been used and an employee needs time off for something other than a health problem. Those types of requests would be approved by the CEO on a case by case basis. A confidentiality policy with regard to a data breach has been added. The policy was recommended by the Iowa Department on Aging. The Leave Without Pay Policy is new

and will be added to the Leave and Time Off section of the handbook. The discipline policy was changed from a Progressive Disciplinary Policy to Corrective Action Notice. There are still four steps in the disciplinary process, but the policy makes the employee more responsible for improving his or her behavior. The Corrective Action Notice will be given in a positive atmosphere to support the employee. It was suggested that willful insubordination be added to the examples for disciplinary action.

It was moved by Beth Will and seconded by Steve Kruse to approve the changes to the employee handbook.

Aye: all (the motion was declared carried.)

2.5 Review of upcoming Board Term Renewals and vacancies

CEO Sindt reported that there are three Board members whose 1st terms will be completed in June, Lionel Foster, Beth Will, and Jan Olson. Those members will need to fill out another application for their 2nd term. The Governance Committee will review the applications and will make a recommendation for their 2nd terms. The selection of officers will be at the June Board meeting for the next fiscal year.

2.6 Update on CEO Annual Performance Review Process

President Foster reported that he is still waiting for some evaluations to be returned by Board members, but will have a report ready for the next Board meeting in March. President Foster suggested meeting with the CEO on a quarterly basis throughout the year instead of having one evaluation at the end of the year. Beth Will stated that it would be discussed at the next Governance Committee meeting and then would be taken to the Board for discussion.

2.7 Area Plan Update

COO Timmer reported on Section 1 of the Area Plan Update that was provided in the meeting packet. The completed Area Plan Update will be provided to the Board at the March meeting for review and approval. This is the final update of a 4-year plan. No services will be changed or added. Recommendations from the Joint Planning Committee regarding service priorities will be used for any service reductions.

2.8 Governance Committee Report – Update on Advisory Council vacancies

2.8.1 Approval of Linda Saathoff for Advisory Council representing Pocahontas County

Chair Will reported that the Governance Committee met on February 11, 2020. The application of Linda Saathoff of Pocahontas County for the Advisory Council was reviewed. Chair Will recommended the application for Linda Saathoff be approved.

It was moved by Lori Hain and seconded by Ethan Huizenga to approve Linda Saathoff for the Advisory Council.

Aye: all (the motion was declared carried.)

3.0 Finance Report – Sherri Boedeker, CFO

3.1 Finance Report

CFO Boedeker reported that the annual audit report is complete. The exception that Jeri Maher mentioned earlier regarding the preparation of the audit report has been in place for 20 years, but it should be removed next year. Contributions for the meal program decreased when the price of meals increased to reflect the actual cost of meals. The result was a shortfall. Meal sites are supposed to post a sign asking for contributions. The suggested contribution is \$4.75 to \$7.00. One of the conditions of nutrition funding is that contributions can be requested, but no participants can be given a bill.

The FY 20 budget has been revised and sent to the management team for review. The revised budget will be sent to the Iowa Department on Aging by February 22, 2020.

Jodi Presswood has been hired to fill the Assistant Finance Director position and will be located in the Fort Dodge office. She has extensive experience in finance and will make a great addition to Elderbridge.

It was moved by Beth Will and seconded by Steve Kruse to accept the financial report.

Aye: all (the motion was declared carried.)

4.0 Agency Program Report – Shelly Sindt, CEO

4.1 CEO Report

CEO Sindt reported that she is working on a Stakeholder's Survey to get feedback on the services provided by Elderbridge. The survey is brief and includes five questions. The plan is to implement the survey tool and it will be shared with i4a. CEO Sindt met with a Respite Companion group in Mason City. The group used to be located in a church, and a volunteer would use an office at the Mason City location.

Staff is currently working on a Memorandum of Understanding with the RSVP program in Greene County. Service Specialist, Emily Winker, in the Carroll office, will be starting a caregiver support group in Greene County.

The AAA's will be advocating for Elder Rights and additional appropriations for the program. The state is cutting funding for the program for FY 21. CEO Sindt will be meeting with legislators on the hill on March 19, 2020, and will also be attending legislative forums.

Molina Healthcare (MCO) will be meeting with CEO Sindt on February 12, 2020. They would like to be one of the MCO's in the state of Iowa. CEO Sindt will be attending the Client Safety Team meetings that are held in each of the offices. The Elder Rights staff facilitate the meetings and CEO Sindt will be making connections with community partners at those meetings.

Staff will be doing site evaluations as the Nutrition Director will be on maternity leave. On March 3, 2020, is the next quarterly conversation with the Iowa Department on Aging in Des Moines. Public Relations Coordinator Sue Anne Stoermer and CEO Sindt will be doing a presentation to the lakes area Rotary Club about Elderbridge and fundraising.

4.2 COO Report – Stacia Timmer, COO
COO Timmer reported the following:

- The Carroll RSVP Memorandum of Understanding has been signed.
- The Home and Community-Based Contracts have been issued and requests for funding have started to come in.
- The nutrition site evaluations are in progress by staff.
- Rock Rapids gained a new congregate meal site. It is located in a restaurant and serves congregate meals from 11:00 a.m. to 1:00 p.m.
- The Caregiver services are expanding in the Carroll area. The Caregiver Conference will be in May in Carroll.
- The Return to Community program is going well. COO Timmer met with the Palo Alto Hospital in Emmetsburg and Dickinson County in Spirit Lake and they will be partnering with Elderbridge to expand the program.
- On February 12, 2020, COO Timmer will meet with the Health & Human Services Appropriations Sub-Committee to talk about the Return to Community Initiative. Additional funding is being requested to expand the program. Director Linda Miller wants COO Timmer to convey the success stories and how the program is impacting individuals.

5.0 Community Relations

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

6.0 Coming Dates

- 6.1 Next Board Meeting – March 10, 2020, at the Fort Dodge Elderbridge Office
- 6.2 Webster County Caregiver Support Group – 2nd Wednesday and 4th Thursday of every month, 4:30 to 5:30 p.m. Elderbridge Office, Fort Dodge
- 6.3 Clay County Caregiver Support Group – February 26, 2020, 3:00 to 4:00 p.m., at Spencer Elderbridge office (4th Wednesday of every month)
- 6.4 Caregiver Support Group – February 25, 2020, 9:30 a.m., Trinity Lutheran Church, Mason City
- 6.5 Client Resource Safety Team Meeting – February 25, 2020, 10:00 – 11:30 a.m., Elderbridge, Spencer office.
- 6.6 Caregiver Panel Discussion – Coon Rapids, Thomas Rest Haven Activity Room, 1st Tuesday of every month
- 6.7 Advisory Council Meeting, February 26, 2020, 10:30 a.m., Fort Dodge Elderbridge Office
- 6.8 Medicare Savings Programs Information – February 26, 2020, 12:45 p.m., Northwood Senior Citizens Center, Northwood
- 6.9 Medicare Savings Programs Information – March 18, 2020, 12:45 p.m., Senior Saints Center, St. Ansgar
- 6.10 Fundraiser “Play it Forward” Event The Waterfront of Arnold Park, April 30, 2020

7.0 Adjournment

- 7.1 Adjournment
There being no further business before the Board, it was moved by Ethan Huizenga and seconded by Steve Kruse that the meeting is adjourned at 12:08 p.m.

Aye: all (the motion was declared carried.)