

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

May 12, 2020, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Lionel Foster at 10:04 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 absent.

0.2 Roll Call

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

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

No new items were added to the agenda.

0.4 Adopt Agenda

President Foster called for a motion to adopt the May 12, 2020, Board Agenda. It was moved by Steve Kruse and seconded by Ron Newsum that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of April 8 and 14, 2020, Board meeting minutes

President Foster called for a motion to approve the April 8 Special Meeting minutes and the April 14, 2020, meeting minutes with corrections to the Coming Dates section. It was moved by Barry Anderson and seconded by Tracy Quinones that the April 8 and 14, 2020, meeting minutes be approved with corrections.

Aye: all (the motion was declared carried.)

1.2 Governance Committee Report

1.2.1 Approval of Advisory Council candidates of Alison Hauser (1st Term) and Linda Saathoff (1st Term) Pocahontas County

Chair Beth Will reported that the Governance Committee met on May 12, 2020, to review and recommend the applications from Alison Hauser, Webster County, and Linda Saathoff, Pocahontas County for the Advisory Council. President Foster called for a motion to approve the Governance Committee

recommendations for the Advisory Council. It was moved by Tracy Quinones and seconded by Ethan Huizenga to approve the first terms of Alison Hauser and Linda Saathoff.

Aye: all (the motion was declared carried.)

1.2.2 Discussion and recommendation for a slate of officers for the next fiscal year

Chair Will reminded Board members that officer selection will need to be completed at the June Board meeting. If Board members are interested in an officer's position or would like to participate on any of the standing committees to make their interest known before the June Board meeting.

1.3 Re-opening Plan

CEO Sindt reported that there will be a meeting on May 13, 2020, with staff to discuss using a phased-in approach to opening the offices. Staff will discuss the procedures that will be needed before seeing clients to ensure safety for both the clients and staff. At this time there are no plans to reopen congregate meal sites. Meal sites will continue providing home-delivered meals. COO Timmer has ordered hand sanitizer dispensers to be used at the offices' entrance doors. Thermometers will be ordered to use at the congregate meal sites and the offices to screen the public before entering Elderbridge offices and meal sites.

CEO Sindt stated that i4a is working on a statewide step-by-step plan for reopening. The western part of Iowa has not reached its peak of Covid-19 cases. Meal sites will not reopen again until July 1, 2020. Schools and Senior Centers were the first to be closed and will probably be the last to reopen. Board members asked if transit buses could deliver meals instead of retired seniors in the high-risk group. CEO Sindt stated that transit buses are delivering only pre-ordered groceries.

1.4 Fundraising Committee Report

CEO Sindt reported that the Fundraising Committee met in May. The "Play It Forward" fundraiser will be held on July 23, 2020. The Waterfront has facilities to have the event outside and online options for the auction are being investigated also. The fall fundraiser has been postponed until the spring of 2021.

1.4.1 Discussion and approval of fundraising training for CEO Sindt

President Foster that CEO Sindt had indicated in her evaluation that she would like to attend training for fundraising. CEO Sindt stated that she has found online training that has no cost other than agency membership. She is currently taking the training. CEO Sindt recommended that Sue Anne Stoermer, Public Relations Coordinator, also take the fundraising training. It was moved by Beth Will and seconded by Tracy Quinones to approve the Fundraising Committee report.

Aye: all (the motion was declared carried.)

1.5 Annual Board Training

CEO Sindt stated that she would like to do the Annual Board training in July after the Board meeting. The July Board meeting will be brief and the training will immediately follow the Board meeting. Crystal Meyer will be doing the Board training. She has experience in fundraising and Board training. Steve Kruse recommended giving her a gift certificate for her services.

President Foster called for a motion to approve the Annual Board Training. It was moved by Steve Kruse and seconded by Barry Anderson to approve the Annual Board Training

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker, CFO

2.1 Finance Report

CFO Boedeker reported that Elderbridge has received 1.6 million in stimulus funding, and \$480,000 in funds have been released to help with cash flow. CFO Boedeker stated that Iowa Department on Aging had been slow in releasing the funds which have created concern. CFO Boedeker further stated IDA is encouraging AAA's to expend the COVID-19 funding before using Title III funds. CFO Boedeker stated staff will be discussing whether to use Title III funds first or federal funds.

There has been a substantial increase in internally generated aid requests for April. Aid requests average 50 per month and the month of April had 378 requests. The staff has been very busy processing the requests.

President Foster called for a motion to approve the finance report. It was moved by Beth Will and seconded by Ethan Huizenga to approve the financial report as presented.

Aye: all (the motion was declared carried.)

3.0 Agency Program Report – Shelly Sindt, CEO

3.1 CEO Report

CEO Sindt reported that the Iowa Department on Aging has directed the AAA's to spend the COVID-19 funding first, but the additional federal funds cannot be carried over past September 30. The problem that will result is that regular funds will not be used and the funds will be taken back. CEO Sindt believes it would be better to spend regular funding for current activities and use the stimulus funds for new services and new clients. The stimulus dollars can be carried over to September 2021. IDA does not allow agencies to carry over more than 20% of funding past September 30.

CEO Sindt praised the work that Elderbridge staff has been doing during the pandemic. Total requests for assistance have doubled since March. An additional 343 people in April received home-delivered and shelf-stable meals. CEO Sindt stated that staff and meal site personnel were deeply appreciative of the hazard pay they received.

Northwest Bank has given Elderbridge a donation of \$2,500 for senior meals. The funds can be used in any of the counties the bank is located.

3.2 COO Report – Stacia Timmer, COO

COO Timmer reported that awareness of Elderbridge has increased since the pandemic started. RIDES in Spencer and DART in Fort Dodge have been delivering groceries to seniors. 98% of the meal sites are doing home-delivered meals. The Iowa Department of Aging will be providing masks and hand sanitizer which will be going out to meal sites. The Iowa Return to Community program continues to grow. COO Timmer will meet with the Spirit Lake Hospital next week to begin getting referrals.

Caregiver support is continuing via facebook and staff are calling caregivers also. Partnerships have been developed to provide mental health outreach, telehealth, and food boxes.

President Foster complimented COO Timmer on the article that appeared in the Mason City Globe Gazette.

4.0 Community Relations

4.1 County Updates – Feedback from Board Members and the general public.

Jan Olson reported there will be a mobile food pantry in Humboldt on May 13, 2020, from 4:30 p.m. to 6:00 p.m.

5.0 Coming Dates

5.1 Next Board Meeting –June 9, 2020, by Conference Call

5.2 Webster County Caregiver Support Group – 2nd Wednesday and 4th Thursday of every month, 4:30 to 5:30 p.m. Elderbridge Office, Fort Dodge, Suspended due to COVID-19.

5.3 Clay County Caregiver Support Group – Spencer Elderbridge office (4th Wednesday of every month) Suspended due to COVID-19.

5.4 Caregiver Support Group – Trinity Lutheran Church, Mason City, Suspended due to COVID-19.

5.5 Caregiver Panel Discussion – Coon Rapids, Thomas Rest Haven Activity Room, 1st Tuesday of every month, Suspended due to COVID-19.

5.6 Advisory Council Meeting, May 27, 2020, 9:00 a.m., by Conference Call

5.7 May is Older Americans Month – “Make Your Mark”

5.8 World Elder Abuse Awareness Day – June 15, 2020, Elderly, Global Focus, Safety

5.9 Spring Caregiver Conference – June 23, 2020, Carrollton Hotel & Events Center, Carroll, Iowa

5.10 Fundraiser “Play it Forward” Event, The Waterfront of Arnolds Park, July 23, 2020, 4:00 p.m to 6:30 p.m.

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Barry Anderson and seconded by Larry Pedley that the meeting is adjourned at 11:15 a.m.

Aye: all (the motion was declared carried.)