

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

August 11, 2020, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Will at 10:05 a.m.

0.1 Introduction of Board members, staff, and visitors.

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

0.2 Roll Call

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

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 Will called for a motion to adopt the August 11, 2020, Board Agenda. It was moved by Steve Kruse and seconded by Larry Pedley that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of July 21, 2020, Board meeting minutes

President Will called for a motion to approve the July 21, 2020, meeting minutes. It was moved by Tracy Quinones and seconded by Lionel Foster that the July 21, 2020, meeting minutes be approved with corrections to Elaine Kelsey listed as present in 0.1 and Beth Will listed as ex officio in 1.3.2 Finance Committee and 1.3.3 Fundraising Committee.

Aye: all (the motion was declared carried.)

1.2 Central Services Report

CEO Sindt reported that the Central Services Board met on August 4, 2020, and it was the Annual meeting. Officers were appointed, Dale Struecker will continue as Board President. The windows are in the process of being completed in Spencer. The initial bid did not include the trim work for each window. An additional bid was received for labor to paint and install the window trim. The Fort Dodge parking lot will be restriped. The Fort Dodge office sustained roof damage in late July from a storm. President Dale

Struecker received a bid from the same contractor that repaired the roof a year ago. Repairs to the roof were approved by the Central Services Board.

It was moved by Lionel Foster and seconded by Ron Newsum to approve the Central Services Board report.

Aye: all (the motion was declared carried.)

1.3 Fundraising Committee

Vice President Foster congratulated all those involved with the “Play it Forward” fundraiser. The net profit was \$10,610 for the first time virtual fundraising event. CEO Sindt stated that she thought the fundraiser was a big success and that she was proud of the staff and their ability to deal with the many twists and turns that occurred with the fundraiser due to the COVID-19 pandemic. Elderbridge contracted with Angie Perez to help plan the event and she only billed the agency for \$300 due to the fact the initial event did not take place in April. The Fundraising Committee has already begun planning the next virtual fundraising event in Mason City for April 2021.

Grantwriter, Tammie McCreedy continues to write grants for material aid, which is how Elderbridge assists people with financial needs, such as electric bills. Vice President Foster stated that Elderbridge has recently received \$23,000 in grants and Tammie McCreedy does a great job writing grants for the agency. It was moved by Steve Kruse and seconded by Ron Newsum to approve the Fundraising Committee report.

Aye: all (the motion was declared carried.)

1.4 Governance Committee Report

President Will stated that not all of the Standing Committees have met at this time. Chairpersons need to be elected for the Standing Committees. Vice President Foster is the Chair for the Fundraising Committee, Dale Struecker is the President of the Central Services Board, and Larry Pedley is the Chair of the Finance Committee because he serves as the Board Treasurer. CEO Sindt stated that the Governance Committee will need to appoint a Chair. It was moved by Larry Pedley and seconded by Lionel Foster that the Governance Committee report be approved.

Aye: All (the motion was declared carried.)

1.5 Older Iowans Legislature (OIL) Delegate Appropriation

CEO Sindt reported that in the past Elderbridge has provided financial support to any Board member who wanted to attend the Annual OIL meeting in Des Moines. Vice President Foster indicated he has attended the event in the past but has not heard when or if they will be meeting in-person in September. CEO Sindt stated that if they have the in-person meeting the Board would financially support participation in the meeting. Last year \$5,000 was appropriated for delegates to attend the OIL meeting and \$3,600 was spent. Vice President Foster stated he will go to Des Moines to attend the event if they have the meeting in-person. It was moved by Lionel Foster and seconded by Steve Kruse to appropriate up to \$5,000 to support OIL delegates to attend the meeting.

Aye: all (the motion was declared carried.)

1.6 Board/Staff Strategic Planning Retreat

CEO Sindt reported that the last Strategic Planning Retreat was three (3) years ago and that she would like to hold the retreat on October 13, 2020. Joe Sample from i4a did the presentation at the last meeting. CEO Sindt indicated that she would like to have him come again and facilitate the meeting. Chair Will commented that he did a nice job the last time and it would make sense for him to come back.

CEO Sindt stated that there would be a short Board meeting and then the Strategic Planning session would immediately follow the Board meeting. She further stated she would look into the cost to have Joe Sample facilitate the meeting.

It was moved by Ethan Huizenga and seconded by Tracy Quinones to have the Strategic Planning Retreat to immediately follow the October 13 Board meeting with Joe Sample facilitating the meeting. The maximum cost for the retreat is approved up to \$1,000. If the cost exceeds \$1,000 Board approval will be needed.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker, CFO

2.1 Finance Report

CFO Boedeker presented the finance report. There was an additional cost from last year as a result of the workman’s compensation audit. The carrier reclassified an employee and there was an additional charge of \$930 from last year. The final FY2020 report to the state is due on Monday, August 17, and the report is being reviewed for mistakes and reasonableness. CFO Boedeker is also making sure the dollars coincide with the units that Elderbridge provided (units, consumers, and dollars). It was moved by Steve Kruse and seconded by Larry Pedley to approve the finance report.

Aye: all (the motion was declared carried.)

3.0 Agency Program Report

3.1 CEO Report – Shelly Sindt

CEO Sindt referred to her written report in the Board packet. Elderbridge is in the process of doing a statewide contract through i4a with Grandpads, which will allow the AAAs to not have to commit to 100 Grandpads per agency. Instead, the costs will be spread over all the AAAs through the statewide contract. There will be a 120 Grandpads available statewide. NEI3A has committed to 50 and Elderbridge has identified 31 people to receive the Grandpads.

Elderbridge is working on a contract/MOU with the University of Iowa Geriatric program to use for Home Meds. Elderbridge brought the Home Meds program to Iowa. Our staff will be training U of I, NEI3A, and Milestones staff as part of the contract. Elderbridge may receive a small portion of the U of I grant to help fund our HomeMeds program. Elderbridge will be able to utilize the U of I pharmacists for the pharmacy review portion of the program, which will save money.

Staff is still working remotely right now, with some returning to the offices. Congregate meal sites are still closed through Labor Day.

3.2 COO Report – Stacia Timmer

COO Timmer referred the Board to her written report in the Board packet. The Iowa Return to Community (IRTC) program is going well and referrals are coming in. Meal sites are still doing home-delivered meals. For those meal sites that are closed staff is calling seniors to see if they need frozen meals. Weekly staff and management meetings are keeping staff and management connected, which allows for open communication.

The Volunteer Coordinator interviews are taking place and the hope is to extend an offer to a successful candidate by Friday, August 14. COO Timmer has discussed with Vice President Foster the IRTC program and the Older Iowans Legislature. Vice President Foster wants to talk with OIL to push for funding for the IRTC program

4.0 Community Relations

- 4.1 County Updates – Feedback from Board Members and the general public.
No county updates.

5.0 Coming Dates

- 5.1 Next Board Meeting – 10:00 a.m. September 8, 2020, Conference Call
- 5.2 Advisory Council Annual Meeting, August 26, 2020, 10:30 a.m., Fort Dodge Elderbridge Office
- 5.3 Office Closure – Labor Day – September 7, 2020
- 5.4 Clay County Fair – Postponed to September 11-19, 2021
- 5.5 Webster County Caregiver Support Group – Fort Dodge, Suspended due to COVID-19.
- 5.6 Clay County Caregiver Support Group – Spencer Elderbridge office (4th Wednesday of every month) Suspended due to COVID-19.
- 5.7 Caregiver Support Group – Trinity Lutheran Church, Mason City, Zoom Meetings scheduled the last Tuesday of the month at 9:30 a.m.
- 5.8 Caregiver Panel Discussion – Coon Rapids, Thomas Rest Haven Activity Room, 1st Tuesday of the month via Zoom from 3:00 to 4:00 p.m.
- 5.9 Caregiver Conference – September 10, 2020, Virtual event by Zoom.
- 5.10 Older Iowan Legislature Annual Meeting – September 2020, (has not been announced yet)

6.0 Adjournment

- 6.1 Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Ron Newsum that the meeting is adjourned at 11:00 a.m.

Aye: all (the motion was declared carried.)