

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

June 9, 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, Roxy Thompson, HR Specialist, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was absent.

0.2 Roll Call

Tim Nichols	A	Larry Pedley	Ex
Jan Olson	Ph	Beth Will	Ph
Tracy Quinones	Ph	Ethan Huizenga	Ph
Lionel J. Foster	Ph	Barry Anderson	A
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 June 9, 2020, Board Agenda. It was moved by Beth Will and seconded by Steve Kruse that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of May 12, 2020, Board meeting minutes

President Foster called for a motion to approve the May 12, 2020, meeting minutes. It was moved by Tracy Quinones and seconded by Ron Newsum that the May 12, 2020, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Presentation of Certificate of Appreciation to Jan Olson

The Board thanked Jan Olson for her service and for acting as secretary for the past year. She will be going to the Advisory Council representing Humboldt County as of July 1, 2020.

1.3 Governance Committee Report

1.3.1 Recommendation for Slate of Officers

Chair Beth Will stated that the recommended Board members for officer positions for the next fiscal year are Beth Will, President, Lionel Foster, Vice President, and Larry Pedley for Treasurer. The position of secretary is still open. CEO Sindt reminded Board members that officers will be voted on and seated at the Annual July meeting. Nominations for officers positions will also be taken from the floor at the July meeting

1.3.2 Update on Advisory Council Vacancies: Buena Vista, Greene, Hancock, Osceola, and Sac. Additional vacant Counties as of July 1: Carroll, Emmet, Guthrie, and Worth.

Chair Will stated that efforts are ongoing to fill the vacancies. Referrals for any of the vacant counties would be appreciated.

President Foster called for a motion to accept the Governance Committee report. It as moved by Steve Kruse and seconded by Ron Newsum to accept the Governance Committee Report.

Aye: all (the motion was declared carried.)

1.4 Central Services Report

CEO Sindt reported that all 26 windows in the Spencer office will receive new inserts and screens and will be able to open. The cost for the window upgrade is roughly \$15,000, which is considerably less than previous bids. The new inserts will be Anderson windows.

Parking space lines will be painted at the Fort Dodge parking lot and new trees will be planted at the office. President Foster called for approval of the Central Services report. It was moved by Tracy Quinones and seconded by Ron Nesum to approve the Central Services Report.

Aye: all (the motion was declared carried.)

1.5 Fundraising Committee Report

CEO Sindt stated that there was no quorum at the last Fundraising Committee meeting and the meeting was rescheduled for June 18, 2020. This year's fundraiser, "Play It Forward" is still scheduled for July 23, 2020. If the fundraiser is not able to be in person due to COVID-19, there will still be an online auction. Raffle items have already been purchased. Invitations will be printed and VIP invitations will be sent out to area legislators. Sponsors who contributed \$450.00 will receive tickets to the event. The Fundraising Committee has decided not to have a fall fundraiser but will discuss the possibility of a fundraising event in the spring of 2021.

Grantwriter Tammie McCready continues to write grants that can be used for material aid requests.

1.6 Review and Discussion of Standing Committees

CEO Sindt asked Amy Simpson to send out the current list of Standing Committee members and to include it in the next Board meeting packet.

1.7 Annual Board Training

CEO Sindt stated that the new Board officers will be seated at the July Annual Meeting. Annual Board training will immediately follow the July Board meeting. CEO Sindt requested that the July Board meeting be moved to a different date due to a scheduling conflict. The July Board meeting will be on Tuesday, July 21, 2020, at the Fort Dodge Elderbridge office. Crystal Meyer will be conducting the Board training at no cost.

1.8 COVID-19 Return to Work Plan

CEO Sindt reported that the agency put together, with the help of Roxy Thompson, HR Specialist, a Return to Work Handbook that can be used for any pandemic. Roxy Thompson explained that the handbook has basic guidelines from interfacing with the public to what staff needs to do to keep their work environment sanitized. Joe Sample, i4a Executive Director is developing a statewide plan for all area agencies on aging.

June 15, 2020, was the scheduled date for employees to return to work, but due to the increase in COVID-19 cases in the area, that will be delayed. Management staff will be phased back into the office and other staff will not return to the office until after July 4, 2020. Stations will be set up at the entrances with thermometers for employees to check and record their temperatures before entering the office. No date has been set for the reopening of Congregate Meal Sites.

2.0 Advisory Council Report

Ethan Huizenga, Board Representative to the Advisory Council, reported that new members and current members were seated at the May meeting. County vacancies were discussed and a nominations committee for the slate of officers was formed. New officers will be appointed at the Annual Advisory Council meeting in August.

3.0 Finance Report – Sherri Boedeker, CFO

3.1 Finance Report

CFO Boedeker reported that Elderbridge has received 1.6 million in stimulus funding, and the state has been reluctant to release funds. Because of the slow release in funds, money was transferred from MBT Bank to Wells Fargo Bank. The Iowa Department on Aging is requiring that the FY2020 revised budget be prepared along with the FY2021 budget by June 21. The management team will be working on data projections. Staff will need to discuss how to back down from providing additional services as things return to normal.

Additional funding from the state won't be available due to the COVID-19 crisis. Legislators are being informed that AAA's are using the stimulus funds, but state funding is still needed.

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

Aye: all (the motion was declared carried.)

4.0 Agency Program Report – Shelly Sindt, CEO

4.1 CEO Report

CEO Sindt reported that the AAA's discussed at the state level entering into a 28E agreement to allow for larger purchasing power for health insurance through Wellmark. Three AAAs have shown interest in the 28E Agreement also. There would be more health insurance choices for employees to pick from. Elderbridge is currently happy with its health insurance coverage but would be interested in a statewide program to provide more choices.

4.2 COO Report – Stacia Timmer, COO

COO Timmer reported that she is continuing to work with meal sites, which are doing a great job of keeping people fed. Congregate meal sites are still closed. Farmer's Market applications and vouchers are being mailed out this year instead of being available at the offices and meal sites.

Interviews are being conducted for an IRTC Coach for the Return to Community Program. Referrals from the Lakes Regional Hospital started on June 1, 2020. Public service announcements were placed on facebook and Elderbridge's website. Health and wellness informational videos on topics of interest have also been shared and are on the radio.

5.0 Community Relations

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

The Eagle Grove meal site in Wright County has stopped doing home-delivered meals due to a COVID-19 outbreak in the county.

6.0 Coming Dates

6.1 Next Board Meeting – July 21, 2020, 10:00 a.m. Elderbridge Fort Dodge 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, Suspended due to COVID-19.

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

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

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

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

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

6.8 Advisory Council Meeting, August 26, 2020, 10:30 a.m., Fort Dodge Elderbridge Office

6.9 Caregiver Conference –August of September, Carrollton Hotel & Events Center, Carroll, Iowa

7.0 Adjournment

7.1 Adjournment

There being no further business before the Board, it was moved by Beth Will and seconded by Lori Hain that the meeting is adjourned at 11:20 a.m.

Aye: all (the motion was declared carried.)