

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

308 Central Avenue

Fort Dodge, IA 50501

March 10, 2020, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Lionel Foster at 10:06 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, and Sherri Boedeker, CFO, were present. Elaine Kelsey, Liaison to the Board, was also present.

0.2 Roll Call

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

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

Vice President Will requested Board Bylaws change to Advisory Council section be added to the agenda.

0.4 Adopt Agenda

President Foster called for a motion to adopt the March 10, 2020, Board Agenda. It was moved by Steve Kruse and seconded by Lori Hain that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of February 11, 2020, Board meeting minutes

President Foster called for a motion to approve the February 11, 2020, meeting minutes as written. It was moved by Jan Olson and seconded by Tracy Quinones to approve the February 11, 2020, meeting minutes.

Aye: all (the motion was declared carried.)

1.2 CEO Performance Evaluation

1.2.1 Convene into Closed Session per Chapter 21.5(i) of the Iowa Code

It was moved by Vice President Will and seconded by Larry Pedley to go into closed session to discuss CEO Sindt's performance evaluation.

Aye: all (the motion was declared carried.)

1.2.2 Reconvene into Open Session

It was moved by Lori Hain and seconded by Steve Kruse to reconvene into open session.

Aye: all (the motion was declared carried.)

1.2.3 Motion consistent with terms discussed during Closed Session

It was moved by Ethan Huizenga and seconded by Larry Pedley that CEO Sindt receive a 3% pay increase effective January 1, 2020.

Aye: all (the motion was declared carried.)

1.3 Executive Committee Report

President Foster reported that the Executive Committee met in closed session to discuss CEO Sindt's performance evaluation. Board members discussed the evaluation process and the need to start the performance evaluation process earlier. It should be started by October and added to the December in-person Board meeting. CEO Sindt's monthly Board reports can be used by members as a guide to CEO Sindt's performance. The CEO evaluation process is already included in the bylaws, so no changes are recommended.

1.4 Governance Committee Report

Chair Will reported that the Governance Committee met on March 9, 2020. Two qualified applicants from Sioux County were received. The Advisory Council Bylaws allow for 1 person per county. Other AAA's have up to three at-large members. This would allow Elderbridge to have 32 members and qualified applicants willing to serve would not be turned away. The Board and Advisory Council Bylaws would need to be modified to allow for at-large applicants. Chair Will further reported that efforts are continuing to fill the vacant counties.

It was moved by Larry Pedley and seconded by Ethan Huizenga to include adding three at-large members to the Advisory Council bylaws.

Aye: all (the motion was declared carried.)

It was moved by Tracy Quinones and seconded by Lori Hain to approve Merry Landenberger as the Advisory Council representative for Sioux County and Deb Kratochvil as the at-large representative after the Advisory Council bylaws are officially changed.

Aye: all (the motion was declared carried.)

Chair Will recommended accepting Jan Olson's application to represent Humboldt County as she has decided to not serve a 2nd term on the Board. It was moved by Lori Hain and seconded by Steve Kruse to approve Jan Olson's application for Humboldt County with her service to begin on July 1, 2020.

Aye: all (the motion was declared carried.)

The Governance Committee recommended Beth Will and Lionel Foster to serve a second term on the Board. It was moved by Tracy Quinones and seconded by Ethan Huizenga to approve the second terms of Beth Will and Lionel Foster.

Aye: all (the motion was declared carried.)

1.5 Discussion and Approval of Area Plan Update and Budget

COO Timmer reviewed the Area Plan update with the Board that will be submitted to the Iowa Department on Aging at the end of the month. This update is for the next fiscal year and includes financial projections and services in each county. CFO Boedeker explained that the Area Plan budget will be revised as soon as carryover funds are known. The budget that is included with the Area Plan will be submitted by April.

It was moved by Steve Kruse and seconded by Ethan Huizenga to approve the Area Plan update and budget as presented.

Aye: all (the motion was declared carried.)

1.6 Fundraising Committee Report

CEO Sindt reported that the second fundraiser is scheduled for April 30, 2020, at the Waterfront of Arnold's Park. Tickets for the event are \$25.00 and entitle ticket holders to enter the raffle. Items for the raffle include a 65-inch flat-screen TV and a chair and ottoman. A gaming license is needed, which CEO Sindt will be picking up on March 11, 2020. The cost of the gaming license is \$150.00 for two years. Businesses and Board members have provided in-kind support and have been donating items for the auction. Staff is checking to see if it will be possible for individuals not able to attend the fundraiser can do online bidding. CEO Sindt further reported that it is now possible to donate to Elderbridge through Thrivent.

It was moved by Ethan Huizenga and seconded by Tracy Quinones to accept the Fundraising Committee Report.

Aye: all (the motion was declared carried.)

1.7 Central Services Board Report

Secretary Will reported that the Central Services Board met on March 5, 2020. The new Assistant Finance Director, Jodi Presswood was introduced to the Board. She will be handling the finances of Central Services and the Board granted her permission to have access to the necessary bank accounts. Bids are again being accepted to replace 18 windows at the Spencer office. Striping of the Fort Dodge parking lot was also discussed.

It was moved by Tracy Quinones and seconded by Ethan Huizenga to accept the Central Services Board report.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker, CFO

2.1 Finance Report

Elderbridge may show a profit this year. Elderbridge is forecasted to carry forward \$20,000. Management is implementing a plan to utilize those funds in the coming year. The FY 2020 re-budget has been completed. The VOCA and Fresh Conversations grants are being underutilized on expenditures and management is working on a solution.

There was a shift within programs in Area Plan projects and non-Area Plan projects, but the overall budget remained unchanged.

It was moved by Larry Pedley and seconded by Beth Will 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 she was in Des Moines last week at the Iowa Department of Aging during the review of the Area Plan. The numbers show that more people are aware of Elderbridge. CEO Sindt will be in Des Moines on Thursday, March 12, 2020, to meet with state legislators. An invitation has been extended to the local legislators to meet with CEO Sindt for coffee.

The i4a is asking for 400,000 in funding for the Return to Community program. Currently, that funding is not included in the Governor's budget. Federal funding for the Older Americans Act has been cut by 8% for 2021 due to the removal of the hold harmless formula. It was decided, however, to not remove that stipulation and the funding will be reduced by ¼ of a percent per year. The impact of the budget cut will be minimized. The i4a is making adjustments in each AAA's counties.

The Nutrition Director is on maternity leave and in her absence, COO Timmer will be working on the nutrition contracts. A shortfall of \$32,000 is projected for the nutrition program. Elderbridge is looking at the reimbursement rate and hopes to change to a per plate reimbursement rate which will be more efficient.

Elderbridge employees were recognized on March 6, 2020, on Staff Appreciation Day for their service and dedication to the agency.

3.2 COO Report – Stacia Timmer, COO

COO Timmer reported that Sharla Kuyper has been hired in the Fort Dodge office as the Healthy Aging Coordinator. The same position also needs to be filled in the Carroll office. She is a dietitian and will be doing evidence-based programs. Contracts for meal sites are being sent out. Meal sites are no longer being treated as employees but as subcontractors.

The Iowa Return to Community program is expanding to the hospitals in Emmetsburg and Spirit Lake. One IRTC coach for the program is leaving the agency, but her position will be filled.

COO Timmer met with legislators about the program in Des Moines. Numbers for other programs that Elderbridge sponsors are going up. Employees are encouraged to document all the work they do so that the numbers are accurately recorded.

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 – April 14, 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
5.3 Clay County Caregiver Support Group – March 25, 2020, 3:00 to 4:00 p.m., at Spencer Elderbridge office (4th Wednesday of every month)
5.4 Caregiver Support Group – March 24, 2020, 9:30 a.m., Trinity Lutheran Church, Mason City
5.5 Caregiver Panel Discussion – Coon Rapids, Thomas Rest Haven Activity Room, 1st Tuesday of every month
5.6 Medicare Savings Programs Information – March 18, 2020, 12:45 p.m., Senior Saints Center, St. Ansgar
5.7 Fundraiser “Play it Forward” Event The Waterfront of Arnold Park, April 30, 2020
5.8 Spring Caregiver Conference – May 12, 2020, Carrollton Hotel & Events Center, Carroll, Iowa
5.9 Advisory Council Meeting, May 27, 2020, 10:30 a.m., by Conference Call

6.0 Adjournment

- 6.1** 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 12:09 p.m.

Aye: all (the motion was declared carried.)