

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

Conference Call

April 13, 2021, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Will at 10:01 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, Sherri Boedeker, CFO, Jodi Presswood, Assistant Finance Director, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was also present.

#### 0.2 Roll Call

Tim Nichols	Ex	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Tracy Quinones	Ex	Ethan Huizenga	Ph
Lionel J. Foster	Ph	Barry Anderson	Ex
Ron Newsum	Ex	Lori Hain	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 Will called for a motion to adopt the April 13, 2021, 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 March 9, 2021, Board meeting minutes

President Will called for a motion to approve the March 9, 2021, meeting minutes. It was moved by Lionel Foster and seconded by Lori Hain that the March 9, 2021 meeting minutes be approved.

Aye: all (the motion was declared carried.)

##### 1.2 Governance Committee Report

**1.2.1** Approval of Board applications Jill Hawkinson and Ethan Huizenga. Advisory Council applications of Elaine Kelsey, Franklin County; Rick Burk, Winnebago County; Becky Koppen, Hamilton County; Lisa Rockhill, Lyon County; and Carol DeSchepper, Dickinson County.

After a brief discussion, it was moved by Larry Pedley and seconded by Steve Kruse to approve the Board and Advisory Council applications.

Aye: all (the motion was declared carried.)

**1.2.2** Discussion and recommendation for slate of Board Officers for fiscal year 2022-2023.

Chair Pedley reported the Governance Committee discussed the Board slate of officers for the upcoming fiscal year 2022-2023. The following officers were recommended to serve another year.

President, Beth Will; Vice President, Lionel Foster; Treasurer, Larry Pedley; and Secretary Lori Hain. Current officers will be contacted to ask if they wish to serve another term. Also, all Board members will have the opportunity to put their names forth if they would like to serve as an officer.

**1.3** Central Services Board Report

Vice President Foster and CEO Sindt reported that the Central Services Board discussed and approved a new lease for office space in Fort Dodge with Franklin County doing business as Central Iowa Community Services (formerly known as County Social Services), which is the new mental health provider. The lease will be for six months and rent will be \$750 a month. Structural repairs of a wall in the Fort Dodge office were also discussed.

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

Aye: all (the motion was declared carried.)

**1.4** Fundraising Committee Report

Board member Kruse stated that there are 105 lots for the silent auction on April 19-25, 2021, and 14 items for the live auction on April 22, 2021. Thirteen hundred individuals have been reached or notified of the fundraising event. CEO Sindt stated there are 69 registered participants for the auction but would like to see more participation. Board members were encouraged to register if they have not done so and to notify friends and family of the event.

It was moved by Steve Kruse and seconded by Lori Hain to approve the Fundraising Committee report.

Aye: all (the motion was declared carried.)

**1.5** COVID-19 Update

CEO Sindt stated that there is still some hesitancy in getting the vaccination. The variants are more prevalent and the most infections are occurring in the younger age groups. June 1, 2021, has been targeted as a reopening date for the offices. The congregate meal sites will also start to reopen beginning June 1, 2021, and Nutrition Director Danielle Crail has been working on a procedure for opening the meal sites.

**1.6** Area Plan Update

COO Timmer stated that the updates to the Area Plan since the last meeting have been minor. Specific counties will be targeted that gaps have been identified and strategies will be developed for those counties. Grantwriter Tammie McCready and COO Timmer have

been working on content and data demographics. The due date for submission to IDA is on May 1, 2021.

## **2.0 Finance Report – Sherri Boedeker, CFO**

### **2.1 Finance Report**

CFO Boedeker stated that financial statements are looking good. The audit report has been unable to be completed by the end of March. There will be an extension until June but the auditor will have the audit completed by the end of April.

The accrual was reversed with the Medicaid Cost Recovery program because invoices had not been paid. Elderbridge has received assurances from IDA that the invoices submitted to that program will be paid.

The Cost Allocation plan was included in the Board packet for review. This year the plan has to be submitted along with the Area Plan on May 1, 2021. CFO Boedeker explained the changes to the Cost Allocation plan to the Board. All six AAA's have to adopt the Cost Allocation Plan.

The Accounting Policies and Procedures have been updated with the creation of the titles (CEO, COO, and CFO), and the thresholds in contract approvals have been increased so the Board President Will not be bombarded to sign many documents. The COO can approve up to \$5,000, and the CEO can approve up to \$10,000. Also, if the President has signed a contract, the CEO will be able to sign for any payments or expenditures within the contract instead of the Board President.

It was moved by Lionel Foster and seconded by Steve Kruse to approve the financial report to include the update to the Cost Allocation Plan and the Accounting Policies and Procedures.

Aye: all (the motion was declared carried.)

## **3.0 Agency Program Reports**

### **3.1 CEO Report – Shelly Sindt**

CEO Sindt reported on the following:

- American Rescue Plan Act – Elderbridge will receive about a year's worth of Older Americans Act funding in addition to our regular funding. Elderbridge will have until September 30, 2023, to use the funding. Elder protection will be a specific focus of the funding. The additional funds will allow for the development of a Crisis Intervention Case Management to be developed to further the Elder Rights program, \$135,000 will be requested for funding.
- The Victims of Crime Act (VOCA) grant was concluded as of April 1, 2021. The VOCA grant did not always fit what was needed as most clients were not victims of a crime.
- CEO Sindt has volunteered at a vaccine clinic in Spencer.
- On April 12, 2021, CEO Sindt did a presentation to the Leadership Spencer group for young people.
- The National Aging Policy Summit will be virtual and President Will has been invited to participate. COO Timmer will also be participating. The conference is at the end of April.

**4.2 COO Report – Stacia Timmer**

COO Timmer reported on the following:

- Home and Community Based contracts have been sent out and most have been returned.
- The staff has been trained for seated Tai Chi.
- Fresh Conversations – Staff has been doing Zoom meetings and demonstrating recipes.
- Farmers Market - will be starting June 1, 2021. Vouchers will be mailed this year again. Meal sites will be coordinating with the Nutrition Director to get vouchers out as well.
- Iowa Café – continues to grow as more restaurants are joining the program.
- The Older Relative Caregiver program will begin in July.

**4.0 Community Relations**

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

President Will participated in the Iowa Public Health conference. The Iowa Café program was brought up during the conference. Participants asked many questions about the program. CEO Sindt stated that Elderbridge pioneered the program and now all AAA's have received funding to start the Iowa Café program in their areas.

**5.0 Coming Dates**

**5.1** Next Board Meeting – May 11, 2021, 10:00 a.m. by Zoom Conference Call

**5.2** Caregiver Support Group – Trinity Lutheran Church in Mason City, the last Tuesday of the month at 9:30 a.m. by Zoom

**5.3** Webster County Caregiver Support Group – 4<sup>th</sup> Thursday of the month from, 3:00 to 4:00 p.m. by Zoom.

**5.4** Clay County Caregiver Support Group – 4<sup>th</sup> Wednesday of the month, at 3:00 to 4:00 p.m. by Zoom.

**5.5** Carroll County Caregiver Support Group – 1<sup>st</sup> Tuesday of the month from 3:00 to 4:00 by Zoom.

**5.6** Aging in Place Virtual Fundraiser – Virtual Silent Auction April 19-25, 2021, Live Zoom Auction April 22, 2021, 7:00 - 8:30 p.m.

**5.7** Advisory Council Meeting – May 26, 2021, 9:00 a.m., by Zoom conference call

**6.0 Adjournment**

**6.1 Adjournment**

There being no further business before the Board, it was moved by Lori Hain and seconded by Steve Kruse that the meeting is adjourned at 10:50 a.m.

Aye: all (the motion was declared carried.)