

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

December 8, 2020, 9:30 a.m.

0.0 Call to Order

The meeting was called to order by President Will at 9:35 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, Joe Sample, i4a Director, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was present.

0.2 Roll Call

Tim Nichols	Ex	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Tracy Quinones	Ph	Ethan Huizenga	Ph
Lionel J. Foster	Ph	Barry Anderson	Ph
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 December 8, 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 November 10, 2020, Board meeting minutes

President Will called for a motion to approve the November 10, 2020, meeting minutes. It was moved by Tracy Quinones and seconded by Barry Anderson that the November 10, 2020 meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Strategic Planning Committee Report – Joe Sample

Joe Sample, i4a Director, summarized the Strategic Planning Retreat session that took place on November 10, 2020. The mission and vision statements were reviewed at the retreat. Suggestions were made for rewording the mission and vision statements. Core values and principles of professionalism, integrity, and excellence were discussed and changes were recommended to strengthen Elderbridge's core values and principles.

CEO Sindt stated that she agreed with Joe Sample regarding the vision statement to make it more actionable. The management team will work on the vision statement and will bring it back to the Board. The Board and CEO Sindt thanked Joe Sample for his input and suggestions. President Will stated that management staff will be working on the Strategic Plan and further information will be shared with the Board at the January meeting. It was moved by Lionel Foster and seconded by Tracy Quinones to approve the Strategic Planning Report from Joe Sample.

Aye: all (the motion was declared carried.)

1.3 Fundraising Committee Report

CEO Sindt stated that there is a Fundraising Committee of staff and a Fundraising Committee of the Board that meets regularly. Staff is working on the virtual fundraiser for April. Elderbridge has been turned down for sponsorships due to COVID-19 so the message has been changed to request donations for the fundraiser. There was a micro fundraiser held in November on Facebook where pastries could be purchased from Whye's. CEO Sindt raised funds with a birthday Facebook fundraiser in December. Tammie McCready continues to write grants to help Elderbridge continue to meet food insecurity issues and to provide emergency meals. It was moved by Tracy Quinones and seconded by Steve Kruse to accept the Fundraising Committee report.

Aye: all (the motion was declared carried.)

1.4 ADRC Grant Update

CEO Sindt stated that back in October the Iowa Department on Aging (IDA) received Cares Act funding from the federal government specifically to strengthen the Aging and Disability Resource Center to enhance and provide outreach to individuals affected by COVID-19. CEO Sindt stated that on December 2, 2020, Elderbridge signed a contract and will receive \$242,000 plus. There will be a 10-month time frame to complete the grant and Elderbridge will be holding the grant. Elderbridge will receive 8% from the grant.

The grant will be used for three (3) areas. 1) Improve LifeLong Links website and add a chat feature, 2) \$50,000 will go to partner with Easter Seals to provide technology and outreach to the disabled, and 3) UCEDD – University Center for Excellence in Developmental Disabilities will receive \$50,000 to build a portal to their training platform for ADRC staff to get cross-training.

1.5 CEO Performance Review Discussion

President Will stated that it is time for the CEO evaluation review and that she would like to tie the process to the Strategic Plan and Goals. She will be sending out information to the Board members before Christmas to fill in and return. An update on the CEO evaluation process will be given at the January meeting.

1.6 Holiday Leave

CEO Sindt asked for an additional day of paid time off for the staff to be used by January 31, 2021. Due to the challenging year because of COVID-19, it is recommended that staff have any additional day off. It was moved by Tracy Quinones and seconded by Lionel Foster that staff receives an additional day off as a gift from the Board to be used by January 31, 2021.

Aye: all (the motion was declared carried.)

1.7 Holiday Hazard Pay

CEO Sindt stated that Elderbridge staff is a precious commodity and it is important that the staff is supported. Normally a holiday training session is held every year. Because Elderbridge is not able to have that training it is recommended that staff receive \$200 in hazard pay and nutrition or meal site staff receive \$100.

After a brief discussion, it was moved by Barry Anderson and seconded by Ron Newsum that Elderbridge staff receive \$200 in hazard pay and meal site staff receive \$100.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker, CFO

2.1 Finance Report

CFO Boedeker reported that the main outlier continues to be home-delivered meals. Congregate meal sites continue to be closed. Adequate Cares Act funds are remaining to cover costs. Elderbridge has received contributions from 28 of the 29 counties. The support from the counties continues to be important and allows Elderbridge to match grants that do not allow the use of Federal or IDA dollars. The annual audit is in progress and is going well.

President Will asked for a motion to approve the finance report. It was moved by Lionel Foster and seconded by Barry Anderson to approve the financial report.

Aye: all (the motion was declared carried.)

3.0 Agency Program Reports

3.1 CEO Report – Shelly Sindt

CEO Sindt reported on the following:

- Received a thoughtful gift on her birthday of a daily thankfulness journal. CEO Sindt expressed she is thankful for her faith, family, and their well-being, and her health. It was encouraged for everyone to not get overwhelmed by negativity.
- Working on SMART goals. One of the goals is to develop a new four year Area Plan.
- Working on the sustainability of the Return to Community program.
- Relaunching of the fee-for-service line is on hold for now.
- Assuring delivery of services during the pandemic.
- Participating in the Home and Community Based virtual conference on December 10, 2020. Will be a panelist on a session at the conference.
- On December 10, 2020, the Iowa Commission on Aging will be having a virtual meeting and the AAA Directors will be giving updates during that conference call.

3.2 COO Report – Stacia Timmer

COO Timmer reported on the following:

- The Return to Community program is going well. A new portal will be used to get referrals quicker from the hospital.

- Received two grants from the mental health regions. Two Rivers and Northwest Care Connections. Money will be used to purchase Grandpads for those under 60 who are disabled and isolated older persons and their caregivers.
- Working with Tammie McCreedy, grant writer, on the four year Area Plan.
- Staff was asked to prioritize the programs and services as the Joint Planning Committee did in November.
- Staff is keeping connected to consumers with virtual meetings. Caregivers meetings, client safety meetings, and meal site meetings are some ongoing examples.

3.3 Healthy Aging Program Report – Danielle Crail, Healthy Aging Director

Danielle Crail, Healthy Aging Director stated that since the first of the year Elderbridge has served 396,000 meals. Elderbridge received a COVID-19 Nutrition Services Relief Grant to specifically purchase equipment. With the grant, Elderbridge has been able to purchase items such as freezers, gas ranges, microwaves, water heaters, dishwashers, computer equipment, and food processors for meal sites.

Packets were sent out to eight restaurants concerning the ACL grant which is a voucher program. One restaurant has responded and follow-up calls will be made to the other restaurants. With the Winnebago County grant, 42 people were provided 14 day's worth of emergency meals.

4.0 Community Relations

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

The Annual Reports and County reports were sent out to the counties by mail. Barry Anderson stated that it is important to at least meet with the Boards of Supervisors by virtual meetings instead of not at all. Larry Pedley agreed. CEO Sindt stated that an email will be sent out to the counties and meetings will be scheduled.

5.0 Coming Dates

5.1 Next Board Meeting – 10:00 a.m. January 12, 2021, via Zoom

5.2 Office Closures – December 24 & 25, Christmas Eve & Christmas Day, January 1, New Year's Day

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

5.4 Webster County Caregiver Support Group – 4th Thursday of the month from, 3:00 to 4:00 p.m. by Zoom.

5.5 Clay County Caregiver Support Group – 4th Wednesday of the month, at 3:00 to 4:00 p.m. by Zoom.

5.6 Carroll County Caregiver Support Group – 1st Tuesday of the month from 3:00 to 4:00 by Zoom.

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Steve Kurse and seconded by Barry Anderson that the meeting is adjourned at 10:55 a.m.

Aye: all (the motion was declared carried.)