

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

February 9, 2021, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Will at 10:04 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, Roxy Thompson, HR Specialist, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was also present.

0.2 Roll Call

Tim Nichols	Ph	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	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 February 9, 2021, Board agenda with item 1.2 to be taken up at the end of the agenda. It was moved by Tracy Quinones and seconded by Ron Newsum that the agenda be adopted with item 1.2 moved to the end of the agenda.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of January 12, 2021, Board meeting minutes

President Will called for a motion to approve the January 12, 2021, meeting minutes. It was moved by Lionel Foster and seconded by Steve Kruse that the January 12, 2021 meeting minutes be approved.

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 Lionel Foster and seconded by Tracy Quinones to go into a closed session. On roll call the vote was as follows:

Beth Will	Aye	Lionel Foster	Aye
Tim Nichols	Aye	Tracy Quinones	Aye
Ron Newsum	Aye	Larry Pedley	Aye
Ethan Huizenga	Aye	Lori Hain	Aye
Steve Kruse	Aye		

Motion carried.

1.2.2 Reconvene into open session

President Will called for a motion to reconvene into an open session. It was moved by Steve Kruse and seconded by Larry Pedley to reconvene into an open session. On roll call the vote was as follows:

Tim Nichols	Aye	Beth Will	Aye
Steve Kruse	Aye	Ethan Huizenga	Aye
Larry Pedley	Aye	Lionel Foster	Aye

Motion carried.

Lori Hain, Tracy Quinones, and Ron Newsum left the meeting before reconvening into an open session.

1.2.3 Motion consistent with terms discussed during the closed session

President Will called for a motion to approve the CEO evaluation. It was moved by Tim Nichols and seconded by Ethan Huizenga for a 4% pay increase with a review once the salary study is completed.

Aye: all (the motion was declared carried.)

1.3 Governance Committee Report

1.3.1 Review and approval of Advisory Council at-large application of Carl Legore

Chair Larry Pedley stated that the Governance Committee met on February 8, 2021, to discuss the at-large Advisory Council application of Carl Legore. He is currently a Calhoun County Supervisor and has served on numerous boards and committees in his community. President Will called for a motion to approve the application of Carl Legore. It was moved by Tracy Quinones and seconded by Tim Nichols to approve the Advisory Council application of Carl Legore.

Aye: all (the motion was declared carried.)

1.4 Fundraising Committee Report

CEO Sindt stated that there has been over \$1,300 in cash donations collected and Laura Allen, volunteer coordinator, has collected over \$6,400 in donated items. March 1 is the deadline for any new items. Advertising has begun for the April fundraiser and a final flyer has been created. Items have started to be put together for the auction program. There will be 10 live auction items and the rest of the items will be in the silent auction. Frank Fox, the auctioneer, recommended that Elderbridge use the platform 32Auction for the silent auction.

Grants are coming in from Community Foundations to support client's needs. Grantwriter, Tammie McCready, currently is working on the four-year Area Plan and grant writing will resume once the Area Plan is complete.

President Will called for a motion to accept the Fundraising Committee report. It was moved by Steve Kruse and seconded by Ethan Huizenga to accept the Fundraising Committee report.

Aye: all (the motion was declared carried.)

1.5 Review and approval of Remote Work Policy for Employee Handbook

HR Specialist Thompson stated that remote work is on the rise and that a remote work policy was needed for the agency. The policy may not apply to all employee positions. The policy sets guidelines and lets the employee know what is expected if they are working remotely. The Remote Work Policy is also part of the Emergency Plan to ensure the safety of employees during an emergency or disaster such as a pandemic.

Board members made comments and suggested changes to the language in the policy. President Will recommended that the Remote Work Policy be approved with the following revisions and additions. Final approval for work arrangement is by the CEO, a quarterly review of the Remote work situation to be done by the supervisor and the policy can terminate before the end date of the signed agreement. Board member Huizenga will take a final look at the policy once changes are made. It was moved by Larry Pedley and seconded by Tracy Quinones to approve the Remote Work Policy with the recommended revisions and that Board member Huizenga review the final policy.

Aye: all (the motion was declared carried.)

1.6 Review and approval of Area Plan

COO Timmer stated that a rough draft of Section 1 of the Area Plan was included in the Board packet. There are three goals that the Iowa Department on Aging listed in Section 1. Goal 3 was not included in the packet but has been completed. COO Timmer stated she will email out the information after the Board meeting. Section 1 is due to the Iowa Department on Aging on March 1, 2021. The final Area Plan is due on May 1, 2021. There will be a Public Hearing on February 24, 2021, for adding the service of Older Relative Caregiver. There are a lot of grandparents taking care of grandchildren. COO Timmer explained the goals and the gaps that have been identified. Strategies will be developed to minimize or alleviate the gaps.

President Will called for a motion to accept the Area Plan. It was moved by Tim Nichols and seconded by Steve Kruse to approve the Area Plan, Section 1.

Aye: all (the motion was declared carried.)

1.7 Upcoming Board Term Renewals

CEO Sindt stated that Tim Nichols, Ethan Huizenga, and Tracy Quinones have upcoming term renewals as of July 1, 2021. The Board packet included the information regarding the renewals. Board member Nichols stated that he will not be able to commit to a second term as he will be moving to the Des Moines area. He expressed his appreciation

to Elderbridge and he will be speaking with the incoming executive director of the Family Resource Center, Jill Hawkinson, and recommend that she apply to be on the Elderbridge Board. CEO Sindt thanked Board member Nichols for his volunteer service.

1.8 Covid-19 Update

CEO Sindt stated Iowa is 47 out of 50 states in the rolling out of the vaccine. Last Thursday the Governor shared that the AAA's would be assisting the Iowa Department of Public Health regarding the Covid-19 vaccine. The AAA's were not able to schedule vaccine appointments for existing clients and the general public. Elderbridge can make referrals for seniors to get appointments and assist with transportation. Elderbridge has identified senior living facilities in the service area and provided that information to local public health agencies to help them target where the vaccine is needed.

Elderbridge is moving toward getting the Elder Rights staff vaccinated and back out into the field with the appropriate PPE. Numbers are going down, but variants are popping up that are more contagious.

1.9 Strategic Plan

CEO Sindt stated that at the last Board meeting the mission, vision, and core values of the strategic plan were discussed. In the Board packet is the strategies to achieve the goals. The three strategies are advocacy, person-centered services, and sustainability. The goals, measures, and objectives were listed for each strategy in the handout provided in the Board packet. The Board members stated that the management team did an excellent job with the Strategic Plan. CEO Sindt suggested that the Strategic Plan should be discussed quarterly with the Board to make sure the agency is following the plan. It was moved by Steve Kruse and seconded by Lori Hain to approve the Strategic Plan with a quarterly review to begin on July 1, 2021.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker, CFO

2.1 Finance Report

CFO Boedeker stated that fieldwork for the audit has been completed. The finance department is looking at ways to streamline to free up time. Elderbridge is moving to electronic accounts payable with vouchers to reduce the amount of paper produced. A platform for billing Medicaid meals was purchased. Going forward Elderbridge will need to consider if it wants to continue to be a Medicaid provider of home-delivered meals. Assistant Finance Director Jodi Presswood will become the CFO on July 1, 2021, with Sherri Boedeker moving to the assistant finance director position. The FY2022 Area Plan Budget, including 3A-1, will be presented at the March meeting. It was moved by Tracy Quinones and seconded by Tim Nichols to approve the finance 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:

- Elderbridge is looking to purchase robotic pets for seniors that are struggling with social isolation and are not able to care for live pets. They are inexpensive and grant dollars will be used to purchase the robotic pets.

3.2 COO Report – Stacia Timmer

COO Timmer reported on the following:

- Farmers to Families – fresh produce, eggs, milk (perishables) are donated by the truckload. It will be for Clay County on February 20 at the Event Center from 11:00 a.m. to 1:00 p.m.

4.0 Community Relations

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

5.0 Coming Dates

5.1 Next Board Meeting – March 9, 2021, Fort Dodge Elderbridge Office

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 – 4th Thursday of the month from, 3:00 to 4:00 p.m. by Zoom.

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

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

5.6 Upcoming office closures – February 15, President’s Day

5.7 Advisory Council Meeting – February 24, 2021, 10:30 a.m., Fort Dodge Elderbridge Office

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

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Tim Nichols and seconded by Steve Kruse that the meeting is adjourned at 12:36 p.m.

Aye: all (the motion was declared carried.)