

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

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

0.0 Call to Order

The meeting was called to order by President Will at 10:03 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, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was not 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 November 10, 2020, Board Agenda. It was moved by Lionel Foster 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 October 13, 2020, Board meeting minutes

President Will called for a motion to approve the October 13, 2020, meeting minutes. It was moved by Steve Kruse and seconded by Lori Hain that the October 13, 2020, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Joint Planning Committee Report

COO Timmer reported that that the Joint Planning Committee met on November 4, 2020. Members of the committee consisted of management, Board members, and Advisory Council members. The purpose of the meeting was to set priorities for the next four year Area Plan.

Priorities for Direct Services for FY 22 are as follows:

- | | |
|-------------------------|-------------------------------------|
| 1. Home Delivered Meals | 5. Material Aid: Goods and Services |
| 2. Case Management | 6. Health Promotion: Evidence-Based |
| 3. Congregate Meals | 7. Nutrition Counseling/Education |
| 4. Elder Rights | 8. Outreach |

Priorities for Subcontracted Services for FY 21

- | | |
|-------------------------------|--|
| 1. Behavioral Health Services | 6. Health Promotion/Disease Prevention |
| 2. Personal Care | 7. Homemaker |
| 3. Transportation | 8. Legal (Mandated 3%) |
| 4. Emergency Response System | 9. Respite |
| 5. Chore | |

CEO Sindt thanked everyone for their participation and that she appreciated everyone's input and ideas. It was moved by Lionel Foster and seconded by Steve Kruse to approve the Joint Planning Committee report.

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. The staff is doing the background work and the Fundraising Committee of Board members gives direction and approval. The April 2021, virtual fundraiser is proceeding forward. Sponsorships are being sought and cash donations and auction items are also being asked for at this time. Volunteer Coordinator Laura Allen is taking the lead in getting items donated for the event. Grantwriter Tammie McCready continues to write grants. The Community Foundation grants are important to purchase meals and other grants are used to support services. A micro fundraiser was launched at the beginning of November through Whye's Choice and will run until December 3. The fundraiser can be found on the Elderbridge Facebook page. It was moved by Larry Pedley and seconded by Lionel Foster to accept the Fundraising Committee report.

Aye: all (the motion was declared carried.)

1.4 Update on Board of Supervisor's Visits

CEO Sindt stated because of the COVID-19 resurgence it was decided to send the Annual Report to the Board of Supervisors along with a letter to ask for funding for the next fiscal year. The letter stated that if the Board of Supervisors would like a virtual or in-person visit from staff they are to contact CEO Sindt. Steve Kruse suggested sending a video to the Board of Supervisors as a follow-up after the Annual Report is sent out.

1.5 ADRC Grant Update

CEO Sindt stated that the Iowa Department on Aging (IDA) received funding from the federal government to strengthen the Aging and Disability Resource Center, especially during the pandemic. CEO Sindt took the lead and applied on behalf of all of the AAA's. Joe Sample wrote most of the grant.

To date, Elderbridge has not been notified of the status of the grant. CEO Sindt stated there is a meeting scheduled with IDA on November 13 to discuss the grant and Elderbridge's commitment to strengthening the ADRC. The grant was for \$355,000. CEO Sindt is confident Elderbridge will receive the grant and will inform the Board once she hears the status of the grant.

1.6 Central Services Board Report

President Will stated that the Central Services Board met on October 28, 2020. The changes to the bylaws that the Board had previously approved were also approved by the Central Services Board. CEO Sindt stated that the roof repair at the Fort Dodge office and the window upgrade project at the Spencer office have been completed. The financials were also reviewed by the Central Services Board. It was moved by Steve Kruse and seconded by Lori Hain to approve the Central Services Board Report.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Sherri Boedeker, CFO

2.1 Finance Report

CFO Boedeker reported that the Area Plan budget will be included in the next Board meeting packet. The two main areas of the Areal Plan budget that changed were home-delivered and congregate meals. The month has been busy with the close-out of grants for the end of the federal fiscal year. Work has begun on budgets and budget narratives for grants for the new fiscal year.

New contracts for Fresh Conversations, Older Skilled Workers, Benefits Enrollment Center (BEC), Victims of Criminal Activity (VOCA), and the Medicare and Improvement for Patient and Providers Act (MIPPA) have been received. Elderbridge has a grant for Nutrition Covid Relief for equipment, which should reduce the equipment repair expense going forward. Elderbridge also has a contract with Milestones Area Agency on Aging to recover costs related to the Home Meds program. The Nutrition Innovation Contract is continuing to be worked on by Nutrition Director Danielle Crail.

Elderbridge has submitted a claim to IDA to pass along to the Department of Human Services to reclaim costs for providing Medicaid information to clients. The claim for the first quarter was \$37,540 was submitted by October 5. CFO Boedeker hopes to hear the status soon. The annual audit is scheduled for the week of December 7, 2020, and is due to the state by March 31, 2021.

President Will asked for a motion to approve the finance report. It was moved by Steve Kruse and seconded by Lori Hain 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 referred Board members to her report submitted in the Board packet and indicated she did not have additional comments. Board members were invited to ask questions.

3.2 COO Report – Stacia Timmer

COO Timmer reported on the following:

- Elderbridge has provided 348,000 meals to 5,000 recipients during the fiscal year. The pandemic increased the number of meals provided.
- There 117 active consumers for case management. The program continues to grow. The Iowa Return to Community referrals also continues to grow.
- Grandpads – The program is going well and the feedback from consumers and staff has been positive.
- Fred Pryor Training is available to all staff. Elderbridge purchases a subscription to Fred Pryor every year for training ranging from safety training to software training.

4.0 Community Relations

4.1 County Updates – Feedback from Board Members and the general public.
No county updates.

5.0 Coming Dates

- 5.1** Next Board Meeting – 10:00 a.m. December 8, 2020, via Zoom
- 5.2** Medicare Part D Open Enrollment – October 15 through December 7
- 5.3** Office Closures – November 11, Veteran’s Day, and November 26 and 27, Thanksgiving
- 5.4** Caregiver Support Group – Trinity Lutheran Church in Mason City, the last Tuesday of the month at 9:30 a.m. by Zoom
- 5.5** Webster County Caregiver Support Group – 4th Thursday of the month from, 3:00 to 4:00 p.m. by Zoom.
- 5.6** Clay County Caregiver Support Group – 4th Wednesday of the month, at 3:00 to 4:00 p.m. by Zoom.
- 5.7** 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 Larry Pedley and seconded by Steve Kruse that the meeting is adjourned at 10:55 a.m.

Aye: all (the motion was declared carried.)