

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

August 10, 2021, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Will at 10:05 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, Jodi Presswood, CFO, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was absent.

0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ex
Lionel J. Foster	Ph	Lori Hain	Ph
Ron Newsum	Ex		

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

Robert Kempf, Guthrie County was added to Item 1.2.1, and Item 1.2.3 Acceptance of resignation of Board member Ron Newsum were added to the agenda

0.4 Adopt Agenda

President Will called for a motion to adopt the August 10, 2021, Board agenda. It was moved by Steve Kruse and seconded by Larry Pedley that the agenda be adopted with the addition of item 1.2.1 and added item 1.2.3.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of July 13, 2021, Board meeting minutes

President Will called for a motion to approve the July 13, 2021, meeting minutes. It was moved by Lionel Foster and seconded by Larry Pedley that the July 13, 2021 meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Governance Committee Report

1.2.1 Discussion and approval of Advisory Council applications of Jessical Carlson, Emmet County; Beth Gernhart, Webster County; Carol Auen, Sac County; and Robert Kempt, Guthrie County.

Chair Pedley stated that the Governance Committee met before the August Board meeting to review and discuss the applications for the Advisory Council. All the candidates represent diverse backgrounds and will be good advocates for the elderly on the Advisory Council. All candidates were recommended for the Advisory Council. It was moved by Steve Kruse and seconded by Larry Pedley to approve the applications of Jessica Carlson, Beth Gernhart, Carol Auen, and Robert Kempf for the Advisory Council.

Aye: all (the motion was declared carried.)

1.2.2 Current vacant counties, Audubon, Buena Vista, Greene, Hancock, and Mitchell

CEO Sindt stated that staff has been working hard on getting the vacant counties filled. There are currently only five vacant counties and the goal is to have a full Advisory Council.

1.2.3 Acceptance of Resignation of Board Member Ron Newsum

CEO Sindt stated that Ron Newsum had submitted his resignation from the Board on August 9, 2021. The Board will be down to 8 members and a new member will need to be seated at the September 14, 2021, meeting. CEO Sindt further stated that we need to recruit one or two more members for the Board. A certificate of appreciation will be sent to Ron Newsum. It was moved by Steve Kruse and seconded by Jill Hawkinson to accept the resignation of Ron Newsum.

Aye: all (the motion was declared carried.)

1.3 Central Services Board Report

The annual meeting was held on August 9, 2021, and officers were elected. President Dale Struecker, Vice President Foster, Treasurer Anderson, and Secretary Simpson will serve in FY 2021-2022. The financials look good due to the rental income. CEO Sindt reported that tree removal and building repair projects for the Fort Dodge office were discussed at the meeting. Skyline Tree Experts has been replaced with ArborPro Tree Service because they had not returned calls to come and remove the trees. Bids will be received to remove a lean-to on the building. It was moved by Lionel Foster and seconded by Steve Kruse to approve the Central Services Board report.

Aye: all (the motion was declared carried.)

1.4 Fundraising Committee Report

Fundraising Committee member Kruse stated that the annual fundraiser next year will be tentatively on August 18, 2022, in Carroll. The event will be semi-formal with hors d'oeuvres and drinks. Staff time in the event will be limited and more volunteers will be used to organize the event. The goal is to raise \$15,000 and the funds will be used for home modifications. The Fundraising Committee will meet every other month until it gets closer to the event. It was moved by Ethan Huizenga and seconded by Lionel Foster to approve the Fundraising Committee report.

Aye: all (the motion was declared carried.)

1.5 Older lowans Legislature Delegate Appropriation

Elderbridge traditionally has reimbursed expenses to delegates that are interested in attending the OIL Annual Meeting. OIL has not indicated a date for the meeting as of the date of the Board meeting. CEO Sindt recommended that funding be set aside for members who want to attend the meeting. It was moved by Steve Kruse and seconded by Lionel Foster to approve funding of \$100 plus mileage for up to 10 delegates to attend the Annual OIL Meeting.

Aye: all (the motion as declared carried.)

1.6 Employee Handbook Updates

CEO Sindt stated that HR Specialist, Roxy Thompson, COO Timmer, and herself review the employee handbook yearly. CEO Sindt reviewed the changes to the handbook with the Board in detail. Language changes were made to the Advisory Council section, Background Checks, Orientation Period, Service Restoration, Flower and Gift Guidelines, Inclement Weather, Authorized Drivers, Purchases, Requesting Leave, and Bereavement Leave.

1.7 Organizational Structure Chart tabled from 7/13/2021

CEO Sindt stated that no additional staff has been added to the chart. The Community Engagement/Program Development position is the change to the chart. CEO Sindt further stated that focus now is rebuilding the connection with the community and re-educating the public about what Elderbridge does. It was moved by Steve Kruse and seconded by Ethan Huizenga to approve the organizational chart as presented.

Aye: all (the motion was declared carried.)

1.8 COVID-19 Update on Operations

CEO Sindt stated that Elderbridge needs to continue to provide services and to educate the community about the vaccine. Congregate meal sites can decide how they want to operate due to the rise of the Delta variant. There are approximately 100,000 new cases a day of COVID-19 in the United States. If more measures are needed due to the Delta variant, they will be implemented.

1.9 Annual Board Training Follow-up

President Will stated as per the Board training in August, the bylaws have been reviewed and changes were made to the document. Board Member Huizenga will be reviewing the bylaws and making recommendations if needed. The Board will review the bylaws at the September Board meeting. Board Member Kruse stated that Donna Harvey did a good job and there was a good discussion. CEO Sindt stated that Donna Harvey made the recommendation that Elderbridge's bylaws be updated. Board Member Huizenga recommended reviewing the bylaws in sections each year so the document is always kept current. Board Member Pedley felt Donna Harvey gave an informative presentation.

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- The IAFRS report will be submitted to the state on Friday, August 14, 2021.

- Elderbridge received notice of the American Rescue Plan Act (ARPA) funding which can be used for 2022, 2023, and 2024 fiscal years. A breakdown of the funding for ARPA was included in the Board packet.
- Elderbridge has received notice that the Medicaid Administrative Claiming (MAC) dollars will be received in August. Elderbridge should receive approximately \$130,000 in reimbursements.
- The finance department will be doing all of the accounts payable paperless beginning with invoices and Request for Reimbursements (RFRs) for July. Testing has been done over the last quarter and it was successful. The Auditor will not need to spend as much time in the Mason City office during the audit process.
- The June financials are not the final version. The final version for June and July will be presented at the September meeting.
- Tammie McCready will be helping with the high-risk case management program and will be focusing less on grant writing.

It was moved by Jill Hawkinson and seconded by Larry Pedley to approve the financial report as presented.

Aye: all (the motion was declared carried.)

3.0 Agency Program Reports

3.1 CEO Report – Shelly Sindt

- CEO Sindt stated that the ARPA money will allow us to build and expand programming. However, the downside is that it requires 25% matching funds. Therefore, Elderbridge needs to better capture volunteer time. Board members need to record their time for Board meetings and activities. County funding traditionally has been used toward the match. The state auditor has told the counties that any non-profit receiving funding must have a 28E Agreement. Elderbridge is a non-profit but also operates as an instrumentality of the state as a designated AAA according to the Iowa Code. All six AAAs, as an association will have a 28E Agreement instead of trying to establish an agreement with each county.
- CFO Presswood, COO Timmer, HR Specialist Roxy Thompson and CEO Sindt will be meeting to discuss staff retention. There are businesses with unskilled labor (positions that require no specific skills) hiring at \$17 or \$18 an hour. It is time to bring staff up to a competitive level so they stay with the agency. Board approval will be needed because the budget will need to be revised.
- An early retirement package as an incentive will be brought to the Board at the September meeting for discussion and approval.

3.2 COO Report – Stacia Timmer

- COO Timmer stated that 11 restaurants are participating in the Iowa Café program. In July 2,500 meals have been served, which is above what all the meal sites are serving. The Blue Heron in Mason City has signed up 500 people for the program.
- Dementia Friendly Training – staff have been trained. Staff member Emily Winker is a Dementia Friendly Champion and she will be reaching out to communities.

- IRTC and Elder Rights programs – both programs will be expanded. The IRTC program will expand to Hancock County. CEO Sindt stated that additional staff will be needed in the future to expand the programs.

4.0 Community Relations

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

There will be Alzheimer Walks taking place in Spencer on September 19, Fort Dodge on October 2, and Mason City on October 9. If anyone is interested in the Alzheimer Walks they can contact COO Timmer. CEO Sindt stated that there is an online donation set-up on the Alzheimer’s website should anyone wish to contribute.

5.0 Coming Dates

5.1 Next Board Meeting – September 14, 2021, 10:00 a.m. – Conference Call

5.2 Caregiver Support Group – Trinity Lutheran Church in Mason City, the fourth 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 – August 17, 2021, at 10:00 to 11:00 a.m. by Zoom

5.5 Coon Rapids Caregiver Support Group – 1st Tuesday of the month from 3:00 to 4:00 by Zoom

5.6 Advisory Council Meeting (Annual), August 25, 2021, 10:30 a.m., Fort Dodge Elderbridge Office

5.7 Clay County Fair – September 11-19, 2021, Spencer

5.8 “It’s All About the Fall” – Fall Prevention Week – September 20-24, 12:00 to 4:30 p.m. via Zoom

5.9 Older Iowans Legislature Annual Meeting – September 2021 (dates not yet announced)

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Larry Pedley and seconded by Lori Hain that the meeting is adjourned at 11:34 a.m.

Aye: all (the motion was declared carried.)