

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

#### Conference Call

June 8, 2021, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Will at 10:00 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, Danielle Crail, Nutrition Director, Ashley Smith, Community Engagement Coordinator, Jeri Maher, Agency Auditor and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was not present.

Ashley Smith, the new Community Engagement Coordinator, introduced herself to the Board. She grew up in northwest Iowa, specifically in Spencer. She has previously worked as a nursing home administrator. She will be working on engaging the rural communities in our service area.

#### 0.2 Roll Call

Jill Hawkinson	Ex	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Tracy Quinones	Ph	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 June 8, 2021, Board agenda. It was moved by Tracy Quinones and seconded by Steve Kruse that the agenda be adopted.

Aye: all (the motion was declared carried.)

#### 1.0 Audit Draft Presentation – Jeri Maher

Jeri Maher stated that the agency did well through the pandemic. The audit included an in-depth look at bank statements, invoices, payroll, and grant compliance. Jeri Maher further explained the draft audit report in detail. It was recommended in the future to have software to prepare the financial statements instead of the auditor preparing the statements. The IRS 990 report has been filed.

CEO Sindt commented that the pandemic made for a challenging year and that she was pleased with the finance staff in handling the difficult year.

## **2.0 Board Affairs**

### **2.1 Approval of May 11, 2021, Board meeting minutes**

President Will called for a motion to approve the May 11, 2021, meeting minutes. It was moved by Larry Pedley and seconded by Lionel Foster that the May 11, 2021 meeting minutes be approved.

Aye: all (the motion was declared carried.)

### **2.2 Presentation of Certificate of Appreciation to Tracy Quinones**

Item was tabled to the July 13, 2021, Annual meeting. Board member Quinones agreed to attend the July meeting.

### **2.3 Area Plan Update**

COO Timmer stated that the Area Plan had been submitted to the Iowa Department on Aging for approval. The plan was returned to us with a request for changes. Changes were made and the Area Plan was sent back for approval. CEO Sindt will be presenting the Area Plan to the Iowa Commission on Aging on June 10, 2021. CEO Sindt thanked the staff that was involved in the drafting of the Area Plan.

### **2.4 Fundraising Committee Report**

CEO Sindt stated that there is no Fundraising Committee report at this time. The Committee will be meeting next in August.

### **2.5 Review and discuss Standing Committee Participation**

A listing of the current standing committees and who is participating on each committee was included in the Board packet. The Standing Committee list membership will be decided at the July Annual Meeting. Board members were advised to review the list. CEO Sindt stated that Tracy Quinones sent her a name of a potential replacement on the Board. Her name is Angela Hanson and CEO Sindt stated she would be contacting her.

### **2.6 Annual Board Training in July**

CEO Sindt stated that the Annual Board Training will be in Spencer on July 13, 2021, immediately after the regular Board meeting. Former CEO of NEI3A, Donna Harvey, will provide the training.

### **2.7 Update on Reopening of Offices**

COO Timmer stated that the offices opened to the public on June 1, 2021. Most staff returned but some are still working hybrid schedules. CEO Timmer traveled to the Mason city office to see employees for the first time in a year. The staff has started making appointments and going out into the field.

### **2.8 Current Vacant Counties on Advisory Council**

The current vacant counties are Buena Vista, Emmet, Greene, Guthrie, Hancock, Mitchell, Osceola, and Sac. Efforts are ongoing to fill the vacancies.

## **3.0 Advisory Council Report – Elaine Kelsey**

The Advisory Council met in May 2021. Board member Huizenga gave the report in the absence of Elaine Kelsey. A new council member was seated. CEO Sindt gave a brief presentation of the Area Plan, which will be presented to the Iowa Commission on Aging on June 10, 2021.



#### 4.0 Finance Report – Sherri Boedeker, CFO

##### 4.1 Finance Report

CFO Boedeker stated that Elderbridge has been charging actual indirect costs (the rate last year was 8.5%). Discussions with the Department on Aging indicated that they would allow the AAAs to charge the de minimis 10% rate even if that is higher than our actual rate. Written verification of this has been received from IDA. In FY20, using the 10% rate would have resulted in \$142,300 additional reimbursement from State and Federal funds. These dollars could then be used for non-Area Plan programs, such as the Return to Community program.

CFO Boedeker included in her Board packet language changes to page 24 of the Cost Allocation Plan for FY21/FY22. They are as follows:

##### Suggested new language

Expense Center: Common Cost Pool

Includes all allowable costs that cannot be directly charged to a program/activity.

These costs will be allocated at 10 percent of each program/activity's modified total direct costs. Modified total direct costs to include all costs, subject to limitations set forth in 2CFR 200.

President Will called for a motion to approve the proposed changes to the Cost Allocation Plan. It was moved by Steve Kruse and seconded by Tracy Quinones to accept the changes to the Cost Allocation Plan.

Aye: all (the motion was declared carried.)

Staff is working on completing reconciliations and beginning the year-end processes. This will assist in reducing the prior year's expenses from FY21 into FY22. Overall, agency finances are in good shape. It was moved by Tracy Quinones and seconded by Lori Hain to approve the financial report.

Aye: all (the motion was declared carried.)

#### 5.0 Agency Program Reports

##### 5.1 CEO Report – Shelly Sindt

CEO Sindt reported on the following:

- CEO Sindt will be meeting with the Iowa Department on Aging on June 9, 2021.
- Medicaid Administrative claiming that has been done by staff for the past two years will not be paid to Elderbridge by the Iowa Department on Aging as originally promised. Not sure if reimbursement will happen
- CEO Sindt will be presenting the Area Plan to the Iowa Commission on Aging on June 10, 2021.
- President Biden's budget for the Older American's Act is aggressive. CEO Sindt anticipates we will receive an increase in our funding but not as large as proposed by President Biden.
- Iowa Return to Community Program will be receiving \$300,000 to expand into other counties.

- County Social Services has ended its rental agreement with Elderbridge at the end of June. A new agreement has been signed with CICS – Franklin County.

**5.2 COO Report – Stacia Timmer**

COO Timmer reported on the following:

- New employee Ashley Smith will be doing marketing and program development. She will assist in developing the IRTC program for Hancock County.
- IRTC program is going well. Referrals are coming in from the hospitals and nursing home referrals have slowly increased as nursing homes become comfortable with the IRTC program.
- Volunteer program – Laura Allen, Volunteer Coordinator, is focusing on expanding the volunteer program. Tammie McCready, Grantwriter, is working on a volunteer expansion grant that will help Elderbridge do more with its volunteers.
- HCBS Contracts are getting signed and will be effective July 1, 2021. Some counties have discontinued services. COO Timmer will be reaching out to those neighboring counties to see if they can provide personal care and homemaker to those counties that discontinued the services.
- Staff member, Emily Winker has been trained in a dementia-friendly community engagement program. She will be training other staff members.
- Robotic Pets – Elderbridge has received positive feedback regarding the robotic pets.

**5.3 Healthy Aging Report – Daniell Crail**

Nutrition Director Crail reported on the following:

- Most of the congregate meal sites opened on June 1, 2021. The feedback has been positive and people are happy to be back. Every congregate site should be back up and running by July 6. The Clear Lake meal site has decided to close. The goal is to find a restaurant in Clear Lake to participate in the Iowa Café program to fill some of the gaps of losing the meal site.
- Elderbridge currently has 10 restaurants participating in the Iowa Café program. Nutrition Coordinator Jody Applegate will be meeting with a couple of restaurants so the Iowa Café program continues to grow. Since January the Iowa Café program has served 2,800 meals to 400 participants.
- Farmer’s Market started on June 1. This year a lot of the applications were mailed out to recipients due to the pandemic. Some meal sites are issuing vouchers also.

**6.0 Community Relations**

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

**7.0 Coming Dates**

**7.1** Next Board Meeting (Annual) – July 13, 2021, 10:00 a.m. - Elderbridge Spencer Office, Board Training to follow the meeting

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

- 7.3 Webster County Caregiver Support Group – 4<sup>th</sup> Thursday of the month from, 3:00 to 4:00 p.m. by Zoom.
- 7.4 Clay County Caregiver Support Group – 4<sup>th</sup> Wednesday of the month, from 3:00 to 4:00 p.m. by Zoom.
- 7.5 Carroll County Caregiver Support Group – 1<sup>st</sup> Tuesday of the month from 3:00 to 4:00 by Zoom.
- 7.6 World Elder Abuse Awareness Day – June 15, Building Strong Support for Elders
- 7.7 Office closure – July 4 Holiday – office will be closed on Monday, July 5
- 7.8 N4a 46<sup>th</sup> Annual Conference & Trade Show – virtual, July 19-22, 2021
- 7.9 Advisory Council Meeting (Annual), August 25, 2021, 10:30 a.m., Fort Dodge Elderbridge Office

**8.0 Adjournment**

**8.1 Adjournment**

There being no further business before the Board, it was moved by Larry Pedley and seconded by Tracy Quinones that the meeting is adjourned at 11:13 a.m.

Aye: all (the motion was declared carried.)

