

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

May 11, 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, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was also 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	Ph
Ron Newsum	Ex	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 May 11, 2021, Board agenda. It was moved by Steve Kruse and seconded by Larry Pedley that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of April 13, 2021, Board meeting minutes

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

Aye: all (the motion was declared carried.)

1.2 Seating and Introduction of new Board Member Jill Hawkinson

CEO Sindt stated that Tim Nichols has resigned from the Board and will not be renewing for a second term. He recommended Jill Hawkinson from the Family Resource Center in Carroll to replace him. She is the Director of Client Advocacy and lives in Carroll with her family.

It was moved by Steve Kruse and seconded by Ethan Huizenga to seat Jill Hawkinson to the Board effective immediately.

Aye: all (the motion was declared carried.)

1.3 Governance Committee Report

1.3.1 Approval of Advisory Council application of Tracy Crees, Wright County, Michelle Klocke, Carroll County, Leane Bodle, Calhoun County, Eric Erickson, O'Brien County, and Sandra Olson, Worth County

Chair Larry Pedley stated that the Governance Committee met before the Board meeting to discuss Advisory Council applications. Michelle Klocke, Carroll County, Tracy Crees, Wright County, and Sandra Olson, Worth County, are new applicants to the Advisory Council. All applications are recommended for approval by the Board.

After a brief discussion, it was moved by Larry Pedley and seconded by Steve Kruse to approve the applications for the Advisory Council.

Aye: all (the motion was declared carried.)

1.3.2 Discussion and recommendation for slate of Board Officers for fiscal year 2021-2022.

Chair Pedley reported the Governance Committee discussed the Board slate of officers for the upcoming fiscal year 2021-2022. The suggested officers to serve another year are President, Beth Will; Vice President, Lionel Foster; Treasurer, Larry Pedley; and Secretary Lori Hain. Board members will have the opportunity to put their names forth at the July Board meeting if they would like to serve as an officer. CEO Sindt also stated that Board members can start thinking about what standing committee they would like to serve on also as committee membership will be decided at the July Annual Meeting.

1.3.3 Advisory Council vacancies – Buena Vista, Emmet, Greene, Guthrie, Hancock, Mitchell, Osceola, and Sac

CEO Sindt stated that efforts are ongoing to fill the county vacancies and that she is encouraged by the recent submission of applications that the counties will be filled.

1.4 Fundraising Committee Report

Board member Steve Kruse reported that the live and silent auction was a success. The profit from the event was \$12,413. The next fundraising event will be in Carroll in the Spring of next year. No date has been set yet. More volunteers will be used to help alleviate the overhead costs of the event. CEO Sindt stated that the fundraiser helps enhance Elderbridge's brand identity. Vice President Foster praised everyone that was involved in the event.

It was moved by Lionel Foster and seconded by Barry Anderson to approve the Fundraising Committee report.

Aye: all (the motion was declared carried.)

1.5 Re-opening Plan

CEO Sindt reported that staff is transitioning back into the office by June 1, 2021. Some employees will work a hybrid schedule where they work at home and the office both. A re-opening plan has been drafted by Roxy Thompson, Shelly Sindt, and Stacia Timmer. Masks will be worn in the office in the common areas. Seventy percent of the office staff have been vaccinated. Staff will wear masks when visiting homes. The offices will be open by appointment only and will work toward having walk-ins. COO Timmer stated that the meal sites are excited to open the congregate sites on June 1, 2021. Nutrition Director, Danielle Crail has been working on a re-opening plan for the meal sites. Healthy Aging Staff will be visiting the meal sites after June 1, 2021, to ensure the re-opening went smoothly and guidelines are being followed.

1.6 Annual Board Training/Annual Meeting July 13, 2021

CEO Sindt stated that the Annual Board Training will take place on July 13, 2021, after the regular Board meeting. Former CEO of NEI3A, Donna Harvey, will provide the training for \$750.00. The Annual Meeting and training will be in-person at the Spencer office.

It was moved by Larry Pedley and seconded by Ethan Huizenga to approve \$750.00 for Donna Harvey to conduct the Annual Board Training on July 13, 2021.

Aye: all (the motion was declared carried.)

1.7 Area Plan Update

COO Timmer stated that she sent off the Area Plan to the Iowa Department on Aging at the end of April. May 14, 2021, is the deadline for IDA to inform the AAA's of any corrections that need to be made. CEO Sindt will present the Area Plan to the Iowa Commission on Aging in June. The staff is already starting to implement elements in the Area Plan.

1.8 N4a Policy Briefing Report

President Will stated that the N4a Policy Briefing conference was by Zoom over a couple of days. The first day of the training dealt with how to be a good advocate; day two dealt with waivers, the American Rescue Plan, and workforce issues; day three dealt with upcoming changes to Medicare. CEO Sindt stated that day one usually deals with advocacy and there is always something new to learn. It was encouraged to connect with your local legislators. Joe Sample, director of i4a will be going to Washington DC in July to meet with legislators. COO Timeer stated that by 2030 1 in 5 Americans will be 65 and older. She also liked the advocacy session.

2.0 Finance Report – Sherri Boedeker, CFO

2.1 Finance Report

CFO Boedeker stated that the last 2 rounds of funding that have been released by the government will be equal to the agency's annual award from the federal government. The additional funds will need to be used by September 2024. Overall the agency is in great shape and there will be lots of money to carry forward next year. CEO Sindt stated that we need to be careful when we have one-time funds to not start a new program that may need sustainable funds to continue.

CFO Boedeker stated that the auditor has the audit half done and would rather wait for the audit to be complete before presenting it to the Board. According to the auditor, there are no problems. She is getting pulled away from the audit to do tax returns. It should be on the agenda for next month. It has been an unusual year for audits.

It was moved by Lionel Foster and seconded by Ethan Huizenga 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:

- There will be additional funding to help fund the vaccine effort. There will be a recommendation this fall from the CDC for a booster shot to deal with the variants and the funds will be utilized quickly.
- ARAP funds (American Rescue Act Plan) – the funding will be equal to one full year of the Older Americans Act dollars to be spent over four years.

4.2 COO Report – Stacia Timmer

COO Timmer reported on the following:

- More restaurants have joined the Iowa Café program. Riceville, Hartley, Pocahontas, and Emmetsburg are the newest members of the program.
- Re-opening of the offices – looking forward to opening back up to the public.
- Volunteer program – Laura Allen, Volunteer Coordinator, is refocusing on volunteer recruitment after the success of the Annual Fundraiser. Her contact list is growing. COO Timmer has been meeting with RSVP programs to establish partnerships.
- Healthy Aging Coordinators have started doing Tai Chi and Matter of Balance classes virtually. Have not been able to do in-person classes yet.
- Robotic Pets are in the process of being distributed and Board members will be given feedback/testimonials from caregivers and seniors in the future regarding the robotic cat and dog.

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 – June 8, 2021, 10:00 a.m. at the Fort Dodge Elderbridge office

5.2 Older Americans Month - May

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, from 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.

5.7 Advisory Council Meeting – May 26, 2021, 9:00 a.m., by Zoom conference call

5.8 Office closure – Memorial Day, May 31, 2021

6.0 **Adjournment**

6.1 Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Lionel Foster that the meeting is adjourned at 11:16 a.m.

Aye: all (the motion was declared carried.)