

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

October 12, 2021, 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, Jodi Presswood, CFO, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was present.

0.2 Roll Call

Jill Hawkinson	Ex	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ex
Lionel J. Foster	Ph	Lori Hain	Ph
Linda Vaudt	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 October 12, 2021, Board agenda. It was moved by Ethan Huizenga and seconded by Steve Kruse that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of September 14, 2021, Board meeting minutes

President Will called for a motion to approve the September 14, 2021 meeting minutes. It was moved by Lionel Foster and seconded by Lori Hain that the September 14, 2021, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Central Services Report

CFO Presswood reported that bids have been received for projects at the Fort Dodge office. Additional bids need to be secured for some of the projects where only one bid was received. The goal is to get the lean-to at the back of the building taken care of before the winter. CEO Sindt stated that Upper Des Moines Opportunity has moved back into the Spencer office with rent at \$1,500 a month. Bids are being sought for striping the Spencer parking lot as it has faded considerably. Window treatments need to be replaced in the Spencer office as several of the blinds are not working correctly. 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.)

1.3 Fundraising Committee Report

Chair Kruse reported that the fundraising event will be on August 18, 2022, at the Santa Maria Winery in Carroll. The goal is to raise \$15,000 for home modifications and home repairs. There will be a live and silent auction.

CEO Sindt stated that the silent auction will be August 17 to 21 and the 32 Auctions site will be used again, as it worked well with the last fundraiser. There will be 5 to 10 silent auction items that are specific to the Carroll area at the live event. The flyer for the event has been completed. They will be sent out to the Fundraising Committee to approve. CEO Sindt suggested running the event from 4:30 to 7:30 p.m. Elderbridge staff member Emily Winker will be the auctioneer. The theme will stay the same "Home Sweet Home."

It was moved by Lionel Foster and seconded by Lori Hain to approve the Fundraising Committee report.

Aye: all (the motion was declared carried.)

1.4 Update on Older Iowans Legislature

Vice President Foster stated that OIL met on September 27, 2021, by Zoom. Getting the Zoom meeting going this year was a challenge. The hope is next year's meeting will be in person. OIL issues were prioritized at the meeting. The top three were the expansion of the Direct Care Worker Register, Elder Abuse, and Liveable Homes/Aging in Place Programs. CEO Sindt also attended the annual meeting.

1.5 Joint Planning Committee Appointments

1.5.1 Discussion of potential meeting dates in November

CEO Sindt stated that the Joint Planning Committee meets once a year to prioritize the services for the next Fiscal Year, which helps the budgeting process. Three Board members are asked to participate and three members from the Advisory Council are asked to participate. The meeting averages 2 hours and is tentatively scheduled from November 5, 2021, at 10:00 a.m. Steve Kruse, Ethan Huizenga, and Lori Hain volunteered to serve on the committee. Board member Kruse suggested that the meeting be in-person, but a zoom option be available for anyone who can't attend in-person.

It was moved by Steve Kruse and seconded by Lionel Foster to approve the Joint Planning Committee appointments.

Aye: all (the motion was declared carried.)

1.6 Review and Approval of Annual Report

CEO Sindt stated that the Annual Report was included in the Board packet and is in the same format as last year. The Annual Report is shared with the Board of Supervisors when managers do county presentations. The FY22 County Match request will be \$3.05 per senior. The County reports have not been completed but will be soon. The Annual report and the County report are given to all the Board of Supervisors in Elderbridge's service area. It was moved by Steve Kruse and seconded by Lori Hain to approve the Annual Report.

Aye: all (the motion as declared carried.)

1.7 Update on 28E Agreements with Counties

Sindt stated that almost all of the 28E Agreements have been signed and returned to Elderbridge. One county requested changes to the language of the agreement and it has been finalized. CEO Sindt reported that she spoke with the Chair of the Board of Supervisors for Webster County and they have indicated they will not sign the agreement but will keep it on file. All of the 28E Agreements will be filed with the Secretary of State.

1.8 FY2022 Budget Update

CFO Presswood stated money has been moved around but the net amounts in each area are the same because coverage was needed from different sources. IDA has stated that we will receive \$85,000 back that was taken out of the budget. Once there is a full agreement with IDA concerning the \$85,000, it will be put back in the budget and another revision will need to be done. CEO Sindt stated that no services were cut but funds were moved around so all the services could be funded.

It was moved by Ethan Huizenga and seconded by Lionel Foster to approve the FY 2022 Budget revision.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- The Statement of Revenues and Expenditures by Project has been included in this month since the books were closed in FY21. During the closing, there was an increase in revenues from the indirect costing methods from actual to the flat 10% rate. The value of this change was approximately \$36,000. This additional amount will be a small assist in meeting the match amounts from the ARPA funding if indirect expenses remain near their current levels.
- Elderbridge’s finances are in good shape due to the additional ARPA funds.
- The FY21 Audit is upcoming and the hope is it will be completed by Thanksgiving and submitted by the end of December 2021.

It was moved by Lori Hain and seconded by Ethan Huizenga 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 management team has been on two retreats. The focus of the retreats was to look at the efficiency of the processes that are used to make sure they are the most effective. Each department or program is being reviewed. There will be one more retreat to review the finance department.
- CEO Sindt attended the first Board meeting with US Aging formerly N4a this month. Board member recruitment has started. There will be a Board meeting in December. The hope is it will be in-person but it could be virtual.
- There are some concerns with how funding has been handled at the state and federal levels with the new census. The AAA network is looking at transparency

concerns. A letter identifying the AAA's concerns will be sent to Director Linda Miller and potentially the state auditor.

- Elderbridge will receive \$85,000 back after funding reductions from the state that will bring the cuts down to no larger than 5%.
- ADRC No Wrong Door grant – currently working on a new website that will have a chat feature; working with Easter Seals to provide assistive technology equipment, and the University of Iowa and the Department of Public Health for a training portal for the Aging Disability Network to utilize for cross-training.

3.2 COO Report – Stacia Timmer

- COO Timmer stated that she provided training to the Advisory Council and it went well. She is recruiting members for the LifeLong Links Advisory Council. Sandy Olson volunteered to participate.
- Interviewing has started for open positions. There will be a new employee in Mason City for the IRTC Coach position and an offer will be made for the I&A Specialist position in Spencer.
- Elder Rights/High-risk case management is going well and referrals are being received.
- In December there will be an all-staff training session that will focus on customer service.

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 – 10:00 a.m. November 9, 2021, (by 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 – 1st Thursday of the month at 5:15 to 6:15 p.m. or 3rd Tuesday of the month from 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** Seated Tai Chi for Arthritis – Sunset Apartments, Spencer, September 27 to November 18th, 2:00 to 3:00 p.m.
- 5.7** Seated Tai Chi for Arthritis – November 2 – December 30, 2021, 9:00 to 10:00 a.m. Tuesdays and Thursdays by Zoom
- 5.8** Advisory Council Meeting, October 27, 2021, 9:00 a.m., by Zoom conference call Zoom conference call

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Ethan Huizenga that the meeting is adjourned at 11:21 a.m.

Aye: all (the motion was declared carried.)