

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

Conference Call

January 12, 2021, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Will at 10:04 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, Mike Donahue, CEO NEI3A, and Amy Simpson, Executive Assistant were present. Elaine Kelsey, Liaison to the Board, was also present. NEI3A CEO, Mike Donohue, introduced himself to the Board. He recently joined NEI3A as the CEO after the retirement of Donna Harvey. He has had a 35-year career in the banking industry and has extensive experience in the non-profit sector.

#### 0.2 Roll Call

Tim Nichols	A	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Tracy Quinones	Ex	Ethan Huizenga	Ph
Lionel J. Foster	Ph	Barry Anderson	A
Ron Newsum	Ph	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 January 12, 2021, amended Board agenda. It was moved by Larry Pedley and seconded by Steve Kruse that the amended agenda be adopted.

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

##### 1.1 Approval of December 8, 2020, Board meeting minutes

President Will called for a motion to approve the December 8, 2020, meeting minutes. It was moved by Lionel Foster and seconded by Ron Newsum that the December 8, 2020 meeting minutes be approved.

Aye: all (the motion was declared carried.)

##### 1.2 Fundraising Committee Report

COO Timmer stated that the Fundraising Committee met last week. Because the fundraising event in April 2021 will be virtual the approach has been changed from

requesting sponsorships to asking for donations for the auction. Laura Allen, the Volunteer Coordinator, has been instrumental in getting donations for the event.

Grant writer Tammie McCreedy has been very successful at writing and receiving grants from small foundations. In the future, she will be focusing on the four year Area Plan. Board member Kruse stated he will be meeting with the auctioneer, Frank Fox, along with CEO Sindt on Wednesday to discuss the April fundraiser. He also will give out the 2021 Mason City Chamber of Commerce business directory to the Mason City office and Sue Anne Stoermer, Public Relations Coordinator in Spencer. It was moved by Steve Kruse and seconded by Lionel Foster to approve the Fundraising Committee report.

Aye: all (the motion was declared carried.)

### **1.3 Governance Committee Report**

#### **1.3.1 Approval of Advisory Council at-large application of Dan Skelton**

Chair Larry Pedley stated that the Governance Committee met before the Board meeting to discuss the Advisory Council application of Dan Skelton. He would serve as an at-large member. He currently serves on the Clay County Board of Supervisors and is active in the Spencer Community. CEO Sindt stated he serves on the COVID-19 taskforce and would be a good advocate for Elderbridge.

CEO Sindt stated that she hopes to receive an application from Carl Legore from Calhoun County. He serves on the Calhoun County Board of Supervisors. He has been sent an application and the bylaws. If he is approved, he would be the third at-large member of the Advisory Council.

It was moved by Lori Hain and seconded by Lionel Foster to accept the Governance Committee report and approve Dan Skelton as an at-large member on the Advisory Council.

Aye: all (the motion was declared carried.)

There are currently 9 counties that do not have an Advisory Council representative.

### **1.4 Area Plan Review – Stacia Timmer, COO**

COO Timmer stated that she and Tammie McCreedy have been working on Section 1 of the four year Area Plan 2021-2025. Iowa Department on Aging provides three goals and Elderbridge identifies the gaps and strategizes objectives needed to fill the gaps in the next four years. Managers also assist in completing the Area Plan. The Area Plan is due May 2, 2021, and Section 1 will be provided to the Board at the February meeting. There will be a new direct service for Older Relative Caregivers which will require a public hearing. The hearing will be before the Advisory Council meeting on February 24, 2021.

### **1.5 CEO Performance Review Discussion**

President Will stated that the CEO evaluation process has started and that an evaluation tool will be emailed out for all Board members to complete by January 25, 2021. The Executive Committee will be meeting in person on February 9, 2021, before the regular Board meeting.

**1.6 County Visit Update**

CEO Sindt stated that she and COO Timmer met virtually with nine counties in December to present Elderbridge’s Annual Report and County Report. All of the other counties were satisfied with the information that was mailed to them. A list of the counties that received a virtual visit was in the Board packet.

**1.7 Strategic Plan Update**

**1.7.1 Mission Statement**

CEO Sindt stated that the Elderbridge management team has met twice to discuss Joe Sample’s report. It was decided to not change the mission statement.

**1.7.2 Vision Statement**

CEO Sindt stated that the vision statement needed to show actionable language. The new vision statement reads, “To be innovative and responsive leaders in educating and providing relevant information and access to person-centered resources and services that promote and support the highest possible quality of life.”

**1.7.3 Core Values and Principles**

CEO Sindt stated that the core values and principles currently are Professionalism, Integrity, and Excellence. Under Professionalism, it is recommended to add innovative to the list of adjectives. Under Integrity, it is recommended to add compassionate. Under Excellence, it was recommended to add knowledgeable, compassionate, and innovative. The Core Values will remain with the added descriptive words.

Goals – One goal area has been reviewed. The Strategic Plan should mimic the Area Plan. It is recommended that the three goals in the Area Plan be incorporated into the Strategic Plan. Goal 1 will be, “Work with older Iowans, Iowans with disabilities, and caregivers as they fully engage and participate in their communities, make informed decisions and exercise self-determination and control about their independence, well-being, and health.” Goal 2&3 will be worked on in the coming weeks.

**2.0 Finance Report – Sherri Boedeker, CFO**

**2.1 Finance Report**

CFO Boedeker stated that Elderbridge has received several additional grants due to COVID-19. One new grant that appears on the November statement is called COVID Relief for Nutrition Services, and it is to purchase equipment for Elderbridge meal sites. The total grant is \$69,000 and it has been expended.

The audit will be concluded by the end of January. The deadline of March 31, 2021, for submission of the audit will be met. There is an excess of revenues over expenditures of about \$35,000 which is due to the BEC (Benefits Enrollment Centers) grant. The second quarterly report has been submitted for Medicaid cost claiming for \$28,000. To date, no funds have been received. The Cares Act funds are being spent on the nutrition program for home-delivered meals. Other services that receive Cares Act funds are Grandpads and material aid.

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 reported on the following:

- Pandemic and COVID-19 update – the rollout of the vaccination plan has been slow which has a bearing on when the offices can reopen and when congregate meal sites can reopen. Iowa is currently in phase 1a, which is essential medical personnel only can receive the shot. Recommendations are being made to have anyone 65 and older be vaccinated. Astra Zeneca is getting close to having federal approval of their vaccine.
- Elderbridge is pushing for meal site personnel to be vaccinated now. They are essential workers because they are keeping the food insecure individuals fed.
- All six AAA's are working on creating messaging to get the information out to consumers about the vaccine and when they are eligible to receive the shot. AAA's want to make sure that seniors do not fall prey to scammers concerning the vaccine.

#### **3.2 COO Report – Stacia Timmer**

COO Timmer reported on the following:

- The Nutrition Innovation Grant/Iowa Café. Elderbridge will partner with a restaurant in an area that does not have a meal site to provide meals. Consumers will have a card that has so many meals on the card. Matt's Place in Garner is the first restaurant to participate in the Iowa Café program.
- The LifeLong Links programs are continuing and most of the staff is working remotely. Amber Snyder is starting Seated Tai Chi classes virtually.
- Laura Allen, Volunteer Coordinator has been recruiting volunteers. Elderbridge will be partnering with the RSVP program.
- There are two open positions, Healthy Aging Coordinator and Service Specialist, both located in Mason City. Interviews will be starting soon.
- The Return to Community program is going well. Referrals are coming in from the Spencer Hospital, Lakes Regional, and Palo Alto County.

### **4.0 Community Relations**

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

Vice President Foster reported that the Older Iowans Legislature is continuing to lobby on the topics agreed upon at the September 2020 Annual meeting. He will continue to email information to the Board members considering OIL

### **5.0 Coming Dates**

**5.1** Next Board Meeting – February 9, 2021, in person or via zoom, Fort Dodge Elderbridge Office

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

- 5.3 Webster County Caregiver Support Group – 4<sup>th</sup> Thursday of the month from, 3:00 to 4:00 p.m. by Zoom.
- 5.4 Clay County Caregiver Support Group – 4<sup>th</sup> Wednesday of the month, at 3:00 to 4:00 p.m. by Zoom.
- 5.5 Carroll County Caregiver Support Group – 1<sup>st</sup> Tuesday of the month from 3:00 to 4:00 by Zoom.
- 5.6 Upcoming office closures – February 15, President’s Day

**6.0 Adjournment**

**6.1 Adjournment**

There being no further business before the Board, it was moved by Lori Hain and seconded by Larry Pedley that the meeting is adjourned at 11:29 a.m.

Aye: all (the motion was declared carried.)