

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

#### Conference Call

December 14, 2021, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Will at 10:06 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, Sandra Jackson, LLL Director 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	Ph
Lionel J. Foster	Ph	Lori Hain	Ph
Linda Vaudt	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 December 14, 2021, Board agenda. It was moved by Steve Kruse and seconded by Barry Anderson that the agenda be adopted.

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

#### 1.1 Approval of November 9, 2021, Board meeting minutes

President Will called for a motion to approve the November 9, 2021 meeting minutes. It was moved by Lori Hain and seconded by Larry Pedley that the November 9, 2021, meeting minutes be approved.

Aye: all (the motion was declared carried.)

#### 1.2 Central Services Board Report

#### 1.2 Volunteers to serve on Central Services

CEO Sindt reported that the blinds for the Spencer office have been approved and ordered. They will be installed for \$250.00. The total cost of the blinds and installation is less than \$1,000. CFO Presswood reported that RoJohn's has removed the lean-to attached to the Fort Dodge building. The new window will be installed in January or February after the door is removed from the area where the lean-to was originally located. Meyer Landscaping came in and filled in the area where the lean-to was located. A bid for outside lighting and a security camera will be coming soon.

President Will asked for members to serve on the Board after the resignation of Ron Newsum. Larry Pedley, Lionel Foster, and Linda Vaudt volunteered to serve on the Central Services Board. It was moved by Barry Anderson and seconded by Lionel Foster to approve the Central Services Board report and the appointments of Larry Pedley, Linda Vaudt, and Lionel Foster to serve on the Board.

Aye: all (the motion was declared carried.)

**1.3 Fundraising Committee Report**

Chair Kruse reported that the fundraiser will be on August 18, 2022. There may be wine tasting at the event but it has not been finalized yet. The auctions items will come from all 29 counties. The live auction items will come from the Carroll area. It was decided to charge \$25.00 for the event ticket. The ticket price includes food and exclusive access to the live auction. There will be a cash bar at the event. Tammie McCreedy is waiting to hear from two funders for the volunteer program. It was moved by Ethan Huizenga and seconded by Larry Pedley to approve the Fundraising Committee report.

Aye: all (the motion was declared carried.)

**1.4 Update on 28E Agreements and County Visits**

CEO Sindt stated that Buena Vista, Guthrie, and Floyd county have not signed the 28E Agreements. Guthrie County has approved the agreement and will be sending over the signed agreement soon. Floyd County has the agreement on their Board of Supervisors Agenda for discussion. Buena Vista County has requested some changes and will be signed soon. All of the county visits are completed except 4 of them which will take place in December.

**1.5 CEO Performance Review Discussion**

President Will stated that it is the time of year again to begin the CEO evaluation process. She indicated she will be emailing board members information concerning the evaluation process and forms that will need to be completed in the coming weeks. The CEO evaluation will be on the January Board agenda for further discussion.

**1.6 COVID-19 Update**

CEO Sindt reported that we are continuing to deal with the COVID-19 mutations. The offices still wear masks and the public is asked to wear masks in the office. The management team will be discussing when to lift the requirement to wear masks in the office.

**2.0 Finance Report – Jodi Presswood, CFO**

**2.1 Finance Report**

CFO Presswood reported on the following:

- The audit was completed at the end of November beginning of December and went well. It will be submitted by the end of March 2022 deadline.
- The IFRS report has been submitted.
- The finances are in good shape because of the ARPA funding. Elderbridge is on track with the expenses being over a third of the way through the year.
- High-risk case management has begun using the funding stream and efforts are being made to look for additional funding for future years.
- The Unearned Revenues will be high during the next three years but will fluctuate as Elderbridge receives additional funding installments.

- The bank accounts signatories need to be updated. Sherri Boedeker will be retiring in April 2022. The Board will need to approve to remove Sherri Boedeker and Jennifer Pascal from any bank accounts and to replace them with Beth Will, Shelly Sindt, Jodi Presswood, and Larry Pedley for a total of 4 signers on the accounts.

It was moved by Barry Anderson and seconded by Steve Kruse to remove Sherri Boedeker and Jennifer Pascal as signatories from any bank accounts and replace them with Beth Will, President, Larry Pedley, Treasurer, Shelly Sindt, CEO and Jodi Presswood, CFO.

Aye: all (the motion was declared carried.)

It was moved by Ethan Huizenga and seconded by Lionel Foster to approve the financial report as presented.

Aye: all (the motion was declared carried.)

### **3.0 Agency Program Reports**

#### **3.1 LifeLong Links Report – Sandi Jackson**

Sandi Jackson reported on the following:

- New staff has been hired at Elderbridge; Tricia Porath, I&A Specialist in the Spencer office, and Christine Lorentzen, IRTC Coach in the Mason City office. There is a vacant I&A Specialist in Mason City that will be filled soon.
- Last year Elderbridge served 4,560 people in the first quarter of the fiscal year. This year Elderbridge served 6,062 people in the first quarter for a significant increase.
- ADRC, “No Wrong Door” grant has provided assistive technology. Staff can take the technology into clients' homes to demonstrate the items. There has been a great interest in assistive technology. There will also be a chat feature added to the LifeLong Links website to be launched on January 3, 2022, which will allow the public to ask questions.
- High-Risk Case Management program was launched in June 2021 and 13 referrals have been received.
- The Iowa Return to Community program has been expanded to Hancock County and Christine Lorentzen will be working with the program for that county. There will be a meeting on December 15, 2021, with Hancock County to finalize the details of the program. Since July 2021 there have been 48 referrals for the IRTC program in the Spencer area.
- Grandpads are currently being used by 20 seniors and the hope is to increase the number of Grandpads in use.
- Customer Satisfaction Surveys – starting in January surveys will be launched in all programs. Ten percent of the clients will be polled.

#### **3.2 CEO Report – Shelly Sindt**

- State funding formula update – on November 29, 2021, the AAA Directors met with IDA to discuss concerns about the funding formula and how it was applied. The plan is to recommend a formula change for the federal and state dollars. There will be a meeting in January 2022 to discuss the funding formulas and a

workgroup will be created to establish better funding formulas for FY23 that equitably distributes the funding to the AAA's.

- Legislative Advocacy – AAAs not currently connecting well with the IDA and the legislature. The lobbyist, the IDA, and the AAAs will be meeting in January to get on the same page with legislative advocacy.
- US Aging Board meeting took place December 6-8 and CEO Sindt participated virtually.
- In March the Legislative Briefing will be in Washington DC. CEO Sindt plans on attending to meet with Iowa's congressional representatives.
- Area Plan – Work on the the Area Plan update has started and will be due at the end of March 2022. The Advisory Council will review the update at their meeting in February 2022 and the Board will review the update at the March 2022 meeting.

### **3.3 COO Report – Stacia Timmer**

- Kimbucks will no longer be providing meals to 8 or 9 meal sites in the northwest area. Healthy Aging Director Danielle Crail is working on getting catering for those meal sites. HyVee will be providing meals to two or three meal sites. Frozen Sister's meals are being provided to those sites that do not have a caterer yet. A couple of the sites have an Iowa Café close by as another option for meals.
- Santa for Seniors in partnership with North Iowa Community Action Organization is going well in the Mason City area with gifts being delivered on December 13 and 14. Sixty-five seniors were served. Santa for Seniors in partnership with Upper Des Moines Opportunity in Spencer will start delivering gifts on December 17. Santa for Seniors in Webster City will be delivering to 20 seniors for the first time this year the week of December 20.

## **4.0 Community Relations**

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

- Sandy Olson – working on ways to get seniors into the Northwood Senior Center and involved in activities. She would like more information about the Grandpads and Robotic Pets.
- Board member Kruse reported that he is participating in the Dementia Friends training tomorrow and a reminder should be sent out.

## **5.0 Coming Dates**

- 5.1** Next Board Meeting – 10:00 a.m. January 11, 2022, conference call
- 5.2** Office Closures – December 23 & 24, Christmas Holiday, December 31, New Year's Holiday
- 5.3** Caregiver Support Group – Trinity Lutheran Church in Mason City, the fourth Tuesday of the month at 9:30 a.m. by Zoom
- 5.4** Webster County Caregiver Support Group – 4<sup>th</sup> Thursday of the month from, 3:30 to 4:30 p.m., Fort Dodge Public Library
- 5.5** Clay County Caregiver Support Group – 1<sup>st</sup> Thursday of the month at 5:15 to 6:15 p.m. or 3<sup>rd</sup> Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.6** Coon Rapids Caregiver Support Group – 1<sup>st</sup> Tuesday of the month from 3:00 to 4:00 by Zoom
- 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, February 23, 2022, 10:30 a.m., Fort Dodge Elderbridge Office

**7.0 Adjournment**

**7.1 Adjournment**

There being no further business before the Board, it was moved by Steve Kruse and seconded by Larry Pedley that the meeting is adjourned at 11:17 a.m.

Aye: all (the motion was declared carried.)