

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

Conference Call

January 11, 2022, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Will at 10:05 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, Danielle Crail, Healthy Aging Director, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was present. McKinsey Kaufman, Spirit Lake High School student, job shadowing President Will was also present.

#### 0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ex
Lionel J. Foster	Ph	Lori Hain	Ph
Linda Vaudt	Ph		

#### 0.3 Items added to the Board Agenda by Board Members and Agency Staff

Item 1.10 Catered Sites Stipends

#### 0.4 Adopt Agenda

President Will called for a motion to adopt the January 11, 2022, Board agenda, with the addition of item 1.10 Catered Sites Stipend under Board Affairs. It was moved by Steve Kruse and seconded by Lori Hain that the agenda be adopted with the addition of item 1.10.

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

##### 1.1 Approval of December 14, 2021, Board meeting minutes

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

Aye: all (the motion was declared carried.)

##### 1.2 Governance Committee Report

##### 1.2 Approval of Advisory Council application of Dan Peterson, Kossuth County

Chair Pedley reported that the Governance Committee met briefly before the Board meeting to discuss the Advisory Council application of Dan Peterson from Kossuth County. Board member Linda Vaudt recommended him to serve on the Advisory Council. He is an active member of the Algona community and is involved with the Algona meal site.

It was moved by Linda Vaudt and seconded by Jill Hawkinson to approve the application of Dan Peterson, Kossuth County, to the Advisory Council.

Aye: all (the motion was declared carried.)

### 1.3 Fundraising Committee Report

CEO Sindt reported that the staff Fundraising Committee met on December 7, 2021.

- There is no answer concerning the wine tasting yet because the Santa Maria Winery does not have a liquor license. Hope to know more information soon.
- The marketing materials have been redone and there is currently one sponsor. Banks in the area have been contacted at least once and there will be follow-up.
- Staff will be reaching out to Mom's Meals and Sister's Homestyle Meals for potential sponsorships.
- Tammie McCready is working on getting sponsorships from Pepsi, Coke-Cola, and Mid-America.
- Smaller companies are being asked for donations for the auction if they are not able to do a sponsorship.
- Roxy Thompson is working on the fundraiser event poster.
- Event tickets for \$25.00 will start to be sold in a month or two.
- There will be a cash bar and hor d' oeuvres at the event.

Board Member Kruse suggested borrowing a liquor license for one day for the event. Vice President Foster suggested Elderbridge may be able to use the liquor license for the cash bar for the wine tasting.

### 1.4 Strategic Plan Update

CEO Sindt reported the following:

- As part of the Strategic Plan, semi-annual Consumer Satisfaction Surveys will be conducted to get feedback. The LifeLong Links staff are in the process of doing the surveys at this time. The Healthy Aging department will also be doing the surveys. A report will be compiled and presented to the Board.
- Sue Anne Stoermer is currently working on a provider list.
- Elderbridge served 1,000 more clients in the first 6 months of this fiscal year versus the prior fiscal year.

COO Timmer reported the following:

- Ready, Set. Retire events are scheduled for January. The flyer is in the Board packet

Healthy Aging Director Crail reported the following:

- Since July 1, 1,583 people have had at least 1 meal through the Iowa Café program.
- In July Fresh Conversations switched over to in-person meetings.
- In the first five months of FY22, the nutrition program served 4,676 consumers.
- The number of meals has decreased due to emergency meals being sent and meal sites not being open due to the pandemic

It was moved by Steve Kruse and seconded by Linda Vaudt to approve the Strategic Plan report.

Aye: all (the motion was declared carried.)

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

The county visits have been completed. Buena Vista County is the only County that has not submitted a signed 28E Agreement. They have approved the agreement, but need to submit a signed agreement to Elderbridge. Once signed by the Board chair.

**1.6 CEO Performance Review Discussion**

President Will stated that the CEO evaluation forms were sent to Board members shortly after Christmas and that they need to be returned as soon as possible. Vice President Foster stated that staff should be allowed to provide feedback, or opinions about Elderbridge. The assessment would be independent of the CEO Evaluation. President Will stated it would be a tool for the Board. Board Members Kruse stated the Board should have input on the questions before it goes out to staff.

CEO Sindt stated that staff is periodically surveyed about the overall operations of the agency. One has not been done for a while due to the pandemic. A Survey Monkey survey can be created and the results could be reported to Board.

**1.7 COVID-19 Update**

CEO Sindt reported that masks are not mandatory as of January 1, 2022, but are strongly recommended. The public is still encouraged to wear masks when meeting with staff in the office. Staff that is going out into homes will have to wear masks. The Omicron variant is currently spreading at a high rate.

**1.8 Area Plan Update**

COO Timmer reported that work has begun on the FY23 update to the four-year area plan. COO Timmer and Tammie McCready are currently working on the update and hope to have a preliminary draft by February 22, 2022. COO Timmer will present the update to the Advisory Council for approval during their meeting at the end of February. The Board will review the update at the March Board meeting and the Area Plan Update will be submitted to IDA by April 1, 2022.

**1.9 LifeLong Links Website**

CEO Sindt stated that there will be a demonstration of the chat feature at the February Board meeting. There are 40 staff throughout the state that have signed up to use the chat feature. LifeLong Links Director, Sandi Jackson, will be on the February Board agenda to demonstrate the new chat feature.

**1.10 Catered Meal Site Stipend Increase**

Healthy Aging Director Crail reported that stipends are sent to meal sites that are not Elderbridge subcontractors. The amounts of the stipends were previously determined by the number of serving days per week and it has been many years since Elderbridge has looked at increasing the stipend. The proposal is that the amounts be increased from \$64.50/month to \$99.00/month for those sites that serve two days a week and from \$161.50/month to \$242.00/month.

It was moved by Larry Pedley and seconded by Lori Hain to increase the catered meal site stipend that Healthy Aging Director Crail proposed.

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 process has begun to change the bank signatories. Peoples Bank and NorthStar bank accounts have been closed.
- There will be a new account at Sibley State Bank because there is a meal site located in that city.
- Several community grants will be wrapping up this month and final reports for them will be submitted by Tammie McCreedy at the beginning of February. She will be applying for new grants soon. She is also working on the Area Plan update.
- The audit has been completed and it is in the review and compilations stage. It should be completed by the end of January and the hope is to hear from the auditors by early February.
- The Assistant Finance Director position will be posted soon and the hope is to have good candidates before the end of January.
- Preparations have begun for the FY23 Area Plan budget.

It was moved by Lionel Foster and seconded by Linda Vaudt to approve the Finance report as presented.

Aye: all (the motion was declared carried.)

## **3.0 Agency Program Reports**

### **3.1 Healthy Aging Report Report – Danielle Crail**

- Iowa Café – American Classic is the newest Iowa Café restaurant located in Spencer. Huntley's in Eagle Grove has closed. The Eagle Grove meal site is still open so seniors can go to the congregate meal site for meals.
- Kimbuck's Catering has closed its business and will no longer be providing catered meals to 10 meal sites in the northwest area. Efforts are ongoing to get meals to those sites. Hy-Vee is catering some of the meal sites. Frozen Sister's meals are being provided to those sites that do not have a caterer yet.
- Sandra Olson, Liaison to the Board – expressed that she would like to get an Iowa Café site located in Kensett.

### **3.2 CEO Report – Shelly Sindt**

- Expanding the volunteer network is continuing and Volunteer Coordinator, Laura Allen continues to do a great job in recruiting volunteers. The goal is to get volunteers to do the Errand Buddy service which is part of the Fee for Service line at a lower rate. Would like to offer the service at \$25.00 an hour instead of \$50.00 by using a volunteer. Errand Buddy could also be offered on a sliding fee scale. ARPA dollars could be used to subsidize the sliding fee scale. There will be an update provided at the February Board meeting.
- CEO Sindt will be working remotely beginning January 31 through February.
- COO Timmer will also be available during the time CEO Sindt is working remotely.

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

- Forty more robotic pets have been ordered and there will a yellow lab puppy that is now available. There will be one dog and cat as a demo in each office. Senior Life Solutions is an outpatient mental health group that is based in several of the hospitals in the area has expressed an interest in the companion pets.
- Currently working on filling two positions. Interviews have begun for the Healthy Aging Coordinator position and there are openings at the Spencer and Sibley meal sites.
- Staff is working on assisting consumers with the rent reimbursement program that started in January.
- The Iowa Return to Community program is going well. Hancock County has begun to make referrals. The IRTC Coach in Mason City is also doing high-risk case management. The hope is to expand the IRTC program in Mason City.
- Lisa Blazek, IRTC Coach in Spencer is meeting weekly with home health and care coordinators to keep the line of communications open.
- Work is continuing on the Area Plan and customer satisfaction surveys.

### **4.0 Community Relations**

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

- President Will stated that the February Board meeting will be by Zoom. The time for the February meeting may change and Board members will be notified.
- Kossuth County – The ministers will be meeting on January 13 at 8:00 or 8:30 a.m. at the First Congregations Church in Algona. Sue Anne Stoermer, Public Relations Coordinator, will be attending the meeting
- Board member Kruse reported that he attended the Dementia Friends training and got his certificate. The training is beneficial and he forwarded the information to the ISU Extension director and her staff to sign up for the training.

### **5.0 Coming Dates**

**5.1** Next Board Meeting – 1:00 p.m. February 8, 2022, conference call

**5.2** Nutrition Conversations – January 19, 2022, 1:30-2:30 p.m. Mason City Elderbridge office

**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** Advisory Council Meeting, February 23, 2022, 10:30 a.m., Fort Dodge Elderbridge Office

### **6.0 Adjournment**

#### **6.1 Adjournment**

There being no further business before the Board, it was moved by Steve Kruse and seconded by Lori Hain that the meeting is adjourned at 11:41 a.m.

Aye: all (the motion was declared carried.)