

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

Conference Call

February 8, 2022, 1:00 p.m.

#### 0.0 Call to Order

The meeting was called to order by President Will at 1:04 p.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, Sandi Jackson, LifeLong Links Director, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was absent.

#### 0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Ethan Huizenga	Ex	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

#### 0.4 Adopt Agenda

President Will called for a motion to adopt the February 8, 2022, Board agenda. It was moved by Linda Vaudt 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 January 11, 2022, Board meeting minutes

President Will called for a motion to approve the January 11, 2022 meeting minutes. It was moved by Lori Hain and seconded by Lionel Foster that the January 11, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

#### 1.2 CEO Performance Evaluation

President Will stated that the Executive Committee met on February 4, 2022, to discuss the CEO evaluation. Vice President Foster stated that overall the evaluation went well. Eight out of nine evaluations were received. President Will stated that a 3.5% increase is recommended to be retroactive to January 1, 2022. It was moved by Larry Pedley and seconded by Steve Kruse to approve a 3.5% increase starting on January 1, 2022, for the CEO.

Aye: all (the motion was declared carried.)

**1.3 Central Services Report**

CEO Sindt reported that Becky Koppen, the RSVP Director for Webster and Hamilton counties approach Elderbridge seeking office space. Her current location in Fort Dodge was going to be torn down. Office space is available for her and no rent will be charged. An in-kind match will be used for her office space for the federal dollars. She has moved into the building. Elderbridge is partnering with RSVP so having her in the office was a good fit. CFO Presswood stated she is still waiting for a bid from RoJohn's for the Fort Dodge building. It was moved by Linda Vaudt and seconded by Steve Kruse to approve the Central Services Board report as presented.

Aye: all (the motion was declared carried.)

**1.4 Governance Committee Report**

**1.4.1 Discussion and approval of Advisory Council application of Amy Callahan, Hancock County**

Chair Pedley reported that the Governance Committee met briefly before the Board meeting to discuss the Advisory Council application of Amy Callahan from Hancock County. She is from Garner and has experience advocating for people with mental health disabilities. She has worked with Elderbridge in the past and would like to serve on the Council. It was moved by Jill Hawkinson and seconded by Lori Hain to approve the application of Amy Callahan, for Hancock County, to the Advisory Council.

Aye: all (the motion was declared carried.)

**1.5 Fundraising Committee Report**

Chair Kruse reported that the Fundraising Committee met on February 2, 2022, and discussed the following:

- Sue Anne Stoermer has begun to recruit sponsors. Pepsi will donate products for the event. Midwest Pipe Supply has donated along with United Bank, Rainbow Raccoon Ranch, and Cornerstone Inn & Suites.
- St. Anthony's hospital will not be donating to the event but will partner with Elderbridge for the event.
- Still waiting to hear about the wine tasting. It was suggested Board members purchase the wine to have at the cash bar.
- The poster for the event is being completed and will be shared with the Board.
- Auction items are being gathered. The Advisory Council and Board will be asked to help with the gathering of auction items to help reduce staff costs for the fundraiser.
- Event tickets will be available in the Carroll office. They can also be purchased by calling the Elderbridge 800 number, visiting the Elderbridge website, or going through Paypal
- Grant writer Tammie McCready is continuing to work on agency grants. Three have been received for the Volunteer program.
- The next meeting will be on March 2, 2022.

It was moved by Lionel Foster and seconded by Larry Pedley to approve the Fundraising Committee report as presented.

Aye: all (The motion was declared carried.)

**1.6 Review and Approval of Area Plan Update**

COO Stacia Timmer reported the following:

- Staff is getting an update to the four-year Area Plan ready for the Iowa Department on Aging (IDA). The managers are helping with the update also.
- COO Timmer will present the final rough draft to the Advisory Council at their meeting on February 23 and to the Board of Directors at their March 8 meeting.
- The Area Plan Update will be submitted to IDA by April 1.

**1.7 Upcoming Board term renewals**

President Will stated that a list of Board members who will be up for term renewal as of July 1 was included in the meeting packet. Larry Pedley, Barry Anderson, Lori Hain, and Steve Kruse are the members that are up for term renewal. The renewal applications will be emailed out to the members along with the Conflict of Interest policy in the next couple of weeks.

**1.8 COVID-19 Update**

CEO Sindt reported that the Emergency Proclamation for COVID-19 will expire on February 15. There should not be much change for Elderbridge since congregate meal sites have been open since July 1. The staff has also been doing face-to-face visits since July 1. The expiration of the proclamation affects the state funding, but will not affect the federal funding. Home COVID-19 testing kits are now available. The CDC guidelines are still in effect.

**1.9 Strategic Plan**

CEO Sindt reported that the consumer satisfaction surveys that are to be issued twice a year have begun as of January 2022. COO Timmer stated that 25% of the surveys went out to the direct service participants. When they are compiled a report will be made at future Board meetings. Succession planning is in progress for two employees who will be retiring. Roxy Thompson, HR Specialist, will retire in June 2022 and Sherri Boedeker will retire in April 2022.

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

**2.1 Finance Report**

CFO Presswood reported on the following:

- Interviewing has begun for the Assistant Finance Director. The first interview went well and hope to offer her the position. Eleven applications were received.
- Preparation has begun for the FY2 budget update for the Area Plan.
- IAFRS has been submitted for the second quarter.
- Met with the Webster County Endowment concerning a grant. The Muse Norris and Bertha Stebens grants have been completed.
- Northwood State Bank account has been closed.
- The auditor is still working on the yearly audit. Waiting to hear if she will be presenting the audit at the March meeting.
- Preparations have begun for the FY23 Area Plan budget.
- Elderbridge is in a good financial position

It was moved by Steve Kruse 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 LifeLong Links Report – Sandi Jackson**

- The ADRC “No Wrong Door Grant” live chat feature has been launched. The chat feature is on the LifeLong Links website. The chat feature is available Monday thru Friday, 8:00 to 4:30 p.m. If you try to live chat after hours you are then directed to contact your Area Agency on Aging or given the option to send an email. There is still some tweaking that will need to be done. All six AAA’s will staff man the chat feature.
- Iowa Compass will do the disability side of the live chat feature.

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

- Funding Formula – the application of the funding formula caused a substantial reduction in Elderbridge’s funding. CEO Sindt was able to get \$85,000 restored. When the ARPA funding is done it will cause a significant problem for Elderbridge to be able to sustain services. The AAA’s presented IDA with a proposal and new funding formula. All six AAA’s agreed to the funding formula. IDA currently has questions about the proposal. Talks will continue with IDA to equalize the funding formula.
- The Advisory Council will be asked at their February meeting to help get items donated from their counties for the August 2022 fundraiser
- Staff Engagement Survey – responses have been received. A report will be made at the March Board meeting.

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

- IRTC Program – Hancock County is starting to make referrals. Looking to expand to Franklin County and hope to be speaking to hospital personnel at the Franklin County Hospital in Hampton soon.
- Will be meeting with Oakwood Care Center in Clear Lake and the Lake Mills Nursing facility in the next week. They are both ABCM Corporation facilities.
- Interviewed for the Assistant Finance Director position today and it went well.
- Natasha Thomas, the new I&A employee in Mason City has just started working and is doing well.
- Congregate and home-delivered meals programs are going well. Currently looking at counties that have a higher minority population for new restaurants for the Iowa Café program. Buena Vista and Crawford counties have the highest minority populations in Elderbridge’s service area.
- LifeLong Links Advisory Council – would like to incorporate the LifeLong Links Advisory Council into Elderbridge’s Advisory Council. It would eliminate the need to recruit new people. Elderbridge’s Advisory Council is very active and it would be a good fit.

### **4.0 Community Relations**

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

- Board Member Kruse stated that it is the time of year to harvest Thrivent dollars. Call your Thrivent agent to have your Thrivent dollars donated to Elderbridge.

**5.0**     **Coming Dates**

- 5.1**     Next Board Meeting – March 8, 2022, Fort Dodge Elderbridge Office
- 5.2**     Office Closure – Monday, February 21, President’s Day
- 5.3**     Seated Tai Chi for Arthritis – February 15 – March 31, 1:00 to 2:00 p.m. by Zoom
- 5.4**     Nutrition Conversations – February 16, 2022, 1:30-2:30 p.m. Mason City Elderbridge office
- 5.5**     Caregiver Support Group – Trinity Lutheran Church in Mason City, the fourth Tuesday of the month at 9:30 a.m. by Zoom
- 5.6**     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
- 5.7**     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
- 5.8**     Coon Rapids Caregiver Support Group – 1<sup>st</sup> Tuesday of the month from 3:00 to 4:00 by Zoom
- 5.9**     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 2:28 p.m.

          Aye: all (the motion was declared carried.)