

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

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

0.0 Call to Order

The meeting was called to order by President Will at 10:02 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 absent.

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	Ph		

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

Item 1.3.2 Add Board member to Governance Committee was added to the agenda.

0.4 Adopt Agenda

President Will called for a motion to adopt the September 14, 2021, Board agenda. It was moved by Steve Kruse and seconded by Larry Pedley that the agenda be adopted with the addition of item 1.3.2 Add Board member to Governance Committee.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of August 10, 2021, Board meeting minutes

President Will called for a motion to approve the August 10, 2021 meeting minutes. It was moved by Lionel Foster and seconded by Ethan Huizenga that the August 10, 2021 meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Review and discussion of Board bylaws updates, 1st Reading

The bylaw changes were reviewed by the Board. No further changes were recommended. It was moved by Steve Kruse and seconded by Lori Hain to approve the bylaws with the recommended changes.

Aye: all (the motion was declared carried.)

It was moved by Larry Pedley and seconded by Lionel Foster to waive the 2nd read of the bylaws.

Aye: all (the motion was declared carried.)

CEO Sindt stated that Amy Simpson will send President Will and Secretary Hain the bylaws for their signature.

1.3 Governance Committee Report

1.3.1 Review and approval of Advisory Council application of Debra Sabin, Franklin County, and Linda Vaudt application for Board of Directors

Chair Pedley stated that Debra Sabin has worked with the disabled and the Chamber of Commerce in Hampton. She also has been active with various community groups. Linda Vaudt has served on the Advisory Council for Kossuth County for over three years and has been the CARE Team Director for 25 years and has recently retired. Chair Pedley recommended both candidates to the Board.

It was moved by Larry Pedley and seconded by Ethan Huizenga to approve the application of Debra Sabin for Franklin County Advisory Council.

Aye: all (the motion was declared carried.)

It was moved by Lionel Foster and seconded by Steve Kruse to approve the application of Linda Vaudt for the Board of Directors.

Aye: all (the motion was declared carried.)

1.3.2 Add Board Member to Governance Committee

New Board member Linda Vaudt will be added to the Governance Committee. It was moved by Lori Hain and seconded by Steve Kruse to approve Linda Vaudt for the Governance Committee.

Aye: all (the motion was declared carried.)

1.4 Central Services Board Report

CEO Sindt reported that staff in Fort Dodge are continuing to get bids to make repairs on the Fort Dodge office building. Upper Des Moines Opportunity has approached CEO Sindt to rent part of the Elderbridge office in Spencer. They have rented from Elderbridge in the past and would like to rent the same space as they had previously.

CFO Presswood reported that the financials are in good shape. The insurance carrier for the Fort Dodge office has canceled the policy so there will be a new carrier and the premiums will increase.

President Will called for a motion to approve the Central Services Board report. It was moved by Larry Pedley and seconded by Ethan Huizenga to accept the Central Services Board report as presented.

Aye: all (the motion was declared carried.)

1.5 Fundraising Committee Report

Chair Kruse stated that the fundraising event will be in Carroll at the Santa Maria Winery on August 18, 2021. September 1, 2021, will be the backup date. The venue will hold 75 to 100 people and the theme will be "Home Sweet Home." There will be a live and silent auction. Public Relations Coordinator Sue Anne Stoermer will start getting

sponsorships after October 1, 2021. Elderbridge will be partnering with RSVP to reduce staff time in organizing the event. CEO Sindt stated that the Santa Maria Winery has a \$350 rental fee, which is reasonable and she recommends that Elderbridge proceeds with renting the facility. It was moved by Lionel Foster and seconded by Lori Hain to approve the Santa Maria Winery for August 18, 2021, for \$350.00.

Aye: all (the motion was declared carried.)

1.6 Employee Handbook Updates – Bereavement & Cell Phone Stipend

CEO Sindt stated that updates have been made to the Bereavement Policy. The leave has been extended from three (3) days to five (5) days. The current stipend for cell phones is \$15.00 a month. It is recommended that it be increased to \$30.00 a month. It was moved by Linda Vaudt and seconded by Larry Pedley to increase the Bereavement Leave from three (3) days to five (5) days and increase the cell phone stipend to \$30.00 a month.

Aye: all (the motion as declared carried.)

1.7 Update on Older Iowans Legislature

CEO Sindt stated that Older Iowans Legislature will meet virtually on September 27, 2021, and she will be in attendance. A membership fee of \$25.00 is charged to participate and Elderbridge will pay the fee. Vice President Foster recommended Board members participate if their schedules will allow.

1.8 Special Pay

CEO Sindt stated that she would recommend that all current employees receive special pay in appreciation for their service throughout the pandemic. Amount recommendation of \$500 for full-time employees with part-time employees receiving a pro-rated amount according to the number of hours they work per week. Meal site employees would receive \$200. In six months the same amounts would be issued as retention pay. The need is to focus on the retention of the workforce.

Board member Huizenga agreed that employees need to be appreciated but stated that employees are less motivated by money than we think they are. Staff is just as dedicated to the mission as they are to the paycheck. It is just as important to reinforce the mission as it is to reinforce the compensation. CEO Sindt thanked Board member Huizenga for his comments and stated that it is important to retain the new leaders that are coming up through the agency and Elderbridge is working on other retention policies. After further discussion, It was moved by Lori Hain and seconded by Steve Kruse to approve the special pay to full-time, part-time, and meal site personnel in the amounts and periods as previously discussed.

Aye: all (the motion was declared carried.)

President Will left the meeting and Vice President Foster took over the remainder of the Board meeting.

1.9 Wage Scale Revision

HR Specialist Thompson stated that minor adjustments were made to the wage scale. A 3% adjustment was made to the minimum starting wages. A maximum was also added to the wage scale. The wage scale has a 3% increase through 10 steps to reach the

maximum. After reaching the maximum, the employee would receive the federal COLA increase and 1% of their wage as their yearly increase. The wage scale will be used as a guideline for new hires and current employees. CEO Sindt commended HR Specialist Thompson for putting together the wage scale.

1.10 Early Retirement

HR Specialist Thompson stated that she looked at the IPERS early retirement policy. IPERS has added a 62/20 policy, if you are 62 years old and have 20 years of service you are eligible to have 3 years of health insurance paid by the agency. Not many of the employees would take advantage of the early retirement policy at the same time. HR Specialist Thompson stated Elderbridge's lawyer reviewed the early retirement policy. Minor changes were made to the policy. There is a resolution that the attorney drafted that was emailed out to the Board members. Board member Pedley asked about the financial impact on the agency. The Board will review the policy yearly and if it is not financially sustainable no new entries will be allowed into the program. The employee will also have to take their IPERS at 62 to qualify for early retirement. CEO Sindt anticipates that not a lot of people will take advantage of early retirement because they will have to take IPERS at 62.

It was moved by Steve Kruse and seconded by Lori Hain to approve the Early Retirement policy.

Aye: all (the motion was declared carried.)

1.11 FY2022 Budget Update

CFO Presswood stated that Elderbridge was notified of its monetary allocation in the past week. The budget was sent to the state that specified what the allocations would be used for. The budget was adjusted to show the new wage scale. CEO Sindt indicated that the reason for the change in the budget is that IDA had provided projected allotments back in December and that was the basis for the budget. On July 1, 2021, a notice of grant awards was received that there was a decrease in state funds of \$214,000. On September 1, 2021, a notice of grant award was received concerning the federal funding and it was also reduced. The funding formula was used with the 2020 census numbers to calculate the agency's funding. The funding formula needs to be revised for FY2023 to be fair and equitable to the AAAs. CEO Sindt stated that IDA was willing to reinstate \$80,000, but no contract has been received yet. There will be a resolution soon.

Vice President Foster called for a motion to approve the FY 2022 budget update. It was moved by Ethan Huizenga and seconded by Linda Vaudt to approve the FY2022 budget update.

Aye: all (the motion was declared carried.)

2.0 Advisory Council Report - Stacia Timmer

COO Timmer stated that the Advisory Council met for its Annual Meeting in August 2021. There are currently five open counties. COO Timmer stated that there are quite a few new members on the Advisory Council, so she gave a PowerPoint presentation to the members who wanted to participate last week. She plans on holding the Advisory Council training annually to keep the members informed and up to date. All members were welcome to attend the training.

3.0 Finance Report – Jodi Presswood, CFO

3.1 Finance Report

CFO Presswood reported on the following:

- There has been a substantial jump in the Unearned Revenue account due to receiving 1/3 of the American Rescue Plant Act (ARPA) funds in June 2021. The high level of Unearned Funds (\$653,000) will continue into the next three years. The budget figures are undecided as of the posting of the financial statements for July due to reallocations from the Iowa Department on Aging and are not included in the balance sheet. The updates are expected in the next week. The books will be closed on September 16, 2021, in preparation for the FY2021 Audit. The IAFRS report will be reopened to update it and then will be resubmitted.

Vice President Foster called for a motion to accept the financial report. It was moved by Larry Pedley and seconded by Ethan Huizenga to approve the financial report as presented.

Aye: all (the motion was declared carried.)

- Board approval is needed to increase the request for funding from the counties from \$3.00 to \$3.05 per person of seniors who are 60 and over in each county. It has traditionally been raised .5 cents per year. CEO Sindt recommended continuing to raise the amount .5 cents a year.

It was moved by Larry Pedley and seconded by Lori Hain to increase the County request per senior from \$3.00 to \$3.05.

Aye: all (the motion was declared carried.)

4.0 Agency Program Reports

4.1 CEO Report – Shelly Sindt

- CEO Sindt stated that she is working on the 28E Agreements with Elderbridge's 29 counties for county funding. The state auditor provided guidance to the county auditors concerning funding non-profit agencies. Some of the counties have asked for an agreement even though Elderbridge serves as an instrumentality of state government. Elderbridge has sent out the 28E Agreements to each county and some responses have been received. The counties will continue to receive Elderbridge's Annual Report and County Report.
- Smart Home pilot project in Charles City – The director of the AARP reached out to CEO Sindt to partner with the project. They want to identify homes that would benefit from technology to help with social isolation. Elderbridge will help identify consumers. IDA reached out to CEO Sindt concerning the program and has indicated the funding would be \$150,000. CEO Sindt will be speaking with IDA Director Linda Miller further about the program.
- Because of the prevalence of the Delta variant, Elderbridge was not present at the Clay County Fair this year.

4.2 COO Report – Stacia Timmer

- COO Timmer stated that the Iowa Return to Community program is expanding. She met with the CEO of the Hancock County Health System and the Hancock County Public Health Director. They are interested in the IRTC program.
- Interviewing has started for the IRTC/Case Management position open in Mason City.
- High-risk case management is a combination of the Elder Rights program and case management. If there is an Elder Rights client, staff that has worked in the past with elder rights will assess the client and then the client will go to high-risk case management for assistance.
- Volunteer Coordinator, Laura Allen has been receiving referrals and is partnering with agencies such as NIACC and RSVP. She was in the Spencer area recruiting and Northwest Bank wants to do a day of kindness.
- 11 restaurants are currently participating in the Iowa Café program. The Innovations and Nutrition grant program piggybacks on the congregate meal program for seniors, caregivers, and persons with disabilities to have additional options to receive a meal. Patrons are asked to give contributions for their meals in the congregate meals sites and the same is asked for those signed up for the Iowa Café program.

5.0 Community Relations

5.1 County Updates – Feedback from Board Members and the general public.

6.0 Coming Dates

6.1 Next Board Meeting – October 12, 2021, 10:00 a.m. (location to be determined)

6.2 Clay County Fair – September 11-19, 2021, Spencer Fair Grounds

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

6.4 Webster County Caregiver Support Group – 4th Thursday of the month from, 3:00 to 4:00 p.m. by Zoom.

6.5 Clay County Caregiver Support Group – September 21, 2021, at 10:00 to 11:00 a.m. by Zoom

6.6 Coon Rapids Caregiver Support Group – 1st Tuesday of the month from 3:00 to 4:00 by Zoom

6.7 “It’s All About the Fall” – Fall Prevention Week – September 20-24, 12:00 to 4:30 p.m. via Zoom

6.8 Older Iowans Legislature Annual Meeting – September 27, 2021. Via Zoom

6.9 Advisory Council Meeting, October 27, 2021, 9:00 a.m., by Zoom conference call

7.0 Adjournment

7.1 Adjournment

There being no further business before the Board, it was moved by Ethan Huizenga and seconded by Linda Vaudt that the meeting is adjourned at 11:53 a.m.

Aye: all (the motion was declared carried.)