

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

308 Central Avenue

Fort Dodge, IA 50501

March, 2022, 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, Jeri Maher, Auditor, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was present. Daniel Reef, a visitor was present.

0.2 Roll Call

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

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

Added Item 2.7 Employee Survey Results under Board Affairs

0.4 Adopt Agenda

President Will called for a motion to adopt the March 8, 2022, Board agenda. It was moved by Steve Kruse and seconded by Linda Vaudt that the agenda be adopted with the addition of item 2.7 Employee Survey Results.

Aye: all (the motion was declared carried.)

1.0 Audit Presentation – Jeri Maher, Auditor

1.1 Preliminary Audit Draft

President Will introduced Jeri Maher, auditor to the Board. The preliminary audit draft for the year ending June 30, 2021, was handed out to the Board members. Auditor Maher stated that the audit was completed in November 2021. She reviewed the report with the Board members in detail. Auditor Maher stated that the final audit will be ready by March 31, 2022, to be submitted to the federal and state government.

2.0 Board Affairs

2.1 Approval of February 8, 2022, Board meeting minutes

President Will called for a motion to approve the February 8, 2022 meeting minutes. It was moved by Lionel Foster and seconded by Ethan Huizenga that the February 8, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

2.2 Discussion and approval of Area Plan Update and Budget

COO Timmer stated that a yearly update was provided to the Board members and is due on April 1, 2022. The management team has provided input for the update. The Area Plan update was reviewed in detail with the Board, and Board members provided feedback. The IDA has been given a rough draft of the update and COO Timmer is waiting to receive feedback. CEO Sindt explained that if the Area Plan was changed, like adding a service, Elderbridge would have to do an amendment and it would not be an update. The Area Plan Elderbridge is submitting is an update and nothing has been significantly changed or added. The Advisory Council reviewed and approved the Area Plan Update at their February meeting. CEO Sindt will present the Area Plan Update to the Iowa Commission on Aging in June.

CFO Presswood explained in detail the Area Plan budget. The budget is the same as FY22. Some grants such as community and county grants are not included in the Area Plan budget.

It was moved by Linda Vaudt and seconded by Steve Kruse to approve the Area Plan Update to be submitted by April 1, 2022.

Aye: all (the motion was declared carried.)

2.3 Fundraising Committee Report

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

- \$1,300 in sponsorships have been received. Sue Anne Stoermer continues to make contacts. Mom's Meals has donated 150 meals. A weekend giveaway for a cabin on the Raccoon river has been donated.
- Work continues getting a commitment from Santa Maria concerning the wine tasting. Lionel Foster, Ethan Huizenga, Steve Kruse, and Larry Pedley will donate 2 bottles a piece for the winetasting event.
- There will be a fundraising page on the Elderbridge website. Event tickets can be purchased from the website. The fundraiser will be marketed on the IDA website and the i4a website.
- The Advisory Council was asked to help get auction items in their respective counties. President Will will be getting bid numbers for the auction.
- QR codes will be added to the event tickets and the fundraising poster. There will be 100 tickets with bid numbers. Event tickets will be available for purchase at the Carroll Elderbridge office.
- The possibility of a raffle or drawing was discussed.
- Roxy Thompson and Tammie McCready will be working on the program for the fundraiser.
- The next meeting will be on April 6, 2022.

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

Aye: all (The motion was declared carried.)

2.4 28E Agreements

Elderbridge has received 28 signed 28E Agreements. Webster County declined to sign the agreement. All agreements have been filed with the Secretary of State and each county auditor has been notified of the filing.

2.5 Funding Formula Information

CEO Sindt stated that Elderbridge's FY23 funding was going to be reduced close to \$300,000 because the state applied the FY22 funding formula, which included significant decreases due to the 2020 census. Work has been ongoing to equalize the funding formula and on March 7 an agreement has been reached for FY23 funding with IDA. Elderbridge will receive an increase of \$5,000 per county from the state appropriations and \$10,000 per county from federal appropriations. With the revised funding formula, Elderbridge will receive reinstatement of most of the funds. CEO Sindt further stated that the agreement will need to be approved by the Administration for Community Living and the Iowa Commission Aging, which should not be an issue.

2.6 Strategic Plan Report

CEO Sindt reported the following:

- COO Timmer's report that the Area Plan update reflects the progress on the Strategic Plan since both plans mirror each other.
- CEO Sindt stated she believed Elderbridge is in a good place with the Strategic Plan.

2.7 Employee Survey Results

Human Resource Specialist Thompson reported on the results of the Employee Engagement Survey:

- The Employee Engagement Survey was conducted on January 28, 2022. Employees were issued a survey concerning their overall experience working for Elderbridge that included communication, work atmosphere, and career development.
- 93% of staff felt valued as an employee.
- 100% staff believed in the mission and vision of the agency.
- 84% of staff believed the work atmosphere is positive.
- Communication in the agency needed improvement, but overall the survey results were positive.
- CEO Sindt stated that there were good suggestions from the survey and they will be considered by the management team to improve overall operations.

**Daniel Reef entered the Board meeting and addressed the Board concerning the importance of nutrition. He was thanked for his comments and he left the meeting.

3.0 Advisory Council Report – Sandy Olson, Advisory Council Liaison

Sandy Olson, Advisory Council Liaison reported on the following:

- COO Timmer's comments concerning the Advisory Council being active and robust were appreciated.
- A new representative for Kossuth County, Dan Peterson, was seated at the February meeting. He offered a lot of good information and will be an active member.

- She will be getting auction items for Worth County for the fundraiser and thinks it is a good idea to involve the Advisory Council members in securing auction items for their respective counties.
- Volunteer Program is important to the agency.
- The Senior Santa program and the card reassurance program are important events that are happening at the agency.

4.0 Finance Report – Jodi Presswood, CFO

4.1 Finance Report

CFO Presswood reported on the following:

- The FY22 budget revision was submitted to IAFRS.
- Jeremy Monaghan has been hired for the Assistant Finance Director position and will start on March 21, 2022.
- Several grants have been submitted in the last month for Material Aid and Direct Client Assistance. The Clay County Foundation has notified Elderbridge of a grant award that will be presented to staff on March 14, 2022. The amount of the grant will be announced at the ceremony.
- The local public fund's payments from the counties have started to come in now that the 28E Agreements have been filed with the Secretary of State. Most counties have sent in their payments.
- Paypal is active on the website for donations.

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.)

5.0 Agency Program Reports

5.1 Volunteer Coordinator Report – Laura Allen

- Volunteers for transportation are needed in all 29 counties. Board members were encouraged to contact her if they knew of anyone willing to provide transportation.
- Telephone Reassurance program – volunteers make calls to clients that can last from a half-hour to an hour.
- Happy Mail program – volunteers will mail cards to 132 clients every other month. The first mailing went out in January.
- Community Kindness project. 10 clients were served in Mason City and 6 clients in Spencer.
- Santa for Seniors program – gifts were donated to 71 seniors in Mason City, 59 seniors in Spencer, and 29 seniors in Webster City.
- There are currently 25 active volunteers that are serving 26 clients.
- On April 25, 2022, there will be a Volunteer Recognition Banquet in Algona.

5.2 CEO Report – Shelly Sindt

- There was a Chamber Coffee at the Elderbridge Carroll office on March 4, 2021. It was well attended and some additional sponsorships may have been generated from the event.
- The banks in the Carroll area are seeing an increase in financial exploitation of seniors weekly and have concerns on how to address those issues. CEO Sindt

suggested having a joint conference in the fall to address those issues. Ethan Huizenga will be invited to be a speaker at the event.

5.3 COO Report – Stacia Timmer

- IRTC Program – Elderbridge has expanded the IRTC program to the Oakwood Care facility in Clear Lake and the Lake Mills Care Center in Winnebago County to assist those in skilled care that are transitioning back home.
- Met with Franklin General Hospital in Hampton in early March and they expressed an interest in partnering with Elderbridge and the IRTC program.
- Would like to expand the IRTC program more in the Spencer area to Spirit Lake and Sheldon.
- In the process of receiving back the request for applications (RFAs) from subcontractors that were issued in early March. There are roughly 65 to 70 RFAs that were sent out.
- The HCBS contracts will be sent out by May.
- There is a new caterer (McCreary's Catering) at the Spencer meal site and it is going well.
- Consumer Satisfaction Surveys were sent for the Iowa Café program and the response has been overwhelmingly positive.

6.0 Community Relations

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

7.0 Coming Dates

- 7.1** Next Board Meeting – April 12, 2022, Conference Call
- 7.2** Seated Tai Chi for Arthritis – February 15 – March 31, 1:00 to 2:00 p.m. by Zoom
- 7.3** Nutrition Conversations – March 16, 2022, 1:30-2:30 p.m. Mason City Elderbridge office
- 7.4** Caregiver Support Group – Trinity Lutheran Church in Mason City, the fourth Tuesday of the month at 9:30 a.m. by Zoom
- 7.5** Webster County Caregiver Support Group – 4th Thursday of the month from, 3:30 to 4:30 p.m., Fort Dodge Public Library
- 7.6** Clay County Caregiver Support Group – 1st Thursday of the month from 5:15 to 6:15 p.m. or 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 7.7** Coon Rapids Caregiver Support Group – 1st Tuesday of the month from 3:00 to 4:00 by Zoom
- 7.8** Advisory Council Meeting, May 25, 2022, 10:30 a.m., Fort Dodge Elderbridge Office

8.0 Adjournment

8.1 Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Ethan Huizenga that the meeting is adjourned at 12:04 p.m.

Aye: all (the motion was declared carried.)

Addendum to March Minutes

On March 9, 2022, CEO Sindt emailed the Board members concerning Elderbridge's Expense Reimbursement program. Considering the inflation and rising gas costs, it is requested to increase the following expense reimbursements rates.

Mileage Reimbursement - change from .45 cents to .55 cents a mile temporarily until gas prices drop to under \$3.00 a gallon.

Suggested Meal Reimbursement Increases:

Breakfast meal - \$7.00 to 8:00

Lunch meal - \$10.00 to 12:00

Dinner meal - \$18.00 to \$20.00

Total daily allowance of \$40.00 if on business travel requiring multiple meals a day.

Board members responded by email vote as follows.

<u>Board Member</u>	<u>Vote</u>
Lori Hain	I support your request
Lionel Foster	I am in full support of your recommendation
Beth Will	You have my vote – Yes
Larry Pedley	Okay with me
Barry Anderson	Ok here
Steve Kruse	I also support the request
Jill Hawkinson	I'm in favor
Linda Vaudt	I support this