

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

Conference Call

June 14, 2022, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Will at 10:08 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, Jody Applegate, Healthy Aging Director, Roxy Thompson, HR Specialist and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was present.

CEO Sindt asked Roxy Thompson, HR Specialist to speak to the Board as she will be retiring as of today's Board meeting. HR Specialist Thompson indicated that she has enjoyed working for Elderbridge the past 24 years, and watching the agency grow. She commended the Board for their commitment to the agency. She plans on living a life of leisure and playing golf.

#### 0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ex
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

CEO Sindt requested that under Board Affairs, Item 1.8 Central Services Board Report be added to the agenda.

#### 0.4 Adopt Agenda

President Will called for a motion to adopt the June 14, 2022, Board agenda with the addition of Item 1.8 Central Services Board Report. It was moved by Steve Kruse and seconded by Jill Hawkinson that the agenda be adopted with the addition of Item 1.8.

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

#### 1.1 Approval of May 10, 2022, Board meeting minutes

President Will called for a motion to approve the May 10, 2022 meeting minutes. It was moved by Linda Vaudt and seconded by Steve Kruse that the May 10, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

**1.2 Election of Officers**

**1.2.1 President, Vice President, Secretary, Treasurer**

Hearing no nominations from the floor It was moved by Jill Hawkinson and seconded by Linda Vaudt that Beth Will serves as President, Lionel Foster, Vice President, Lori Hain, Secretary, and Larry Pedley, Treasurer.

Aye: all (the motion was declared carried.)

**1.3 Fundraising Committee Report**

Chair Kruse reported that the Fundraising Committee met on June 1, 2022, and discussed the following:

- \$5,925 in sponsorships have been received. Chair Kruse is working on sponsorships and indicated that the goal of \$6,000 will be exceeded.
- The program is continuing to be tweaked and will be finalized soon.
- Staff is continuing to target social media, and making public calls. Flyers will be sent to RSVP for distribution and meal sites will also receive the fundraiser flyer.
- Auction items are being added to the 32Auction website continually for the silent auction.
- Event tickets will be printed by July so they can be distributed to the offices.
- There is donor recognition on the website and donors will be listed on the program.
- Tammie McCready, Grant Writer continues to work on Client Assistance and Volunteer program grants. One federal grant has been submitted.

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

Aye: all (The motion was declared carried.)

**1.4 Review and Discuss Standing Committee Participation**

The Board packet included the current Standing Committee list. At the July Annual Board meeting, Standing Committee participation will be decided. Board members were asked to review the Committee list and to indicate at the July meeting if they would like to stay on their current committee or switch to another committee.

**1.5 Area Plan Update**

COO Timmer reported that the Area Plan update was presented to the Iowa Commission on Aging and it has been approved. The new staff members are being informed about the Area Plan during their orientation and training.

**1.6 Current Vacant Counties on Advisory Council**

**1.6.1 Audubon, Greene, Mitchell. As of July 1- Crawford and Osceola**

President Will stated Advisory Council vacancies are the lowest she has seen since becoming a Board member. CEO Sindt stated that involvement in the Advisory Council has been up and efforts are ongoing to fill those vacancies. Sue Anne Stoermer is working on an applicant for Crawford County and Steve Kruse may have a candidate for Mitchell County

**1.7 Employee Salary Increases for FY 22-23**

CEO Sindt stated in light of the current inflation she is recommending a 5.9% salary adjustment across the board for employees. After a brief discussion, it was moved by Lori Hain and seconded by Linda Vaudt to approve the 5.9% salary increase.

Aye: all (the motion was declared carried.)

\* President Will left the Board Meeting and turned the meeting over to Vice President Foster

**1.8 Central Services Board Report**

The Central Services Board met before the Board meeting. Central Services is in good financial standing. The Board discussed and reviewed bids for lighting projects (changing fixtures to LED) in the Fort Dodge and Spencer buildings. There will be energy savings for both offices as a result of the lighting change. Bids were approved for both lighting projects. The Spencer office had a new railing installed for the ramp and new steps and railing at the back door are in the process of being completed. It was moved by Steve Kruse and seconded by Jill Hawkinson to approve the Central Services Board report.

Aye: all (the motion was declared carried.)

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

**2.1 Finance Report**

CFO Presswood reported on the following:

- Elderbridge is in a good position with cash and cash equivalents.
- Sub-recipients are closing old bank accounts and opening new ones as required by the audit. This occurs every 5 years.
- The finance department is getting ready for the next fiscal year and getting reports ready.
- The local public funds are good and the hope is to get Webster County on board.
- A software module for GMS has been purchased to allow Elderbridge to make payments to vendors and sub-contractors by ACH.
- A 5<sup>th</sup> License was purchased to allow the auditor to sign on to GMS and CEO Sindt and COO Timmer will be able to sign on to the system as well.
- A new credit card program is being considered with a cash back option. Elderbridge could get \$3,000 a year in cash back from usage.
- The agency vehicles will have credit cards that are not just for gas. They can be used for overnight stays and food if employees are traveling.

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

Aye: all (the motion was declared carried.)

**3.0 Agency Program Reports**

**3.1 Healthy Aging Report – Jody Applegate, Healthy Aging Director**

- Farmer’s Market checks have arrived and are ready to go out to the sites for distribution.
- A Healthy Aging Brochure is being created and the brochure will be available at the meal sites and the offices.

- Nutrition contracts have been distributed for signatures and the contracts are slowly being returned by the meal sites and caterers.
- Tai Chi classes are being held at Clear Lake and Hampton through August.

### 3.2 COO Report – Stacia Timmer

- New employees that have started with the agency are Jacob Beaver, Pundeeep Kaur, and Beth Valasek. Kim Robbins and Anne Barry will begin working in the next several weeks. All new employees started at the Mason City office.
- The Iowa Department on Aging was at the Spencer office for a Quarterly Conversation the first week of June. The Area Plan was discussed. Managers also attended the meeting.
- There will be Caregiver Appreciation Events in Carroll, Denison, and Audubon in June. Caregiver Appreciation events will be planned in other counties in the next fiscal year.
- Lionel Foster was nominated for the Governor’s Volunteer Award. He accepted the award in Cedar Falls on May 31.

### 3.3 CEO Report – Shelly Sindt

- The Commission on Aging has approved the new funding formula. It has been submitted to the federal agency (Administration for Community Living) for approval. The budget will be revised once the funding formula is approved by them.
- CEO Sindt and CFO Presswood plan to meet with the Webster County of Board of Supervisors this fall to see if they will fund Elderbridge. There have been staffing changes at the Webster County Public Health, so the hope is the Board of Supervisors will be more open to funding Elderbridge.
- Food Vouchers were issued in 14 counties, (\$100 a month for 3 months) and the program was well-received. In July, August, and September different counties will be identified for the food vouchers.
- CEO Sindt will be at the USAging Conference in Austin, Texas, during the July Board meeting and will attend by Zoom. COO Timmer will be in attendance.
- A survey will be sent out to Board members to decide if the July meeting will be in person or by Zoom conference call.

## 4.0 Community Relations

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

Linda Vaudt reported that Laura Allen spoke at the Senior Breakfast in Algona on June 9, 2022, at Trinity Lutheran Church and the participants enjoyed her presentation. Laura Allen will be working on Santa for Seniors this year for the Algona area. She will partner with NICAQ, Trinity Lutheran Church, and TLC Quilters for the event.

## 5.0 Coming Dates

5.1 Next Board Meeting – July 12, 2022, 10:00 a.m. to be determined

5.2 Tai Chi for Arthritis and Fall Prevention - June 7-August 5, Tuesdays and Fridays at 10:30 a.m. Clear Lake Methodist Church, Clear Lake

5.3 Tai Chi for Arthritis and Fall Prevention – June 9 – August 8, Mondays and Thursdays, at 10:00 a.m., Hampton Senior Center

5.4 World Elder Abuse Awareness Day - June 15, Building Strong Support for Elders

5.5 Nutrition Conversations – June 15, 2022, 1:30-2:30 p.m. Mason City Elderbridge office

- 5.6 Caregiver Support Group – Trinity Lutheran Church in Mason City, the fourth Tuesday of the month at 9:30 a.m. by Zoom
- 5.7 Webster County Caregiver Support Group – 3<sup>rd</sup> Thursday of the month from, 3:30 to 4:30 p.m., Fort Dodge Public Library
- 5.8 Clay County Caregiver Support Group – 3<sup>rd</sup> Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.9 Coon Rapids Caregiver Support Group – 1<sup>st</sup> Tuesday of the month from 3:00 to 4:00 by Zoom
- 5.10 Upcoming Office Closure – July 4th
- 5.11 Advisory Council Meeting (Annual), August 24, 2022, 10:30 a.m., Fort Dodge Elderbridge Office
- 5.12 Annual Board Training – October 11, 2022, following regular Board meeting

**6.0 Adjournment**

**6.1 Adjournment**

There being no further business before the Board, it was moved by Steve Kruse and seconded by Jill Hawkinson that the meeting is adjourned at 11:26 a.m.

Aye: all (the motion was declared carried.)