

ELDERBRIDGE BOARD OF DIRECTORS
Elderbridge Agency on Aging
Meeting Minutes
Conference Call
August 9, 2022, 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; Sandra Jackson, LLL Director; Jodi Applegate, Healthy Aging Director; Jacob Beaver, HR Specialist; and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was excused from the meeting.

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	Ex
Linda Vaudt	Ph		

0.3 Items added to the Board Agenda by Board Members and Agency Staff
No new items were added to the agenda.

0.4 Adopt Agenda

President Will called for a motion to adopt the August 9, 2022, Board agenda. It was moved by Steve Kruse and seconded by Ethan Huizenga that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 **Board Affairs**

1.1 Approval of July 12, 2022, Board meeting minutes

President Will called for a motion to approve the July 12, 2022 meeting minutes. It was moved by Larry Pedley and seconded by Linda Vaudt that the July 12, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Central Services Board Report

President Will reported that the Annual meeting took place before today's Board meeting. The officers for the Board were approved for another year, Dale Struecker, Chair; Lionel Foster, Vice Chair; Barry Anderson, Treasurer; Amy Simpson, Secretary. Jeremy Monaghan, Finance Director for Central Services, reported that the financials were in good shape due in part to the rental income. Mid-Sioux Opportunity, Inc. will be renting space at the Spencer office for \$500 a month beginning October 1. The flagpole at the Spencer office needed repair and the Board approved costs to fix the flagpole.

There will be changes made to the purchasing policy for Central Services that will be reviewed and approved at the next scheduled meeting in November. It was moved by Lionel Foster and seconded by Jill Hawkinson that the Central Services Board report be approved as presented.

Aye: all (the motion was declared carried)

1.3 Fundraising Committee Report

Chair Kruse reported on the following:

- \$9,325 in sponsorships have been received.
- The final event program for the August 18 event will be presented at the August 10 meeting.
- There will be live snippets of the fundraiser on Facebook.
- Event invitations have been sent out by mail and email.
- The Caribbean Getaway and the Nashville Fine Dining will be offered at the live auction and the Explore Old Savannah and the NFL Event for 2 will be offered on 32Auctions.
- The sponsors, donors, and partners would be given a ticket to the live auction since ticket sales had been slow. Event Tickets will continue to be sold at \$25.00 apiece. CEO Sindt stated that 66 tickets will be given away.
- Two grants for \$5,000 have been received for client service material aid. Chair Kruse and Tammie McCready, grant writer, will be picking up one of those checks at an event.

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

Aye: all (The motion was declared carried.)

1.4 Older Iowans Legislature Delegate Appropriation

CEO Sindt reported that the Older Iowans Legislature (OIL) Annual meeting will be on September 26 and it will be a one-day event that can be attended in person at the Des Moines Capitol or by Zoom. Board members were encouraged to attend the meeting. The packet included information about the meeting, and a form to sign up for the meeting. Elderbridge would be willing to compensate Board members if they wanted to attend the meeting in person. CEO Sindt is planning on joining the meeting by Zoom. After a brief discussion, it was moved by Larry Pedley and seconded by Steve Kruse to approve \$200.00 per Board members to attend the OIL Annual Meeting.

Aye: all (the motion was declared carried)

1.5 Agency Paid Holiday

Jacob Beaver, HR Specialist, reported that Juneteenth gained public attention in 2021 when it was made a federal holiday. Several states have made it an official holiday. Corporations have also approved Juneteenth as a paid holiday for their employees. Most of the AAAs currently have more paid holidays/floating holidays than Elderbridge and Connections and Heritage Agencies on Aging are also considering adding Juneteenth to their paid holidays. The recommendation is to add Martin Luther King (MLK) day and Juneteenth to the list of approved paid holidays.

CEO Sindt stated that the focus is on diversity and inclusion and it is important that Elderbridge recognizes MLK day and Juneteenth as paid holidays. After a brief discussion, it was moved by Ethan Huizenga and seconded by Jill Hawkinson to approve adding MLK day and Juneteenth to the paid holiday list.

Aye: all (the motion was declared carried.)

1.6 Discussion of proposed updates and rent increase for Mason City office building

CEO Sindt stated that the Mason City office space is leased. Staff had been talking to the landlord about the current lighting in the office and getting it switched over to LED. CEO Sindt, CFO Presswood and Board member Steve Kruse met with the landlord on August 4. The landlord proposed a \$600 rent increase, which means Elderbridge would be paying the costs for the fixture upgrade. CEO Sindt stated that CAM costs have been negotiated down from \$4.08 to \$3.95 and the base will stay at \$8.00 a square foot. CFO Presswood stated that the light fixtures were included in the CAM costs in the proposal the landlord provided. CFO Presswood recommended that the increase be negotiated to stay the same for three years.

It was moved by Lionel Foster and seconded by Linda Vaudt to approve the proposed rent increase of \$258 a month, with the recommendation that the rent increase is capped for three years.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- \$6,000 was transferred to an existing account at Clear Lake Bank & Trust to increase it to \$250,000 to take advantage of a higher interest rate.
- 4th quarter of IAFRS has been submitted and the final version will be submitted in the coming weeks.
- The process has been delayed for the ACH payment of the accounts payable process due to Wells Fargo making changes to their online banking system.
- The ARPA Funding is getting used.
- Overall the accounts payable and liabilities are in a good position. Revenues and expenses are also on track.
- CEO Sindt, COO Timmer, and CFO Presswood will be working on the budget once the allocations come through.
- Credit card changes will be made with Wells Fargo. A new representative has been assigned to Elderbridge. If it does not improve, other banking options will be considered.

It was moved by Steve Kruse and seconded by Lionel Foster 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

- 5 nutrition staff have been trained for a fall prevention program “Stepping On”, and it will be offered to all 29 counties.
- Amber Snyder is looking to start a virtual Seated Tai Chi for Arthritis and Fall prevention class.
- Fresh Conversation meetings are being scheduled in various places.
- Continuing to work on meal site contracts for FY2023.
- Iowa Café is continuing to grow. Aspen Leaf in Pocahontas will be closing. Mary Jo’s Hobo House also closed at the beginning of the summer.
- Farmers Market Voucher distribution continues.
- Gina Cole, Healthy Aging Coordinator, went to Bean & Bistro in Northwood on August 5, to represent Elderbridge when the Iowa Governor was in attendance.

3.2 COO Report – Stacia Timmer

- Contracts are done. Follow-up will be done on a few HCBS contracts.
- On August 11, 2022, will be meeting with a new respite provider in Fort Dodge. Representative Ann Meyer will also attend.
- Had an IRTC meeting with the state coordinator and a U of I professor to look at Elderbridge’s data and processes for the IRTC program.
- Agency brochures will be translated into Spanish.
- Onboarding of new staff continues

3.3 CEO Report – Shelly Sindt

- Working on ordering Elderbridge shirts for the staff. The shirts will also be ordered for Board members. COO Timmer will send out a link for the shirts so staff and Board members can choose color and size.
- The focus right now is on the fundraising event on August 18.
- Invited to a town hall meeting by Joni Ernst in Manly on August 12 at 9:00 a.m.
- Attended USAging Conference in July. The focus was on volunteers. Laura Allen Volunteer Coordinator attended the conference also. She will be doing a presentation at the next conference.

4.0 Community Relations

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

5.0 Coming Dates

5.1 Next Board Meeting – September 13, 2022, 10:00 a.m. by conference call

5.2 Fresh Conversations – August 17, 2022, 1:30-2:30 p.m. Mason City Elderbridge office

5.3 Aging in Place Fundraiser – Santa Maria Winery. August 18, 2022. Social hour 5:00 to 6:00 p.m., Live auction 6:00 to 7:30 p.m.

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

5.5 Webster County Caregiver Support Group – 3rd Thursday of the month from, 3:30 to 4:30 p.m., Fort Dodge Public Library

5.6 Clay County Caregiver Support Group – 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom

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

- 5.8 Advisory Council Meeting (Annual), August 24, 2022, 10:30 a.m., Fort Dodge Elderbridge Office
- 5.9 Upcoming Office Closure – Labor Day, September 5, 2022
- 5.10 Older Iowans Legislature Annual Meeting – September 26, 2022, at 9:00 a.m. at the Capitol, Room 103, Des Moines, or by Zoom
- 5.11 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 Lionel Foster and seconded by Linda Vaudt that the meeting is adjourned at 11:36 a.m.

Aye: all (the motion was declared carried.)