

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

July 12, 2022, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Will at 10:04 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, LifeLong Links Director, Jacob Beaver, HR Specialist, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was also present.

Jacob Beaver, HR Specialist, introduced himself to the Board along with Anne Berry, Service Specialist, Kim Robbins, Service Specialist, and Pundeep Kaur, Service Specialist. All of the new employees began working at the Mason City location in the past two months. The Board welcomed them to the agency.

0.2 Roll Call

Jill Hawkinson	Ex	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

No new items were added to the agenda.

0.4 Adopt Agenda

President Will called for a motion to adopt the July 12, 2022, Board agenda. It was moved by Steve Kruse and seconded by Lori Hain that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of June 14, 2022, Board meeting minutes

President Will called for a motion to approve the June 14, 2022 meeting minutes. It was moved by Larry Pedley and seconded by Lionel Foster that the June 14, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Seating of Larry Pedley, 2nd Term, Steve Kruse, 1st Term, Barry Anderson, 2nd term, and Lori Hain, 2nd Term

President Will called for a motion to seat the aforementioned Board members for their stated terms. It was moved by Lionel Foster and seconded by Lori Hain to seat Larry Pedley, Steve Kruse, Barry Anderson, and Lori Hain.

Aye: all (the motion was declared carried)

1.3 Appointments to Board Committees

1.3.1 Governance Committee – Steve Kruse, Lori Hain, Larry Pedley, Linda Vaudt, Beth Will, Ex Officio

1.3.2 Finance Committee – Larry Pedley, Ethan Huizenga, Jill Hawkinson, Lori Hain, Beth Will, Ex Officio

1.3.3 Fundraising Committee – Steve Kruse, Lionel Foster, Barry Anderson, Jill Hawkinson, Lori Hain, and Beth Will, Ex Officio

1.3.4 Central Services Committee – Dale Struecker, Lionel Foster, Linda Vaudt, Barry Anderson, Larry Pedley, and Beth Will, Ex Officio

After a brief discussion and no requests from the Board members to change the committees they were assigned to in FY 2021-2022, it was moved by Steve Kruse and seconded by Lionel Foster to have the committee members stay the same (see above).

Aye: all (the motion was declared carried)

1.4 Fundraising Committee Report

Chair Kruse reported on the following:

- \$8,925 in sponsorships have been received.
- The event program is continuing to be tweaked and will be finalized at the July 20th meeting.
- Staff is continuing to target social media, making public calls, and issuing flyers.
- Auction items are being added to the 32Auction website continually for the silent auction.
- Event tickets have been printed and are for sale.
- Donor recognition is 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. A \$10,000 grant was received from the Hanson Foundation for Client Assistance.

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

Aye: all (The motion was declared carried.)

1.5 Appointment of Liaison to the Advisory Council

President Will stated that Ethan Huizenga was contacted to see if he would continue as the liaison to the Advisory Council and he agreed to do so. It was moved by Steve Kruse and seconded by Lori Hain to approve Ethan Huizenga as the Liaison to the Advisory Council.

Aye: all (the motion was declared carried)

1.6 Discussion and approval of paid holidays

CEO Sindt reported Elderbridge has a total of 11 holidays that includes a floating holiday. President Will stated that Juneteenth (June 19) has been recognized as a federal holiday. Some AAAs have begun to recognize the Juneteenth holiday. CEO Sindt stated that the focus on the national level is inclusion and diversity, and it is concerning that the agency does not recognize at least Martin Luther King Day or Juneteenth.

It was moved by Steve Kruse and seconded by Lionel Foster to leave the paid holiday schedule as is and revisit adding Martin Luther King Day or Juneteenth at a later date.

After further discussion by the Board members, it was decided to keep the original motion. On roll call the vote was as follows:

Aye:	Beth Will	Nay:	Lionel Foster
	Lori Hain		Larry Pedley
	Steve Kruse		

The motion was declared carried.

President Will recommended that this be brought up on a future Board agenda. A list of paid holidays will be provided to the Board members.

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- Rojohn’s ordered doors for the Fort Dodge building, soffit painting has been done and outdoor lighting is in process.
- Most of the sub-recipients have closed old bank accounts and opened new ones as required by the audit. This occurs every 5 years. Some have not been received but will be soon.
- Working on IFERS reporting now so it can be submitted by July 22, 2022
- Met with Clear Lake Bank and Trust. Have had issues with Wells Fargo and looking at other banking options.
- A software module for GMS has been installed to allow the Auditor to view electronic invoices The CEO and COO will also be able to log on to the system.
- The LED lighting conversion has been completed in the Fort Dodge office and outside painting will begin on or about July 13, 2022.
- CEO Sindt is working on getting more money to sustain the Iowa Café program.
- CEO Sindt and staff are in talks with TRIO to expand access to home-delivered meals in the service area. Connections and NEI3A already have contracts with TRIO. Milestones is considering contracting with TRIO also.

It was moved by Steve Kruse and seconded by Larry Pedley to approve the Finance report as presented.

Aye: all (the motion was declared carried.)

3.0 Agency Program Reports

3.1 LifeLong Links – Sandra Jackson, LifeLong Links Director

- Services are expanding as the new staff has been hired. Mason City has hired 5 new staff. New staff for Information and Assistance are needed in the Spencer office.
- The 60-64 age group call volume has increased significantly. The increase could be related to the pandemic. The largest call volume last year was for the age group of 85 to 100.

3.2 COO Report – Stacia Timmer

- New HCBS contracts have started. The staff has met with the subcontractors.
- Farmer’s Market vouchers are available at meal sites and the Elderbridge offices.
- There were caregiver events in Audubon and Denison in June that were well received. COO Timmer attended the Audobon event and CEO Sindt attended the Denison event.
- A group in Webster County is looking to start a respite program and First Baptist Church in Fort Dodge has volunteered space in their church for events and is interested in the respite program. COO Timmer will be going to Fort Dodge to meet with First Baptist Church.
- A new brochure has been created and will be shared with the Board.

3.3 CEO Report – Shelly Sindt

- CEO Sindt reported she is in Texas at the US Aging Conference along with Laura Allen, Volunteer Coordinator. Laura Allen will hopefully be presenting at the next USAging Conference about Elderbridge’s Volunteer Program. A lot of agencies in the nation are struggling to get volunteers. CEO Sindt will give an in-depth report about the conference at the next Board meeting.

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 – August 9, 2022, 10:00 a.m. conference call

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 Nutrition Conversations – July 20, 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 – 3rd Thursday of the month from, 3:30 to 4:30 p.m., Fort Dodge Public Library

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

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

5.9 Advisory Council Meeting (Annual), August 24, 2022, 10:30 a.m., Fort Dodge Elderbridge Office

5.10 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 Lori Hain and seconded by Lionel Foster that the meeting is adjourned at 11:25 a.m.

Aye: all (the motion was declared carried.)

**Attached is the email vote (taken July 14, 2022) of Elderbridge Board members approving the Pederson Electric bid for LED fixture upgrade at the Spencer office. The Central Services Board had previously approved the Pederson Electric bid at a July 7, 2022, meeting.