

ELDERBRIDGE BOARD OF DIRECTORS
Elderbridge Agency on Aging
Meeting Minutes
Conference Call
October 11, 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; Jody Applegate, Healthy Aging Director; Jacob Beaver, HR Specialist; and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was present at the meeting.

Jennifer Roetman, Service Specialist, I&A, Elder Rights introduced herself to the Board. She will be working in the Carroll office and has experience working with the disabled. The Board welcomed her to the agency.

0.2 Roll Call

Jill Hawkinson	Ex	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ph
Lionel J. Foster	Ex	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. Action items under Board Affairs will be discussed first followed by the informational items.

0.4 Adopt Agenda

President Will called for a motion to adopt the October 11, 2022, Board agenda. It was moved by Linda Vaudt and seconded by Steve Kruse that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 **Board Affairs**

1.1 Approval of September 13, 2022, Board meeting minutes

President Will called for a motion to approve the September 13, 2022 meeting minutes. It was moved by Barry Anderson and seconded by Steve Kruse that the September 13, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Report on Older Iowans Legislature Annual Meeting

CEO Sindt reported that she attended the meeting via Zoom. Vice President Foster's proposal for funding the IRTC program from Iowa Lottery money was voted as one of the top 4 priorities. The top four priorities are: 1) Improving Nursing Home Care, 2) Improving Guardianship and Conservatorship system, 3) Funding Iowa Return to Community from the lottery and, 4) Enacting a Dementia Specialist Program. Vice President Foster was voted on the Board of Older Iowans Legislature.

1.3 Joint Planning Committee Appointments

1.3.1 Discussion of potential meeting dates in November

CEO Sindt stated traditionally three Board members and three Advisory Council members are asked to participate on the Joint Planning Committee. Funding sources and services that Elderbridge provides are discussed and prioritized. Members will vote on setting priorities for FY 2024. Linda Vaudt, Larry Pedley, and Beth Will volunteered for the Joint Planning Committee. The Joint Planning Committee Meeting will be at 9:00 a.m., the Board Meeting at 10:30 p.m., and Board Training will immediately follow the Board meeting on November 15.

It was moved by Steve Kruse and Linda Vaudt to have the Joint Planning Committee meeting, Board Meeting, and Board Training on November 15, 2022.

Aye: all (the motion was declared carried.)

1.4 Review and approval of Annual Report

CEO Sindt stated that the Annual Report is in the meeting packet. The Annual Report will be used for the Board of Supervisors meetings. It was updated and modified from last year. The County reports have not been completed yet. The ask this year will be \$3.10 per senior. Webster County will be visited this year by CEO Sindt and CFO Presswood.

It was moved by Linda Vaudt and seconded by Larry Pedley to approve the Annual Report for FY 2021-2022.

Aye: all (the motion was declared carried)

1.5 FY 2023 Budget Update

CFO Presswood stated she is waiting for the final allotment notice from IDA. The budget is still standing as it was last approved. The Notice of Grant Award has not been received to tell Elderbridge what the allotments are for the fiscal year. The hope is to have more information at the November meeting.

1.6 Discussion and approval of Employee Handbook Updates

Human Resource Specialist Beaver reported on the following changes to the employee handbook (the handbook changes were included in the Board packet):

- Orientation Period – was shortened from six months to three months.
- Regular full-time employees are those that work a minimum of thirty-two (32) hours a week, a change from thirty-five (35) hours a week.
- Holidays – Martin Luther King Day and Juneteenth were added to the paid holiday list.
- Vacation – new employees will be able to take accrued vacation time after the successful completion of the three (3) month orientation period instead of six (6) months.
- Meal reimbursement limits were changed to breakfast \$10.00, Lunch \$15.00, and Dinner \$25.00 for a total of \$50.00 per day.

It was moved by Barry Anderson and seconded by Steve Kruse to approve all employee handbook changes as presented.

Aye: all (the motion was declared carried.)

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- Working on audit preparation and closing FY22 accounts.
- Cross-training staff in all finance department positions.
- The ACH payment process for accounts payable is in process. The hope is to open it to all vendors in the future.
- Still working with Wells Fargo Bank concerning the credit cards.
- IDA has not been timely in sending out funding so there will be a net loss on the financials for October. Funding for ARPA and FY2022 funding should be received in the next couple of weeks.
- A \$200,000 CD has been used to help pay bills as funding has been delayed from IDA. Once the money is received the CD will be purchased at Clear Lake Bank & Trust as previously approved.
- CEO Sindt has spoken to the IDA about not receiving funding timely and possibly having to stop services. As of the date of the Board meeting funding has started to come in.

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

Aye: all (the motion was declared carried.)

3.0 Agency Program Reports

3.1 Health Aging Report – Jody Applegate

- Will be attending the USAging Leadership Conference in Washington DC the week following the board meeting.
- Brenda Semprini was hired as a Healthy Aging Coordinator in the Fort Dodge office. She will begin working on October 24. Hope to fill a Healthy Aging Coordinator position in Spencer also. The coordinators will get out to the meal sites to teach healthy aging programs.
- The new staff will be trained to teach evidence-based programs.
- Fresh Conversations – will be held at the Blue Heron in Mason City. The hope is to boost attendance.
- Peterson Meal Site – Starts on October 12 for a meal one day a week. Healthy Aging Director Applegate will be going to visit the site. Carstensen's Catering will be providing the meals at Peterson.

3.2 COO Report – Stacia Timmer

- Meeting with IDA in Fort Dodge to develop a process for hospitals to reimburse Elderbridge through Medicare.
- Met with Lakes Regional Hospital in Spirit Lake to refresh them about the IRTC program.
- Working with CFO Presswood to streamline the credit card process.
- Santa for Seniors – Algona will have Santa for Seniors this year along with Spencer, Mason City, and Webster City.

3.3 CEO Report – Shelly Sindt

- Will be in Des Moines on October 12 with IDA and other AAA Directors to work on a 10-year master plan on aging from noon until 4:00 p.m.
- On October 13 Laura Allen will be attending the Mason City Chamber of Commerce Annual Meeting. CEO Sindt may be able to attend.
- At the November meeting, there will be a Board photo taken during the meeting to put on the website. Board training will follow the Board meeting.
- All staff will be meeting at the beginning of November in Algona. Staff pictures will be taken to create a staff directory. The directory may be placed on the website also.
- RISE Project Grant planning meeting – USAging provided a \$500,000 grant to Iowa. Thirty counties were targeted as having a low vaccine rate. Ten of the counties are in the Elderbridge area. Connections will hold the grant. There will be a statewide promotion of the AAAs.
- Emmet County VFW Resource Fair was on September 24 and President Will and CEO Sindt attended.

4.0 Community Relations

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

Worth County – Sue Anne Stoermer and Laura Allen visited the Northwood meal site. About 20 attended and it was very informative. Sandra Olson is teaching cooking for one, and she would be willing to come and teach classes for senior living facilities.

Kossuth County – Board Member Vaudt stated she will be working with Laura Allen to have TLC Quilters give quilts to those in need in Kossuth County.

5.0 Coming Dates

- 5.1** Next Board Meeting – November 15, 2022, 10:30 a.m. Spencer Elderbridge office.
- 5.2** Fresh Conversations – October 18 or 19, 2022, 1:30-2:30 p.m. date and location to be determined.
- 5.3** Virtual Caregiver Support Group with Emily Winker – 3rd Thursday every month, 3:00 to 4:00 p.m. by Zoom
- 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 United Methodist Church, Coon Rapids
- 5.8** Advisory Council Meeting - October 26, 2022, 9:00 a.m. Conference call

6.0 Adjournment

^1 Adjournment

There being no further business before the Board, it was moved by Linda Vaudt and seconded by Larry Pedley that the meeting is adjourned at 11:30 a.m.

Aye: all (the motion was declared carried.)