

ELDERBRIDGE BOARD OF DIRECTORS
Elderbridge Agency on Aging
Meeting Minutes
Conference Call
September 13, 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; 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	Ph
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 September 13, 2022, Board agenda. It was moved by Steve Kruse and seconded by Jill Hawkinson that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 **Board Affairs**

1.1 Approval of August 9, 2022, Board meeting minutes

President Will called for a motion to approve the August 9, 2022 meeting minutes. It was moved by Barry Anderson and seconded by Linda Vaudt that the August 9, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Fundraising Committee Report

Chair Kruse reported that the fundraising event on August 18, 2022, was a success. The Fundraising Committee did meet after the fundraiser to discuss the pros and cons of the event and to begin brainstorming for the next fundraiser. The live auction raised \$1,476, the silent auction raised \$1,279, the online auction raised \$4,587, and \$9,525 was raised in sponsorships. The total for the event was \$16,826. Beginning July 1, 2023, the Iowa Department on Aging will be under the Iowa Department of Health and Human Services. This change may affect fundraising activities. The next Fundraising Committee meeting will be in November.

It was moved by Barry Anderson and seconded by Lionel Foster that the Fundraising Committee report be approved as presented.

Aye: all (the motion was declared carried)

1.3 Update on the Older Iowans Legislature

CEO Sindt stated that there is information in the packet about the upcoming Annual Oil meeting on September 26, 2022, in Des Moines. Participation can be in-person and by Zoom. Elderbridge as an agency is a member of OIL. CEO Sindt and Vice President Foster will be attending the event. Randy Van Dyke from the Advisory Council will be attending by Zoom. OIL assisted the AAA's furthering the Elder Abuse law that was recently passed.

1.4 Review and approval of Mason City office lease agreement

CEO Sindt reported that she along with Board member Steve Kruse and CFO Presswood met with the owner (H&W Investments) of the Mason City office building to negotiate a new lease. CEO Sindt and Board Member Kruse were able to get a lower rate increase along with sharing in the cost to upgrade the office light fixtures to LED. The new lease will go into effect on November 1, 2022.

After a brief discussion, it was moved by Linda Vaudt and seconded by Lori Hain to approve the Mason City Lease Agreement for three years to take effect on November 1, 2022.

Aye: all (the motion was declared carried)

1.5 Agency Vehicle Purchase

CEO Sindt reported that there has been an increase in staff travel. It was determined that an additional vehicle was needed for the Mason City office. A 2023 Toyota Camry Hybrid will be purchased from Charles Gabus Toyota in Des Moines for \$30,079 using the state contract/fleet purchasing program.

It was moved by Steve Kruse and seconded by Jill Hawkinson to approve the purchase of a 2023 Toyota Camry Hybrid from Charles Gabus Toyota in Des Moines.

Aye: all (the motion was declared carried.)

1.6 Board Training Topics

CEO Sindt and President Will are working on putting together topics for the Board training after the October meeting. CEO Sindt recommended doing a Board self-assessment to review how the Board is functioning. President Will stated there should be a block of time during the training to talk about the upcoming transition. Board members were encouraged to contact CEO Sindt or President Will with any training topics or ideas.

2.0 Advisory Council Report – Sandra Olson, Advisory Council Liaison

No report was provided as Sandra Olson is not in attendance at the meeting.

3.0 Finance Report – Jodi Presswood, CFO

3.1 Finance Report

CFO Presswood reported on the following:

- Cash on hand at Wells Fargo is at \$300,000. IDA is having issues in the finance department. Money will be coming in the form of ARPA dollars and quarterly payments.
- A CD at Community State Bank has come up and \$200,000 will be moved to Clear Lake Bank & Trust at a rate of 1.5% for a 1-year term. \$4,000 will be put in a money market fund. A CD at Farmer's Trust at \$210,000 will be renewed at 1.9%.
- The ACH payment process has been delayed due to changes that Wells Fargo has implemented to their online banking system
- Notice has been received on the new year funding allocations. Work on the new budget has begun.
- CEO Sindt, COO Timmer, and CFO Presswood will be working on the budget once the allocations come through.

It was moved by Ethan Huizenga and seconded by Jill Hawkinson to approve the Finance report and the transfer of funds to Clear Lake Bank & Trust and to renew the Farmer's Trust CD for a rate of 1.9%.

Aye: all (the motion was declared carried.)

4.0 Agency Program Reports

4.1 LifeLong Links Report – Sandra Jackson

- The onboarding of new employees has been going well. Mason City's IRTC Coach will be going on maternity leave and staff will be taking over her referrals until she returns.
- Iowa Return to Community referrals has increased. There are 75 clients right now between two staff.
- Home modification requests have increased.
- The Options Counseling program is receiving increased referrals.
- Mason City Options Counseling staff will be meeting with residents of Shalom Towers in September to see if services are needed. Other apartment complexes will be visited also.
- Staff in Mason City will be delivering Meals on Wheels to Mason City residents in September.

4.2 COO Report – Stacia Timmer

- The Menlo location for Iowa Café has closed.
- The meal sites are doing well.
- During the pandemic home-delivered meals were important. Now that the pandemic is over the nutrition department is reviewing to see who is truly homebound and needs to receive home-delivered meals
- A new person was hired in the Carroll office who will be doing information and assistance, elder rights, and will handle walk-ins.
- The Santa for Seniors program will be starting soon. Fort Dodge and Algona will also be doing Santa for Seniors this year along with Webster City, Spencer, and Mason City.
- American Home Shield on Giving Tuesday in October will list Elderbridge on their email blast out to their customers. If their customers want to donate American Home Shield will send Elderbridge the contributions.

4.3 CEO Report – Shelly Sindt

- A Link was sent to the Board to order shirts or apparel. A \$40.00 credit was given to members. If there is a problem with the link, contact Stacia Timmer.
- On September 15, 2022, there will be a meeting with IDA Director Linda Miller to discuss the transition to the Iowa Department of Health and Human Services. CEO Sindt will be attending the meeting in person in Des Moines. The AAA's must retain autonomy during the transition.
- On September 24, 2022, President Will and CEO Sindt will be attending a Veteran's event at the Estherville VFW.
- Employee handbook updates will be available at the October Board meeting and the Board will need to approve the policies.
- CEO Sindt and CFO Presswood will be scheduling a Board of Supervisors visit at the Webster County Board of Supervisors.
- On September 28, 2022, CEO Sindt will be meeting with Director Kelly Garcia of the Department of Human Services in Des Moines.
- A \$500,000 grant from USAging was received for vaccine promotion. Connections are holding the grant, but Elderbridge will be working with them to promote AAA's in the state.

5.0 Community Relations

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

6.0 Coming Dates

- 6.1** Next Board Meeting – October 11, 2022, 10:00 a.m. in person or conference call? Annual Board training will immediately follow the board meeting.
- 6.2** Clay County Fair – Spencer. September 10-18, 2022
- 6.3** Fresh Conversations – September 21, 2022, 1:30-2:30 p.m. Mason City Elderbridge office
- 6.4** Virtual Caregiver Support Group with Emily Winker – 3rd Thursday every month, 3:00 to 4:00 p.m. by Zoom
- 6.5** Caregiver Support Group – Trinity Lutheran Church in Mason City, the fourth Tuesday of the month at 9:30 a.m. by Zoom
- 6.6** Webster County Caregiver Support Group – 3rd Thursday of the month from, 3:30 to 4:30 p.m., Fort Dodge Public Library
- 6.7** Clay County Caregiver Support Group – 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 6.8** Coon Rapids Caregiver Support Group – 1st Tuesday of the month from 3:00 to 4:00 United Methodist Church, Coon Rapids
- 6.9** "Come Talk With Us" – September 23, 2022, at 9:00 a.m., Shalom Tower 2, Mason City
- 6.10** Older Iowans Legislature Annual Meeting – September 26, 2022, at 9:00 a.m. at the Capitol, Room 103, Des Moines, or by Zoom
- 6.11** Advisory Council Meeting - October 26, 2022, 9:00 a.m. Conference call

7.0 Adjournment

7.1 Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Lori Hain that the meeting is adjourned at 11:15 a.m.

Aye: all (the motion was declared carried.)