

ELDERBRIDGE BOARD OF DIRECTORS
Elderbridge Agency on Aging
Meeting Minutes
Conference Call
December 13, 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; Sandi Jackson, LifeLong Links Director; Jacob Beaver, HR Director; and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was present at the meeting.

0.2 Roll Call

Jill Hawkinson	Ex	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	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 December 13, 2022, Board agenda. It was moved by Steve Kruse and seconded by Larry Pedley that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 **Board Affairs**

1.1 Approval of November 15, 2022, Board meeting minutes

President Will called for a motion to approve the October 11, 2022, meeting minutes. It was moved by Linda Vaudt and seconded by Lori Hain that the November 15, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Joint Planning Committee Report

COO Timmer reported that the Joint Planning Committee met on November 18, 2022, in Spencer. The purpose of the meeting is to review the taxonomies which are the programs and services Elderbridges provides directly and indirectly. The committee members were asked to prioritize the services, which help guide the budget, Strategic Plan and Area Plan. The direct services were ranked as follows: 1) Home-delivered meals, 2) Congregate meals, 3) Material aid, 4) Case management, 5) Elder rights, 6) Outreach, 7) Health Promotion, 8) Training & Education, and 9) Nutrition Counseling. The subcontracted services were ranked as follows: 1) Personal Care, 2) Transportation, 3) Repite, 4) Homemaker, 5) Health Promotion/Disease Prevention, 6) Emergency Response systems, 7) Behavioral Health, 8) Chore and 9) Legal Aid.

It was moved by Lionel Foster and seconded by Linda Vuadt to approve the Joint Planning Committee report as presented.

Aye: all (the motion was declared carried.)

1.3 Review and discussion of Strategic Plan

CEO Sindt reported that the three-year Strategic Plan was created by the Board with the help of Joe Sample and went into effect in March 2021. The following items were reviewed with the Board:

- The mission and vision statements were revised. Core values stayed the same with a few additions.
- New goals were approved so the strategic plan and Area Plan were focused on the same things.
- Next spring a new four-year Area Plan will be done and the Strategic Plan will need to be updated.
- Employee handbook revisions are ongoing and will be done by February.
- Quarterly training is provided to the staff. Evaluation of training for the staff is being considered.
- Keeping up with policies' effect on customers. Meeting with public officials both local and statewide.
- Participation in service provider meetings by staff. Sue Anne Stoermer and Laura Allen regularly participate in meetings in person and via Zoom. Staff also participate in service provider meetings such as caregiver support groups.
- Make sure customers have access to all available options. Customers increased well over the goal of 2%.
- Fundraising has been put on hold until the transition to Health and Human Services has occurred.

It was moved by Ethan Huizenga and Steve Kruse to approve the Strategic Plan update as presented.

Aye: all (the motion was declared carried.)

1.4 Update on County Visits

CEO Sindt reported that the bulk of the visits have been completed. The hope is that Sioux County will provide more funding this year. Board Member Huizenga attended the meeting with CEO Sindt. CFO Presswood and CEO Sindt will be meeting with the Webster County Board of Supervisors to see if they will provide funding since there have been changes in personnel at the County level. CEO Sindt will be meeting with the Kossuth County Board of Supervisors virtually (after today's Board meeting) at the request of Linda Vuadt and Advisory Council member Dan Peterson.

1.5 Update on CEO Evaluation Process

President Will thanked the Board members for returning the evaluations. The Executive Committee will stay on the Zoom call after the Board meeting to set up a date and time to review the evaluations. Recommendations will be brought to the Board at the January meeting.

1.6 Governance Committee Report

Chair Pedley reported that the Governance Committee met before the Board meeting to discuss the application of Penny Tiffany from Greene County for the Advisory Council. She has served on the Advisory Council before. Four counties remain vacant, Audubon, Crawford, Mitchell, and Osceola. It was recommended that the Board approve her application to represent Greene County on the Advisory Council. It was moved by Larry Pedley and seconded by Lori Hain to approve Penny Tiffany to the Advisory Council.

Aye: all (the motion was declared carried)

1.7 Staff Holiday Appreciation

HR Director Beaver reported that each office will be having a Holiday feast this year and recommended that staff be able to have a half day of paid leave to be able to socialize with coworkers. Staff will then be free to go home after the Holiday lunch. Offices will have the event on different days to make sure services would not be disrupted. It was moved by Lionel Foster and seconded by Lori Hain to approve the staff holiday appreciation of four hours.

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 has received all funds owed for FY22 and is up to date for FY 23.
- The audit was completed the last week of November and went well.
- It was discovered that AmeriGroup owed Elderbridge over \$56,000 for Medicaid meals. The funds should be received soon.
- The Wells Fargo vehicle use credit cards have been put on hold until a workable solution has been found. The Casey's credit cards will continue to be used in the cars.
- Elderbridge is in a good position for revenues coming in and expenses going out are also on track.

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 LifeLong Links Report – Sandra Jackson

- Programs are seeing a rise in clients, especially in the options counseling program which is a 90-day program. Those needing longer-term support will go into the case management program.
- More funding is needed for the IRTC program. The staff currently have good-sized caseloads. Referrals come in daily. Currently working on a model for hospitals to provide funding for IRTC.
- Material aid funds continue to be important to fill the needs of seniors.
- There is new staff in the Spencer office and are doing well. There are openings in the Mason City office that will be filled soon.

3.2 COO Report – Stacia Timmer

- Currently working with IDA and the University of Iowa Hospitals. Looking at a value-based approach to the IRTC program. The hope is to slow people getting on Medicaid. It helps people get services so they are not readmitted to hospitals. It is costly for hospitals to have patients readmitted.
- Working with Tammie McCready, grant writer, on the Area Plan update.
- Santa for Seniors – Mason City had 89 seniors, Spencer had 81 seniors, Algona had 30 seniors and Webster City also had 30 seniors. The program continues to grow.
- Volunteer Program -A commercial was made and will be shared soon.
- The healthy Aging program is fully staffed.
- Tamme McCready is looking at grants to help sustain the Iowa Café program.

3.3 CEO Report – Shelly Sindt

- CEO Sindt thanked the Board and staff for their dedication to Elderbridge over the past year delivering services to seniors.
- The Board was also thanked for the Staff Holiday Appreciation gift of 4 hours so staff could enjoy their Christmas luncheons.

4.0 Community Relations

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

Worth County – Having trouble getting people to come and eat at the senior center. Home-delivered meals are the most popular. There will be activities at the center during the winter.

5.0 Coming Dates

5.1 Next Board Meeting – January 10, 2023, 10:00 a.m. conference call.

5.2 Upcoming office closures – December 23, 26, Christmas, January 2, New Year’s

5.3 Fresh Conversations – December 13, 2022, 11:15 a.m. Blue Heron Restaurant, Mason City.

5.4 Virtual Caregiver Support Group with Emily Winker – 3rd Thursday every month, 3:00 to 4:00 p.m. by Zoom

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 United Methodist Church, Coon Rapids

5.9 Advisory Council Meeting – February 22, 2023, 10:30 a.m. Algona Senior Center

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Linda Vaudt that the meeting is adjourned at 11:46 a.m.

Aye: all (the motion was declared carried.)