

**ELDERBRIDGE BOARD OF DIRECTORS**  
**Elderbridge Agency on Aging**  
**Meeting Minutes**  
Conference Call  
November 15, 2022, 10:30 a.m.

**0.0**    **Call to Order**

The meeting was called to order by President Will at 10:32 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 not present at 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	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 November 15, 2022, Board agenda. It was moved by Ethan Huizenga and seconded by Linda Vaudt that the agenda be adopted.

Aye: all (the motion was declared carried.)

**1.0**    **Board Affairs**

**1.1**    Approval of October 11, 2022, Board meeting minutes

President Will called for a motion to approve the October 11, 2022 meeting minutes. It was moved by Steve Kruse and seconded by Jill Hawkinson that the October 11, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

**1.2**    Joint Planning Committee Report

CEO Sindt reported that since the weather prevented travel to Spencer, the Joint Planning Committee was unable to meet. Therefore, the meeting was rescheduled to November 18, 2022, at 1:00 p.m. Jessica Carlson of Emmet County would not be able to participate at the rescheduled time.

**1.3**    Central Services Report

CFO Presswood reported the following:

- The Central Services Board met on November 7, 2022.
- There is \$160,000 cash in the bank.
- Previously bid projects are moving forward on the Fort Dodge building.

- Rojohns submitted a bid for the painting of the siding on the Fort Dodge building. That portion was not included in the original bid, and the bid was approved by the Board.
- The Camera installation is still a work in progress.

It was moved by Lionel Foster and Lori Hain to approve the Central Services Board report as presented

Aye: all (the motion was declared carried.)

**1.4 Update on County Visits**

President Will reported that the schedule for the County visits was emailed out to the Board members before the meeting. CEO Sindt stated that she has been sending out invites as her counties have been scheduled. Board members were encouraged to attend any of the Supervisor visits.

**1.5 Discussion and approval of Wellmark & Delta Dental Renewal**

HR Specialist Beaver reported on the following.

- Policy renewal is coming up for Wellmark and Delta Dental.
- There will be changes in costs for both plans.
- There will be roughly a 10% increase.
- It is recommended that Elderbridge stays with its existing plans and budget in the increase.
- The AAAs will be asking if staff can be on the state’s health insurance under the new merger.
- Delta Dental Insurance has increased also.
- Elderbridge may look next year at health insurance through a broker to help lower costs.

It was moved by Linda Vaudt and seconded by Jill Hawkinson to approve the Wellmark and Delta renewal.

Aye: all (the motion was declared carried. )

**1.6 CEO Evaluation**

President Will stated that the evaluation form will be emailed out to the members. Last year only about half of the forms were returned by the Board. The Board pledged to complete the forms and return them to President Will. There will be an update about the progress at the December 13 Board meeting.

**2.0 Advisory Council Report**

COO Timmer reported that the Advisory Council met on October 26, 2022.

- An overview of the caregiver program was given to the members.
- A nutrition program update was provided to the members.
- Joint Planning Committee volunteers from the Advisory Council were appointed.
- The Older Iowans Legislature report was provided.

### **3.0 Finance Report – Jodi Presswood, CFO**

#### **3.1 Finance Report**

CFO Presswood reported on the following:

- Cross-training of employees has begun.
- The ACH process has started with Wells Fargo. There have been some issues.
- New credit cards for the staff have been received with exception of HR Specialist Beaver's card. The credit cards for the vehicles have not been received yet as Wells Fargo has indicated an individual name needs to be on the credit cards.
- There is a net loss in the financials due to IDA not issuing funding on time. The funding issues have been resolved. Money should flow better under the upcoming merger with Health and Human Services.
- The \$200,000 CD that was used to cover business costs has been put back into a CD at Clear Lake Bank and Trust.
- The financial audit will be November 28-December 2 at the Mason City office. . The Board will have an audit report by February.

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.)

### **4.0 Agency Program Reports**

#### **4.1 Health Aging Report – Jody Applegate**

- Meal site budgets are being reviewed to try to save money on food costs. Menus are also being reviewed. Looking at ways to use up food in meal site freezers to help with rising food costs.
- Webster City meal site's walk-in freezer has stopped working. Currently looking at possible replacement or a short-term fix on the freezer.
- Iowa Café numbers have increased along with congregate numbers.
- Steve Kruse suggested looking at restaurants that are closing for freezers or NIACC may be replacing freezers and have used units available.

#### **4.2 COO Report – Stacia Timmer**

- Morgan Caven, Ally Schwarzkopf, and Wendy Krischel started working at the Spencer office.
- The nutrition department is now fully staffed.
- The increase in case management is due to the IRTC program. There is more staff now trained in the IRTC program.
- All-staff meeting was held in Algona on November 2, 2022.
- Priorities are to get new staff trained.

#### **4.3 CEO Report – Shelly Sindt**

- Photos of staff members were taken during the all-staff meeting for the staff director. The directory will be on the website.
- Hope to take Board member pictures to put on the Elderbridge website.
- Two IDA employees are at Spencer to review records and monitor the I&A program.
- The Health and Human Services transition is moving forward. IDA's finance department will be moved under the state of Iowa so receiving funding from the state should be easier.

- The strategic plan will be reviewed at the next Board meeting.
- IDA will be doing a 10-year master plan on aging. More focus on the master plan will come after the transition.

**5.0 Community Relations**

- 5.1** County Updates – Feedback from Board Members and the general public.  
No updates at this time.

**6.0 Coming Dates**

- 6.1** Next Board Meeting – December 13, 2022, 10:00 a.m. conference call.  
**6.2** Upcoming office closures – November 24 and 25, Thanksgiving  
**6.2** Fresh Conversations – November 15, 2022, 11:00 a.m. Blue Heron Restaurant, Mason City.  
**6.3** Virtual Caregiver Support Group with Emily Winker – 3<sup>rd</sup> Thursday every month, 3:00 to 4:00 p.m. by Zoom  
**6.4** Caregiver Support Group – Trinity Lutheran Church in Mason City, the fourth Tuesday of the month at 9:30 a.m. by Zoom  
**6.5** Webster County Caregiver Support Group – 3<sup>rd</sup> Thursday of the month from, 3:30 to 4:30 p.m., Fort Dodge Public Library  
**6.6** Clay County Caregiver Support Group – 3<sup>rd</sup> Tuesday of the month from 10:00 to 11:00 a.m. by Zoom  
**6.7** Coon Rapids Caregiver Support Group – 1<sup>st</sup> Tuesday of the month from 3:00 to 4:00 United Methodist Church, Coon Rapids  
**6.8** Advisory Council Meeting – February 22, 2023, 10:30 a.m. Algona Senior Center

**7.0 Adjournment**

- 7.1** Adjournment

There being no further business before the Board, it was moved by Linda Vaudt and seconded by Ethan Huizenga that the meeting is adjourned at 11:36 a.m.

Aye: all (the motion was declared carried.)