

**ELDERBRIDGE BOARD OF DIRECTORS**  
**Elderbridge Agency on Aging**  
**Meeting Minutes**  
Conference Call  
February 14, 2023, 10:00 a.m.

**0.0**    **Call to Order**

The meeting was called to order by President Will at 10:03 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 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	Ph	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ex
Lionel J. Foster	Ph	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.

**0.4**    Adopt Agenda

President Will called for a motion to adopt the February 14, 2023, 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 January 10, 2023, Board meeting minutes

President Will called for a motion to approve the January 10, 2023, meeting minutes. It was moved by Lionel Foster and seconded by Larry Pedley that the January 10, 2023, meeting minutes be approved.

Aye: all (the motion was declared carried.)

**1.2**    Central Services Board Report

President Will reported there was no Board meeting and the next meeting is scheduled for March 13, 2023. CEO Sindt reported that the garage/warehouse door opener failed at the Spencer office and has not been working for several weeks. An email was sent out to Central Services Board members for approval to replace the overhead door opener. The garage/warehouse door opener has been replaced.

**1.3**    Fundraising Committee Report

Fundraising Committee Chair Kruse reported that the transition to the Iowa Department of Health and Human Services will not affect the agency's fundraising activities. The Fundraising Committee decided that online/silent auctions (32 Auctions) will be scheduled going forward versus having a live fundraising event.

The Advisory Council meets on February 22, 2023, and they will be informed of the fundraising activities and requested to participate since they represent individual counties. Planned giving, Giving Tuesday, and micro-fundraisers were also discussed. The next meeting is scheduled for March 8, 2023. It was moved by Ethan Huizenga and seconded by Linda Vaudt to approve the Fundraising Committee Report as presented.

Aye: all (the motion was declared carried.)

#### **1.4 Review of Area Plan Update**

COO Timmer reported the following:

- The Area Plan Update is due on April 1, 2023. A paper version of the Area Plan Update will be at the March Board meeting.
- The goal for nutrition was reviewed first. Food insecurity is increasing while the funding is not increasing. Need to sustain funding for nutrition. Tammie McCready will be looking for grants to sustain the Iowa Café program. Waiting lists may have to be put in place for nutrition.
- Gathering data for other areas of the Area Plan and Elderbridge has been hitting projected targets in the four-year plan. New strategies will be added to the Area Plan.
- Reviewing the budget and looking at unit costs.

CEO Sindt stated that the focus is on sustainability not expansion at this time because of financial constraints. At the March Board meeting, COO Timmer will share the actual Area Plan Update. Iowa ranks 27<sup>th</sup> in the nation for food insecurity for senior adults. It was moved by Linda Vaudt and seconded by Larry Pedley to approve the Area Plan Update as presented.

Aye: all (the motion was declared carried.)

#### **1.5 Upcoming Board term completions and renewals.**

CEO Sindt stated that Beth Will and Lionel Foster will complete their second terms on July 1, 2023, and will be going off the Board. Recruitment will need to be started for those vacancies. Board member Kruse suggested looking at past Elderbridge Alliance members for replacements.

#### **1.6 Employee Handbook Update**

HR Director Beaver reported on the following updates:

- The complaint procedure was updated to include the HR Director
- The Equal Employment Opportunity Policy was consolidated and updated
- The interview process is handled by the HR Director. Managers are also involved in the process.
- The orientation period has been changed from six months to three months.
- Employee classifications – full-time classification changed from 32 to 30 hours. Part-time is considered at least 20 hours to less than 30 hours.
- Job abandonment – contact the supervisor within 30 minutes of the start time. Failure to do so will be a no-call/no-show. A no-call/no-show will result in an Improvement plan. If there is another no-call/no-show in the three-month duration of the attendance improvement plan, termination will result.
- Performance reviews were rewritten and clarified. The pay increase is based on performance and years of service.

- Harassment/Discrimination and Corrective Action Policy were moved closer to the front of the handbook. No language was changed
- Attendance Improvement Plan – the Plan is not meant to be seen as a reprimand but as a policy to help the employee improve their attendance. There is a point system for the plan.
- Agency Property – if office keys are lost the Office Manager needs to be notified within 24 hours.
- Inclement Weather – Office Managers notify staff of the weather and notify staff that they should prepare to work remotely if they live out of town. In-town employees can choose to work from the office or home based on their safety level.
- Elderbridge Visitors – scheduled clients should be met by staff at scheduled times. Personal visits should be brief and they should never be left unattended.
- Vehicle Calendars - staff checks out agency vehicles at office locations on an Outlook calendar. Vehicle, destination, name of staff and time needed for vehicle need to be indicated in the calendar.

CEO Sindt stated that there will be more sections of the Employee Handbook presented at future Board meetings. After an in-depth discussion of the handbook changes, it was moved by Steve Kruse and seconded by Lionel Foster to accept the proposed changes.

Aye: all (the motion was declared carried.)

**1.7 Older Workers Employment Program**

CEO Sindt stated that Elderbridge has had a grant for eight years with the Older Workers Employment Program. The funding is received from Voc Rehab. The Iowa Department on Aging collaborated with Voc Rehab for the program. IDA has decided they will not be continuing the partnership. Voc Rehab has stated Elderbridge can continue the program until September 30, 2023 if Elderbridge pays a \$10,000 match in funding. IDA is giving the AAAs \$5,000 toward the match. CEO Sindt stated that she would like to continue the program. The AAA Directors have a meeting scheduled with Iowa Workforce Development and Voc Rehab to discuss how the program is going to work moving forward. There is a potential that the program will not continue and the agency will have a displaced staff person as a result. Iowa Workforce Development has indicated that the program will not continue after September 30, 2023, and the money will be used elsewhere.

**2.0 Finance Report – Jodi Presswood, CFO**

**2.1 Finance Report**

CFO Presswood reported on the following:

- The audit presentation is tentatively scheduled for the March Board meeting.
- All of the FY22 dollars have been received. Waiting on ARPA funds that were claimed during the second quarter that will arrive soon.
- Quarterly reporting to IDA has been completed.
- The W-2s and 1099s have been completed.
- Revenues and expenditures are good
- All Medicaid Meals funding has been received.
- ACH reports are now included with the check register.

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

Aye: all (the motion was declared carried.)

### **3.0 Agency Program Reports**

#### **3.1 Healthy Aging – Jody Applegate**

- The Staff is trained in Matter of Balance for fall prevention.
- Tai Chi classes started at the Algona Senior Center on February 3. Healthy Aging Coordinators are being trained in Tai Chi also.
- There have been regional meal site meetings. Elderbridge is asking meal sites to look at the presentation of meals, the aesthetics of the meal site, and what activities they offer.
- A lot of the meal sites have gone to direct deposit along with the Iowa Café restaurants.
- Home Delivered Meals – clients are being reassessed post-pandemic. Healthy Aging Coordinators are calling clients to do reassessments to determine if they are homebound.
- The Iowa Café program continues to be popular. Staff is investigating options for Iowa Café to sustain the program with grants.

#### **3.2 COO Report – Stacia Timmer**

- Have been working on nutrition monitoring/contracts and getting them to IDA for approval.
- Elder Justice Grant – received a grant for material aid for those that are high risk. Also, looking at Family Team Decision Making meetings (FTDM) and facilitation. COO Timmer and LLL Director Sandy Jackson with be meeting with IDA to begin planning those meetings. Elderbridge will be subcontracting with Linda Hildreth to help with parts of the grant.
- HCBS contracts are coming up. RFA's will be sent out and funding will be reviewed. New agencies have contacted Elderbridge looking for funding.
- Looking at Healthy Aging budget sustainability and program planning.
- Rent reimbursement is in full swing and staff is helping clients with application submissions.

#### **3.3 CEO Report – Shelly Sindt**

- Meal program – costs are going up. Elderbridge has the lowest meal rate of all the AAAs. The staff is very efficient in trying to keep the costs as low as possible. Without an increase in funding people will have to be put on waiting lists.
- Performance Reviews are coming up and the wage scale has been reviewed.
- March 3 is Employee Appreciation Day. Staff will be getting bagels or donuts for the morning break. The offices will be closed on the afternoon of March 3 in recognition of the Staff's hard work.

### **4.0 Community Relations**

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

Worth County – The Northwood meal site is going to be reorganized. The hope is to have activities. The activities in January February and March have been cut back due to winter weather.

**5.0 Coming Dates**

- 5.1 Next Board Meeting – March 21, 2023, 10:00 a.m. Iowa Lakes Community College, Algona
- 5.2 Upcoming office closures – February 20, President’s Day
- 5.3 Fresh Conversations – February 21, 2023, 11:00 a.m. Blue Heron Restaurant, Mason City.
- 5.4 Virtual Caregiver Support Group with Emily Winker – 3<sup>rd</sup> 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 – 3<sup>rd</sup> Thursday of the month from, 3:30 to 4:30 p.m., Fort Dodge Public Library
- 5.7 Clay County Caregiver Support Group – 3<sup>rd</sup> Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.8 Coon Rapids Caregiver Support Group – 1<sup>st</sup> 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 Lionel Foster that the meeting is adjourned at 12:04 p.m.

Aye: all (the motion was declared carried.)