

**ELDERBRIDGE BOARD OF DIRECTORS**  
**Elderbridge Agency on Aging**  
**Meeting Minutes**  
Conference Call  
January 10, 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; Tammie McCready, Grant writer; 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	Ph
Linda Vaudt	Ex		

**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 January 10, 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 December 13, 2022, Board meeting minutes

President Will called for a motion to approve the December 13, 2022, meeting minutes. It was moved by Lionel Foster and seconded by Lori Hain that the December 13, 2022, meeting minutes be approved.

Aye: all (the motion was declared carried.)

**1.2**    CEO Performance Evaluation Report

President Will reported that the Executive Committee met on December 22, 2022, to review the CEO's performance. President Will received eight performance evaluations. The Executive Committee stated that CEO Sindt's performance has been outstanding and a 5% pay increase was recommended to be effective January 1, 2023. The summary of the evaluation will be emailed out to the Board members.

It was moved by Lionel Foster and seconded by Jill Hawkinson to approve the 5% pay increase for CEO Sindt to become effective on January 1, 2023.

Aye: all (the motion was declared carried.)

**1.3 Update on County Board of Supervisor Visits**

CEO Sindt reported that most of the County Board of Supervisor Visits have been completed. There will be a few remaining visits in December and January. The Webster County Board of Supervisors will be visited by CEO Sindt and CFO Presswood on December 20, 2022. There have been some personnel changes at Webster County and the hope is to convince the Webster County Board of Supervisors to fund Elderbridge.

**1.4 Area Plan Update**

COO Timmer reported that yearly Area Plan Update planning has begun and staff has received the template for the update from the state. It is due on April 1, 2023. Next year a 4-year Area Plan will need to be submitted. Updates and final approval of the Area Plan update will be shared with the Board in the coming months. An Area Plan budget will be presented to the Board for approval also.

**1.5 Charge filed with the Iowa Civil Rights Commission – Closed Session pursuant to Iowa Code 21.5(1)(c).**

**1.5.1 Convene into Closed Session per Iowa Code Chapter 21.5(i)**

President Will called for a motion to go into closed session pursuant to Iowa Code Chapter 21.5(i). It was moved by Larry Pedley and seconded by Steve Kruse to go into closed session. On roll call the vote was as follows:

Aye: Lionel Foster	Aye: Steve Kruse	Aye: Lori Hain
Aye: Larry Pedley	Aye: Jill Hawkinson	Aye: Ethan Huizenga
Aye: Beth Will		

**1.5.2 Reconvene into open session**

After an in-depth discussion, it was moved by Lionel Foster and seconded by Steve Kruse to reconvene into open session. On roll call the vote was as follows:

Aye: Lionel Foster	Aye: Steve Kruse	Aye: Lori Hain
Aye: Jill Hawkinson	Aye: Ethan Huizenga	Aye: Larry Pedley
Aye: Beth Will		

**1.5.3 Motion consistent with terms discussed during the closed session**

President Will called for a motion with terms discussed during the closed session. It was moved by Ethan Huizenga and seconded by Lori Hain that the Board authorizes counsel for Elderbridge to continue negotiations for settlement of the potential complaint against the Agency.

Aye: all (the motion was declared carried.)

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

**2.1 Finance Report**

CFO Presswood reported on the following:

- The funding issues with IDA have been resolved and have received all funds due for the prior fiscal years. Elderbridge has also received this fiscal year's allotment of ARPA funding. There will be larger payments once the quarterly filing to IAFRS is submitted in January.

- Elderbridge has received the past owed \$49,000 of the expected \$56,000 in Medicaid meals as of this meeting. The remainder is expected to arrive soon
- The W-2s and 1099's will be completed soon.
- Revenues and expenditures are good
- The in-house audit is completed and the hope is to receive the final adjusting entries in the next couple of weeks to officially close FY22.
- Monthly fiscal direction discussions have begun with the Department of Health and Human Services

It was moved by Lionel Foster 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 Grants – Tammie McCready**

- Three grant awards have been awarded to Elderbridge. Jaspers Family Foundation (Worth County) for \$3,119, for client assistance, Floyd County Community Foundation for \$5,000 for client assistance, which Vice President Foster and Grant writer McCready will attend the grant award ceremony. and a \$10,000 grant from the David and Phyllis Murphy Foundation for client assistance.
- Working on a grant for \$25,000 for the Volunteer Program.
- Iowa Café – beginning to look for grants to help sustain the program.
- Area Plan Update– working on the Area Plan update with COO Timmer that is due April 1st

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

- IDA approached Elderbridge about an Elder Justice grant for the next 2 years. It aligns well with our Elder Rights program. Elderbridge would need to hire and train one new staff person. The new person would do family team decision-making meetings. Dependent adults would be brought in for meetings to bring about a resolution to whatever issue is going on. Eldrbridge would need to formalize a referral process with APS or DHS. COO Timmer and LLL Director Jackson will be the leads on the grant. The grant will be starting soon.
- Rent reimbursement is in full swing and the I&A staff and the Service Specialists are assisting clients with the rent reimbursement application. Iowa Finance Authority is the former caretaker of the program. DHS now has the rent reimbursement program.
- Spencer Senior Center will be rebranded and has a new Board. A caterer will be providing the meals at the site. COO Timmer will be presenting at the first Lunch and Learn program at the center.

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

- HR Director Beaver – Handbook changes are in the works and final edits are being made to the handbook. The Board will be presented with the changes in parts at the next Board meetings.
- RISE Grant – Three AAAs have low vaccination rates. The grant is to help promote awareness of vaccinations and to promote the AAAs. There will be

commercials and Elderbridge is part of the promotional material. A link will be provided for Board members to see the commercial.

- Joe Sample the former i4a Director received his PhD and Iowa State University has asked him to teach at the university. Linda Hildreth (who formerly worked for the state of Iowa for many years) is now the director of i4a and Joe Sample will still be involved with policy and will speak to the legislators in Washington DC.
- Substitute Decision Maker, Guardianship, and Conservatorship – Board member Huizenga will send CEO Sindt and President Will information to review.
- There will be a Caregiver Conference in the Spencer area this summer and Emily Winker will be contacting Board member Huizenga to be a speaker at that event.
- The Iowa Association of Area Agencies on Aging policy agenda was sent out to Board members. The focus is on strengthening dementia services and having dementia specialists for each AAA. The second focus is on developing the workforce in the aging network. The third focus is on acquiring Lottery Funding to expand the Iowa Return to Community Program.

#### **4.0 Community Relations**

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

Osceola County – Board member Pedley stated that a community member reached out to him for information about Elderbridge. Staff assisted him with the phone number and the process to follow. The 800 number for the agency will be put on the next agenda.

#### **5.0 Coming Dates**

**5.1** Next Board Meeting – February 14, 2023, 10:00 a.m. via Zoom.

**5.2** Upcoming office closures – January 16, MLK Day; February 20, President’s Day

**5.3** Fresh Conversations – January 17, 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 Jill Hawkinson that the meeting is adjourned at 11:37 a.m.

Aye: all (the motion was declared carried.)