

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging Meeting Minutes

Iowa Lakes Community College

Algona, IA 50511

March 21, 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; Sandra Jackson, LifeLong Links Director; Jacob Beaver, HR Director; Jeri Maher, Elderbridge Auditor, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was also present via zoom.

0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	P
Beth Will	P	Steve Kruse	P
Ethan Huizenga	Ex	Barry Anderson	Ex
Lionel J. Foster	P	Lori Hain	P
Linda Vaudt	P		

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 March 21, 2023, Board agenda. It was moved by Steve Kruse and seconded by Linda Vaudt that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Audit Presentation – Jeri Maher

President Will introduced Jeri Maher to the Board. The preliminary audit report was handed out to the Board members. Auditor Maher stated that the preliminary audit report is close to completion and will be sent out by March 31, 2023. Auditor Maher explained the preliminary audit to the Board members in detail including the consolidated statement of financial position and consolidated notes to financial statements. Two schedules need to be added to the report and will be done before the March 31, 2023, deadline. No numbers in the preliminary draft need to be changed. Two schedules need to be added with some changes to wording. The preliminary audit will be voted on during CFO Presswood's financial report.

2.0 Board Affairs

2.1 Approval of February 8, 2023, Board meeting minutes

President Will called for a motion to approve the February 8, 2023, meeting minutes. It was moved by Lionel Foster and seconded by Lori Hain that the February 8, 2023, meeting minutes be approved.

Aye: all (the motion was declared carried.)

2.2 Central Services Board Report

CEO Sindt reported that the Central Services Board met on March 13, 2023. The overhead door opener was replaced at the warehouse at the Spencer office. The overhead door will eventually need to be replaced also. The Fort Dodge projects have been completed and the outside security lighting in place of the camera system has been completed also. There is a problem with a part of the roof in Fort Dodge that will need to be fixed. Upper Des Moines Opportunity will be vacating the Spencer office. They have purchased a building that they will be relocating to once remodeling is complete. Mid-Sioux Opportunity may be interested in renting the space that Upper Des Moines Opportunity is vacating.

2.3 Fundraising Committee Report

Fundraising Committee Chair Kruse reported that the Fundraising Committee met on March 8, 2023, and discussed the following

- The Advisory Council approved the idea of regional online silent auctions.
- The next fundraiser will be in March 2024
- Sponsorships versus donations were discussed. Sponsorships are gathered once a year while donations can be cultivated all year long. Elderbridge needs to get better at asking for donations.
- Grant writer Tammie McCready spoke about annual giving and that Elderbridge needs to grow dollars. Payroll deductions are an option for annual giving. The endowment needs to grow and Terry Gaumer will be presenting at the next Fundraising Committee meeting about Legacy Giving.
- Pledge cards have been created and will be presented to the Board soon.
- There will be a micro fundraiser at Applebee's in Mason City on May 2nd from 11:00 a.m. to 11:00 p.m. Board members will be participating in the event.
- Looking into Elderbridge doing a chamber "Business After Hours" event.

It was moved by Lionel Foster and seconded by Lori Hain to approve the Fundraising Committee Report as presented.

Aye: all (the motion was declared carried.)

2.4 Review and approval of Area Plan Update and budget

COO Timmer reported the following:

- The Area Plan Update in its entirety was provided to the Board members.
- The number of consumers/units has increased. Funding has not increased and will go back to pre-COVID levels.
- Need to sustain and prioritize programs.
- Home-delivered meals – staff are looking at who is receiving HDM and who truly is homebound and needs the meals delivered.
- Iowa Café – grant funding for the program will end August 31 and the funding has been spent. The number of meals on the card has been reduced and waiting lists will be implemented for the program.
- Elder Justice Grant – a non-renewable grant was received from IDA to help seniors at risk for abuse. Policies and procedures for the program are being worked on.

- 3A-1 form lists the consumers we have served and how many we project to serve.
- CFO Presswood stated that there will be a new Area Plan Budget in the next 6 weeks or so. Waiting for information from IDA. The budget provided to the Board members in the packet is current. CEO Sindt stated that the budget is the best CFO Presswood can do at this point with the information that IDA has provided.

It was moved by Steve Kruse and seconded by Linda Vaudt to approve the Area Plan Update as presented and the Budget as proposed with updates that will be coming.

Aye: all (the motion was declared carried.)

2.5 Elderbridge’s 50th Anniversary Celebration

Discussion of the 50th Anniversary Celebration will be tabled till the April Board meeting.

2.6 Indigo Wind Grant

CEO Sindt that an email was sent out to the Board members concerning the Indigo Wind Grant. Due to a stipulation in the grant, the Board members and managers needed to be made aware of the grant. Therefore, CEO Sindt requested that formal action be taken that the Board and staff had been made aware that the grant had been filed by Grant writer McCready.

It was moved by Steve Kruse and seconded by Lori Hain that the Board and staff have been made aware of the Indigo Wind Grant.

Aye: all (the motion was declared carried.)

2.7 1st Reading of proposed Bylaws changes

CEO Sindt stated that she had been reviewing the bylaws concerning the duties of the President. The President currently has to serve as an ex-officio member of all of the standing committees. The proposed changes are as follows:

- On Page 5, Article VI, Section 2. President – He or she shall be chairperson of the Executive Committee and participate as an ex-officio member of standing or temporary committees as requested by the committee chair. CEO Sindt stated that the President does not need to be present at all of the standing committee meetings unless otherwise asked to participate.
- On Page 7, Article VII, Section 3. Nominating/Governance Committee a sentence was added to state - “The committee chair will give a report to the full Board at the next regularly scheduled Board meeting.”
- On Page 7, Article VII, Section 4. Fundraising Committee- the same sentence was added as stated in Section 3.

It was moved by Lori Hain and seconded by Lionel Foster to approve the 1st reading of the proposed Bylaws changes as presented.

Aye: all (the motion was declared carried.)

2.8 Upcoming Board Vacancies

CEO Sindt reported that Lionel Foster and Beth Will have both completed two 3-year terms and will be leaving the Board on July 1, 2023. Lionel Foster will be going to the Advisory Council to represent Cerro Gordo County and Amanda Kaufman, the current Advisory Council member for Cerro Gordo County will be recommended to serve on the Board.

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

3.1 Finance Report

CFO Presswood reported on the following:

- The preliminary audit presented by Auditor Jeri Maher will be approved at the end of the finance report. Copies have been submitted to OMB, IDA, and IVRS.
- Waiting to get new allotment values entered into a budget for the Area Plan.
- Iowa Café funding has been exhausted. Once the grant has expired on August 31st new parameters can be implemented for the Iowa Café program.
- Working on revising the FY23 budget and working on the FY24 budget as well.
- Revenues and expenditures are good
- Investigating other banks for a cashback credit card.
- Bidding requests will be sent out next year for auditors.

It was moved by Linda Vaudt and seconded by Lionel Foster to approve the Finance Report as well as the preliminary audit presented by Jeri Maher.

Aye: all (the motion was declared carried.)

4.0 **Agency Program Reports**

4.1 LifeLong Links Report – Sandra Jackson

- I&A staff is still involved in the RISE project and asking callers and walk-ins if they are up to date on their vaccinations. The project will be done in May.
- Elder Justice Initiative Grant – Kaylee Michael in Mason City will be working with that grant.
- Caregiver Conference will be in Spencer on April 20, 2023, Clay County Event Center and CEUs will be offered at this event.
- Caregiver Appreciation Event – April 27, 2023, 10:00 a.m. to 3:00 p.m. in Emmetsburg and June 21, 2023, in Mason City.
- There is one Service Specialist position open in the Spencer office.
- The IRTC program remains strong.
- Board member Ethan Huizenga will be speaking at the Caregiver Conference in April about substitute decision maker.

4.2 COO Report – Stacia Timmer

- HCBS contracts will be ending June 30 and starting over on July 1. RFAs are coming in and will be reviewed by the end of May.
- Nutrition contracts are also in process.
- Meal site evaluations are taking place at this time.

4.3 CEO Report – Shelly Sindt

- The state reorganization bill has passed. The transition of IDA to the department of Health and Human Services should start happening quickly.
- State funding remains stagnant.
- The AAA's are very hopeful that improvements will occur with the transition of leadership for IDA under IDHHS
- Will not be going to Washington DC this year to the policy conference. Joe Sample will be going from Iowa so the AAAs will have representation.
- CEO Sindt will be speaking to state legislators in Des Moines on March 22, 2023.
- Employee Handbook changes did not get added to the Board agenda for March. It will be added to the April agenda for discussion and approval.

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 – May 9, 2023, 10:00 a.m. via Zoom
- 6.2** Fresh Conversations – April 18, 2023, 11:00 a.m. Blue Heron Restaurant, Mason City.
- 6.3** Virtual Caregiver Support Group with Ally Schwarzkopf – 3rd Thursday every month, 3:00 to 4:00 p.m. by Zoom
- 6.4** Caregiver Support Group – Virtual meeting, the fourth Tuesday of the month at 9:30 a.m. by Zoom, Mason City area
- 6.5** Webster County Caregiver Support Group – 3rd Wednesday of the month from, 3:00 to 4:00 p.m., First Baptist Church, Fort Dodge
- 6.6** Clay County Caregiver Support Group – virtual, 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 6.7** Coon Rapids Caregiver Support Group – 1st Tuesday of the month from 3:00 to 4:00, United Methodist Church, Coon Rapids
- 6.8** Caregiver Appreciation Events – Emmetsburg, April 27, 2023, Mason City, June 21, 2023
- 6.9** Caregiver Conference – Spencer, April 20, 2023
- 6.10** Advisory Council Meeting – May 27, 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 Lori Hain and seconded by Larry Pedley that the meeting is adjourned at 12:52 p.m.

Aye: all (the motion was declared carried.)