

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

#### Conference Call

April 11, 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 also present via Zoom.

#### 0.2 Roll Call

Jill Hawkinson	Ex	Larry Pedley	Ph
Beth Will	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ph
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 April 11, 2023, Board agenda. It was moved by Barry Anderson 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 March 21, 2023, Board meeting minutes

President Will called for a motion to approve the March 21, 2023, meeting minutes. It was moved by Lionel Foster and seconded by Steve Kruse that the March 21, 2023, meeting minutes be approved.

Aye: all (the motion was declared carried.)

#### 1.2 Fundraising Committee Report

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

- Terry Gaumer from Community Foundation to Northeast Iowa spoke to the committee about Legacy Giving.
- A pledge card was developed and input from the committee on the content of the pledge card was discussed.
- Chair Kruse will look into "Business After Hours" at the Mason City Chamber. Business After Hours is booked through January 2024 and the Chamber is aware of Elderbridge's interest. It was recommended we schedule a summer event.

- Grant writer Tammie McCreedy has submitted grants for the volunteer program and for the nutrition program.
- There will be a micro fundraiser on May 9, 2023, from 11:00 am to 11:00 pm at Applebee's in Mason City. Staff and Committee members will be present at the restaurant.
- Public Relations Coordinator Sue Anne Stoermer will be sending a thank you letter to sponsors and donors from last year's fundraiser.

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

Aye: all (the motion was declared carried.)

**1.3 Review and Approval of Employee Handbook Changes**

HR Director Beaver reported the following changes in detail:

- Section 3.5 Time Keeping was updated.
- Meal reimbursement amounts were increased.
- Section 4.1 Holidays Martin Luther King Day and Juneteenth holidays were added.
- Section 4.6 Personal Leave of Absence policy was updated.
- Section 4.7 Donated Leave policy was updated.
- Section 4.8 Bereavement Leave policy was updated.
- Section 4.12 Professional Development Leave policy was updated
- Sections 5, 6, and 7 will be presented at the next Board meeting

It was moved by Linda Vaudt and seconded by Steve Kruse to approve the Employee Handbook changes to Sections 3 and 4.

Aye: all (the motion was declared carried.)

**1.4 Elderbridge's 50<sup>th</sup> Anniversary Celebration**

CEO Sindt reported that Grant writer Tammie McCreedy notified her that Elderbridge would be celebrating its 50<sup>th</sup> anniversary next year. It was suggested that in June of 2024, Elderbridge celebrate this milestone. The Advisory Council will be involved in the celebration also. Board member Kruse suggested having a 50<sup>th</sup> Anniversary celebration week where events could be scheduled. Board member Pedley suggested having a boat ride if the office is near a lake and some kind of hotdog feed for the employees. Advisory Council member Sandy Olson stated it would be beneficial to use the event to get the word out about Elderbridge.

It was moved by Steve Kruse and seconded by Ethan Huizenga that the 50<sup>th</sup> Anniversary Celebration be scheduled in June 2024, with the planning of events to be forthcoming.

Aye: all (the motion was declared carried.)

**1.5 2<sup>nd</sup> Reading of Proposed Bylaws Change**

CEO Sindt stated that there were three changes to the bylaws that were discussed at the March Board meeting. No changes to the proposed changes were requested at the March meeting.

President Will called for further discussion on the proposed changes to the bylaws. Hearing none President Will call for a motion to approve the second reading of the bylaws.

It was moved by Larry Pedley and seconded by Barry Anderson that the second reading of the Board bylaws be approved with the proposed changes and the third reading be waived.

Aye: all (the motion was declared carried.)

### **1.6 Area Plan Update**

COO Timmer reported that the Area Plan Update was mailed before the due date. The Iowa Department on Aging will review the update and contact Elderbridge with any recommended changes or revisions. The Area Plan Update will be shared with staff at the next all-staff meeting. COO Timmer will provide updates to the Board as she receives them from IDA.

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

### **2.1 Finance Report**

CFO Presswood reported on the following:

- Adjusted Area Plan Budget – changes were made to state Elderly Services were decreased by \$96,000 and the decrease was spread over Title IIIB, IIIC1, and C2. The decrease did not cause a sizable change.
- LifeLong Links has a new sizeable grant – Elder Justice Grant.
- Iowa Return to Community funds were decreased from \$300,000 to \$225,000. There may be a possibility that \$75,000 is returned to IRTC.
- The audit was completed and submitted to the state and federal government before the deadline.
- The local public funds or funding that is received from each county has been coming in. Currently waiting for payment from several counties.
- A new material aid request process is being worked on and will start in FY2024.
- Elderbridge is currently sitting in a good financial position and is on track.

It was moved by Steve Kruse and seconded by Lori Hain to approve the Finance Report and the adjusted Area Plan Budget.

Aye: all (the motion was declared carried.)

## **3.0 Agency Program Reports**

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

- Healthy Aging Coordinator Morgan Caven has resigned and the interviewing process has begun for her replacement in Spencer.
- Evidenced-Based Programs – Healthy Aging Coordinators have been trained in Tai Chi and will be able to begin classes.
- Healthy Aging Coordinators are doing meal site visits.
- Regional site meetings have started and are in person and via Zoom.
- The Iowa Café program grant will end in September and the grant money has been exhausted. Trying to figure out how to incorporate the Iowa Café restaurants into congregate meals. There is a waitlist for congregate meals. There is no waitlist for home-delivered meals.
- Deja Brew in Emmetsburge closed on March 31, 2023.

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

- The end of the fiscal is fast approaching and the RFA's have been received back from HCBS subcontractors. Management will be reviewing the RFA's.
- Site evaluations have been sent out to the subcontractors and staff will be reviewing the evaluations with the subcontractors in person, via Zoom, or by phone.
- Open positions are in the process of being filled.
- Farmer's Market will start on June 1<sup>st</sup>. The amount for the checks may increase from \$30.00 to \$50.00.
- There will be a Volunteer Appreciation Event at the Surf Ballroom in Clear Lake on April 24, 2023.

### **3.3 CEO Report – Shelly Sindt**

- IRTC funding has decreased. Cannot sustain the program with cuts to funding. Kelly Garcia, Director of Health and Human Services is aware of the budgeting issues at IDA.
- Connected with several state legislators while in Des Moines to increase funding to state elderly services.
- IDA Director Miller is trying to get appropriations for an additional options counselor at each AAA who could be trained as a dementia friend.
- Will not be going to Washington DC this year to the Aging Policy Briefing Conference. Joe Sample will be going from Iowa so the AAAs will have representation.
- CEO Sindt stated that the ARPA funding is gone and the AAAs are going back to operating on Older Americans Act dollars, so funding is tight.
- The Iowa Café program will be evaluated and some of the sites may be closed. Grant writer McCreedy is looking at writing grants for the meal program. The sustainability of the program is in question.
- There will be a Caregiver Conference on April 20, 2023, in Spencer. Fifty-five have been registered for the event. Board member Ethan Huizenga will be speaking at the conference.

## **4.0 Community Relations**

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

## **5.0 Coming Dates**

- 5.1** Next Board Meeting – May 9, 2023, 10:00 a.m. via Zoom
- 5.2** Fresh Conversations – April 18, 2023, 11:00 a.m. Blue Heron Restaurant, Mason City.
- 5.3** Virtual Caregiver Support Group with Ally Schwarzkopf – 3<sup>rd</sup> Thursday every month, 3:00 to 4:00 p.m. by Zoom
- 5.4** Caregiver Support Group – Virtual meeting, the fourth Tuesday of the month at 9:30 a.m. by Zoom, Mason City area
- 5.5** Webster County Caregiver Support Group – 3<sup>rd</sup> Wednesday of the month from, 3:00 to 4:00 p.m., First Baptist Church, Fort Dodge
- 5.6** Clay County Caregiver Support Group – virtual, 3<sup>rd</sup> Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.7** Coon Rapids Caregiver Support Group – 1<sup>st</sup> Tuesday of the month from 3:00 to 4:00, United Methodist Church, Coon Rapids

- 5.8 Caregiver Appreciation Events – Emmetsburg, April 27, 2023, Mason City, June 21, 2023
- 5.9 Caregiver Conference – Spencer, April 20, 2023
- 5.10 Advisory Council Meeting – May 24, 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 Lionel Foster and seconded by Ethan Huizenga that the meeting is adjourned at 11:29 a.m.

Aye: all (the motion was declared carried.)