

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

#### Conference Call

May 9, 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; Laura Allen, Volunteer Coordinator; Jacob Beaver, HR Director, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was not present.

Ashton Schimmer introduced herself to the Board. She is the new Healthy Aging Coordinator/Administrative Assistant located at the Spencer office. She has recently relocated to the Spencer area and she comes from an agricultural background.

#### 0.2 Roll Call

Jill Hawkinson	Ph	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

Vice President Foster requested that item number 1.5 Iowa Work Based Grants be added to the agenda under Board Affairs.

#### 0.4 Adopt Agenda

President Will called for a motion to adopt the May 9, 2023, Board agenda with the addition of 1.5 Iowa Work Based Grants under Board Affairs. It was moved by Steve Kruse and seconded by Ethan Huizenga that the agenda be adopted with the addition of item number 1.5.

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

#### 1.1 Approval of April 11, 2023, Board meeting minutes

President Will called for a motion to approve the April 11, 2023, meeting minutes. It was moved by Linda Vaudt and seconded by Barry Anderson that the April 11, 2023, meeting minutes be approved.

Aye: all (the motion was declared carried.)

#### 1.2 Governance Committee Report

**1.2.1** Discussion and approval of term renewals for Advisory Council – Lisa Funk, Buena Vista; Michelle Klocke, Carroll; Lionel Foster, Cerro Gordo; Jessica Carlson, Emmet; Dan Peterson, Kossuth; Diana Elbert, Palo Alto; Linda Saathoff, Pocahontas; Sandra Olson, Worth.

Chair Pedley reported that the Governance Committee met before the Board meeting to review the Advisory Council applications. All applications were discussed and recommended to the Board for approval. It was moved by Jill Hawkinson and seconded by Lori Hain to approve the Advisory Council applications and renewals as presented.

Aye: all (the motion was declared carried.)

**1.2.2** Discussion and Approval of Board Applications for Amanda Kaufman, Jill Hawkinson, and Gary Caviness

Chair Pedley stated that Amanda Kaufman is currently an Advisory Council member for Cerro Gordo County. Lionel Foster will be moving to the Advisory Council to represent Cerro Gordo County once his Board term expires. Gary Caviness will be a new Board member and is from Spirit Lake. He has a background in Social Work and is an active community member and a Foster Care advocate. It was moved by Lionel Foster and seconded by Linda Vaudt to approve the two new Board members and the 1<sup>st</sup> term for Jill Hawkinson.

Aye: all (the motion was declared carried.)

**1.2.3** Discussion and recommendation for a slate of Board Officers for fiscal year FY 2023-2024

CEO Sindt stated that she has spoken with Ethan Huizenga and Steve Kruse concerning the positions of President and Vice President respectively. The Board members have agreed to serve in those roles. Larry Pedley and Lori Hain were recommended to remain as Treasurer and Secretary. Nominations will be requested for the officers' positions at the June Board Meeting if any other member would like to serve as an officer.

**1.2.4** Current Advisory Council vacancies – Audubon, Crawford, Mitchell, and Osceola. Additional vacancies as of July 1<sup>st</sup> Guthrie and Webster.

CEO Sindt stated that efforts are ongoing to fill the vacancies and an application is expected soon for Mitchell County.

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

HR Director Beaver reported changes to the following handbook Sections in detail:

- Section 5.1 Electronic Communications
- Section 5.2 – Internet Usage
- Section 5.4 – Social Media
- Section 6.1 - Workplace Injuries
- Section 6.2 – Drug and Alcohol Policy
- Section 6.3 - Violence in the Workplace
- Section 6.6 – Remote Work Policy
- Sections 7.1-7.10-Group Benefits

It was moved by Larry Pedley and seconded by Steve Kruse to approve the Employee Handbook changes to Sections 5 and 7 with further clarifications to come for Section 6.2 – Drug and Alcohol Policy.

Aye: all (the motion was declared carried.)

**1.4 Annual Board Training/Annual Meeting – July 11**

President Will reported that there is a conflict with the July 11 date for the Annual Board meeting. Suggested dates to reschedule would be July 5 or June 30 to meet in person at the Spencer office. After a brief discussion, it was decided to reschedule the meeting for June 30. CEO Sindt will be gone on vacation and training during July 11th time. It was moved by Ethan Huizenga and seconded by Steve Kruse to reschedule the July Annual Training to June 30 at the Spencer office.

Aye: all (the motion was declared carried. )

**1.5 Iowa Work-Based Grants**

Vice President Foster stated that the goal of the grant is to encourage the creation and development of work-based learning programs that include internships and job shadowing opportunities. It does cover non-profit organizations. CEO Sindt stated that HR Director Beaver could investigate it further because it involves employment. Vice President Foster stated he could also look into the program. The internship/job shadowing portion of the grant would be of interest. It was moved by Lionel Foster and seconded by Jill Hawkinson to have staff investigate the Iowa Work Based Grants program further and report back to the Board.

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 IFRS budget for FY 23 and 24 have been submitted to IDA on April 22, 2023. Currently working on reporting for quarter 3 to be finished by May 12.
- A new account at United Bank in Carroll was opened for the Carroll staff. Elderbridge staff had been driving to Denison to make deposits for donations.
- The finance department is gearing up for the next fiscal year.
- Currently working with Wells Fargo Bank on lingering issues. A six-month refund of fees was received in March.
- Revenues are slightly behind and expenses are higher because of the Iowa Café program

It was moved by Lionel Foster and seconded by Linda Vaudt to approve the Finance Report as presented.

Aye: all (the motion was declared carried.)

**3.0 Agency Program Reports**

**3.1 Volunteer Program Report – Laura Allen**

- There are currently 53 direct client volunteers.
- The volunteer appreciation event was on April 24, 2023, at the Surf Ballroom in Clear Lake. Thirty-one volunteers attended the event.
- Quilts have been made for veterans and veterans' wives.
- There have been 1,600 cards sent to seniors for the Happy Mail program.

- Elderbridge will be receiving \$500 from Principal Financial Group to be used for nutrition.
- Elderbridge will be receiving the 2023 USAging Achievement Award for Elderbridge's Community Kindness Project. CEO Sindt will accept the award at the USAging conference.
- The Applebee's micro-fundraiser is on May 9 and volunteers will be there from 4:00 to 8:00 p.m.

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

- The Community Kindness program has grown and the goal is to get the program in other communities.
- The HCBS subcontracts, Healthy Aging Nutrition Contracts, and meal site evaluations are in progress.
- Ashton Schimmer, Healthy Aging Coordinator/Admin has started at the Spencer office.
- May have to look at waitlists in other programs besides Nutrition.
- Farmer's Market starts June 1<sup>st</sup> and vouchers have increased to \$50.00

### **3.3 CEO Report – Shelly Sindt**

- Many agencies are facing a financial cliff. The stimulus dollars are gone. AAAs are advocating at the federal level for more Older Americans Act funding. The need for services is up, but the funding is not.
- Elderbridge will be able to carry over some Title III funding in FY24 but has expended all ARPA funds. Going to be standardizing budgets for meal sites based on the number of meals the meal site serves.
- Five Iowa Cafés have been discontinued. Five restaurants will remain as they are located in areas where there are no congregate meal sites.
- CEO Sindt shared the new organizational chart for the Iowa Department of Health and Human Services with the Board members. The Iowa Department on Aging will be called Aging and Disability Services. Director Linda Miller will be going to the Office of Aging Coordination which will be focusing on the long-term plan for aging.
- Pledge cards have been completed and are being given out.

## **4.0 Community Relations**

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

Board member Kruse informed the members that former Senator Amanda Ragan's daughter-in-law has passed away. Senator Ragan has been a strong supporter of Eldrebridge and is the former director of the Community Kitchen in Mason City.

## **5.0 Coming Dates**

**5.1** Next Board Meeting – June 13, 2023, 10:00 a.m. via Zoom

**5.2** Office Closure – Memorial Day, May 29, 2023

**5.3** Fresh Conversations – May 16, 2023, 11:00 a.m. Blue Heron Restaurant, Mason City.

**5.4** Virtual Caregiver Support Group with Ally Schwarzkopf – 3<sup>rd</sup> Thursday every month, 3:00 to 4:00 p.m. by Zoom

**5.5** Caregiver Support Group – Virtual meeting, the fourth Tuesday of the month at 9:30 a.m. by Zoom, Mason City area

**5.6** 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

- 5.7** Clay County Caregiver Support Group – virtual, 3<sup>rd</sup> Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.8** 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** Caregiver Appreciation Event – Surf Ballroom, Clear Lake, June 21, 2023
- 5.10** Advisory Council Meeting – May 24, 2023, 10:30 a.m. Algona Senior Center
- 5.11** May – Older Americans Month – Aging Unbound

**6.0** **Adjournment**

**6.1** Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Lori Hain that the meeting is adjourned at 11:37 a.m.

Aye: all (the motion was declared carried.)