

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Conference Call

June 13, 2023, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Will at 10:04 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, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was also present.

0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ex
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 items were added to the agenda.

0.4 Adopt Agenda

President Will called for a motion to adopt the June 13, 2023, Board agenda. It was moved by Lionel Foster and seconded by Steve Kruse that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of May 9, 2023, Board meeting minutes

President Will called for a motion to approve the May 9, 2023, meeting minutes. It was moved by Linda Vaudt and seconded by Jill Hawkinson that the May 9, 2023 meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Election of Officers

1.2.1 President, Vice President, Treasurer, and Secretary

The recommended slate of officers for FY 2023-2024 is President, Ethan Huizenga; Vice President Steve Kruse; Treasurer Larry Pedley; and Secretary Lori Hain. President Will called for nominations from the floor. Hearing no additional nominations, it was moved by Linda Vaudt and seconded by Steve Kruse to approve the slate of officers as recommended.

Aye: all (the motion was declared carried.)

1.3 Central Services Board Report

CEO Sindt stated that the Central Services Board met on June 7, 2023. Bids for the Fort Dodge and Spencer offices were discussed. The Fort Dodge office needs concrete work

at the front of the building and work done on the side of the building to remove stumps, build a retaining wall and change the downspout to the back of the building. The Spencer office interior has not been painted since the building was built in 2007. Mid-Sioux Opportunity will be taking over six offices that Upper Des Moines Opportunity vacated and they needed to be painted. The rest of the office in Spencer will also be painted a grey color. The bids for both projects were approved by the Central Services Board. CFO Presswood stated that Central Services has enough money in the budget to cover both projects. It was moved by Linda Vaudt and seconded by Steve Kruse to approve the Central Services report as presented.

Aye: all (the motion was declared carried.)

1.4 Fundraising Committee Report

Chair Kruse reported that the Fundraising Committee met on June 7, 2023, and discussed the following:

- The Applebee's micro-fundraiser in Mason City on May 9 was a success and raised \$578.58. To date, it is the largest amount according to Applebee's. There will be a micro-fundraiser scheduled at the Fort Dodge Applebee's and in Mason City also.
- Pizza Ranch also has a fundraising program with many restaurants located in the Elderbridge service area. Elderbridge would have to bus tables and could only receive cash tips. CEO Sindt suggested that Elderbridge try one at a Pizza Ranch to see if would be a successful fundraiser.
- CEO Sindt, Chair Kruse, Amanda Kaufman, and Sue Anne Stoermer will be getting together to review the pledge card. Would like to have a fillable pledge card for the website. Paypal can be changed on the website so that when donations are made Elderbridge can know what program/area the donation will be directed to.
- Grant writer Tammie McCready reported that she is waiting to hear the outcome of a couple of grants for the Volunteer Program. There are also 10 grants out for the Congregate and Home Delivered meal programs.
- Volunteer Coordinator Laura Allen is working on a Community Care Volunteer Grant that would be three years in duration and you can request up to \$200,000. The grant is due July 7.

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

Aye: all (the motion was declared carried.)

1.5 Standing Committee Participation

CEO Sindt stated that a list of the current standing committees was included in the Board packet. The standing committee participation will be decided at the June 30, 2023 Annual meeting. Board members were asked to review the list and if members wanted to participate on different committees it will be decided at the June 30 Board meeting.

1.6 Area Plan Update

COO Timmer reported that the Iowa Commission on Aging has approved the Area Plan Update. The four-year Area Plan will be coming up next year. She will be training the staff on the new Area Plan update.

1.7 Current Advisory Council Vacancies

1.7.1 Audubon, Crawford, Mitchell, Osceola. As of July 1st, Guthrie and Webster

President Will called for members to help fill the vacant counties and to put forth candidates that they may know of. CEO Sindt stated that an application has been received for Mitchell County and will be recommended for Board approval at the June 30 meeting.

2.0 Advisory Council Report

COO Timmer reported that the Advisory Council met at the Algona Senior Center. Most of the attendees were by Zoom. Algona Senior Center Board Members, Advisory Council member Dan Peterson, and the Algona site manager spoke about the activities and renovations of the senior center. They currently have 200 active members and activities are planned throughout each month. Advisory Council members were also informed about the status of the nutrition budget for the next fiscal year.

3.0 Finance Report – Jodi Presswood, CFO

3.1 Finance Report

CFO Presswood reported on the following:

- Preparations for the next fiscal year have begun, and the finance department will be busy in the coming weeks.
- The Clockwise timekeeping system will be updated for the new fiscal year.
- ARPA and Title III money will be coming in. Sitting well with cash. ARPA dollars will be expended first and the Title III funding will carry over for next year.
- Elderbridge is on track for all of the funding sources.
- The Iowa Café program was not part of the regular budget, and the grant has been expended, so expenses are higher than normal due to that program.

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

Aye: all (the motion was declared carried.)

3.2 Liquid Cash Assets

CEO Sindt stated that all of the money received from the pandemic has been spent. Elderbridge is currently serving more people and the budget for the next fiscal year is 1.4 million less than FY23. The management team has been focused on how to manage the loss of income. Most of the reduction in funding is from the nutrition program. Iowa Café restaurants located in places that have congregate meal sites have been discontinued. Changes will be made to nutrition contracts for meal sites. Elderbridge's role is to fund the meal program at congregate meal sites, not sustain a senior center. There is currently a shortfall of \$500,000 and the Board will need to approve the use of reserve funds to support the budget for FY24. It is hoped that the full \$500,000 will not be needed as other avenues are being explored. CFO Presswood indicated Elderbridge is in a good spot cashwise and should not run into any problems. Grant writer Tammie McCready has been writing grants for the meal program to help with the shortfall also.

It was moved by Steve Kruse and seconded by Jill Hawkinson to approve the use of up to \$500,000 of reserve funds to offset the nutrition budget.

Aye: all (the motion was declared carried.)

- * President Will passed the gavel to Vice President Foster to continue the meeting.
- ** Board member Anderson joined the meeting.

3.3 Employee Salary Increases for FY 24

CEO Sindt stated that a 5% increase in salaries had been previously supported by the Board and was built into the budget. It is important to maintain our staff as turnover is costly to the agency. Three percent of the increase is for the cost of living and 2% will be performance-based. It was moved by Linda Vaudt and seconded by Steve Kruse to approve the employee salary increases as presented.

Aye: all (the motion was declared carried.)

4.0 Agency Program Reports

4.1 LifeLong Links/COO Report – Stacia Timmer

- LifeLong Links provides Elderbridge’s direct services. Staff caseloads are high and clients have more needs.
- Luz Duvall will be starting in Spencer next week as a Service Specialist. She is bilingual which will be a benefit.
- The IRTC program is going well. Coach Wendy Kritschal, CEO Sindt, and COO Timmer will be meeting with Spencer Hospital to try to get a commitment from them to reimburse Elderbridge with Medicare funding. The benefits of the IRTC program and the case management program that lowers re-admission rates will be presented.
- The Iowa Department of Agriculture’s Farmer’s Market program started on June 1, 2023. This year \$50.00 will be issued to qualifying seniors. The program is very popular.

4.2 CEO Report – Shelly Sindt

- The focus right now is to find money wherever it is available.
- CEO Sindt will be attending a Zoom meeting with Grassley and Ernst staffers to lobby the federal legislators. Advisory Council Chair, Randy Van Dyke has been helping to facilitate the meetings.
- The Department of Health and Human Services director, Kelly Garcia, will be coming to Mason City on June 16 to meet with the Elderbridge management team and North Iowa Community Action to discuss services and the transition.
- A waitlist has been implemented for congregate meals and the Iowa Café program.
- Vice President Foster is still working on getting some of the Iowa Lottery funding.
- Board member Huizenga suggested a PSA be developed to explain the reduced funding for the meal programs and the need for community support.

5.0 Community Relations

5.1 County Updates – Feedback from Board Members and the general public.

Board Liaison Sandy Olson from Worth County stated that the County and City do support the senior center in Northwood. The Center is working on creative ways to get people to come to the senior center.

6.0 **Coming Dates**

- 6.1** Next Board Meeting – June 30, 2023, 10:00 a.m. Elderbridge Spencer office (Annual Meeting)
- 6.2** Office Closure – Juneteenth, June 19, 2023
- 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** World Elder Abuse Awareness Day – June 15, 2023, “Combatting Elder Abuse”
The mayor of Spencer signed a Proclamation for World Elder Abuse Day.
- 6.9** Caregiver Appreciation Event – Surf Ballroom, Clear Lake, June 21, 2023
CEO Sindt reported that Bing Bang will be coming to the June 21, 2023, caregiver appreciation event to film and interview participants for the next round of commercials.
- 6.10** Advisory Council Meeting – August 23, 2023, 9:00 a.m. Annual Meeting via Zoom Next Board Meeting – June 13, 2023, 10:00 a.m. via Zoom

7.0 **Adjournment**

7.1 Adjournment

 There being no further business before the Board, it was moved by Ethan Huizenga and seconded by Steve Kruse that the meeting is adjourned at 11:46 a.m.

 Aye: all (the motion was declared carried.)