

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

August 8, 2023, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Huizenga at 10:02 a.m.

0.1 Introduction of Board members, staff, and visitors.

President Huizenga called for introductions of visitors and staff. Staff members: Shelly Sindt, CEO; Stacia Timmer, COO; Jodi Presswood, HR Director Jacob Beaver, Sandi Jackson, LifeLong Links Director, 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	Ph
Amanda Kaufman	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ex
Gary Caviness	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 Huizenga called for a motion to adopt the August 8, 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 Board Affairs

1.1 Approval of June 30, 2023, Board meeting minutes

President Huizenga called for a motion to approve the June 30, 2023, meeting minutes. It was moved by Larry Pedley and seconded by Steve Kruse that the June 30, 2023 meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Central Services Board report

The Central Services Board met on August 7, 2023. New officers were elected. Dale Struecker, Chair, Barry Anderson, Vice Chair, and Larry Pedley, Treasurer. The interior of the Spencer office has been painted a new gray color. The Fort Dodge office still is waiting for the replacement of concrete at the front of the building. Stumps and suckers have been removed from the east side of the building. The retaining wall has not been completed as of the date of the meeting.

1.3 Fundraising Committee Report

Chair Kruse reported the following:

- The Fundraising Committee met on August 2, 2023.

- There were Applebee’s fundraisers in Mason City and Fort Dodge on August 1, 2023. Mason City received \$395.82 and Fort Dodge raised \$241.00. The money will go to the Congregate and Home-Delivered Meal programs.
- Other fundraisers are being discussed for Culver’s and the Other Place in Clear Lake.
- The pledge card has been finalized. The cards will be distributed to businesses, community events, funeral homes, and at speaking engagements.
- Volunteer Coordinator, Laura Allen, completed the Community Care Corps grant and will be hearing the status of the application by September 5, 2023.
- An Aging Innovation Award was given to Laura Allen for the Community Kindness project. CEO Sindt accepted the award at the USAging National Conference in Salt Lake City, Utah, in July.
- There will be a Spring 2024 online fundraiser that is currently in the planning stages.

It was moved by Lori Hain and seconded by Amanda Kaufman to approve the Fundraising Committee report as presented.

Aye: all (the motion was declared carried.)

1.4 Older Iowans Legislature Delegate Appropriation

CEO Sindt reported that the Older Iowans Legislature (OIL) will have its annual meeting in September in Des Moines. Elderbridge will pay up to \$200 per delegate to attend the meeting. The meeting will also be available via Zoom. CEO Sindt recommended that the Board approve up to 5 delegates to attend the meeting. The meeting information and sign-up forms were included in the meeting packet. There is a \$15.00 fee for the meeting which includes the yearly membership fee.

It was moved by Linda Vaudt and seconded by Lori Hain to approve \$1,000 for up to 5 delegates to attend the Annual OIL meeting.

Aye: all (the motion was declared carried.)

1.5 HR Sharing Agreement

CEO Sindt reported that HR Director Jacob Beaver has been participating in a statewide HR group of other AAA directors. The NEI3A CEO approached CEO Sindt about sharing Elderbridge’s HR Director with NEI3A on a half-time basis. NEI3A would pay half of his salary. An agreement has been drafted to include that if NEI3A decides in the future to hire its own HR Director HR Director Beaver’s position with Elderbridge will remain full-time. CEO Sindt and President Huizenga will be signatories to the agreement. HR Director Jacob Beaver stated that he talked with the NEI3A CEO extensively as well as CEO Sindt concerning the HR sharing agreement and believes it will be a good fit. The agreement does not constitute a contract but an agreement or Memorandum of Understanding for job sharing with NEI3A. CEO Sindt stated a Memorandum of Understanding will be drafted and will be presented at the September Board meeting. After an in-depth discussion, it was the consensus of the Board to proceed with the HR sharing agreement.

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- Assistant Finance Director Jeremy Monaghan submitted his resignation and his last day was July 31, 2023. Interviewing for a replacement will begin soon. The job description has been rewritten and the position will be a staff accountant instead of an Assistant Finance Director.
- IDA discovered that \$1,000,000 in funds had not been allotted to the AAAs. Elderbridge will be receiving \$228,000 so there will be no loss for the fiscal year. Elderbridge will not have to take as much money from reserves as anticipated.
- Cash on hand at Wells Fargo is at a healthy level.
- The finance department has been focused on end-of-year entries. FY23 will be closed on August 15, 2023.

It was moved by Amanda Kaufman and seconded by Jill Hawkinson to approve the financial report as presented.

Aye: all (the motion was declared carried.)

3.0 Agency Program Reports

3.1 LifeLong Links Report – Sandi Jackson

- There is one Service Specialist position open in the Spencer office. Interviews have begun to fill the position.
- Elderbridge partnered with the Iowa Department on Aging for an Elder Justice grant. Staff will be trained in Fort Dodge by Linda Hildreth.
- There are no wait lists in the LifeLong Links department currently. Other agencies do have wait lists and numbers are on the rise. The total count of clients is 236. During COVID it was barely 100. If wait lists were eliminated case management would be the first program to have a wait list.
- There are 8 to 15 new admissions a month and those numbers have been steady since COVID.

3.2 COO Report – Stacia Timmer

- Staff will meet on August 14 in Fort Dodge to be trained for Elder Justice.
- IT equipment will be purchased with the Elder Justice grant
- COO Timmer was asked to be on an advisory group by O’Brien Public Health and Mercy One to assess the needs of O’Brien County. Two needs were identified, mental health and food insecurity.
- Healthy Aging Director Jody Applegate passed her registered dietician exam. She will now be able to do the menus for the meal sites.
- Interviewing today for the open Service Specialist position in Spencer.

3.3 CEO Report – Shelly Sindt

- Attended USAging Conference in Salt Lake City. Mike Donohoe from NEI3A will be the alternative on the USAging Board. CEO Sindt is stepping away from that responsibility.
- July 1, 2023, the Iowa Department on Aging no longer exists and is now called the Health and Human Services Aging and Disability Services Unit. Zach Rhein is the new director of the Aging and Disability Services unit and is a good fit. There will be a monthly touch base with the AAA directors and Zach Rhein.

- The Medicaid system has a waiting list for some of their waivers. The Medicaid director approached Zach Rhein and asked if the AAAs would help to assist and review the status of those on Medicaid waiting lists. The AAAs would be paid to do that. Elderbridge has staff capacity to assist with that and it would bring additional income.
- The Older Americans Act is currently being reviewed and revised. It has not been done since 1985.
- Connections Area Agency on Aging contacted CEO Sindt about a grant from USAging to promote vaccines. All the other AAAs in the state were also interested. There is a total of \$750,000 in the grant and roughly \$250,000 to \$275,000 will be used for commercials. The rest will go towards the AAAs. Elderbridge will receive \$90,000 which can be used toward staff salaries.

4.0 Community Relations

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

Worth County – Sandy Olson reported that she would like an update on the home-delivered meal program in Worth County to share with the meal site staff. The Northwood Senior Center Activity Committee is visiting senior centers in the area to see how other meal sites operate. The senior center is rebranding and is considering a new name. CEO Sindt suggested that the senior center shift to a community center instead of a senior center. Board member Steve Kruse suggested Northwood Neighbors as a new name.

5.0 Coming Dates

- 5.1** Next Board Meeting – September 12, 2023, 10:00 a.m. via Zoom
- 5.2** Office Closure – Labor Day, September 4th
- 5.3** Virtual Caregiver Support Group with Ally Schwarzkopf – 3rd 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 – 3rd 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, 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.7** Coon Rapids Caregiver Support Group – 1st Tuesday of the month from 3:00 to 4:00, United Methodist Church, Coon Rapids
- 5.8** Advisory Council Meeting – August 23, 2023, 9:00 a.m. Annual Meeting via Zoom

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Linda Vaudt and seconded by Steve Kruse that the meeting be adjourned at 11:47 a.m.

Aye: all (the motion was declared carried.)