

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

September 12, 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, Jody Applegate, Healthy Aging 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	Ph
Gary Caviness	Ph	Lori Hain	Ph
Linda Vaudt	Ph		

0.3 Items added to the Board Agenda by Board Members and Agency Staff

CEO Sindt requested that Item 1.6 be reworded to Strategic Plan instead of Annual Board Training.

0.4 Adopt Agenda

President Huizenga called for a motion to adopt the September 12, 2023, Board agenda with the wording change to Item 1.6. It was moved by Steve Kruse and seconded by Amanda Kaufman that the agenda be adopted with the recommended change to Item 1.6.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of August 8, 2023, Board meeting minutes

President Huizenga called for a motion to approve the August 8, 2023, meeting minutes. It was moved by Linda Vaudt and seconded by Jill Hawkinson that the August 8, 2023 meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Fundraising Committee Report

Chair Kruse reported the following:

- The Fundraising Committee met on September 6, 2023.
- There have been no donations made through Elderbridge's website.
- Culvers and the Other Place in the Mason City area are being contacted for fundraising opportunities.
- There will be Applebee's fundraisers in Mason City and Fort Dodge on November 28.
- Healthy Aging Director Jody Applegate made healthy aging plates to use as visual aids for fundraising activities for staff.

- Funeral homes will be contacted and provided with the pledge card and Elderbridge brochure.
- The Senior Fun Day in Carroll will be on September 13 and CEO Sindt will take pledge cards and brochures to the event.
- Amanda Kaufman reported that she talked with the Mason City Chamber of Commerce about having the pledge card in the newsletter. There will be a \$100 fee and the pledge card will need to be made into a full-page flyer.
- The online fundraiser will be Spring 2024 (February 25-March 4) and will have a March Madness theme. All 29 counties will be contacted for donations.
- There are 9 grants out for the congregate and home-delivered meal programs.
- Elderbridge was awarded the Volunteer Community Care Corps grant of \$50,000 for 18 months.

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

Aye: all (the motion was declared carried.)

1.3 Update on Older Iowans Legislature Delegates

CEO Sindt reported that Lionel Foster would be attending the meeting in person and that she and COO Timmer would be attending via Zoom. Deb Scharper, Mitchell County Advisory Council member has also expressed interest in attending the meeting. The Governor (attendance has not been confirmed) along with the HHS Director, Medicaid Director, and ADS Director will be speaking at the meeting. Board members and Advisory Council members are encouraged to attend the meeting.

1.4 NEI3A MOU

CEO Sindt reported that the HR job-sharing MOU has been reviewed by all parties to the agreement and the final agreement was included in the Board packet. NEI3A's long-term attorney has retired and with the restructuring of NEI3A, CEO Mike Donohoe, would like to have an attorney in place to assist with that process before moving forward with the HR job sharing agreement. Therefore, implementation will be delayed, and there is no specific implementation date at this time.

It was moved by Lori Hain and seconded by Steve Kruse that the MOU Agreement is approved as presented.

Aye: all (The motion was declared carried.)

1.5 Vaccine Grant

CEO Sindt reported that Connections AAA approached Elderbridge that USAging had vaccine grant money available. All of the AAA's wanted to be part of the grant funds. All vaccines relevant to seniors like the COVID-19 booster, RSV shot, Shingles shot, and flu shots will be promoted. There will be a commercial that will be shot in Des Moines and Board Member Steve Kruse will be in the commercial. Elderbridge will receive roughly \$82,000 of the grant to be used for vaccine event activities. Elderbridge along with Clay County Public Health will have a vaccine tailgate event in Spencer in the middle of October. Cerro Gordo

County Public Health will partner with Elderbridge to promote vaccines during their upcoming health fair.

1.6 Strategic Plan

CEO Sindt reported that the Strategic Plan was last reviewed and updated in the fall of 2020. The Strategic Plan is traditionally updated every year along with the Area Plan. The plan needs to be updated and it was proposed that it be done in the spring of 2024 when the four-year Area Plan will be due. The strategies are based on what is in the four-year Area Plan. It was proposed to have the meeting in April 2024 right after a regular Board meeting.

2.0 Advisory Council Report – Sandy Olson, Ad. Council Liaison

Sandy Olson reported on the following:

- The Advisory Council had its Annual Meeting on August 23, 2023. Officers were elected.
- Deb Scharper, Mitchell County, and Lionel Foster, Cerro Gordo County, were seated at the meeting.
- The five vacant counties were discussed along with ways to fill those counties. Linda Vaudt and Amanda Kaufman volunteered to help fill the vacant counties.
- Fundraising activities were discussed along with the new pledge card.
- Training for Advisory Council members is important to help encourage more participation of members.

It was moved by Linda Vaudt and seconded by Gary Caviness to approve the Advisory Council report as presented.

Aye: all (the motion was declared carried.)

3.0 Finance Report – Jodi Presswood, CFO

3.1 Finance Report

CFO Presswood reported on the following:

- The financial statements have changed in appearance and are still a work in progress.
- The budget is looking good. The local public funds and local public funds match have been separated from the budget information because they are two separate funding streams.
- Central Services financials have been added to the budget information because they were corrected after the former assistant finance director left Elderbridge.
- Tyler Turner has been hired as the staff accountant and will be located in the Spencer office.
- Focusing on getting books closed for the year. Hope to schedule the yearly audit in the upcoming months. A request for proposals will be sent out next year to accounting firms.

It was moved by Larry Pedley and seconded by Steve Kruse to approve the financial report as presented.

Aye: all (the motion was declared carried.)

4.0 Agency Program Reports

4.1 Healthy Aging Report – Jody Applegate

- Reaching out to meal sites to schedule evidenced-based programs like Tai Chi, Stepping On, and Matter of Balance.
- 11 meal sites have Fresh Conversations
- Farmer’s Market is winding down for the season and has been successful. Roughly 1,650 checks have been issued. Each office still has checks available.
- With the start of the fiscal year, the Healthy Aging department has been busy putting nutrition intakes into the Wellsky system.
- There will be a Zoom conference call on September 21, 2023, at 1:30 p.m. with the Algona Senior Center. They will be sharing ideas they have used to increase interest and participation at their Senior Center. Meal site staff/managers and meal site board members will be invited to attend. If anyone is interested in attending they would need to contact Jody Applegate.
- Healthy Aging Director Applegate took the registered dietitian’s exam in August and passed. She also completed 60 CEUs to be licensed in the state of Iowa.

4.2 COO Report – Stacia Timmer

- Currently reviewing in-house processes to see if they are operating efficiently or if they need to be modified or changed.
- Elderbridge will be meeting with Health & Human Services (HHS) and Aging & Disability Services (ADS) concerning the IRTC program. The goal is to keep the program sustainable. Looking at how hospitals can reimburse Elderbridge using the Medicare reimbursement program. Will be talking with the clinic in Spencer next week about the sustainability of the IRTC program.
- Elder Justice Grant – staff were trained on the Pathway program. It will be used for individuals who are at risk for dependent adult abuse/neglect and financial exploitation.
- An all-staff meeting is in the planning stages. An outside presenter will come in and train the staff.
- Currently planning training for Advisory Council members. All members of the Advisory Council will be invited to the training regardless if they are new members or have been on the council for several years.

4.3 CEO Report – Shelly Sindt

- The Benefits Enrollment Centers (BEC) grant has been reopened and Grant writer Tammie McCready will be submitting a \$75,000 grant. Elderbridge has had the BEC grant in the past. The grant helps seniors access Medicare applications such as LIHEAP, Medicare Part D, and SNAP.
- Former President Beth Will was nominated by Elderbridge for the Governors Volunteer Award. She will receive the award on September 14, 2023 at Buena Vista University in Storm Lake.
- Will be attending the Carroll Senior Fun Day on September 13, 2023.
- CEO Sindt and Board member Gary Caviness will be accepting a grant of \$5,000 from the Dickinson County Endowment Fund for the nutrition program.
- The Iowa Association of Area Agencies on Aging (i4a) will be having its annual retreat on September 21, 2023. The primary focus will be on the legislative priorities going into the next legislative session, and to make sure the AAA’s partners like HHS and OIL are all on the same page with legislative priorities.
- CEO Sindt nominated an Elderbridge employee for the Donna Harvey Legacy Award, and she was chosen to receive the award. She will be presented the award at the October all-staff meeting by Donna Harvey.

5.0 Community Relations

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

Worth County – Sandy Olson asked why NEI3A was partnering with Meals on Wheels. CEO Sindt explained that Meals on Wheels is an incorporated entity and is separate from the AAAs. Elderbridge does subsidize Meals on Wheels programs in areas (Mason City for example) where they are already established.

6.0 Coming Dates

6.1 Next Board Meeting – October 10, 2023, 10:00 a.m. via Zoom

6.2 Virtual Caregiver Support Group, 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 Frontotemporal Dementia (FTD) Support Group – 2nd Thursday of the month, contact Deb Scharper at dscharper@theaftd.org, Iowa link: <https://www.theaftd.org/iowa/>

6.8 Advisory Council Meeting – October 25, 2023, 10:30 a.m. in person at Fort Dodge Elderbridge office or via Zoom.

7.0 Adjournment

7.1 Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Gary Caviness that the meeting be adjourned at 11:25 a.m.

Aye: all (the motion was declared carried.)