

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

December 12, 2023, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Huizenga at 10:03 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; Jodi Presswood, CFO, Wendy Krischel, Service Specialist, and Amy Simpson, Executive Assistant were present. Stacia Timmer, COO, and Sandra Olson, Liaison to the Board, were not 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 new items were added to the agenda.

0.4 Adopt Agenda

President Huizenga called for a motion to adopt the December 12, 2023, Board agenda as presented. 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 November 14, 2023, Board meeting minutes

President Huizenga called for a motion to approve the November 14, 2023, meeting minutes. It was moved by Jill Hawkinson and seconded by Larry Pedley that the November 14, 2023 meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Update on CEO Evaluation Process

President Huizenga reported that he has not been able to work on the CEO evaluation due to a busy work schedule. HR Director Beaver stated he would send him the past evaluation so he could review the questions and get a Survey Monkey created and sent out before Christmas so results could be reviewed before the end of the year.

1.3 Update on County Board of Supervisors Visits

CEO Sindt reported that the visits have been going well and the last visit will be next week. CFO Presswood visited Webster County, (which traditionally has not funded Elderbridge), and the Board of Supervisors was more engaged this year. CEO Sindt has been doing radio spots with contacts that were made at the Board of Supervisors meetings.

CFO Presswood indicated that a question was asked about why Elderbridge does not approach cities for financial support. Board Member Pedley indicated that he thought cities could not give to a 28E non-profit, and there could be a conflict of interest since Elderbridge received County funding.

1.4 Staff Holiday Appreciation

CEO Sindt asked the Board to approve two hours of leave for the staff to use by the end of January in appreciation for their hard work over the past year. The Board unanimously thought the two hours of leave to be used in January for staff was warranted.

It was moved by Steve Kruse and seconded by Lori Hain to approve the two hours of leave to Elderbridge staff to be used in January 2024.

Aye: all (the motion was declared carried.)

1.5 CEO Job Description and Goals Update

CEO Sindt reported that she has been working with HR Director Beaver to update her job description and SMART Goals. HR Director Beaver stated that the verbiage was streamlined and some parts of the job description had been removed. CEO Sindt stated that the updated job description and SMART Goals will be emailed to the Board members.

CEO Sindt shared her updated SMART Goals with the Board and some of the items discussed were:

- Making progress with the transition to Health & Human Services (HHS) so IDA has been changed to HHS
- ARPA funds have been expended and Elderbridge has had to tighten its belt with finances.
- Currently evaluating process efficiencies for each department, which could involve reallocating workloads.
- A waitlist was implemented for the congregate meal program. There is no waitlist for home-delivered meals.
- Currently, there is no extra money for increased staffing even though service demand has increased.
- In the final year of the four-year Area Plan. The Strategic Plan will need to be re-evaluated to make sure the plan works in harmony with the next four-year Area Plan.
- Completed a CEO manual that can be used for the incoming CEO once CEO Sindt retires. Also working on updating other policies and procedures.

It was moved by Linda Vaudt and seconded by Amanda Kaufman to approve the changes to the CEO job description and the updated SMART Goals.

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 auditor will be doing preliminary work on the audit at the Fort Dodge office the week between Christmas and New Year's. The auditor then will be in Mason City the week of January 1 to finish the audit.
- The FY24 IAFRS report with HHS/ADS has been filed after a system delay.
- Waiting for the final Notice of Grant Award (NGA) report and cumulative cash reports for the last fiscal year, and FY24. Once that information is received the budget/reports will be updated. The update will provide Elderbridge with a better idea of what 2024 will bring concerning stockpiled funds.
- Almost all local public funds have been received. Two counties have not submitted funding yet, Floyd and Webster counties. Funding is expected from Floyd County.
- All counties have received their respective County Reports and Elderbridge's Annual Report. All meetings CFO Presswood attended went well.
- Cash is at a good level.
- CEO Sindt reported that Adult Protective Services has excess ARPA funds and they are offering the money to AAAs. If a client doesn't meet DHS standards they will be referred to Elderbridge. Elderbridge will be paid for that referral.
- Iowa Medicaid Enterprise (IME) is revamping its system and will be going from 7 waivers to 2. There are thousands of people on waiting lists. Elderbridge staff will be contacting people on waiting lists and will be reimbursed to do so.

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

Aye: all (the motion was declared carried.)

2.2 Review and Approval of updated Accounting Policies and Procedures

The updated Accounting Policies and Procedures were emailed to the Board members before the meeting. CFO Presswood went through the policies and procedures in detail with the Board. The changes that were made were formatting, spelling issues, and grammatical changes. With the new transition at the state level, the Iowa Department on Aging (IDA) was removed and replaced with Health and Human Services (HHS).

It was moved by Steve Kruse and seconded by Jill Hawkinson to approve the updated Accounting Policies and Procedures.

Aye: all (the motion was declared carried.)

3.0 Agency Program Reports

3.1 IRTC Report – Wendy Krischel

- The Iowa Return to Community program receives referrals from hospitals and nursing homes when a person is being discharged.
- Elderbridge contacts the individual within 48 hours and will make a home visit.
- Typical items that are ordered for clients are items for bathrooms, wheelchairs, and assistive devices. Meals are also set up if needed.
- Clients are with the program for 90 days. If a longer duration is needed they are referred to case management.
- There have been 77 admissions and 7 readmissions. Funding for the program has been reduced by \$75,000. Elderbridge is looking for sustainable funding.

3.2 CEO/COO Report – Shelly Sindt

- COO Timmer is doing County Board of Supervisors visits and will not give her usual report.
- Both reports are in the Board packet.
- COO Timmer will be taking over for CEO Sindt while she is gone on medical leave.

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 – January 9, 2024, 10:00 a.m. via Zoom

5.2 Upcoming office closures – December 25 and 26, and January 1

5.3 Caregiver Support Group – Virtual or in-person meeting, the fourth Tuesday of the month at 9:30 a.m. by Zoom, Mason City area

5.4 Webster County Caregiver Support Group – 3rd Wednesday of the month from, 3:00 to 4:00 p.m., First Baptist Church, Fort Dodge

5.5 Clay County Caregiver Support Group – virtual, 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom

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

5.7 Slam Dunk Against Hunger Online Fundraiser – February 25-March 3, 2024

5.8 Advisory Council Meeting – February 28, 2024, 9:00 a.m. via Zoom.

6.0 Adjournment

6.1 Adjournment

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

Aye: all (the motion was declared carried.)