

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

November 14, 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; Stacia Timmer, COO; Jodi Presswood, CFO, Sandi Jackson, LifeLong Links Director, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Board, was 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	Ex	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 November 14, 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 October 10, 2023, Board meeting minutes

President Huizenga called for a motion to approve the October 10, 2023, meeting minutes. It was moved by Jill Hawkinson and seconded by Amanda Kaufman that the October 10, 2023 meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Joint Planning Committee Report

CEO Sindt reported that the Joint Planning Committee met on November 9, 2023, at the Algona Senior Center. Elderbridge's direct services and indirect services were explained to the Joint Planning Committee members, and the services were then ranked. The ranking of services is important because it helps staff formulate the Area Plan Update and Home and Community Based contracts. The ranking is as follows:

Direct Services	Indirect Services
1. Home-delivered meals	1. Homemaker
2. Congregate Meals	2. Personal Care
3. Case Management	3. Transportation
4. Elder Rights/High Risk CM	4. Respite

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| 5. Material Aid | 5. Behavioral Health |
| 6. Health Promotion–Evidence-based. | 6. Chore |
| 7. Outreach | 7. Emergency Response |
| 8. Training & Education | 8. Health Promotion – Disease Prevention |
| 9. Nutrition Counseling | 9. Legal |

It was moved by Amanda Kaufman and seconded by Linda Vaudt to approve the Joint Planning Committee report as presented.

Aye: all (the motion was declared carried.)

1.3 Governance Committee Report

1.3.1 Approval of Advisory Council application of Linda Clark, Guthrie County, and moving Deb Kratochvil to the Sioux County Vacancy.

Chair Larry Pedley reported that the Governance Committee met before the Board meeting to discuss and approve the application of Linda Clark, Guthrie County. She has extensive volunteer experience and has extensive experience working with the elderly. Deb Kratochvil currently is an at-large member of the Advisory Council. Merry Landenberger, Sioux County, has resigned from her position due to health reasons. Deb Kratochvil who lives in Sioux County will take over the vacancy. It was moved by Steve Kruse and seconded by Linda Vaudt to approve the application of Linda Clark, Guthrie County, and for Deb Kratochvil to take over the Sioux County vacancy on the Advisory Council.

Aye: all (the motion was declared carried.)

1.4 Fundraising Committee Report

Chair Kruse reported the following:

- The Fundraising Committee met on November 1, 2023.
- There have been no donations made through Elderbridge’s website.
- Chair Kruse has not been able to connect with the owner of Culvers concerning fundraising opportunities. Amanda Kaufman has not been able to connect with the manager of the OP in Clear Lake. No further attempts were recommended.
- Knights of Columbus – it was suggested to have a spaghetti dinner as a fundraiser. Lionel Foster has drafted a letter to the state Knights of Columbus organization.
- It was recommended to have PSAs go out to the newspapers. 98.7 the Country Moose will be contacted to do a radio spot with “Breakfast with Brooks.” Every Friday there is a spotlight for a local business or agency.
- Elderbridge received a \$500 donation from Carol DeSchepper using the pledge card. She is a member of the Advisory Council. Tammie McCready handed out brochures and pledge cards at the October 24 SALT Forum.
- The Spring Fundraiser is going well and items for the online auction are coming in and will posted on the 32Auctions website. There will be an Applebee’s fundraiser on November 21 in Mason City.
- Twelve grant applications are out and awaiting an answer. A \$725 grant was received from Walmart and Elderbridge received \$2,000 from the Audubon County Foundation.

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

Aye: all (the motion was declared carried.)

1.5 Update on County Board of Supervisor Visits

The scheduling of county visits has begun and is almost complete. A schedule of the Board of Supervisors visits was emailed out to the Board members who were encouraged to attend meetings in their area. President Huizenga stated he would try to attend the Sioux County visit with CEO Sindt. The schedule of Board of Supervisors visits will also be sent out to the Advisory Council.

1.6 CEO Evaluation

CEO Sindt stated it is the time of year to start the evaluation process of the CEO. President Huizenga stated he would get something prepared for the evaluation. In the future, the evaluation process needs to begin in October so that any pay increases for the CEO can start at the beginning of the calendar year. Survey Monkey was suggested as a way to do the evaluation.

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- Two grants were received – Farrer Foundation for \$5,000 and the David and Phyllis Murphy Foundation for \$15,000.
- The first quarter IFRS report has been submitted to HHS.
- The interest for a CD at the Clear Lake Bank & Trust increased from 1.8% to 5.25%.
- Expecting another \$400,000 from the state.
- Almost all of the local public funds have been received.
- Cash is at a good level.
- Made great strides in savings and grant writing so less money is needed from reserves.

It was moved by Steve Kruse 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

- A new staff person started in Mason City on November 1, Kat Cornick. She will be doing high-risk case management.
- The Older Americans Act case management program continues to grow.
- Kayley Brown has been hired as a Service Specialist at the Spencer office and will start work on December 4.
- Visited Wright County for a Board of Supervisor visit. The feedback from Boards of Supervisors is positive and they are appreciative of the work that Elderbridge does in their county.

3.2 COO Report – Stacia Timmer

- The Area Plan Update is coming up. The instructions have just been issued by HHS. Next year there will be a 4-year plan. The Area Plan Update will be submitted in March.
- Completed a submission for the USAging Conference coming up in July 2024. Will be doing a breakout session talking about the Clear Pathways Program within the Elder Justice Grant. The highlights of the session will be meeting the needs of high-risk individuals.
- There is one opening in the Carroll office for a Healthy Aging Coordinator/Service Specialist. The interviewing process has begun.
- County Board of Supervisor visits have started.

3.3 CEO Report – Shelly Sindt

- Iowa Medicaid Enterprise is completing a redesign of the waivers. There are currently 7 waivers in the state and IME wants to reduce it to two. Met with the IME Director in Fort Dodge on November 13. IME wanted input from Elderbridge on how to reduce the time it takes to get services once people qualify for the waiver.
- CEO Sindt and COO Timmer are attending a joint meeting with the Administration for Community Living and USAging. The meeting will highlight where the Older Americans Act is going. There needs to be a continuing resolution by November 17 or there will be a government shutdown. It is sitting in the House of Representatives right now for a vote.
- Santa for Seniors is coming up in December. Clay, Cerro Gordo, Kossuth, Webster, and Hamilton counties are participating in the program.
- Continuing to meet with ADS Director Zach Rhein.
- HR Director Beaver is working on the Health Insurance renewal for the agency.

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 – December 12, 2023, 10:00 a.m. via Zoom

5.2 Virtual Caregiver Support Group, 3rd Thursday every month, 3:00 to 4:00 p.m. by Zoom

5.3 Caregiver Support Group – Virtual meeting, the fourth Tuesday of the month at 9:30 a.m. by

5.4 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

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

5.6 Coon Rapids Caregiver Support Group – 1st Tuesday of the month from 3:00 to 4:00, United Methodist Church, Coon Rapids

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

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

5.9 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 Linda Vaudt and seconded by Larry Pedley that the meeting be adjourned at 10:47 a.m.

Aye: all (the motion was declared carried.)