

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

February 13, 2024, 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, Jody Applegate, Healthy Aging Director, Jacob Beaver, HR 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	Ph	Lori Hain	Ex
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 February 13, 2024, Board agenda as presented. It was moved by Steve Kruse and seconded by Larry Pedley that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of January 9, 2024, Board meeting minutes

President Huizenga called for a motion to approve the January 9, 2024, meeting minutes. It was moved by Linda Vaudt and seconded by Jill Hawkinson that the January 9, 2024, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Update on CEO Evaluation Process

President Huizenga reported that all of the Board members completed the survey that was concerning the CEO evaluation. All surveys came back positive and ranked the CEO highly. All Board members stated they were very happy with the way the agency is run and the direction that Elderbridge is going. CEO Sindt thanked the Board members for their positive comments and stated that she would like to request only a COLA raise of 2%, and

not receive the merit increase of 1.2%. Due to budgetary constraints, CEO Sindt preferred to have more funding available for staff increases.

It was moved by Larry Pedley and seconded by Linda Vaudt to approve CEO Sindt's evaluation and COLA increase of 2%.

Aye: all (the motion was declared carried.)

CEO Sindt's raise will take effect on February 11, 2024, the day she started as CEO.

1.3 Governance Committee Meeting

1.3.1 Move at-large Advisory Council Member Carl Legore into vacant Calhoun County opening

Chair Pedley reported that the Governance Committee met before the Board meeting today at 9:30 a.m. It is recommended to move at-large member, Carl Legore, to the Calhoun County vacancy on the Advisory Council. Leane Bodle, the former Calhoun County representative had passed away. His first term will begin July 1, 2024. CEO Sindt reported that two Board members are up for renewals this fiscal year. Applications will be emailed to members to apply for their second terms. CEO Sindt stated that she will be making a change to the bylaws to indicate former Board members who term out on the Board can come and serve after a year off the Board.

It was moved by Jill Hawkinson and seconded by Steve Kruse to approve the Governance Committee report as presented.

Aye: all (the motion was declared carried.)

1.4 Fundraising Committee Report

Chair Kruse reported the following:

- \$800 in donations has been received through PayPal.
- Lionel Foster got a \$1,000 donation to help pay for food for a spaghetti dinner to be held at the Columbia Club in Mason City. The donation was received from North Iowa Community Credit Union. The dinner will be scheduled after the Slam Dunk Fundraiser.
- There will be Applebee's fundraisers on February 27, 2024, at the Mason City and Fort Dodge locations.
- \$18,428.33 in donations and sponsorships has been raised for the Slam Dunk Fundraiser.
- Agency grants - \$88,225 has been received to date and there is a \$146,000 pending in grants for the meal program. There will be a SALT Forum in Mason City on April 23, 2024, and pledge cards will be distributed at that event.
- The next Fundraising Committee meeting will be on February 21, 2024.
- Board members were encouraged to notify friends and family via social media of the fundraiser.

1.5 Discussion of Strategic Plan

CEO Sindt stated that at the July Annual Board meeting, she would like to have a strategic planning session. The plan needs to be updated. The strategic plan and the area plan need to mirror each other in strategies and goals. Linda Hildreth, i4a Director, will be coming to do the training in July. The management team will also participate.

1.6 Area Plan Update

COO Timmer reported that work is being done on the FY25 Area Plan Update. The Plan is due April 1, 2024. This is the last of the yearly updates for the current four-year plan. There will be a different template for the new four-year Area Plan. There will be four goals in the new plan and a community needs assessment. A survey can be done or discussions can be scheduled to present goals and priorities to the community in our area. Feedback from community participants is important. COO Timmer intends to do community assessments within existing coalition groups like SALT Forums, The Advisory Council, and meal sites

1.7 Upcoming Board term renewals

CEO Sindt reported that a list of the upcoming Board renewals and the Advisory Council term completions and renewals was in the meeting packet. No Board members will be termed out. Linda Vaudt and Ethan Huizenga are up for renewal for their 2nd term.

1.8 50th Anniversary Celebration

CEO Sindt reported that Elderbridge will be celebrating its 50th Anniversary this year in June and would like to do something to commemorate the milestone. Open houses at each Elderbridge office were suggested, however, there are not a lot of funds available in the budget. Elder Abuse Awareness is in June and the celebration could be piggybacked with that event. Events could also be planned during the year. Board members were encouraged to email CEO Sindt with ideas.

It was moved by Amanda Kaufman and seconded by Larry Pedley to begin planning for the 50th Anniversary Celebration.

Aye: all (the motion was declared carried.)

2.0 **Finance Report – Jodi Presswood, CFO**

2.1 Finance Report

CFO Presswood reported on the following:

- There is a finance assistant opening in the finance department. Applications are coming in.
- Still waiting for the final Notice of Grant Award and cumulative cash report for the last fiscal year. The budget will be updated once those reports are received.
- The FY23 audit has begun and it will be a while before a final draft is available to review. RFPs will be sent out after this audit is completed. A draft of the audit should be available at the April Board meeting.
- The Central Services portion of the audit has not been completed yet.
- W2s and 1099s have been completed. Tyler Turner will take over that function next year.

- In the process of submitting the quarter 2 IAFRS report. Should have a better idea of where the budget is sitting at the March meeting.
- Cash is at a good level.

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

Aye: all (the motion was declared carried.)

3.0 Agency Program Reports

3.1 Healthy Aging Report – Jody Applegate

- The Healthy Aging staff thank the Board, Tamme McCready, and the Fundraising Committee for the hard work that has been done to raise money for the meal program.
- March is National Nutrition Month. Kinney Lindstrom donated money for Elderbridge to purchase reusable placemats that have Elderbridge’s logo on them.
- CEO Sindt stated that the Healthy Aging staff has been willing to help the finance department get caught up in the last month, which is a testament to the director and her staff being willing to help anywhere they are needed.

3.2 COO Report – Stacia Timmer

- LifeLong Links has two staff openings that have been filled at the end of February. One position is in Carroll which will be Case Management/Options Counseling. The Mason City position will be Elder Rights/Options Counseling.
- The Home and Community-Based contract issuance will begin shortly. RFPs will be issued to providers. Staff will be busy reviewing funding and current providers.

3.3 CEO Report – Shelly Sindt

- The ADVC grant that Elderbridge used for vaccine events has been extended into next fall. Vaccine events will be planned for the fall.
- The House Study Bill 653 has a piece in it talking about ADRCs. The AAAs are the ADRCs for Iowa. The bill is recommending a change that allows other entities to be ADRC providers. The hope is that it does not affect the AAAs funding and that it creates another funding source. The primary focus of the bill is the mental health region redesign. The AAAs have not been as strong in the disability area as in the aging area, but the funding levels for the AAAs and the mental health/disability areas are different. ADS Director Zach Rhein wants the AAAs to participate with a 7.5% administration fee which is not significant money that Elderbridge would receive.
- CEO Sindt will be meeting with OneVision Director, Mark Dodd on Thursday, February 15, 2024, concerning collaborating with their agency.
- There will be a virtual town hall meeting at 2:30 p.m. on February 13, 2024, to address the mental health bill. CEO Sindt and COO Timmer will be attending to learn more about the bill and the role of the AAAs. More information will be coming.

4.0 Community Relations

- 4.1** County Updates – Feedback from Board Members and the general public.
No feedback at this time.

5.0 Coming Dates

- 5.1** Next Board Meeting – March 12, 2024, 10:00 a.m. via Zoom
5.2 Upcoming office closures – February 19, President’s Day
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 Jill Hawkinson that the meeting be adjourned at 11:16 a.m.

Aye: all (the motion was declared carried.)