

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging Meeting Minutes

Zoom Conference Call

April 9, 2024, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Huizenga at 10:04 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, Jacob Beaver, HR Director, Sandra Jackson, LifeLong Links Director, and Amy Simpson, Executive Assistant were present. Sandra Olson, Liaison to the Advisory Council, was present.

0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ph
Amanda Kaufman	Ex	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

No new items were added to the agenda.

0.4 Adopt Agenda

President Huizenga called for a motion to adopt the April 9, 2024, Board agenda as presented. It was moved by Steve Kruse and seconded by Jill Hawkinson that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of March 12, 2024, Board meeting minutes

President Huizenga called for a motion to approve the March 12, 2024, meeting minutes. Board member Pedley indicated there was a spelling error in item 1.2. The word Bylaws was misspelled. It was moved by Larry Pedley and seconded by Barry Anderson that the March 12, 2024, meeting minutes be approved with the correction to item 1.2.

Aye: all (the motion was declared carried.)

1.2 2nd Reading of proposed Bylaws change from March 12, 2024

CEO Sindt stated that the Bylaws are in the packet and the language change is located on page 3. Board members made changes to the Bylaws at the March 12, 2024, meeting and those suggestions were inserted into the Bylaws. President Huizenga helped with the wording of the section. There being no further suggestions or edits to Article 5,

Section 2, paragraph B of the Bylaws, it was moved by Linda Vaude and seconded by Jill Hawkinson to approve the changes to the Bylaws.

Aye: all (the motion was declared carried.)

1.3 1st Reading of proposed Bylaws changes re: Finance Committee

President Huizenga stated that changes were made to Articles 7 and 9 on pages 6, 7, and 8. CEO Sindt stated that since the Finance Committee met rarely and that CFO Presswood provided the Board with detailed financial reports at monthly Board meetings, it was not necessary to have a Finance Committee. The language changes regarding the Finance Committee are on page 8, Article 9, Section 1, 3rd paragraph.

CEO Sindt also stated that the Bylaws should have language that if the CEO is absent or becomes incapacitated for whatever reason the COO will take over until the CEO returns to duty or a new CEO is appointed.

It was moved by Steve Kruse and seconded by Lori Hain to approve the changes to Articles 7 and 9, regarding the Finance Committee and additional language concerning if the CEO should be absent or unable to serve in the capacity of CEO, the COO will serve as CEO until the CEO returns or a new CEO has been hired. The 2nd reading of the proposed changes to Articles 7 and 9 has been waived.

Aye: all (the motion was declared carried.)

1.4 50th Anniversary Celebration

CEO Sindt reported on the following:

- The 50th Anniversary event in Spencer will be during Older Americans Month on May 21, from 8:00 to 10:00 a.m. The Chamber Ambassadors will be present to do a ribbon cutting.
- The 50th Anniversary event in Mason City will be on June 13 from 8:00 to 10:00 a.m. which coincides with World Elder Abuse Awareness Day on June 15. The Chamber Ambassadors will be present to do a ribbon cutting.
- Fort Dodge will hold their event on October 8 for Active Aging Month, which is the same day as the regular Board meeting. CEO Sindt would like to have an in-person Board meeting in Fort Dodge on that date so Board members can participate in the event.
- Carroll will hold their event on November 1 for National Caregiver Month.
- A guestbook will be available and the cost to hold the events will be minimal.

It was moved by Larry Pedley and seconded by Linda Vaudt to approve the 50th Anniversary schedule of events as presented.

Aye: all (the motion was declared carried.)

1.5 Discussion and Approval of the Area Plan/Budget for FY25

COO Timmer reported that the Area Plan has been sent to Aging Disability Services. The work on the next four-year Area Plan will begin soon. The FY25 Area Plan Budget was included in the Board Packet. The budget is based on direct and indirect services and how

many units and consumers will be served in the upcoming year. The FY25 Budget projections are also based on data from previous years.

It was moved by Barry Anderson and seconded by Jill Hawkinson to approve the Area Plan Update report and FY25 Budget.

Aye: all (the motion was declared carried.)

1.6 Organizational Chart

HR Director Beaver reported that the organizational chart has had minor changes. There was a restructuring of the LifeLong Links department. Team Leads were removed from the chart. Emily Winker was hired as a LifeLong Links Coordinator. A staff accountant was hired, Jennifer Rozell and a finance assistant position that was open will not be filled. No FTEs were added. CEO Sindt stated that the LifeLong Links restructuring is part of the long-term planning of the agency.

It was moved by Lori Hain and seconded by Gary Caviness to approve the revised organizational chart.

Aye: all (the motion was declared carried)

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- Jennifer Rozell is the new staff accountant and will start on April 29.
- A CD has matured at American State Bank and has been moved to MBT Bank which has a higher interest rate.
- Funds should be received soon from the state.
- The balance sheet is in good shape

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.)

3.0 Agency Program Reports

3.1 Volunteer Report – Laura Allen

- The volunteer program has 69 direct client volunteers.
- A lot of the volunteers are doing transportation services for clients including medical appointments.
- Volunteers drove 26,651.6 miles last year in 2023. Elderbridge paid out to volunteers for 22,344.5 miles and in-kind for 4,307.1 miles. The in-kind miles can be used as match for grant purposes. For 2024: 8,206.3 miles were paid out, with 834.6 miles that are in-kind.
- Telephone reassurance and Happy Mail programs are going well.
- Volunteers also help with indoor or outdoor CHORE activities, fundraising, and meal-site assistance.

- The Community Care Corps grant helps with transportation/mileage expenses and volunteer appreciation activities.
- Community Kindness is coming up in May in Spencer. The Spencer High School Honor Society students participate in this event.
- There will be a fundraiser at the Mason City Applebee's in May.
- The Board and Advisory Council will be invited to the volunteer appreciation events. There will be 5 volunteer appreciation events scheduled this year, Mason City, Spencer, Carroll, Guthrie Center and Fort Dodge, Mason City is April 23, Spencer is April 24, Carroll is May 3, Guthrie Center is May 9 and Fort Dodge will be on May 15.
- The Fort Dodge Applebees fundraiser raised \$213.61.
- CEO Sindt nominated two of Laura's volunteer programs for an award at the upcoming USAging Conference.

3.2 COO Report – Stacia Timmer

COO Timmer reported on the following:

- HCBS RFA's have been returned. They will be reviewed and contracts will be developed.
- The Farmer's Market program starts June 1. Vouchers this year will be \$50.00.
- Stacia and ADS staff will be presenting on the Elder Justice grant at the USAging conference in July.

3.3 CEO Report – Shelly Sindt

CEO Sindt reported on the following:

- July 30 will be the Annual Board Meeting with the Board Training/Strategic Planning session to follow. Linda Hildreth will facilitate the Strategic Planning.
- Older Americans Month Proclamation signings at meal sites – Lake Park on May 7, Peterson on May 8, Spirit Lake on May 9, Hampton on May 10, Spencer on May 22, and Manson on May 22.
- SALT (Seniors and Law Enforcement Together) Forum at Grach Church in Mason City on April 23. CEO Sindt will be present along with Mason City staff
- Caregiver Appreciation Events – Denison on May 22, and Fort Dodge on June 27. There will be a Caregiver Conference on June 12 at the Surf Ballroom in Clear Lake.
- Behavioral Health redesign has started. There will be seven regions. House File 2673 would merge Iowa's treatment networks for mental health and substance abuse issues into a unified behavioral health system. The AAA's will not receive any extra funding from the redesign. CEO Sindt has spoken to ADS Director, Zach Rhein, expressing her thoughts and concerns with the redesign.

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 – May 14, 2024, 10:00 a.m. via Zoom**

- 5.2 Caregiver Support Group – Virtual or in-person meeting, the fourth Tuesday of the month at 9:30 a.m. by Zoom, Mason City area
- 5.3 Webster County Caregiver Support Group – 3rd Wednesday of the month from, 3:00 to 4:00 p.m., First Baptist Church, Fort Dodge
- 5.4 Clay County Caregiver Support Group – virtual, 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.5 Frontotemporal Dementia (FTD) Support Group – 2nd Thursday of the month, contact Deb Scharper at dscharper@theaftd.org, Iowa link: <https://www.theaftd.org/iowa/>
- 5.6 Tai Chi for Arthritis – April 1 – May 23, 2:00 to 3:00 p.m., Elderbridge Fort Dodge Office
- 5.7 Advisory Council Meeting – May 29, 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 Jill Haskinson that the meeting be adjourned at 11:16 a.m.

Aye: all (the motion was declared carried.)