

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

March 12, 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, Sandra Jackson, LifeLong Links Director were present. Sandra Olson, Liaison to the Advisory Council, was present. Amy Simpson, Executive Assistant was not present.

0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ph
Amanda Kaufman	A	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ph
Gary Caviness	Ex	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 March 12, 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 February 13, 2024, Board meeting minutes

President Huizenga called for a motion to approve the February 13, 2024, meeting minutes. It was moved by Larry Pedley and seconded by Barry Anderson that the February 13, 2024, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 1st Reading of proposed Bylaws changes

CEO Sindt stated that she made some grammatical corrections throughout the Bylaws. On page three, under Article V, Section 2, Election and Term of Office, paragraph b, the word consecutive was added so that former Board members who have termed out can reapply to the Board after a one-year sabbatical from the Board.

After a moderate discussion of the Board, it was decided to remove the word sabbatical and include the wording, "... a member of the Board of Directors may reapply to join the Board of Directors after spending at least one year off the Board of Directors."

CEO Sindt is also recommending a change on page 6, Article VII, Committees, Section 2, Finance Committee. The Finance Committee is currently not active. Larry Pedley is the Treasurer of the committee. CFO Presswood stated that outside the financial report at the monthly Board meeting, she can provide whatever financial information the Board may need or require at any time, and the Finance Committee is not needed. CEO Sindt recommended that the language changes to the Finance Committee section and the Article IX, Officers of the Agency, section be brought before the Board at the April Board meeting.

There will be a 2nd reading of the Bylaws regarding Article V, Section 2, Election and Term of Office, paragraph b, at the April Board meeting. The changes to the bylaws regarding the Finance Committee and Article IX, Officers of the Agency, will be presented as a 1st reading at the April Board meeting. A 2nd reading can be waived at that time if the Board decides a 2nd reading is not necessary.

It was moved by Linda Vaudt and seconded by Steve Kruse to amend Article V, Section 2, Election and Term of Office, to read "A member of the Board of Directors may serve for two consecutive three-year terms. Upon completion of two consecutive three-year terms, a member of the Board of Directors may reapply to join the Board of Directors after spending at least one year off the Board of Directors."

Aye: all (the motion was declared carried.)

1.3 Slam Dunk Fundraising Committee Report

Chair Steve Kruse reported the following:

- The current total is \$28,092.37. There were 99 bidders at the auction and donations are still coming in.
- The Applebee's fundraiser on February 27, 2024, in Mason City raised \$358.48.
- The fundraiser last year raised \$17,195 when the goal was \$15,000. All fundraisers to date have exceeded the goal set by Elderbridge.
- Feedback regarding the fundraiser was positive and the 32Auctions website was easy to use. Fundraising items will be bundled next year.
- The fundraising results will be in the newsletter and sponsors and donors will be notified of how the funds will be spent.
- Going forward there will be no sponsorships, only donations.
- A spaghetti dinner fundraiser will be planned soon at the Colombia Club in Mason City.
- There are 11 grants out for congregate and home-delivered meals.

It was moved by Larry Pedley and seconded by Barry Anderson to approve the Slam Dunk Fundraising report as presented.

Aye: all (the motion was declared carried.)

1.4 Area Plan Update

COO Timmer reported on the following:

- The narrative part of the Area Plan is in the Board packet and Board members were encouraged to review it.
- The last update of the four-year Area Plan is complete and will be submitted on April 1, 2024. In the next fiscal year, there will be a new four-year Area Plan.
- The strategies and goals in the plan have been accomplished for the most part. The goals that have not been met will be included in the next four-year Area Plan.

It was moved by Steve Kruse and seconded by Linda Vaudt to approve the Area Plan update as presented which will be submitted on April 1, 2024.

Aye: all (the motion was declared carried.)

1.5 50th Anniversary Celebration

CEO Sindt reported that a staff committee meeting was set up with the office managers and Sue Anne Stoermer to discuss the 50th Anniversary Celebration. There will be an open house in each office with a ribbon-cutting ceremony. The Spencer office will have its open house on May 21, 2024. May is Older Americans Month. The Mayor of Spencer will be on hand to present a Proclamation for Older American Month. The Mason City office's Open House is on June 13, 2024, with a focus on Elder Abuse Awareness. The Fort Dodge office is scheduled for October 8, 2024, to celebrate Active Aging and the Carroll office's open house is November 1, 2024, which is National Family Caregivers Month. The Chamber of Commerce will be at each of the offices to perform the ribbon cutting. Videos will be shown at each event. The history of the agency for the last 50 years will be present at the open house. Sue Anne Stoermer will advertise the event through social media and PSAs.

It was moved by Steve Kruse and seconded by Jill Hawkingson to move forward with the 50th Anniversary Celebrations.

Aye: all (the motion was declared carried.)

1.6 July Board Meeting/Training Date

CEO Sindt reported that COO Timmer, President Huizenga, and herself will be gone on the regular July 9, 2024, Annual Board/Training meeting. CEO Sindt proposed July 23, and 30 for the meeting. There would be no Board meeting in August. The meeting would be in person in Algona. The Board decided to have the meeting on July 30, 2024, at 10:30 a.m. in Algona. Lunch will be provided at the meeting. Linda Hildreth will facilitate a Strategic Planning session with the Board and Leadership staff following the Board meeting to be completed by 2:00 pm.

It was moved by Jill Hawkinson and seconded by Linda Vaudt to have the Board/Training meeting on July 30, 2024, at 10:30 a.m.

Aye: all (the motion was declared carried)

2.0 Advisory Council Report – Amanda Kaufman

CEO Sindt reported that Amanda Kaufman was not present at the February Advisory Council meeting. COO Timmer presented to the Advisory Council the Area Plan update and it was approved by the Advisory Council. There is a new application for Crawford County that has been vacant.

3.0 Finance Report – Jodi Presswood, CFO

3.1 Finance Report

CFO Presswood reported on the following:

- The audit is not complete. ADS has been informed that the audit will not be on time. All the AAAs are having this issue.
- The FY24 Notice of Grant Award was received a week and a half ago. The FY24 re-budget has been submitted. Typically that report is due in February.
- Received a confirmation from ADS what the funds were for FY23 versus FY24. There was an error in the cumulative cash report. As a result, the NGA for FY24 is less than it should be. The FY23 budget will have money it should not have had and will go into retained earnings and the budget will show a loss as a result.
- There is still an opening in the finance department and interviews should begin soon. The hope is to be fully staffed in the next month or so.
- FY25 allotments have been received. There will be a small increase in funds for FY25. MIPPA (Medicare Improvement Patient and Providers Act) funding right now is undecided as to whether funding will be received. ADS believes MIPPA money has been approved, but does not know what the exact dollars will be. The Older Skilled Workers program will end this year. There will be an increase of \$115,000 approximately so the budget will be on track for FY24.
- The FY25 budget is due in a few weeks.
- A CD is maturing at American State Bank for \$114,000. It will be moved to the MBT Bank which has a higher interest rate.

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

Aye: all (the motion was declared carried.)

4.0 Agency Program Reports

4.1 LifeLong Links Report – Jody Applegate

- The Options Counseling program provides counseling to seniors that allows them to make choices regarding long-term living services and community support based on their preferences, strengths, and values. Therefore, seniors get personalized counseling from Elderbridge staff. The main target population is 60 and over.
- Caregivers also qualify for counseling services and the eligibility criteria for caregivers is 18 and older with the condition that they are taking care of a senior that is 60 and over.
- The aging and disability (ADRC) clients include those 18 to 59 that has a self-disclosed or diagnosed disability.

- Older relative caregiver programs have clients who are taking care of young children who are under guardianship or who are related to the children. The minimum eligibility for the program is 55.
- The rent reimbursement program is winding down. Staff have been assisting citizens with this program since January.

4.2 COO Report – Stacia Timmer

COO Timmer reported on the following:

- Looking at the next fiscal year. HCBS contract requests for proposals have been mailed and Elderbridge has received many submissions back.
- Nutrition contracts are being formulated and issued to meal sites.
- The planning for the new 4 year Area Plan has begun. A community needs assessment will need to be completed. COO Timmer will be utilizing meetings that have already been scheduled like coalition groups, the Board, the Advisory Council, elder rights, and safety team meetings.
- The strategic plan will align with the four-year Area Plan

4.3 CEO Report – Shelly Sindt

CEO Sindt referred the Board members to her report in the Board meeting packet. She had no additional comments to add.

5.0 Community Relations

5.1 County Updates – Feedback from Board Members and the General Public.
No feedback at this time.

6.0 Coming Dates

- 6.1** Next Board Meeting – April 9, 2024, 10:00 a.m. via Zoom
- 6.2** Caregiver Support Group – Virtual or in-person meeting, the fourth Tuesday of the month at 9:30 a.m. by Zoom, Mason City area
- 6.3** Webster County Caregiver Support Group – 3rd Wednesday of the month from, 3:00 to 4:00 p.m., First Baptist Church, Fort Dodge
- 6.4** Clay County Caregiver Support Group – virtual, 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 6.5** Frontotemporal Dementia (FTD) Support Group – 2nd Thursday of the month, contact Deb Scharper at dscharper@theaftd.org, Iowa link: <https://www.theaftd.org/iowa/>
- 6.6** Advisory Council Meeting – May 29, 2024, 9:00 a.m. via Zoom.

7.0 Adjournment

7.1 Adjournment

There being no further business before the Board, it was moved by Larry Pedley and seconded by Steve Kruse that the meeting be adjourned at 11:30 a.m.

Aye: all (the motion was declared carried.)