

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

Zoom Conference Call

May 14, 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.

Jennifer Rozell, staff accountant, introduced herself to the Board. She began working at the end of April. She has many years of accounting experience working for a local car dealership in Mason City. She is looking forward to working for Elderbridge.

#### **0.2** Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ex
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 May 14, 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 April 9, 2024, Board meeting minutes

President Huizenga called for a motion to approve the April 9, 2024, meeting minutes. It was moved by Linda Vaudt and seconded by Amanda Kaufman that the May 14, 2024, meeting minutes be approved with the correction to item 1.2.

Aye: all (the motion was declared carried.)

## **1.2 Governance Committee Report**

- 1.2.1** Discussion and approval of Advisory Council applications: Eric Erickson, at-large; Lisa Rockhill, Lyon; Penny Tiffany, Greene; Dan Skelton, at-large; Deb Scharper, Mitchell; Morgan Saunders, Crawford; Deb Sabin, Franklin; Carl Legore, Calhoun.

CEO reported that all applications were reviewed and discussed at a Governance Committee meeting that took place before the Board meeting. Morgan Saunders for Crawford County is the only new application. All candidates are recommended for renewal along with the new candidate for Crawford County. After a brief discussion, it was moved by Steve Kruse and seconded by Jill Hawkinson to approve the candidates as recommended.

Aye: all (the motion was declared carried.)

- 1.2.2** Board Applications: Ethan Hizenga, Linda Vaudt, and Beth Will

CEO Sindt reported that Ethan Huizenga and Linda Vaudt are recommended for renewal for their 2<sup>nd</sup> terms. Beth Will after being away from the Board for a year is willing to serve again on the Board. There will be 10 members on the Board. It was moved by Lori Hain and seconded by Gary Caviness that Ethan Huizenga, Linda Vaudt, and Beth Will be recommended for the Board.

Aye: all (the motion was declared carried.)

- 1.2.3** Discussion and recommendation for slate of officers for FY24-25

CEO Sindt recommended the same slate of officers. She indicated that she has spoken to the officers about their interest in serving for another year. Nominations from the floor will still be called if any other Board member has an interest in an officer position. Officer positions will be decided and voted on at the June Board meeting.

- 1.2.4** Current Advisory Council vacancies: Audubon, Dickinson (July 1), Hamilton (July 1), O'Brien, Osceola, Webster and Winnebago.

CEO Sindt reported that she hopes an application will be received soon for Osceola County. Efforts are ongoing to fill the vacancies.

## **1.3 Fundraising Committee Report**

Chair Kruse reported on the following:

- The committee talked about the spaghetti dinner and when to hold the event. It was decided to hold the event in September. A \$1,000 was donated by the North Iowa Credit Union to purchase the food. Questions need to be answered on who will cook the food, how many Elderbridge staff will be needed, and if there are any fees to hold the event at the Columbia Club.
- Chair Kruse contacted the Columbia Club for specific information. It was determined that Columbia Club would require a rental fee, staff would need to be paid to cook the food and a minimum of 6 Elderbridge staff would need to be present at the event to assist and clean up after dinner

is served. It was determined not to move forward with the spaghetti dinner.

- Committee member Amanda Kaufman suggested that Elderbridge could hold a garage sale. Newman Catholic Schools has done garage sales and has made good money from the event.
- There will be an Applebee's fundraiser on May 14, 2024, at the Mason City location. Applebee's will no longer be having this type of fundraiser. In 2025 they will have different fundraising opportunities.
- \$88,225 has been received for congregate and home-delivered meals. Nine applications are still out. Three applications are out for shelf-stable meals, four applications for a vehicle, one application for the volunteer program, and one for the IRTC program.
- Volunteer Appreciation events were held on April 23 in Mason City, April 24 in Spencer, May 3 in Carroll, and May 9 in Guthrie Center. The last event will be on May 15 in Fort Dodge.

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

Aye: all (the motion was declared carried.)

**1.4 Update on Board Annual/Training Meeting on July 30**

CEO Sindt reported that the July Annual Meeting/Training will be on July 30 due to staff and Board members being unavailable earlier in the month. Linda Hildreth from Unlocking Possibilities Inc. will be conducting the training focusing on the strategic plan. The meeting will be interactive.

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

**2.1 Finance Report**

CFO Presswood reported on the following:

- Jennifer Rozell is doing well and going through training with the finance staff.
- Due to an error at ADS with the issuance of funds, closing entries for FY23 had to be reviewed and corrected. There was a loss last year due to the ADS error so the loss will be reduced this year because it will be spread over two years.
- The FY25 budget has been filed with Aging Disability Services and the Q3 IAFRS report has also been filed.
- Working on getting the federal form 990 done.
- Hope to have the preliminary audit report by the June meeting.
- Elderbridge is financially stable.
- Will not need to use as many reserves as originally projected.

It was moved by Amanda Kaufman and seconded by Gary Caviness to approve the financial report as presented.

Aye: all (the motion was declared carried.)

### **3.0 Agency Program Reports**

#### **3.1 Human Resources Report – Jacob Beaver**

- Elderbridge is fully staffed.
- Performance reviews will be starting soon.
- There will be a 3.2% staff salary increase effective July 2024.
- A survey will be sent out to staff for feedback on areas of improvement, benefits, and leadership. The survey responses will be anonymous.
- The sharing agreement with NEI3A is going well.

#### **3.2 COO Report – Stacia Timmer**

COO Timmer reported on the following:

- RFA's for HCBS contracts have been received and are being reviewed. The managers help review the contracts and have provided input on contracting. Contracts start July 1.
- Nutrition contracts are also being reviewed by management. Site evaluations have started.
- Volunteer Appreciations events have taken place and the COO and CEO have attended the events when schedules allow.
- Area Plan Update was turned in at the beginning of April. The state asked for corrections which were submitted. The work on the four-year Area Plan has started.
- Emily Winker has been promoted to the position of LifeLong Links Coordinator. Sandy Jackson has been training her.
- Grants have been going well. Two grants have been written for the IRTC program.

#### **3.3 CEO Report – Shelly Sindt**

CEO Sindt reported on the following:

- 50<sup>th</sup> Anniversary celebrations are scheduled in each of the offices. May 21, Spencer; June 13, Mason City; October 8, Fort Dodge; November 1, Carroll.
- Attended the signing of proclamations at several meal sites for Older Americans Month.
- Continued work on trimming the budget to preserve reserves. \$40,000 has been cut from the HCBS contracts. There were no federal or state budget increases despite serving more older Iowans.
- The management team will be getting a 2% salary increase this year. Regular staff will be receiving 3.2%. Staff have been given the option of working a 76-hour per pay period instead of 80 hours. Some staff are considering the reduction in hours.
- The CEO announced she plans to retire in June of 2025. A succession plan is in place and she will be recommending an internal candidate.

### **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 – June 11, 2024, 10:00 a.m. via Zoom**

- 5.2 May is Older Americans Month
- 5.3 50<sup>th</sup> Anniversary Celebration in Spencer on May 21 - 8-10 a.m., Mason City on June 13 – 8 to 10 a.m.
- 5.4 Office closure for Memorial Day – May 27
- 5.5 Caregiver Support Group – Virtual or in-person meeting, the fourth Tuesday of the month at 9:30 a.m. by Zoom, Mason City area
- 5.6 Webster County Caregiver Support Group – 3<sup>rd</sup> Wednesday of the month from, 3:00 to 4:00 p.m.,  
First Baptist Church, Fort Dodge
- 5.7 Clay County Caregiver Support Group – virtual, 3<sup>rd</sup> Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.8 Frontotemporal Dementia (FTD) Support Group – 2<sup>nd</sup> Thursday of the month, contact Deb Scharper at [dscharper@theaftd.org](mailto:dscharper@theaftd.org), Iowa link: <https://www.theaftd.org/iowa/>
- 5.9 Tai Chi for Arthritis – April 1 – May 23, 2:00 to 3:00 p.m., Elderbridge Fort Dodge Office
- 5.10 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.)