

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

September 10, 2024, 10:00 p.m.

0.0 Call to Order

The meeting was called to order by Vice President Kruse at 10:01 a.m.

0.1 Introduction of Board members, staff, and visitors.

Vice President Kruse 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. Sandy Olson, Liaison to the Advisory Council, was not present.

0.2 Roll Call

Jill Hawkinson	Ph	Larry Pedley	Ph
Amanda Kaufman	Ex	Steve Kruse	Ph
Ethan Huizenga	Ex	Barry Anderson	Ph
Gary Caviness	Ph	Lori Hain	Ph
Linda Vaudt	Ph	Beth Will	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

Vice President Kruse called for a motion to adopt the September 10, 2024, Board agenda as presented. It was moved by Beth Will 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 July 30, 2024, Board meeting minutes

Vice President Kruse called for a motion to approve the July 30, 2024, meeting minutes. It was moved by Lori Hain and seconded by Jill Hawkinson that the July 30, 2024, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Governance Committee Report

1.2.1 Approval of Advisory Council applications for Jared Johnson, O'Brien County, Paul Fitzgerald, Winnebago County, and Ryan Sawyer, Hamilton County

Chair Pedley reported that the Governance Committee met before the Board meeting to discuss the applications of Jared Johnson, Paul Fitzgerald, and Ryan Sawyer. All three candidates were recommended for the Advisory Council. Only one

county remains open, Audubon. CEO Sindt stated the Ryan Sawyer application came in after the Board agenda was posted, however, the Governance Committee was able to review and recommend his application for Hamilton County. It was moved by Beth Will and seconded by Gary Caviness that Jared Johnson, O'Brien County, Paul Fitzgerald, Winnebago County, and Ryan Sawyer, Hamilton County, be approved to serve on the Advisory Council.

Aye: all (the motion was declared carried.)

1.2.2 Vacant Counties: Audubon

CEO Sindt reported that she is close to getting an application for Audubon County. The Advisory Council will soon have all 29 counties filled.

1.3 Fundraising Committee Report

Chair Kruse reported that the Fundraising Committee met on September 4, 2024, and discussed the following:

- There were no PayPal donations received through the website.
- US Bank has a Dollars for Good program. Amanda Kaufman stated that she will be donating \$200 to Elderbridge after she meets her requirement of volunteer hours.
- Force4Good program at Applebee's. Elderbridge can have a micro fundraiser every 30 days but will be doing it quarterly. The entire menu will be open, but patrons need to say their meal goes towards Elderbridge. Table Tents will be made and volunteers will be available at the event. It was decided to schedule the first event in October.
- The Spring Slam Dunk fundraiser is moving forward. The flyer has been redone.
- Crowdfunding that is used on platforms like Facebook will not be used at this time. Amanda Kaufman did some research and discovered that service fees will be charged to do this type of fundraising.
- The spring fundraiser is scheduled for March 2-9, 2025. Staff are working on the marketing materials and have begun to get items for the silent auction.
- Grants - \$45,00 has been raised in FY25. 13 grants are currently out. \$20,000 was received from Prairie Meadows for emergency meals.

It was moved by Larry Pedley and seconded by Linda Vaudt that the Fundraising Committee report be approved as presented.

Aye: all (the motion was declared carried.)

1.4 Central Services Board Report

Vice Chair Pedley reported that the Central Services Board had their annual meeting before the Board Meeting. Officers were elected and are as follows: Dale Struecker, Chair, Larry Pedley, Vice Chair, Linda Vaudt, Treasurer, and Amy Simpson, Secretary. Redoing the outdoor Elderbridge office sign in Spencer was discussed along with restriping the Fort Dodge office parking lot. CFO Presswood reported that there is \$120,000 in cash in the account and the financials are looking good. It was moved by Linda Vaudt and seconded by Lori Hain to approve the Central Services Board report as presented.

Aye: all (the motion was declared carried.)

1.5 Older Iowans Legislature Delegates

CEO Sindt reported that Elderbridge is a member of OIL. If anyone wishes to attend the Annual OIL meeting in Des Moines on September 16, 2024, Elderbridge will contribute \$200 to those wishing to attend with the approval of the Board. Advisory Council member Lionel Foster, who is an OIL Board member will be attending in person. CEO Sindt and COO Timmer will be attending virtually. It was moved by Lori Hain and seconded by Jill Hawkinson to approve \$200 to go toward expenses should Board members wish to attend in person.

Aye: all (the motion was declared carried.)

1.6 Board Policies and Procedures Update

CEO Sindt reported that with the last update to the bylaws the Board policies and procedures manual had not been updated also.

- The policies and procedures needed to be updated since the merger with the Health and Human Services was completed.
- Terms and acronyms such as IDA to ADS were updated and Health and Human Services was added.
- The Vision Statement was updated, and outdated terms were updated. Misspellings and typos were corrected.
- The most recent bylaw changes were also updated in the policies.
- The Finance Committee and the HR Committee were removed from the policies
- At-large representatives for the Advisory Council was added.
- The policies and procedures manual was included in the Board packet that includes all the changes.

It was moved by Beth Will and seconded by Jill Hawkinson to approve the changes to the Board Policies and Procedures as presented.

Aye: all (the motion was declared carried.)

1.7 Strategic Planning Report

CEO Sindt reported Linda Hildreth who facilitated the Strategic Planning meeting on July 30, 2024, sent a summary of the changes that everyone had agreed on. The updated Strategic Plan was in the Board packet. It will be for the next 4 years and will mirror the 4 year Area Plan. It was moved by Linda Vaudt and seconded by Beth Will to approve the updated Strategic Plan as presented.

Aye: all (the motion was declared carried.)

2.0 Advisory Council Report – Sandy Olson

CEO Sindt reported that Sandy Olson was unable to attend the Board meeting and she would be doing the report.

- Three new Advisory Council members were seated. Angela Cook, Dickinson County, Sue Krogman, Osceola County and Randy Kuhlman, Webster County.
- At the time of the meeting, there were four vacant counties.

- Officers were elected and they are Deb Scharper, Chair, Sandy Olson, Vice Chair, and Secretary Dan Skelton.
- The upcoming Joint Planning Committee was discussed.
- Jody Applegate gave a Healthy Aging report to the Council.
- Next Advisory Council meeting is on October 23, 2024, at 9:00 a.m. via Zoom.

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

Aye: all (the motion was declared carried.)

3.0 Finance Report – Jodi Presswood, CFO

3.1 Finance Report

CFO Presswood reported on the following:

- A second IAFRS report was submitted to correct the fiscal year's fund payments from ADS. Elderbridge will be taking a reduction in funding for FY 25 as a result. The funds impacted will affect the Healthy Aging Department and Preventive Health.
- Completed the insurance and worker's compensation audit and are waiting for the adjustments to the premiums.
- The FY24 Audit is still in process with a few minor corrections on the Central Services books. It will probably be November before the audit is complete.
- Work has started on the County Report pages that are used to do the Board of Supervisors visits.
- Elderbridge is sitting in a good position cash-wise.
- The CEO's yearly credit card purchase statement was in the packet and will be provided yearly.

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

Aye: all (the motion was declared carried.)

3.2 Review and approval of updates to the Accounting Policies and Procedures

CFO Presswood reported on the following changes:

- The purchasing policy has been modified. Service Orders can be used instead of purchase orders. Staff were submitting both purchase orders and service orders to purchase items which was redundant. The dollar amounts for approval were updated to match what had been previously approved by the Board. The changes will simplify the purchasing process for staff.

It was moved by Beth Will and seconded by Jill Hawkinson to approve the changes to the Accounting Policies and Procedures.

Aye: all (the motion was declared carried.)

4.0 Agency Program Reports

4.1 Healthy Aging Report – Jody Applegate

- The food insecurity list by county is being updated and will be sent out to meal sites and will be posted on the website.
- Meal sites are paid per meal up to their contract amount. They will be sent quarterly reports. If they go over their contracted amount, the meal sites may need to implement a waitlist or find other funding.
- Farmer's Market vouchers are still available and will be until the end of September.
- Emergency meals – currently getting examples of frozen and shelf-stable meals. No prices yet. Depending on the prices of meals, looking at having volunteers put together emergency meals/shelf-stable boxes.

4.2 COO Report – Stacia Timmer

COO Timmer reported on the following:

- FEMA mobile homes will be coming to the area to house flood victims through the winter until their homes are rebuilt.
- 23 houses still need to be cleaned out in Spencer.
- Will be going to Des Moines to accept a \$20,000 check from Prairie Meadow for shelf-stable meals.
- USAging grant has been received for \$10,000. Tammie McCready continues to write grants for disaster relief.
- IRTC Grant was received from Dickinson County for \$5,000, a flood relief grant was received from Emmet County for \$10,000, and a Clay County Foundation grant was received for \$10,000. The grants help Elderbridge provide services to meet seniors' needs.
- Work has started on the 4 year Area Plan. Community needs assessments will be conducted and the Board and Advisory Council will be included.

4.3 CEO Report – Shelly Sindt

CEO Sindt reported on the following:

- Behavioral Health reorganization has begun. The AAAs are currently the Aging and Disability Resource Centers by Iowa code. Under the new law, it will be opened up to other agencies. The i4a has established a new 501(c)(3) called LifeLong Links Iowa. A RFP has been submitted to be the technical assistance/training entity for the ADRCs. CEO Sindt is reviewing the RFP.
- The Joint Planning Committee meeting is in November. Volunteers are needed from the Board and Advisory Council. November 6 or 7 is proposed for the meeting. Randy Kuhlman from the Advisory Council volunteered to participate at the August Advisory Council meeting. Lori Hain, Barry Anderson, Linda Vaudt, and Gary Caviness volunteered to participate. A tentative date of November 6, 2024, at 10:00 a.m. has been set.
- CEO Sindt has submitted her retirement paperwork to President Huizenga. The retirement date is June 30, 2025. There will be an Executive Committee meeting on November 12, 2024, before the Board meeting to discuss a succession plan.
- The Older Americans Act reauthorization is in the works. Cost sharing for services will be allowed for the federal funds and Elderbridge could implement a sliding fee scale. It is currently not allowed in the Iowa Code. Hoping to get the Iowa Code changed to allow for cost sharing.

- Health Insurance for the AAAs is getting expensive. Will be meeting with Zach Rhein from ADS about qualifying for the state health plan.
- Met with Congressman Feenstra and a representative for Joni Ernst. The meeting went well. Talked to Congressman Feenstra about the AAAs not getting any increases on the state level. He will try to assist to see if there is any supplemental funding.
- At the USAging Conference CEO Sindt and Emily Winker sat in on the Elder Justice workshop. Great networking opportunities.
- The office in Carroll will be moving to a new location. RSVP offices are located in the same building, and the Foster Grandparent office is across the street. The rent is \$800 a month with utilities included, which will be a cost savings.

5.0 Community Relations

- 5.1** County Updates – Feedback from Board Members and the General Public.
No updates were reported.

6.0 Coming Dates

- 6.1** Next Board Meeting – October 8, 2024, in-person at Elderbridge Fort Dodge Office
- 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** Older Iowans Legislature Annual Meeting – September 16, 2024, 8:30 am to 2:00 pm, via Zoom or State Capitol
- 6.7** Next Advisory Council Meeting – October 23, 2024, 9:00 a.m. via Zoom.
- 6.8** 50th Anniversary Celebration – October 8, 2024 – Elderbridge Fort Dodge Office, 8:00 to 10:00 a.m.
- 6.9** 50th Anniversary Celebration – November 1, 2024 – Elderbridge Carroll Office, 8:00 to 10:00 a.m.

7.0 Adjournment

- 7.1** Adjournment

There being no further business before the Board, it was moved by Linda Vaudt and seconded by Beth Will that the meeting be adjourned at 11:20 a.m.

Aye: all (the motion was declared carried.)