

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

November 12, 2024, 10:00 p.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, Sandra Jackson, LifeLong Links 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	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	Barry Anderson	Ex
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

President Huizenga called for a motion to adopt the October 8, 2024, Board agenda as presented. It was moved by Linda Vaudt and seconded by Steve Kruse that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of October 8, 2024, Board meeting minutes

President Huizenga called for a motion to approve the October 8, 2024, meeting minutes. It was moved by Steve Kruse and seconded by Amanda Kaufman that the October 8, 2024, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Joint Planning Committee Report

COO Timmer reported that the Joint Planning Committee met on November 6, 2024. This year is particularly important because preparations are underway to write a 4-year Area Plan. Staff reviewed the different programs, funding sources, direct services, and subcontracted services with the Committee members. At the end of the meeting Committee members were asked to rank the direct and indirect services. The top three direct services

are 1) home-delivered meals, 2) congregate meals, and 3) Elder Rights. The top three indirect services are 1) personal care, 2) respite, and 3) transportation. The ranking of services helps drive the focus of the Area Plan. It was moved by Jill Hawkinson and seconded by Linda Vaudt to approve the Joint Planning Committee report as presented.

Aye: all (the motion was declared carried.)

1.3 Executive Committee Report

President Huizenga reported that the Executive Committee met before the Board meeting to discuss CEO Sindt's retirement transition. The recommendation is to get a final job description for the CEO position and post the job description internally. The application deadline will be November 30. The goal is to have the position filled by March 1, 2025. It was moved by Amanda Kaufman and seconded by Gary Caviness to have the updated job description posted as soon as possible with an application deadline of November 30, 2024. The position will be filled by March 1, 2025.

Aye: all (the motion was declared carried.)

CEO Sindt stated that she made grammatical changes to the job description. No additional job duties were made to the job description. After a brief discussion, it was moved by Jill Hawkinson and seconded by Linda Vaudt to approve the updated job description as presented.

Aye: all (the motion was declared carried.)

1.4 Fundraising Committee Report

Chair Steve Kruse reported the following:

- No PayPal donations through the website
- Received \$234.16 from the Applebees fundraiser in Mason City. Can have a fundraiser every 30 days. The Fundraising Committee recommended doing the fundraiser once a month.
- The Slam Dunk fundraiser scheduled for March 2-9, 2024, is underway and items are coming in for the silent auction. Donations are down this year.
- Diamond Jo Casino invited Elderbridge to participate in the Wreath of Hope fundraiser. A wreath was submitted by Elderbridge. Members were asked to vote on the wreaths. The more votes received the more money Elderbridge will receive. On December 6 the award will be presented to Elderbridge.
- There are four grant applications still out for 2024. Hope to hear by end of December. Over 20 applications are out for FY25 that include IRTC, fleet vehicle, disaster relief, client assistance, home-delivered meals, congregate meals, and the volunteer program.
- Santa for Seniors is in full swing and will be in December.

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

Aye all (the motion was declared carried.)

1.5 Update on County Board of Supervisors Visits

CEO Sindt stated that most of the visits have been scheduled. All counties should be scheduled by the end of the week. The schedule of the visits will be emailed out to the Advisory Council also.

1.6 CEO Evaluation

CEO Sindt asked for input on whether an evaluation is necessary with her impending retirement. After a brief discussion, it was moved by Larry Pedley and seconded by Linda Vaudt to not proceed with the CEO Evaluation due to the CEO's upcoming retirement in June 2025.

Aye: all (the motion was declared carried.)

2.0 Advisory Council Report – Linda Vaudt

Liaison to the Advisory Council Vaudt reported on the following:

- The Advisory Council met on October 23, 2024, and all counties are officially filled. The new members asked questions and were engaged in the discussion.
- Fundraising activities were discussed with the Advisory Council.
- Council members volunteered for the Joint Planning Committee.
- LifeLong Links activities were discussed at the meeting along with the upcoming 4-year Area Plan.

3.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

CFO Presswood reported on the following:

- The auditor will present the audit for FY 23 audit at the December meeting.
- Request for proposals for a new auditor will be going out soon.
- Working with GMS on the archival process. Some issues needed to be resolved with GMS.
- Had two submissions for the Iowa Treasure Hunt and have two more coming up.
- A cumulative cash report has been submitted.
- Assets and cash flow are good.

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

Aye: all (the motion was declared carried.)

4.0 Agency Program Reports

4.1 LifeLong Links Report – Sandra Jackson

- Caregiver Appreciation event on November 14, 2024, in the Fort Dodge office.
- Caregiver Conference is scheduled for November 21, 2025, at the Event Center in Spencer.
- Case management cases continue to increase.
- Caregiver services and programs continue to increase. Staff are working on getting the word out about the Grandparent/Older Relative services. Public

Relations Coordinator, Sue Anne Stoermer is working on getting information out to social media about those programs.

- A new Service Specialist started on November 13, 2024, at the Carroll office. Noa Sample-Bartels will be trained to do Case Management, Options Counseling, and Caregiver Support.
- The BEC grant is at its halfway mark. The grant screens Medicare-eligible individuals and tries to connect them with the core benefits like SNAP, Medicaid, and LIHEAP. A monitoring visit was conducted with the Federal NCOA and the feedback was that Elderbridge is doing a good job with the program.

4.2 COO Report – Stacia Timmer

COO Timmer reported on the following:

- Elderbridge received the ACL grant of \$100,000 for flood assistance in Federally Declared Disaster Counties.. Partnered with Fareway Grocery Stores for \$300 restricted gift cards. No alcohol, tobacco, or lottery tickets can be purchased. Sioux, O’Brien, Lyon, Buena Vista, and Osceola counties were targeted. 210 gift cards were provided to community action partners to distribute to eligible individuals in those counties.
- The Carroll office has moved to a new location in Carroll on November 1, 2024, The 50th Anniversary and Open House were held on the same day, November 1. The event was well attended.
- Elderbridge is working with LPI which publishes the agency’s newsletter which has become expensive. Looking at doing an online newsletter.
- Looking to switch internet providers in Mason City to Metronet which is fiber optic. Fort Dodge will also be switching internet providers to help save money.

4.3 CEO Report – Shelly Sindt

CEO Sindt reported on the following:

- Looking at health insurance costs for next calendar year. Changing to a POS plan instead of a PPO plan which will save the agency money.
- A meeting is scheduled with Zach Rhein at ADS to discuss the possibility of the AAAs being on the state insurance plan. Also, looking at all of the AAA’s being on the same plan to have a larger pool if the state of Iowa will not allow the agencies on their plan.
- Older Americans Act is functioning on a continuing resolution right now at the federal level. Will be doing follow-up letters to all the federal legislatures to remind them of the needs of older adults. Will be advocating at the state level with a paper plate campaign that has been successful in the past. CEO Sindt and COO Timmer will be going to the capitol in March 2025 for the legislative day along with the paper plates.
- Board members were encouraged to attend the Board of Supervisors visits.

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 – December 10, 2024, 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 Next Advisory Council Meeting – February 26, 2025, 9:00 a.m. via Zoom.
- 6.7 Upcoming office closures: November 28, 29, Thanksgiving Holiday
- 6.8 Slam Dunk online fundraiser – March 2-9, 2025

7.0 Adjournment

7.1 Adjournment

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

Aye: all (the motion was declared carried.)