

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Meeting Minutes

Zoom Conference Call

January 13, 2025, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Huizenga at 10:02 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, Laura Allen, Volunteer Coordinator, Jeri Maher, Auditor, and Amy Simpson, Executive Assistant were present. Sandy Olson, Liaison to the Advisory Council, was present.

0.2 Roll Call

Jill Hawkinson	Ex	Larry Pedley	Ph
Amanda Kaufman	Ph	Steve Kruse	Ph
Ethan Huizenga	Ph	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

President Huizenga called for a motion to adopt the January 13, 2025, Board agenda as presented. It was moved by Steve Kruse and seconded by Beth Will that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of December December 10, 2024, Board meeting minutes

President Huizenga called for a motion to approve the December 10, 2024, meeting minutes. It was moved by Linda Vaudt and seconded by Lori Hain that the December 10, 2024, meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Audit Report – Jeri Maher

Auditor Maher reported that she is finishing up the work on the FY 2023-2024 audit. The main delay of the audit was due to Aging & Disability Services (ADS). The Central Services books needed to be corrected before the audit report could be completed, and there are new leasing standards that caused some delays also. Auditor Maher explained the preliminary draft audit to the Board members in detail including the income statement, consolidated statement of financial position, and consolidated notes to financial statements.

Currently waiting for the attorney letters to come back. CEO Sindt thanked Auditor Maher for her work on the draft report. It was moved by Barry Anderson and seconded by Beth Will to approve the preliminary draft audit as presented.

Aye: all (the motion was declared carried.)

1.3 Central Services Board Report

CEO Sindt reported that the Central Services Board met before the Board meeting. The following items were discussed.

- Bids were sought to repair the base of the Elderbridge sign at the Spencer office. No bids were received. COO Timmer will be contacting the local high school to see if the Workbased Learning program would be willing to fix it.
- Currently, Central Services has roughly \$160,000 in cash. The rental income helps with cash levels.
- The Fort Dodge office will be getting bids to have the carpet replaced in the building.

It was moved by Steve Kruse and seconded by Linda Vaudt to approve the Central Services report as presented.

Aye: all (the motion was declared carried.)

1.4 Fundraising Committee Report

Chair Kruse reported that the Fundraising Committee met on January 8, 2025, and the following items were discussed.

- No new PayPal donations
- The last Applebee's fundraiser in Mason City was not successful. Did not meet the \$150.00 threshold. Will try again in a couple of months.
- Fareway will be contacted about fundraising. Chair Kruse will be making contact with the store manager.
- Randy's Grocery Store in Clear Lake is willing to work with Elderbridge on doing a "Roundup" fundraising drive.
- The Slam Dunk fundraiser is on March 2-9. There are many items on the silent auction.
- Donations for this year's fundraiser are down from last year. Sue Anne Stoermer, Public Relations Coordinator, is asking for the Board to help with identifying businesses to contact for donations.
- 16 grants are currently out for the Volunteer Program, Client Assistance, congregate meals, and the purchase of a new fleet vehicle.
- Emails were sent out to the 29 Farm Bureaus in our service area. The hope is to inform them of Elderbridge's services and to ask for possible donations for the upcoming Slam Dunk fundraiser.
- Sukup Manufacturing – Tammie McCready has contacted them for a donation.

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

Aye: all (the motion was declared carried.)

1.5 County Board of Supervisors Visits

CEO Sindt reported that the county visits have been completed. On January 2, 2025, Barry Anderson, CFO Presswood, and herself met with the county Board of Supervisors for Webster County. To date, there has been no indication from Webster County if we will receive funding.

1.6 Area Plan Update

COO Timmer reported that she is working on the rough draft of the Area Plan and it is due on January 27, 2025. Currently working on the goals and objectives for the next four years. The plan has been almost completed as of the date of the Board meeting. The Public Hearing is set for February 26, 2025. It will be in person at the Fort Dodge Elderbridge office and by Zoom. Board members and Advisory Council members will be notified of the Public Hearing. The final Area Plan is not due until April.

1.7 CEO Hire Status

President Huizenga reported that an Executive Committee meeting will be scheduled soon to interview CEO applicants. An agenda and interview questions are being finalized. If Board members had any questions they wanted discussed and added to the interview process, they were encouraged to email the HR Director.

2.0 Finance Report – Jodi Presswood, CFO

2.1 Finance Report

- ADS has completed the cumulative case report for FY24, so work can begin on the audit for FY24.
- Working on W2s and 1099s to be sent out at the end of January.
- A cash transfer had to be done due to a delay in receiving money from ADS for January 1, so the December report will show a small cash amount.
- On track for revenues and expenses.
- The archiving process for FY13-FY21 is complete and GMS is running better.

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

Aye: all (the motion was declared carried.)

3.0 Agency Program Reports

3.1 Volunteer Program Report – Laura Allen

- Currently 67 direct client volunteers. In 2024, volunteers drove 30,557.2 miles. Most volunteers used their own vehicles. Also in 2024, volunteers contributed 4,240 hours of service.
- Volunteers performed telephone reassurance, food bank runs, in-person companionship, office work, indoor and outdoor chore, and Happy Mail. Volunteers were also part of the Santa for Seniors program in 5 counties.
- Community Kindness took place in Mason City in November for 5 homes. The track and field team from NIACC volunteered along with the coaches.
- Received \$1,500 for the Wreath of Hope contest at Diamond Jo’s, Elderbridge placed 2nd. The wreath was purchased for \$60.00, which Elderbridge received.
- Volunteer appreciation will take place during caregiver events in 2025.

- On March 31st the Community Care Corps grant ends. They have additional funding available that Elderbridge will apply for.

3.2 COO Report – Stacia Timmer

- Elderbridge will be switching to a new VoIP phone system. Customer service was an issue with the current carrier. Access Systems, an Iowa company will be the new phone carrier.
- Mason City office will be switching to a new fiber optic internet carrier, Metronet. The cost will be reduced from the previous carrier, Mediacom. The Fort Dodge office has also changed its internet carrier.
- Rent reimbursement has started and I&A staff are busy helping seniors get their applications filed with HHS. One site rent reimbursement assistance will be done in Spencer.
- Area Plan is in progress and the variance report has been submitted to ADS. Elderbridge's data looks good and credit goes to Sandi Jackson LLL Director and her staff.
- The AAAs are asking for increased funding from the state for the meal program and a Dementia Specialist. The AAAs have not received an increase in funding for the past 10 years.

3.3 CEO Report – Shelly Sindt

- The AAA Directors met with Zach Rhein of ADS. It was asked if the AAAs could be a part of the state health plan.
- The administrative rules are being updated in the state. Next week there are virtual meetings for the updates for ADS and Behavioral Health Services.
- A letter was sent to the Veterans Affairs Administration in Iowa that was signed by the AAA Directors asking for funding to support the meal program. All the AAAs provide services to veterans.

4.0 Community Relations

4.1 County Updates – Feedback from Board Members and the General Public.

- There will be a fall prevention program on Wednesday, January 15 at the Algona Senior Citizens Center.
- Kim Robbins, Service Specialist will be coming to the Northwood Senior Center to speak about Elderbridge services.
- In Mason City, in March there will be a Home Show and Amanda Kaufman suggested that Elderbridge could have a booth. CEO Sindt asked for more information

5.0 Coming Dates

5.1 Next Board Meeting – February 11, 2025, 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, 2nd Tuesday of the month from 10:30 to 11:30 a.m. by Microsoft Teams

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 Next Advisory Council Meeting – February 26, 2025, 9:00 a.m. via Zoom.
- 5.7 Upcoming office closures: MLK Day, January 20, President’s Day, February 17
- 5.8 Slam Dunk online fundraiser – March 2-9, 2025

6.0 Adjournment

6.1 Adjournment

There being no further business before the Board, it was moved by Beth Will and seconded by Linda Vaudt that the meeting be adjourned at 11:26 a.m.

Aye: all (the motion was declared carried.)