

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Meeting Minutes

714 10<sup>th</sup> Ave. East, Spencer, IA 51301

June 17, 2025, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Huizenga at 10:05 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; Jody Applegate, Healthy Aging Director; and Amy Simpson, Executive Assistant, were present. Sandy Olson, Liaison to the Advisory Council, was present.

#### 0.2 Roll Call

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

#### 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 June 17, 2025, Board agenda as presented. It was moved by Barry Anderson and seconded by Lori Hain that the agenda be adopted.

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

##### 1.1 Approval of May 13, 2025, Board meeting minutes

President Huizenga called for a motion to approve the May 13, 2025, meeting minutes. It was moved by Steve Kruse and seconded by Gary Caviness that the May 13, 2025, meeting minutes be approved.

Aye: all (the motion was declared carried.)

##### 1.2 Election of Officers

###### 1.2.1 President, Vice President, Treasurer, Secretary

CEO Sindt stated that the proposed slate of officers is Beth Will, President, Ethan Huizenga, Vice President, Linda Vaudt, Treasurer, and Jill Hawkinson, Secretary. President Huizenga called for discussion and any nominations from the floor for the officer positions. Hearing none, it was moved by Lori Hain and seconded by Barry Anderson to approve the aforementioned slate of officers.

Aye: all (The motion was declared carried.)

**1.3 Governance Committee Report**

**1.3.1 Approval of Board applicant, Casee Ross, and Advisory Council Applicant Jaime Smith, Hancock County. Terms begin July 1, 2025.**

Chair Larry Pedley reported that the Governance Committee met at 9:45 a.m. before the Board meeting to review the applications. Steve Kruse recruited Jaime Smith for the Advisory Council. CEO Sindt reported that Casee Ross works for the Veteran's Administration in Emmet County. The Governance Committee recommended Casee Ross to the Board and Jaime Smith to the Advisory Council. After a brief discussion, it was moved by Lori Hain and seconded by Jill Hawkinson to approve Casee Ross for the Board and Jaime Smith for the Advisory Council.

Aye: all (the motion was declared carried.)

**1.3.2 Vacant Advisory Council counties: Lyon and Sac**

Staff will be actively trying to fill the vacancies. COO Timmer stated that she is from Lyon County and has some ideas to fill that county.

**1.4 Review and discuss Standing Committee appointments**

COO Timmer reported that Steve Kruse, Lori Hain, Larry Pedley, and Barry Anderson will be leaving vacancies on the Governance Committee, the Fundraising Committee, and the Central Services Board.

- Governance Committee potential members – Ethan Huizenga, Linda Vaudt, Gary Caviness, and Lisa Rockhill. Steve Kruse, Lori Hain, and Larry Pedley will be leaving the committee.
- Fundraising Committee potential members – Crystal Meier will be asked to participate in the Fundraising Committee. Steve Kruse and Barry Anderson will be leaving the committee.
- Central Services Board potential members – Beth Will and Casee Ross will be asked to participate in the Central Services Board. Larry Pedley and Barry Anderson will be leaving the Board.
- Advisory Council Liaison – Linda Vaudt volunteered to remain as the liaison.

**1.5 Recognition of outgoing Board Members**

CEO Sindt presented the outgoing Board members, Steve Kruse, Barry Anderson, Larry Pedley, and Lori Hain, with a gift of appreciation for their years of volunteer service. The Board members were thanked for their service and participation on the Board.

**2.0 Advisory Council Report – Linda Vaudt**

Linda Vaudt reported that the Advisory Council met on May 28, 2025. The Area Plan and budget cuts were discussed. It was discussed how to get Advisory Council members to participate more during meetings and to engage with the counties they represent.

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

**3.1 Finance Report**

- The FY24 audit has begun. FY24 year-end reports and all files have been sent to the auditing firm. The hope is to have the FY24 audit completed by September so work can begin on the FY25 audit.

- Finance staff are working on the few fiscal year setup process, which includes setting up new accounts.
- The finance department is working on the new fiscal year setup process.
- HCBS contract tracking sheets to correlate with the contracts are in process. The same is happening with the nutrition contracts. Budget cuts have been made to both HCBS and nutrition contracts.
- The sign-up for Clear Lake Bank & Trust for the new operating account has been completed. Staff are beginning training to use ACH tools, and everything should be up and running by July 1, 2025. Linda Vaudt will need to be set up as the Treasurer.
- In the process of getting all new signer cards for the bank/CD accounts.
- 16 grants have been received in FY25 Money was used all on consumer needs.
- CEO Sindt stated that there may be a request for a small amount of reserve money for a small deficit in FY25.

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

Aye: all (the motion was declared carried.)

### **3.2 Employee salary increases for FY26**

CFO Presswood stated that the salary increase that was discussed was a 1.5% COLA increase and a 1% merit increase for a total of 2.5%. The Board approved this increase with the budget back in March.

## **4.0 Agency Program Reports**

### **4.1 COO Report – Stacia Timmer**

- HCBS contracts have gone out, and the contracts were cut by 10%.
- Nutrition contracts went out last week. By mandate, Elderbridge is required to have a mealsite in each county. Pocahontas currently has two. The Pocahontas mealsite has not been fiscally responsible and has not returned the RFA, and does not have mealsite staff with the correct certification. Laurens has a very active mealsite in Pocahontas County, so no contract will be issued to the Pocahontas mealsite. Jody Applegate, Healthy Aging Director, stated that Pocahontas mealsite participants will be offered meals through Mom’s Meals or Sister’s Meals.
- The Area Plan has been approved. Had a direct service Public Hearing in May, and that has been approved. The Area Plan was presented during the all-staff meeting in Algona in early June.
- Working on fulfilling grant expectations and spending funds accordingly.
- Working closely with CEO Sindt before she departs. Also, training Sandi Jackson for the COO position.

### **4.3 CEO Report – Shelly Sindt**

- Next week, CEO Sindt and COO Timmer will be attending the Annual i4A meeting. There will be a celebration at the meeting.
- Elderbridge has a great Board and management team going forward.
- Looking forward to retirement, and leaving will be difficult.

**5.0 Community Relations**

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

**6.0 Coming Dates**

- 6.1** Next Board Meeting – July 8, 2025, 10:00 a.m. via Zoom, Annual Meeting  
**6.2** Upcoming Office closures – Juneteenth, June 19, and July 4  
**6.3** Caregiver Support Group – Virtual or in-person meeting, the fourth Tuesday of the month at 9:30 a.m. by Zoom, Mason City area  
**6.4** Webster County Caregiver Support Group – 3rd Wednesday of the month from 3:00 to 4:00 p.m., First Baptist Church, Fort Dodge  
**6.5** Clay County Caregiver Support Group – virtual, 3rd Tuesday of the month from 10:00 to 11:00 a.m. by Zoom  
**6.6** Frontotemporal Dementia (FTD) Support Group – 2nd Thursday of the month, contact Deb Scharper at dscharper@theaftd.org, Iowa link: <https://www.theaftd.org/iowa/>  
**6.7** Advisory Council Meeting (Annual) – August 27, 2025, 9:00 a.m. via Zoom.

**7.0 Adjournment**

- 7.1** Adjournment

There being no further business before the Board, it was moved by Beth Will and seconded by Steve Kruse that the meeting be adjourned at 11:33 a.m.

Aye: all (the motion was declared carried.)