

# ELDERBRIDGE BOARD OF DIRECTORS

## Elderbridge Agency on Aging

### Annual Meeting Minutes

Zoom Conference Call

August 12, 2025, 10:00 a.m.

#### 0.0 Call to Order

The meeting was called to order by President Will at 10:02 a.m.

#### 0.1 Introduction of Board members, staff, and visitors.

President Will called for introductions of visitors and staff. Staff members: Stacia Timmer, CEO; Sandra Jackson, COO; Jodi Presswood, CFO; Jacob Beaver, HR Director; and Amy Simpson, Executive Assistant, were present. Sandy Olson, Liaison to the Advisory Council, was present.

#### 0.2 Roll Call

Jill Hawkinson	Ph	Casee Ross	Ph
Amanda Kaufman	Ph	Lisa Rockhill	Ph
Ethan Huizenga	Ph	Crystal Meier	Ph
Gary Caviness	Ph	Beth Will	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 Will called for a motion to adopt the August 12, 2025, Board agenda as presented. It was moved by Jill Hawkinson and seconded by Ethan Huizenga that the agenda be adopted.

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

##### 1.1 Approval of July 8, 2025, Board meeting minutes

President Will called for a motion to approve the July 8, 2025, meeting minutes. It was moved by Linda Vaudt and seconded by Jill Hawkinson that the July 8, 2025, meeting minutes be approved.

Aye: all (the motion was declared carried.)

##### 1.2 Central Services Board Report

CEO Timmer reported that the Central Services Board met before the Board meeting. New officers were elected at the Annual meeting. Dale Sturecker, Chair, Gary Caviness, Vice Chair, Linda Vaudt, Treasurer, and Amy Simpson, Secretary, were approved as officers for the next fiscal year. Financials were discussed along with projects at the Fort Dodge and Spencer offices. It was moved by Linda Vaudt and seconded by Amanda Kaufman to approve the Central Services Board report.

Aye: all (The motion was declared carried.)

**1.3 Fundraising Committee Report**

CEO Timmer reported that the Fundraising Committee met on August 6, 2025.

- Planning for the Slam Dunk fundraiser has started. It was decided to hold the fundraiser on March 22-29, 2026. Bundling, minimum bids, and donations were discussed. The goal is \$25,000
- Micro-fundraisers – Culver's will be approached again. The Mason City Applebee's held a fundraiser, and \$200 was raised. Randy's in Clear Lake will be asked to do a "round-up" campaign again. Pizza Ranch and HyVee were also discussed as possible micro-fundraisers.

It was moved by Amanda Kaufman and seconded by Gary Caviness to approve the Fundraising Committee report.

Yea: all (the motion was declared carried.)

**1.4 Review and approval of Board Policies and Procedures**

CEO Timmer reported that the Board Policies and Procedures had not been updated in some time.

- A marked-up policy was provided to the Board members to see what had changed in the policies.
- The old IDA acronym was changed to ADS.
- CEO Timmer went through the pages of the policy and identified what changes were specifically made.
- Sections were moved from the policies and procedures, such as the EAP policy and Business and Travel Expenses, which are more appropriate in the employee handbook.
- A Security policy was added to the policies and procedures that ensure that Elderbridge has procedures in place to protect agency data and property.

It was moved by Ethan Huizenga and seconded by Jill Hawkinson to approve the changes to the Board Policies and Procedures.

Aye: all (the motion was declared carried.)

**1.5 Review and approval of Accounting Policies and Procedures**

CEO Timmer and CFO Presswood reported on the following changes to the Accounting Policies and Procedures.

- A new policy needed to be in place as required by ADS. Specifically, a policy that reads Elderbridge will "...utilize current reporting mechanisms (monthly board report) to compare the percentage of current funding we have spent against the amount of funds received, ensuring that funds are utilized before requesting additional funds from HHS Aging and Disability Services (ADS). Elderbridge will conduct regular internal reviews to ensure that funds are requested only when needed and then disbursed —ideally within 30 days—to avoid idle balances."

- Two major changes to pages 7 and 11 of the policy were made and discussed in detail with the Board. Staff increases will be determined by the HR Manager instead of the CFO, and the CFO will utilize procedures to identify funding expenditures before asking for additional funds. The policy described above is for federal funding only.
- Sections were removed, such as the EAP Policy, Business and Travel Expense, Maintenance and Operations of Equipment, and Property were moved to the employee handbook.

It was moved by Linda Vaudt and seconded by Gary Caviness to approve the updated Accounting Policies and Procedures.

Aye: all (the motion was declared carried.).

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

### **2.1 Finance Report**

- GMS had a corrupted system that caused some issues. It took 3 weeks to get sorted out.
- The switch to Clear Lake Bank & Trust has been completed. There is still some money in Wells Fargo Bank for stray checks.
- The IFRS report was submitted. The final report will be done by the end of the week.
- The balance sheet is looking good. May have to use some reserves this year, but it will be less than last year. Funding source changes caused the need for reserve funds.
- The HCBS contracts were cut by 10% and the nutrition contracts were cut by 14% due to the federal funding.

It was moved by Jill Hawkinson 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 CEO Report – Stacia Timmer**

- Federal Funding – most of the Older Americans Act programs have remained level-funded. Title IIIB funds could be reduced. Hard to predict what will happen in September.
- The hope is that the SHIP program remains funded.
- Community Services Block Grant funds are in jeopardy. Agencies like Upper Des Moines and North Iowa Community Action would be affected.
- The LIHEAP program (energy assistance program) could be in jeopardy. Will know by September.
- Reviewing agency policies and procedures. ADS is revamping its reporting manual. It is the instruction manual for the AAAs. Staff will be looking at the manual and giving feedback to ADS.
- Sandy Olson will be representing Elderbridge at the grand opening of the Diamond Jo Casino hotel. Elderbridge was invited to the ribbon-cutting.

**3.2** CEO Report – Sandra Jackson

- The BEC (Benefits Enrollment Center) grant will be completed by the end of August. The hope is to renew the grant. Hope to hear by the end of August if Elderbridge will receive another BEC grant.
- The ACL disaster grant that helped those affected by the weather-related events of last year is wrapping up.
- Elder Justice Grant was terminated by ADS in July.
- Dementia continues to be an issue, and Elderbridge is committed to meeting the needs of individuals and caregivers with dementia.

**4.0** Community Relations

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

**5.0** Coming Dates

- 5.1** Next Board Meeting – September 9, 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 – 3<sup>rd</sup> 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, 3<sup>rd</sup> Tuesday of the month from 10:00 to 11:00 a.m. by Zoom
- 5.5** 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/>
- 5.6** Advisory Council Meeting – August 27, 2025, 9:00 a.m. via Zoom.
- 5.7** Upcoming office closures: Labor Day, September 1.

**6.0** Adjournment

**6.1** Adjournment

There being no further business before the Board, it was moved by Linda Vaudt and seconded by Jill Hawkinson that the meeting be adjourned at 11:01 a.m.

Aye: all (the motion was declared carried.)