

February 14, 2018

**8:30 a.m. NOTE TIME CHANGE**

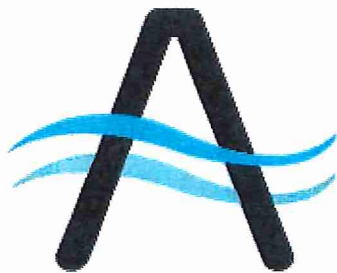
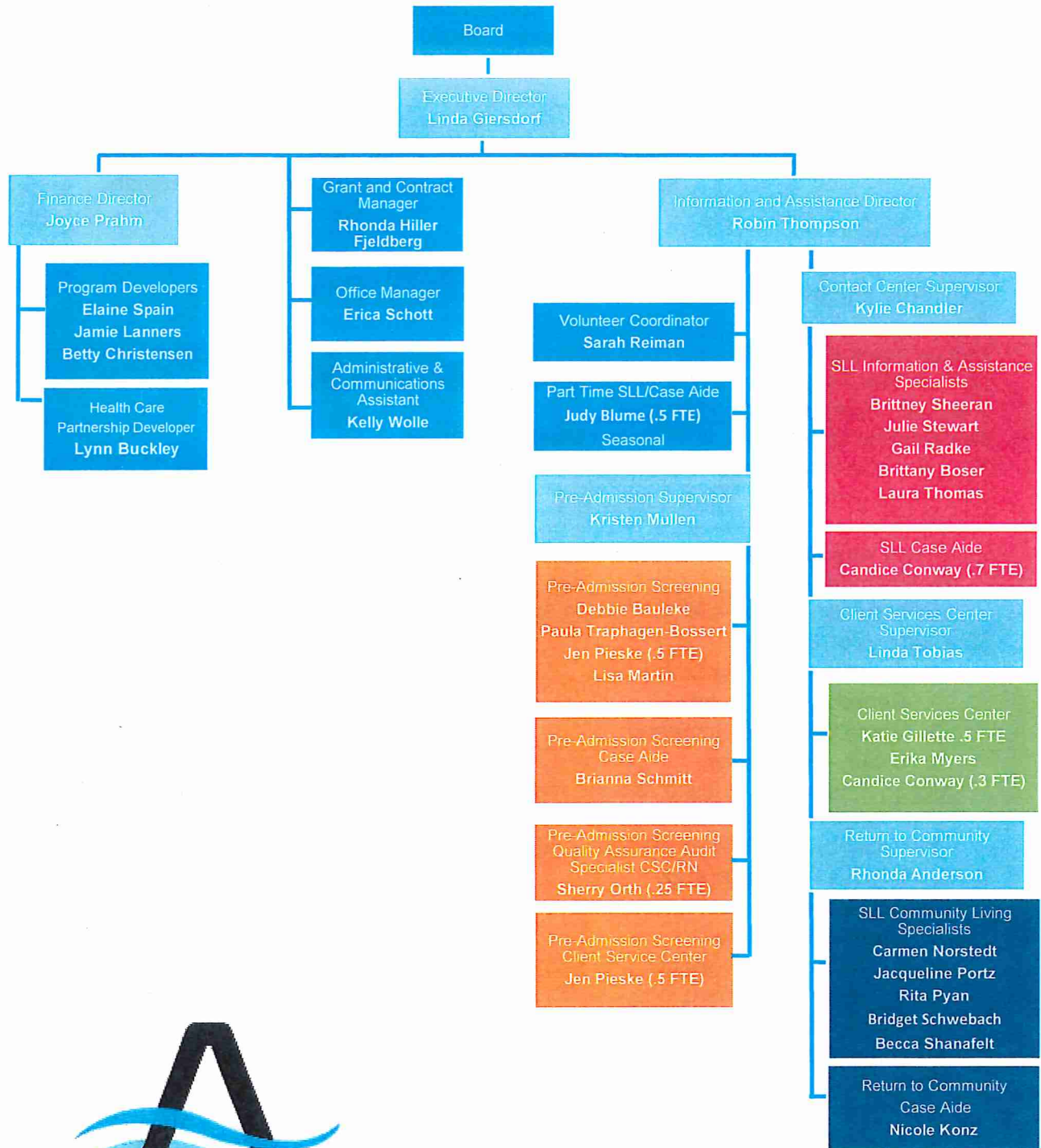
	<u>Page</u>	<u>Action</u>
I. Call to Order – (Bob Roesler)		
II. Welcome and Introductions – (Bob)		
III. Adjournment into Closed Session		Action
A. Executive Director Performance Review		
B. Executive Director Succession – Staff Position Designee to Assume Duties During Unplanned Absence		
C. MNRAAA Staffing Update	1	
IV. Reconvene Open Session		Action
V. Consent Agenda – (Bob)		Action
A. Approval of December 13, 2017 Board Minutes	2-5	
B. Approval of Nominating and Governance Committee Minutes – 11.15.17, 12.13.17, 12.26.17, 1.10.18	6-11	
C. Approval of December 2017 and January 2018 Treasurer’s Reports	12-26	
D. February Senior LinkAge Line® Update	27	
E. Approval of Agenda		
VI. Mission Moment – Pre-Admission Screening & Client Services Center (Kristen Mullen & Robin Thompson)		
VII. Chair’s Report – (Bob)		
A. Approval of Board Application		
1. Alysia Bolstad	28-29	Action
B. Committee Appointment		Action
C. Review Board Survey Results	30-34	
D. Approval of 2017 Annual Report	Enclosure	Action
E. Approve Staff Position Designee to Assume Duties During Unplanned Executive Director Absence		Action
F. Conflict of Interest and Gift Disclosure Reminder	Enclosure - complete & bring to mtg.	
G. Other		
VIII. Nominating and Governance Committee – (Candace Fenske)		
A. Approval of Bylaw Revisions	35-46	Action
B. Approval of Board Policy Manual Revisions	47-49	Action
IX. Executive Director’s Report – (Linda Giersdorf)		
A. Review and Approval of 2018 Strategic Action Plan	Enclosure	Action
B. Review and Approval of 2018 Legislative Priorities	50-52	Action
C. Approval of Authority of Vice-Chair Signing Checks		Action
D. MBA Staffing Update		
E. February 19 All-Staff and Board Training		
F. Other		

<b>X.</b>	Title III Grants/Contracts – (Rhonda Hiller Fjeldberg)		
<b>A.</b>	LSS Nutrition Services Change Requests		
	1. Henderson	53	Action
	2. Franklin	54	Action
	3. Eden Valley	55	Action
<b>B.</b>	Other		
<b>XI.</b>	Finance Director’s Report – (Joyce Prahm)		
<b>A.</b>	Total Compensation Letters	56-57	
<b>XII.</b>	Other – (Bob)		
<b>XIII.</b>	Next Meeting – March 14, 2018 (Executive Committee)		
<b>XIV.</b>	Adjourn – (Bob)		

The Finance Committee will meet immediately following the conclusion of the board meeting. Lunch will be provided. Committee members - please contact Erica at [eschott@mnraaa.org](mailto:eschott@mnraaa.org) or 507.387.1256 x 104 if you are unable to attend.

# Organization Chart

## February 2018



**December 13, 2017**

**9:00 a.m.**

**MEMBERS PRESENT:** Lisa Lange, Robert Roesler, Amy Wilde, Rose Schlieman, Jason Swanson, Donald Ebel, Mary Perry, Jane Baldwin and Candace Fenske

**MEMBERS ABSENT:**

**QUORUM PRESENT:** Yes

**STAFF/GUESTS PRESENT:** Linda Giersdorf, Joyce Prahm, Betty Christensen, Kristin Schurrer, Andrea Lingl, Gail Jerve and Erick Hedman

**I. Call to Order**

Chair R. Roesler called the meeting to order at 9:05 A.M.

**II. Welcome and Introductions**

**III. Approval of Agenda**

Motion made by R. Schlieman and seconded by L. Lange to recommend approval of the agenda with the additions of V. A. Board Application and VII. B. Prairie Five Site Change Request – Clinton. Motion approved.

**IV. Approval of October 25, 2017 Board Meeting Minutes**

Motion made by L. Lange and seconded by M. Perry to approve the October 25, 2017 Board minutes as presented. Motion approved.

**V. Chair's Report**

**A. Board Application**

Motion made by J. Baldwin and seconded by R. Schlieman to approve Lisa Lange's MNRAAA Board application. Motion approved.

**B. Election of Officers**

1. **Treasurer** – J. Swanson
2. **Secretary** – L. Lange
3. **Vice Chair** – R. Schlieman
4. **Chair** – R. Roesler

Motion made by C. Fenske and seconded by M. Perry to cease nominations and to cast a unanimous vote for J. Swanson as Treasurer, L. Lange as Secretary, R. Schlieman as Vice Chair and R. Roesler as Chair. Motion approved.

**C. Committee Appointments**

Chair R. Roesler presented committee appointments for 2018.

**1. Audit Committee**

Motion made by J. Swanson and seconded by J. Baldwin to appoint D. Ebel, Suzanne Lanz, Leslie Stoltenberg, and Cliff Vrieze to the Audit Committee. Motion approved.

**2. Nominating & Governance Committee**

Motion made by R. Schlieman and seconded by M. Perry to appoint J. Swanson, L. Lang, R. Roesler, and C. Fenske to the Nominating & Governance Committee. Motion approved.

**3. Planning Committee**

Motion made by J. Swanson and seconded by L. Lange to appoint R. Schlieman and M. Perry to the Planning Committee. Motion approved.

**4. Finance Committee**

Motion made by R. Schlieman and seconded by L. Lange to appoint J. Swanson, C. Fenske, and L. Lange to the Finance Committee. Motion approved.

**D. Other**

Chair R. Roesler presented retiring Board members Amy Wilde and Jane Baldwin with MNRAAA plaques and thanked them for their service.

**VI. Executive Director's Report**

**A. 2018 Area Plan**

Linda Giersdorf, Executive Director, reported that the 2018 Area Plan was approved by the MN Board on Aging (MBA) at their board meeting on December 1. In March, all Area Agencies on Aging are required to submit a report to the MBA Diversity Committee regarding minority board member recruitment and targeting.

**B. Approval of Kerkhoven Work Plan and Budget**

L. Giersdorf reported Kerkhoven's leadership team submitted a work plan and budget for the installation of a handicapped accessible door to their Civic Center where their city offices, meeting rooms and library are located. Motion made by L. Lange and seconded by M. Perry to approve Kerkhoven's work plan and budget, up to \$10,000, to be used for installation of a Civic Center handicapped accessible door. Motion approved.

**C. 2018 Proposed Board Meeting Schedule**

L. Giersdorf presented 2018 proposed board meeting schedule, which includes six full board meetings and six executive committee meetings. Discussion followed and March executive committee meeting date changed to March 14. Motion made by J. Swanson and seconded by J. Baldwin to approve board meeting schedule as presented with March executive meeting on the 14<sup>th</sup>. Motion approved.

**D. 2018 Signature Authority**

L. Giersdorf presented the Signature Authority to be submitted to MBA. The authorized transactions indicated in the second column are the same as the 2017 approvals. Motion made by M. Perry and seconded by R. Schlieman to approve the Signature Authority as presented. Motion approved.

**E. Other**

L. Giersdorf reported the February 19 staff retreat includes two cultural representative speakers, including speakers from the LGBTQIA and Hispanic communities. Board members are invited to attend.

**VII. Title III Grants/Contracts**

**A. Prairie Five Site Change Request – Benson**

Motion made by L. Lange and seconded by A. Wilde to approve the Benson site change to McKinney's Restaurant for congregate meals. Motion approved.

**B. Prairie Five Site Change Request – Clinton**

Motion made by J. Baldwin and seconded by J. Swanson to approve the Clinton site change to Main Street Diner for congregate and home delivered meals. Motion approved.

**C. LSS Site Change Request – New London, Springfield, Lake Benton**

Motion made by M. Perry and seconded by R. Schlieman to approve the New London service change to only home delivered meals. Motion approved.

Motion made by L. Lange and seconded by M. Perry to approve the Springfield service change to only home delivered meals. Motion approved.

Motion made by J. Swanson and seconded by L. Lange to approve the Lake Benton service change to only home delivered meals. Motion approved.

**D. Central Community Transit 2017 Title III-B Contract Amendment**

Motion made by R. Schlieman and seconded by M. Perry to approve the Central

Community Transit 2017 Title III-B contract amendment to shift \$1,194 of federal funds from transportation to assisted transportation. Overall federal award remains as originally awarded: \$93,703. Motion approved.

**E. CDI 2018 Title III-E Small Award Request**

Motion made by R. Schlieman and seconded by L. Lange to approve a \$5,000 Small Award to Consumer Directions, Incorporated for self-directed services for 2018. Motion approved.

**F. Other**

No other items presented.

**VIII. Finance Director's Report**

**A. Approval of October 31, 2017 Treasurer's Report**

Motion made by R. Schlieman and seconded by L. Lange to approve the October 31, 2017 Treasurer's Report as presented. Motion approved.

**B. Approval of November 30, 2017 Treasurer's Report**

Motion made by M. Perry and seconded by L. Lange to approve the November 30, 2017 Treasurer's Report as presented. Motion approved.

**C. Approval of October 25, 2017 Finance Committee Minutes**

Motion made by L. Lange and seconded by M. Perry to approve the October 25, 2017 Finance Committee minutes as presented. Motion approved.

**D. Give to the Max Day Update**

Joyce Prahm, Finance Director, reported giving on Give to the Max day exceeded last year and included 40% participation by Board Members and 18% participation by staff.

**E. LMC 2018 Insurance Renewal – Resolution 2017 – 01**

J. Prahm reported MNRAAA needs a resolution to not waive the monetary limits on municipal tort liability related to the League of Minnesota Cities 2018 insurance renewal. Motion made by A. Wilde and seconded by J. Baldwin to approve the LMC 2018 Insurance Renewal Resolution and to not waive the monetary limits on municipal tort liability. Motion approved.

**F. 2018 Proposed Finance Committee Meeting Schedule**

Motion made by L. Lange and seconded by J. Swanson to approve the Finance Committee meeting schedule as presented. Motion approved.

**G. 2018 Proposed Audit Committee Meeting Schedule**

Motion made by R. Schlieman and seconded by L. Lange to approve the Audit Committee meeting schedule as presented. Motion approved.

**H. 2017 Audit Committee Annual Report**

A. Wilde presented the 2017 Audit Committee written report. Motion made by A. Wilde and seconded by R. Schlieman to accept the 2017 Audit Committee annual report. Motion approved.

**I. 2017 Finance Committee Annual Report**

J. Swanson presented the 2017 Finance Committee written report. Motion made by J. Swanson and seconded by J. Baldwin to accept the 2017 Finance Committee annual report. Motion approved.

**J. Audit Compliance with Single Audit Act**

J. Prahm presented a letter from DHS regarding the 2016 audit stating they have reviewed and found no unresolved human services or cross cutting audit findings. No corrective action plan requested.

**K. Other**

No other items presented.

**IX. Mission Moment**

L. Giersdorf recapped presentation used for the MBA Program Operations Committee.  
Discussion followed.

**X. Other**

No other items presented.

**XI. Next Meeting – January 10, 2018 (Executive Committee)**

**XII. Adjourn – (Bob)**

Motion made by J. Swanson and seconded by R. Schlieman to adjourn the meeting at 11:47 A.M. Motion carried.

**Secretary:**

**Chair:**

\_\_\_\_\_  
Lisa Lange

\_\_\_\_\_  
Robert Roesler

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submitted by:** Joyce Prahm, Finance Director



**Nominating and Governance Meeting Minutes**

Manually Entered or via Go-To-Meeting

**November 15, 2017**

**10:00 AM**

**MEMBERS PRESENT:** Robert Roesler and Candace Fenske  
**MEMBERS ABSENT:** Jason Swanson and Lisa Lange  
**QUORUM PRESENT:** Yes  
**STAFF/GUESTS PRESENT:** Linda Giersdorf and Joyce Prahm

**I. Call to Order**

Chair R. Roesler called the meeting to order at 10:02 AM

**II. Approval of Agenda**

Motion made by Chair R. Roesler and seconded by C. Fenske to approve the agenda as presented. Motion approved.

**III. 2018 Slate of Officers Discussion/Action**

Linda Giersdorf, Executive Director, reviewed the process for annual officer selection that is included in the Board Policy Manual. The Chair indicated he would be willing to continue serving as chair in 2018. Jason, Lisa and Rose will be contacted by Bob or Candy to determine their interest in continuing to serve as officers in 2018.

**IV. Board Recruitment Discussion**

Chair R. Roesler led discussion on possible Board recruitment candidates. Candy will contact Sharon Chader. L. Giersdorf will contact Don Ebel for possible additional names. Discussion to continue.

**V. Next Meeting**

The next meeting will be December 13, 2017 (immediately following board meeting).

**VI. Adjourn**

Motion made by C. Fenske and seconded by Chair R. Roesler to adjourn at 10:38 AM. Motion approved.

**Secretary:**

**Chair:**

\_\_\_\_\_  
Lisa Lange

\_\_\_\_\_  
Robert Roesler

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submitted by:** Joyce Prahm, Finance Director





MINNESOTA RIVER

Area Agency on Aging®

**Nominating and Governance Meeting Minutes**

Redwood Community Center – 3A  
901 Cook Street, Redwood Falls, MN

**December 13, 2017**

**11:30 AM**

**MEMBERS PRESENT:** Robert Roesler, Candace Fenske, Jason Swanson,  
Lisa Lange

**MEMBERS ABSENT:**

**QUORUM PRESENT:** Yes

**STAFF/GUESTS PRESENT:** Linda Giersdorf and Joyce Prahm

**I. Call to Order**

Chair R. Roesler called the meeting to order at 12:15 PM.

**II. Approval of Agenda**

Motion made by L. Lange and seconded by J. Swanson to approve the agenda as presented. Motion approved.

**III. Approval of November 15, 2017 Nominating & Governance Committee Minutes**

Motion made by L. Lange and seconded by C. Fenske to approve the November 15, 2017 Nominating & Governance Committee minutes as presented. Motion approved.

**IV. Member Recruitment**

Chair R. Roesler discussed MNRAAA's current bylaws that establish the MNRAAA Board as MNRAAA's "Advisory Council" under the Older Americans Act codified at 45 C.F.R. Part 1321. Motion made by L. Lange and seconded by C. Fenske to bring forward to the Board a bylaw revision that establishes the Planning Committee as MNRAAA's "Advisory Council" under the Older Americans Act codified at 45 C.F.R. Part 1321. Motion approved. Member recruitment discussion continued and potential candidates were identified for initial calls to gauge interest.

**V. Review Draft Documents**

**A. Board Member Commitment Form**

Motion made by J. Swanson and seconded by L. Lange to approve the Board Member Commitment form as presented. Motion carried.

**B. Board of Directors' Assessment**

Motion made by J. Swanson and seconded by L. Lange to approve the Board of Directors' Assessment with a rewording of #27. Motion carried.

**C. Individual Board Member Self-Evaluation**

Motion made by C. Fenske and seconded by J. Swanson to approve the Individual Board Member Self-Evaluation as presented. Motion carried.

**D. Board Member Terms' Graph**

Linda Giersdorf, Executive Director, presented a Board Member terms' graph and consensus was it is a useful tool to be used going forward.

**VI. Review Edited Documents**

**A. Board Policy Manual**

L. Giersdorf reported on proposed edits to the Board Policy Manual. Discussion followed.

**B. Bylaws**

L. Giersdorf reported on proposed edits to the Bylaws. Discussion followed.

**C. Executive Director Performance Review**

Chair R. Roesler reported on the process used for 2016 Executive Director performance review noting the separation of the performance review and annual rate increase. Discussion followed including reviewing 2017 Executive Director performance review draft. L. Giersdorf will follow up with additional samples of nonprofit Executive Director performance reviews.

**VII. Other**

No other items presented.

**VIII. Adjourn**

Motion made by J. Swanson and seconded by L. Lange to adjourn at 2:39 PM. Motion approved.

**Secretary:**

**Chair:**

\_\_\_\_\_  
Lisa Lange

\_\_\_\_\_  
Robert Roesler

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submitted by:** Joyce Prahm, Finance Director



**Nominating and Governance Meeting Minutes**  
Go-To-Meeting

**December 26, 2017**  
**1:00 PM**

**MEMBERS PRESENT:** Robert Roesler and Jason Swanson  
**MEMBERS ABSENT:** Lisa Lange and Candace Fenske  
**STAFF/GUESTS PRESENT:** Joyce Prahm

**I. Call to Order**

Chair R. Roesler called the meeting to order at 1:03 PM.

**II. Executive Director Performance Review**

Format for the 2017 Executive Director Performance review discussed. A survey monkey survey will be created based on 2016 review questions. The survey will be emailed to all Board Members with a completion date of January 12, 2018. A new Executive Director Performance review form and employee satisfaction tool will be developed in the first quarter of 2018.

**III. Other**

No other items presented.

**IV. Adjourn**

Chair R. Roesler closed the meeting at 1:16 PM.

**Secretary:**

**Chair:**

\_\_\_\_\_  
Lisa Lange

\_\_\_\_\_  
Robert Roesler

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submitted by:** Joyce Prahm, Finance Director



**MINNESOTA RIVER  
Area Agency on Aging®**  
**Nominating and Governance Committee Meeting Minutes**  
Go-To-Meeting

**January 10, 2018**  
**9:00 AM**

**MEMBERS PRESENT:** Robert Roesler, Lisa Lange, Candace Fenske  
**MEMBERS ABSENT:** Jason Swanson  
**STAFF/GUESTS PRESENT:** Linda Giersdorf, Erica Schott

**I. Call to Order**

Chair R. Roesler called the meeting to order at 9:12 AM.

**II. Approval of Minutes**

- C. Fenske made a motion to approve the December 13, 2017 minutes. Motion seconded by L. Lange. Motion carried.
- C. Fenske made a motion to approve the December 26, 2017 minutes. Motion seconded by L. Lange. Motion carried.

**III. Staffing Update**

- L. Giersdorf informed the committee of a staffing change. J. Prahm will begin supervising the Program Development and Coordination (PDC) staff effective April 1. Per her request, R. Hiller Fjeldberg will revert to her role as the Grant and Contract Manager. PDC staff will meet one-on-one with L. Giersdorf and J. Prahm using the Stay Interview concept.

**IV. Member Recruitment Update and Discussion**

- L. Giersdorf contacted attorney Bob Chesley and Sharon Chader regarding vacancies on the board. Both have declined due to the travel distance for board meetings. Mr. Chesley is willing to help MNRAAA in other ways.
- Juanita Lauritsen, a retiree from Milan, MN, was suggested by J. Swanson. L. Giersdorf has not heard back from Ms. Lauritsen.
- R. Roesler encouraged the committee to submit additional names.

**V. Review Documents and Recommend for Approval**

- L. Lange made a motion to recommend the approval of the Board Policy Manual changes as presented. Motion seconded by C. Fenske. Motion carried.
- C. Fenske made a motion to make a recommendation to approve the revised bylaws as presented. The recommendation will be made at the February 14 board meeting. Motion seconded by L. Lange. Motion carried.

**VI. Input for Development of MBA Diversity Committee Report**

A requirement for all AAAs. L. Giersdorf will provide an update after the January 16 MBA/AAA meeting.

**VII. Input for Development of 2018 Strategic Plan Activities**

- Discussion regarding adaptive technology to sustain services took place. L. Lange suggested contacting Services for the Blind for a lunch and learn presentation about technologies available.
- The Older Americans Act language currently impedes AAAs from fundraising. Suggestion made to help inform the public of MNRAAA is to include a flyer to hand out at small town parades. L. Lange and C. Fenske both offered to include MNRAAA flyers with their parade handout information this summer.

**VIII. Other**

- L. Giersdorf recommended MNRAAA develop a state legislative agenda for 2018. R. Roesler supports approaching the agenda from a most critical priority list.
- The next board meeting will take place February 14 at the RACC. R. Roesler asked that an Executive Session be held at 8:30 AM to finalize the Executive Director's review.

**IX. Adjourn**

- L. Lange made a motion to adjourn the meeting at 10:09 AM. Motion seconded by C. Fenske. Motion carried.

**Secretary:**

**Chair:**

\_\_\_\_\_  
Lisa Lange

\_\_\_\_\_  
Robert Roesler

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submitted by:** Erica Schott, Office Manager



**TREASURER'S REPORT**  
**December 31, 2017**

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CASH BALANCE NOVEMBER 30, 2017	990,947.48
TOTAL CASH RECEIPTS	412,496.12
ACCOUNTS PAYABLE AND OTHER DISBURSEMENTS INCLUDING PAYROLL	(533,036.48)
CASH BALANCE DECEMBER 31, 2017	<u><u>870,407.12</u></u>

MINNESOTA RIVER AREA AGENCY ON AGING, INC.  
 DECEMBER 2017 CASH RECEIPTS  
 FY17

Description	Receipt Number	Element Number	Project Number	Trans (GL) Number	Amount
	CR#: 185		DATE: 12/11/17		181,920.00
Homemaker/Choore Program 056-009	412	117260	30332	40120	1,599.00
Administration - November	413	117125	30338	40010	19,567.00
Prairie Five Congregate Meals 034-00W	414	117176	30335	40170	27,872.00
LSS Congregate Meals 042-E89	414	117174	30335	40170	72,192.00
Prairie Five Home Delivered Meals 035-00W	414	117177	30335	40170	1,198.00
LSS Home Delivered Meals 043-E89	414	117175	30335	40170	59,492.00
<b>TOTALS</b>	<b>2481</b>	<b>703,087</b>	<b>182,010</b>	<b>240,810</b>	<b>181,920.00</b>
	CR#: 186		DATE: 12/12/17		718.48
Singing Hills Concert Sponsor	415	117689	30345	40005	454.00
Singing Hills Concert Sponsor - 10% Adm Fee	415	117686	30345	40005	46.00
Souix Falls Veteran Directed - Adm	416	110702	30098	41010	218.48
<b>TOTALS</b>	<b>1246</b>	<b>346077</b>	<b>90788</b>	<b>121020</b>	<b>718.48</b>
	CR#: 187		DATE: 12/19/17		165,313.00
Client Service Center FY17	417	117670	30320	40070	39,372.00
Long Term Care consultation FY18	418	118076	30350	40080	32,912.00
Return to Community FY18	419	118308	30351	40300	72,994.00
Return to Community Expansion FY18	420	118309	30356	40300	20,035.00
<b>TOTALS</b>	<b>1674</b>	<b>472363</b>	<b>121377</b>	<b>160750</b>	<b>165,313.00</b>
	CR#: 188		DATE: 12/18/17		16,665.44
Souix Falls Veteran Directed - Case Management	421	110703	30098	41010	6,318.58
Souix Falls Veteran Directed - Adm	421	110702	30098	41010	205.86
Program Development and Coordination	422	117130	30339	40015	8,000.00
League of Minnesota Cities 2017 Dividend	423	117125	30338	49620	683.00
Singing Hills Concert	424	117689	30345	40005	1,325.45
Singing Hills Concert - 10% Adm Fee	424	117686	30345	40005	132.55
<b>TOTALS</b>	<b>2535</b>	<b>691035</b>	<b>181563</b>	<b>251665</b>	<b>16,665.44</b>
	CR#: 189		DATE: 12/26/17		47,394.00
Healthy Aging/Juniper Yr 3	425	118681	30359	41030	46,969.00
Give to the Max Day	426	113010	30299	40527	385.00
Singing Hills Concert	427	117689	30345	40005	36.36
Singing Hills Concert - 10% Adm Fee	427	117686	30345	40005	3.64
<b>TOTALS</b>	<b>1705</b>	<b>467066</b>	<b>121348</b>	<b>161567</b>	<b>47,394.00</b>
	CR#: 190		DATE: 12/29/17		485.20
Singing Hills Concert	427	117689	30345	40005	441.09
Singing Hills Concert - 10% Adm Fee	427	117686	30345	40005	44.11
<b>TOTALS</b>	<b>854</b>	<b>235375</b>	<b>60690</b>	<b>80010</b>	<b>485.20</b>
<b>December 2017 TOTAL</b>	<b>10495</b>	<b>2915003</b>	<b>757776</b>	<b>1015822</b>	<b>412,496.12</b>

# Board Payment Listing

Run Date: 12/8/2017  
Run Time: 11:43:58 am  
Page 1 of 1

<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
7412	12/08/2017	United States Postal Service	400.00	Slayton Acct Dep/BRM 950
		<b>Check Total</b>	<u>400.00</u>	
		<b>Report Total:</b>	<u>400.00</u>	



## Board Payment Listing

Run Date: 12/15/2017  
Run Time: 12:44:24 pm  
Page 1 of 2

Check#	Check Date	Vendor Name	Check Amount	Description
7413	12/15/2017	Wells Fargo	7,994.36	Wells Fargo/ES
7414	12/15/2017	Wells Fargo	226.79	Wells Fargo/LG
7415	12/15/2017	Wells Fargo	1,318.81	Wells Fargo/KW
7416	12/15/2017	Wells Fargo	829.97	Wells Fargo/JP
7417	12/15/2017	Timothy McConnell	105.93	Vol Mileage
7418	12/15/2017	Ken Meister	39.06	Vol Mileage
7419	12/15/2017	Richard Hess	117.70	Vol Mileage
7420	12/15/2017	Cliff Vrieze	55.11	Vol Mileage
7421	12/15/2017	Cliff Vrieze	290.62	Vol Mileage
7422	12/15/2017	Cliff Vrieze	192.60	Vol Mileage
7423	12/15/2017	Gerald Engstrom	132.15	Vol Mileage
7424	12/15/2017	Dick Huesing	29.96	Vol Mileage
7425	12/15/2017	Janet Hagen	44.94	Vol Mileage
7426	12/15/2017	June Geselius	193.13	Vol Mileage
7427	12/15/2017	Donna Appel	13.91	Vol Mileage
7428	12/15/2017	Henry Kress	38.52	Vol Mileage
7429	12/15/2017	Julie Van Name	40.00	Vol Mileage
7430	12/15/2017	Shred-it USA LLC	77.00	Service Provider
7431	12/15/2017	SFM Mutual Insurance Company	368.00	2018 Worker Comp
7432	12/15/2017	Health Partners	1,387.40	Dental Premium Jan
7433	12/15/2017	Minnesota Council of Nonprofits	1,100.00	Membership Renewal
7434	12/15/2017	Benefit Extras, Inc.	385.00	Contract Services
7435	12/15/2017	City of Kerkhoven	5,000.00	Pass Thru Contractor
7436	12/15/2017	Consolidated Communications of M	329.44	Internet/Directory Mankato
7437	12/15/2017	Charter Communications	179.95	Phone/Internet Mankato
7438	12/15/2017	Lutheran Social Service of MN	131,684.00	Subgrantee
7439	12/15/2017	Prairie Five CAC Inc	32,796.00	Subgrantee
7440	12/15/2017	Interfaith Caregivers - FIA in Fariba	1,599.00	subgrantee
7441	12/15/2017	Robert Dale Anderson	588.52	Fiscal Pass Thru
7442	12/15/2017	Insty-Prints of Mankato	11.85	Fiscal Pass Thru
7443	12/15/2017	House of Print	2,737.91	HCC Printing
7444	12/15/2017	Kimberly Madsen Consulting	236.54	MOB Fidelity Check
7445	12/15/2017	Kristin Ziemke	720.00	Fiscal Pass Thru
7446	12/15/2017	Kiara Ristow	476.25	Fiscal Pass Thru
7447	12/15/2017	CompanyMileage.com, LLC	300.00	Service Provider
7448	12/15/2017	Southwester Center for Independent	192.00	Pass Thru Contractor
7449	12/15/2017	Consumer Directions Inc.	410.73	Pass Thru Contractor
7450	12/15/2017	Innovative Office Solutions LLC	422.94	Supplies
7451	12/15/2017	Gustavus Adolphus College	2,177.54	HCC Mailing
7452	12/15/2017	Tersteeg's	327.77	Meeting Refreshments
7453	12/15/2017	Scott's Appliance, Inc.	720.00	Slayton Fridge
7454	12/15/2017	Creative Ad Solutions, Inc.	179.13	Bd Mbr Plaques
7455	12/15/2017	Twin Cities Public Television, Inc.	3,357.15	Pass Thru contractor
7456	12/15/2017	Metro Sales Inc.	1,858.16	Copier lease & copies
7457	12/15/2017	Mary Perry	154.08	Bd Mileage

# Board Payment Listing

Run Date: 12/15/2017  
Run Time: 12:44:24 pm  
Page 2 of 2

Check#	Check Date	Vendor Name	Check Amount	Description
7458	12/15/2017	Amy Wilde	83.46	Bd Mileage
		<b>Check Total</b>	<u>201,523.38</u>	
		<b>Report Total:</b>	<u>201,523.38</u>	

## Board Payment Listing

Run Date: 12/29/2017  
Run Time: 1:53:00 pm  
Page 1 of 2

Check#	Check Date	Vendor Name	Check Amount	Description
7459	12/29/2017	City of Redwood Falls	276.00	Room Reservations
7460	12/29/2017	City of Redwood Falls	460.00	Room Reservations Volunteer Traini
7461	12/29/2017	Thriveon	10,903.45	5 Laptop Refreshes
7462	12/29/2017	Stinson Leonard Street	8,534.00	Professional Services
7463	12/29/2017	Aurora Consulting	3,284.53	Strategic Planning
7464	12/29/2017	Minnesota Association of Area Age	1,117.00	M4A Dues
7465	12/29/2017	River Bend Business Products	1,585.08	Pass Thru Contractor
7466	12/29/2017	Colonial Life	742.08	Vol Ins
7467	12/29/2017	Robert Roesler	80.25	Bd Mileage
7468	12/29/2017	Verizon	736.69	Cell Phones & Hot Spots
7469	12/29/2017	Vast Broadband	185.48	Internet Slayton
7470	12/29/2017	Thriveon	58.00	Monthly Service
7471	12/29/2017	Thriveon	6,663.55	Monthly Service & Support
7472	12/29/2017	Southwestern Center for Independe	576.00	Pass Thru Contractor
7473	12/29/2017	MRCI	5,742.58	Pass Thru Contractor
7474	12/29/2017	Kiara Ristow	490.44	Fiscal Pass Thru
7475	12/29/2017	Robert Dale Anderson	300.00	Fiscal Pass Thru
7476	12/29/2017	MRA-the Management Association	625.00	Annual HR Membership
7477	12/29/2017	Xcel Energy	324.60	Monthly Service
7478	12/29/2017	Linda Kruse	253.59	Vol Mileage
7479	12/29/2017	Geraldine Jensen	32.10	Vol Mileage
7480	12/29/2017	Helen Brinks	12.84	Vol Mileage
7481	12/29/2017	Helen Brinks	10.70	Vol Mileage
7482	12/29/2017	Rich Clifton	23.54	Vol Mileage
7483	12/29/2017	Henry Kress	22.47	Vol Mileage
7484	12/29/2017	PreferredOne Insurance Company	23,783.19	PCH 44832
7485	12/29/2017	Standard Insurance Company	1,075.35	Life, AD&D, LTD
7486	12/29/2017	Diversified Resource Management	1,800.00	Jan Rent/Slayton
7487	12/29/2017	Broad Street Group, LLC	3,808.00	Jan Rent/Mankato
7488	12/29/2017	Giebink Design, Inc.	5,975.00	Pass Thru Contractor
7489	12/29/2017	Purple Passion Passiflora Consultin	200.00	Pass Thru Contractor
7490	12/29/2017	Jeffrey Erickson	4,650.00	Pass Thru Contractor
7491	12/29/2017	Metropolitan Area Agency on Agin	2,253.41	Pass Thru Contractor
7492	12/29/2017	The Circle Corporation	1,215.00	Pass Thru Contractor
7493	12/29/2017	Multimedia Holding Company	6,328.29	Pass Thru Contractor
7494	12/29/2017	Multimedia Holding Company	8,700.00	Pass Thru Contractor
7495	12/29/2017	Minnesota HomeCare Association	6,000.00	Pass Thru Contractor
7496	12/29/2017	Gnada Consulting LLC	8,820.98	Pass Thru Contractor
7497	12/29/2017	Oh My Word Productions, LLC	3,506.50	Pass Thru Contractor
7498	12/29/2017	Diana Pierce Productions	1,500.00	Pass Thru Contractor

**Check Total**

**122,655.69**



**TREASURER'S REPORT**  
**January 31, 2018**

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CASH BALANCE DECEMBER 31, 2017	870,407.12
TOTAL CASH RECEIPTS	301,096.15
ACCOUNTS PAYABLE AND OTHER DISBURSEMENTS INCLUDING PAYROLL	(441,487.49)
CASH BALANCE JANUARY 31, 2018	<u><u>730,015.78</u></u>

MINNESOTA RIVER AREA AGENCY ON AGING, INC.  
 JANUARY 2018 CASH RECEIPTS  
 FY18

Description	Number	Element Number	Project Number	Trans (GL) Number	Amount
	CR#: 191		DATE: 01/04/18		4,944.00
Singing Hills Concert	429	117689	30345	40005	209.08
Singing Hills Concert - 10% Adm Fee	429	117686	30345	40005	20.92
REACH	430	117010	30346	40004	4,264.00
REACH - Adm	430	117015	30346	40004	400.00
Give to the Max Day	431	113010	30299	40527	50.00
<b>TOTALS</b>	<b>2149</b>	<b>582410</b>	<b>151681</b>	<b>200545</b>	<b>4,944.00</b>
	CR#: 192		DATE: 01/09/18		27,567.00
2017 Adm - Dec Adv	432	117126	30338	40010	19,867.00
2017 PDC - Dec Adv	432	117130	30339	40015	8,000.00
<b>TOTALS</b>	<b>864</b>	<b>234255</b>	<b>60677</b>	<b>80025</b>	<b>27,567.00</b>
	CR#: 193		DATE: 01/08/18		2,430.30
Souix Falls Veteran Directed - Case Management	433	110703	30098	41010	2,224.30
Souix Falls Veteran Directed - Adm	433	110702	30098	41010	206.00
<b>TOTALS</b>	<b>866</b>	<b>221405</b>	<b>60196</b>	<b>82020</b>	<b>2,430.30</b>
	CR#: 194		DATE: 01/18/18		208,235.00
Outreach and Awareness FY18	434	118040	30358	40105	109,706.00
Outreach and Awareness FY18	434	118040	30358	40094	61,486.00
Outreach and Awareness FY18	434	118040	30358	40090	22,467.00
Outreach and Awareness FY18 - 7% Adm	434	118041	30358	40105	8,257.00
Outreach and Awareness FY18 - 7% Adm	434	118041	30358	40094	4,628.00
Outreach and Awareness FY18 - 7% Adm	434	118041	30358	40090	1,691.00
<b>TOTALS</b>	<b>2604</b>	<b>708243</b>	<b>182148</b>	<b>240578</b>	<b>208,235.00</b>
	CR#: 195		DATE: 01/12/18		458.10
Souix Falls Veteran Directed - Case Management	435	110703	30098	41010	458.10
<b>TOTALS</b>	<b>435</b>	<b>110703</b>	<b>30098</b>	<b>41010</b>	<b>458.10</b>
	CR#: 196		DATE: 01/23/18		2,708.00
Mutual of America - Refund of Adm Fees	436	390003	39003	50530	2,708.00
<b>TOTALS</b>	<b>436</b>	<b>390003</b>	<b>39003</b>	<b>50530</b>	<b>2,708.00</b>
	CR#: 197		DATE: 01/24/18		4,526.00
Singing Hills Donation	437	117690	30345	40526	2,745.18
Singing Hills - 10% Adm Fee	438	117686	30345	40526	274.82
SFM Premium Audit Return Due	439	390003	39003	50603	761.00
Juniper SDO completer Reimbursement	440	118681	30359	40003	375.00
Act on Als Mankato/North Mankato Donation	441	117689	30345	40526	336.00
Act on Als Mankato/North Mankato - 10% Adm Fee	442	117686	30345	40526	34.00
<b>TOTALS</b>	<b>2637</b>	<b>979435</b>	<b>190742</b>	<b>252710</b>	<b>4,526.00</b>
	CR#: 198		DATE: 01/26/18		47,126.83
Outreach and Awareness FY18	443	118040	30358	40093	38,841.00
Outreach and Awareness FY18 - 7% Adm	443	118041	30358	40093	2,924.00
Souix Falls Veteran Directed - Case Management	444	110703	30098	41010	5,151.70
Souix Falls Veteran Directed - Adm	444	110702	30098	41010	210.13
<b>TOTALS</b>	<b>1774</b>	<b>457486</b>	<b>120912</b>	<b>162206</b>	<b>47,126.83</b>
	CR#: 199		DATE: 01/31/18		3,100.92
Souix Falls Veteran Directed - Case Management	445	110703	30098	41010	850.92
MRA Training Refund - PM	446	118309	30356	40003	925.00
MRA Training Refund - LG	446	118125	30360	40003	925.00
Singing Hills Donation	447	117690	30345	40526	364.00
Singing Hills - 10% Adm Fee	447	117686	30345	40526	36.00
<b>TOTALS</b>	<b>2231</b>	<b>582513</b>	<b>151504</b>	<b>202068</b>	<b>3,100.92</b>
<b>JANUARY 2018 TOTAL</b>	<b>13996</b>	<b>4266453</b>	<b>986961</b>	<b>1311692</b>	<b>301,096.15</b>

## Board Payment Listing

**Run Date:** 1/12/2018  
**Run Time:** 2:15:12 pm  
**Page 1 of 1**

Check#	Check Date	Vendor Name	Check Amount	Description
7501	01/12/2018	Donna Kurth	133.75	Vol Mileage
7502	01/12/2018	Julie Van Name	25.68	Vol Mileage
7503	01/12/2018	James Christopherson	27.82	Vol Mileage
7504	01/12/2018	Janet Hagen	104.86	Vol Mileage
7505	01/12/2018	Johnson Printing	11,402.64	Pass Thru Contractor
7506	01/12/2018	Tersteeg's	140.68	Bd Mtg Supplies
7507	01/12/2018	Austin Welling	200.00	Service Contract/Office Cleaning
7508	01/12/2018	Impact Group Software and Service	75.00	Contract Services
7509	01/12/2018	Signs in MN	41.61	Fiscal Agent Pass Thru
7510	01/12/2018	Gnada Consulting LLC	7,363.62	Pass Thru Contractor
7511	01/12/2018	Kimberly Madsen Consulting	303.94	MOB Fidelity
7512	01/12/2018	Mary Ann Boe	8,000.00	Fiscal Agent Pass Thru
7513	01/12/2018	Stratus Audio, Inc	94.76	Phone Interpreter
7514	01/12/2018	Shred-it USA LLC	75.45	Service Provider
7515	01/12/2018	GMS, Inc.	114.99	Annual Supp Maint
7516	01/12/2018	Wells Fargo	141.09	Wells Fargo/CC
7517	01/12/2018	Wells Fargo	398.00	Wells Fargo/KW
7518	01/12/2018	Wells Fargo	1,178.47	Wells Fargo/JP
7519	01/12/2018	Wells Fargo	150.00	Wells Fargo/LG
7520	01/12/2018	Wells Fargo	3,433.20	Wells Fargo/ES
<b>Check Total</b>			<b>33,405.56</b>	
<b>Report Total:</b>			<b>33,405.56</b>	

## Board Payment Listing

Run Date: 1/12/2018  
Run Time: 2:44:04 pm  
Page 1 of 1

Check#	Check Date	Vendor Name	Check Amount	Description
7521	01/12/2018	CompanyMileage.com, LLC	300.00	Service Provider
7522	01/12/2018	Metro Sales Inc.	377.00	Mankato Copier Lease
7523	01/12/2018	Thriveon	25.98	Supplies/Cables
7524	01/12/2018	Health Partners	1,387.40	Dental Premium
7525	01/12/2018	Benefit Extras, Inc.	605.25	Contract Services
7526	01/12/2018	Consolidated Communications of M	329.44	Internet/Directory Mankato
7527	01/12/2018	Wells Fargo	86.40	Wells Fargo/ES
		<b>Check Total</b>	<u>3,111.47</u>	
		<b>Report Total:</b>	<u>3,111.47</u>	

## Board Payment Listing

**Run Date:** 1/19/2018  
**Run Time:** 1:39:39 pm  
**Page 1 of 1**

<b>Check#</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Check Amount</b>	<b>Description</b>
7528	01/19/2018	Kristin Ziemke	360.00	Fiscal Agent Pass Thru
7529	01/19/2018	Sandi Lubrant	300.00	Fiscal Agent Pass Thru
7530	01/19/2018	Consumer Directions Inc.	266.10	Pass Thru
7531	01/19/2018	Southwestern Center for Independe	384.00	Pass Thru
7532	01/19/2018	MRCI	2,032.30	Pass Thru
7533	01/19/2018	Ecumen	47.69	RTC Exp Presentation
7534	01/19/2018	Pier B Holding, LLC	13,873.08	Pass Thru
7535	01/19/2018	Century College	5,000.00	Pass Thru
7536	01/19/2018	Grand Arbor	206.00	Pass Thru
7537	01/19/2018	Multimedia Holding Company	16,031.89	Pass Thru
7538	01/19/2018	Allegra	13,126.30	Pass Thru
7539	01/19/2018	Lands End Business Outfitters	1,589.27	Pass Thru
7540	01/19/2018	Lands End Business Outfitters	43.95	Pass Thru
7541	01/19/2018	Oh My Word Productions, LLC	2,108.00	Pass Thru
7542	01/19/2018	Gnada Consulting LLC	6,660.00	Pass Thru
7543	01/19/2018	Image Generation, LLC	15,944.00	Pass Thru
<b>Check Total</b>			<u><u>77,972.58</u></u>	
<b>Report Total:</b>			<u><u>77,972.58</u></u>	



## Board Payment Listing

Run Date: 1/19/2018  
Run Time: 1:51:28 pm  
Page 1 of 1

Check#	Check Date	Vendor Name	Check Amount	Description
7544	01/19/2018	Shine-Way Janitorial Service	458.66	Carpet Cleaning Service
7545	01/19/2018	Minnesota Social Service Associat	475.00	Pass Thru
7546	01/19/2018	The Circle Corporation	1,215.00	Pass Thru
7547	01/19/2018	LeadingAge Minnesota	300.00	Pass Thru
7548	01/19/2018	Janet Hagen	23.98	Vol Mileage
7549	01/19/2018	United States Postal Service	200.00	Slayton Acct Dep/ BRM 950
7550	01/19/2018	Minnesota Elder Justice Center	2,000.00	Pass Thru
		<b>Check Total</b>	<u>4,672.64</u>	
		<b>Report Total:</b>	<u>4,672.64</u>	

## Board Payment Listing

Run Date: 1/26/2018  
Run Time: 1:07:56 pm  
Page 1 of 1

<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
7544	01/19/2018	Shine-Way Janitorial Service	458.66	Carpet Cleaning Service
7545	01/19/2018	Minnesota Social Service Associat	475.00	Pass Thru
7546	01/19/2018	The Circle Corporation	1,215.00	Pass Thru
7547	01/19/2018	LeadingAge Minnesota	300.00	Pass Thru
7548	01/19/2018	Janet Hagen	23.98	Vol Mileage
7549	01/19/2018	United States Postal Service	200.00	Slayton Acct Dep/ BRM 950
7550	01/19/2018	Minnesota Elder Justice Center	2,000.00	Pass Thru
		<b>Check Total</b>	<u>4,672.64</u>	
		<b>Report Total:</b>	<u>4,672.64</u>	

## Board Payment Listing

Run Date: 1/26/2018  
Run Time: 1:08:10 pm  
Page 1 of 1

<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
7528	01/19/2018	Kristin Ziemke	360.00	Fiscal Agent Pass Thru
7529	01/19/2018	Sandi Lubrant	300.00	Fiscal Agent Pass Thru
7530	01/19/2018	Consumer Directions Inc.	266.10	Pass Thru
7531	01/19/2018	Southwestern Center for Independe	384.00	Pass Thru
7532	01/19/2018	MRCI	2,032.30	Pass Thru
7533	01/19/2018	Ecumen	47.69	RTC Exp Presentation
7534	01/19/2018	Pier B Holding, LLC	13,873.08	Pass Thru
7535	01/19/2018	Century College	5,000.00	Pass Thru
7536	01/19/2018	Grand Arbor	206.00	Pass Thru
7537	01/19/2018	Multimedia Holding Company	16,031.89	Pass Thru
7538	01/19/2018	Allegra	13,126.30	Pass Thru
7539	01/19/2018	Lands End Business Outfitters	1,589.27	Pass Thru
7540	01/19/2018	Lands End Business Outfitters	43.95	Pass Thru
7541	01/19/2018	Oh My Word Productions, LLC	2,108.00	Pass Thru
7542	01/19/2018	Gnada Consulting LLC	6,660.00	Pass Thru
7543	01/19/2018	Image Generation, LLC	15,944.00	Pass Thru
		<b>Check Total</b>	<u><u>77,972.58</u></u>	
		<b>Report Total:</b>	<u><u>77,972.58</u></u>	

# Board Payment Listing

Run Date: 1/26/2018  
Run Time: 2:58:26 pm  
Page 1 of 1

Check#	Check Date	Vendor Name	Check Amount	Description
7572	01/26/2018	Oh My Word Productions, LLC	1,054.00	Pass Thru Contractor
		<b>Check Total</b>	<u>1,054.00</u>	
		<b>Report Total:</b>	<u>1,054.00</u>	

## February MNRAAA Senior LinkAge Line® Update

Even though Medicare Open Enrollment has ended, staff continue to be very busy on the phone, some of which is due to the Return to Community Expansion work. We are still struggling a bit to balance the outreach while still maintaining staffing on the phones. It is a work in progress. We established an outreach protocol that is working well. Kelly is including all staff on press releases so that all are aware of upcoming events.

Community Living Specialists (CLS) staff have been very busy. The number of people they are required to see has increased dramatically with the new protocols. We are fortunate to now have Becca Shanafelt and Bridget Schwebach on our team. We are looking forward to Rhonda Anderson making the transition to supervisor. She will take one month to fully move over to this position. She will be training first as a CLS and then as a supervisor. It will take several months before she is fully onboard.

Laura Thomas has been working on some minority outreach efforts. She will be starting a Spanish language MinnesotaHelp™ Network Site in Willmar. It will be the first Thursday of each month (beginning in March) from 5:00 PM to 7:00 PM at the Willmar Community Center. She is also working on translating some of our materials in Spanish and we are having some outreach materials translated into Somali as well. She is working with the African community in Willmar and busy recruiting some minority volunteers.

Sarah Reiman is working on getting monthly Senior Surf Day classes started in Willmar, Mankato and Slayton. These will be taught by volunteers. She is also arranging for our volunteers to do health care and consumer fraud presentations at the dining sites. In the past, our quarterly volunteer trainings were held regionally. This year we are bringing together all the volunteers in Redwood Falls for quarterly trainings. We think this will help them to feel more like a cohesive group and cut down on staff time to attend 12 trainings per year.

In case you are not aware, the data manager for [www.minnesotahelp.info](http://www.minnesotahelp.info) does updates every six months and at that time checks the licenses of providers. However, if you know of a service that is new or has left send Robin Thompson an e-mail ([rthompson@mnraaa.org](mailto:rthompson@mnraaa.org)) and she will take it from there. We have a way of reporting it on your end to the data manager, who would then do some investigation. Senior LinkAge Line® staff are currently working on some data integrity projects for the site as well. We are given projects by MBA several times a year. It is our responsibility to make sure the data is accurate.

We are going to be making some changes on how we handle marketing materials. Erica will be taking the lead on getting a system in place. She will do the following:

- Develop an inventory document.
- Work with Candice and Judy to get an up-to-date inventory.
- Develop protocols for:
  - handling materials when they arrive
  - updating the inventory list with new materials
  - ordering materials
  - spot checking the inventory for low quantities

Here are a few things coming up with the Senior LinkAge Line™ in February:

- Monthly two-part Medicare classes in Willmar, Mankato and Slayton.
- Medicare 101 presentation in Benson on 2/7.
- A Senior Surf Day in St. Peter on 2/7.
- Monthly MinnesotaHelp™ Network sites throughout the region.

Administrative Office  
201 N. Broad St., Suite 102  
Mankato, MN 56001



Slayton Office  
1939 Engebretson Ave.  
Slayton, MN 56172

MINNESOTA RIVER  
Area Agency on Aging®

Application for Board of Directors

Name: Alysia Bolstad

Address: 50 Birch Street West City: Trimont

County: Martin Zip: 56176

Phone Number: 507.429.6383 Email: alysiabolstad@gmail.com

Place of Employment (if any): Temperance Lake Ridge Position: Assistant Director

Employer Address: 410 Fox Lake Ave Sherburn, MN Phone Number: 507.764.4977

If Retired, Former Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Are you 60 or over? Yes  No

(A majority of board members must be age 60 or older.)

1. Describe your paid or volunteer experience related to services for:

A. older adults

I am the Assisted Director at Temperance Lake Ridge which is an Assisted Living for the Senior Community. I have been working with the seniors here for 7.5 years. I also spent time as a child volunteering in the nursing home my great grandfather lived in, playing games and singing for the residents.

B. family caregivers

I have assisted in caring for family members after surgeries and with giving rides to and from appointments.

C. Members of diverse communities

With my years at Temperance, I have assisted with many diverse activities in the local area. We regularly volunteer time to the local elementary school as well as assisting with different fundraising events to better our community. Some fundraisers I have helped with include: building a new play ground, raising money for the beautification of the city of Sherburn and raising funds for the local Santas workshop. ■

2. Describe your current or past involvement in other civic, professional or volunteer activities.

I am apart of the Sherburn Civic and Commerce as well as the Fairmont Chamber.

Ph: 507.387.1256 | Fx: 507.387.6223 | www.mnraaa.org |



Board Area: Slayton, Mankato, Sherburn, Fairmont, Elk River, Coon Rapids, Johnson, Kasson, Le Sueur, Park Rapids, Lincoln, Lyle, Martin, Mound, Newburg, Nicollet, Osakis, Roseau, St. Cloud, St. James, St. Joseph, Sherburn, Slayton, Wadena, Watonwan and Young Minnesota Counties

3. Describe your leadership experience, including service in the nonprofit sector.

I have assisted with several fundraisers for nonprofit organizations and I have given presentations for nonprofit organizations. I have help with organizing and planning different local events including our Santas workshop, Car Shows, 5K/10K runs and family/community picnics.

4. Why are you interested in serving on the Minnesota River Area Agency on Aging®, Inc., Board?

I am passionate with the work I do with the aging population and I see the lack in resources available to our older population. In my work, I have has seen absence of availability to affordable rides to appointments as well as meals available for those in their homes. I have also seen the lack of mental health available in rural communities and I am very interested in helping to find ways to bridge the gaps in these services and many more.

5. Areas of interest or concern you have regarding older adults, family caregivers and/or other aging issues.

I am interested in helping to improve access to health care for seniors in rural communities, as well as bring awareness and education to the members of the communities in which our seniors live.

**Personal References:**

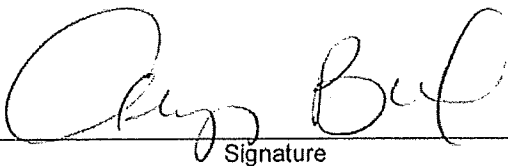
Name: Lisa Lange Phone Number: 507.236.0025

Relationship: Executive Director at Temperance, Employer

Name: Brad Hughes Phone Number: 507.764.4491

Relationship: Sherburn City Administrator

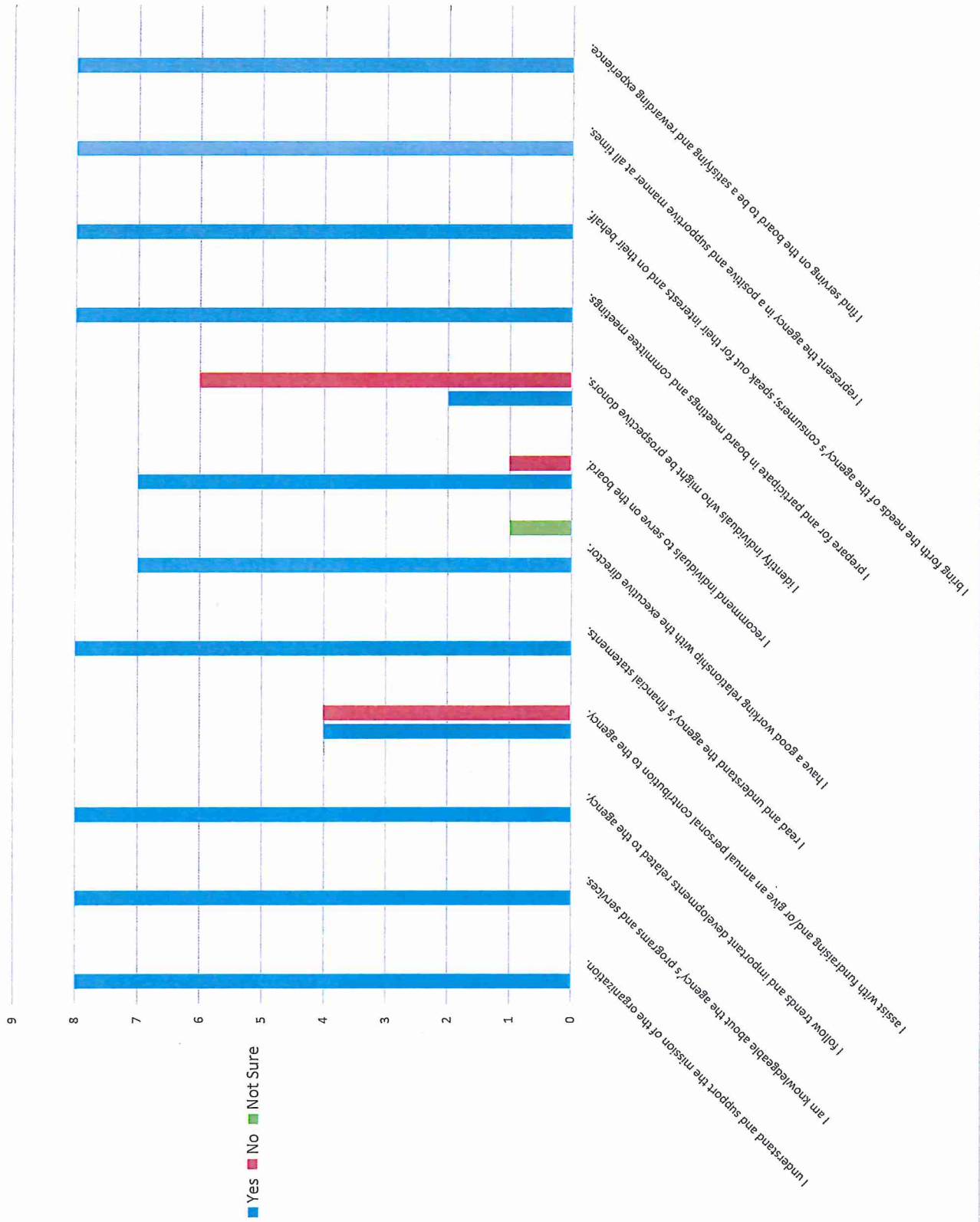
**Additional Comments:**

  
Signature \_\_\_\_\_ Date 1-19- \_\_\_\_\_

Please submit a brief biography or resume with this application to:  
Erica Schott, Office Manager  
Minnesota River Area Agency on Aging  
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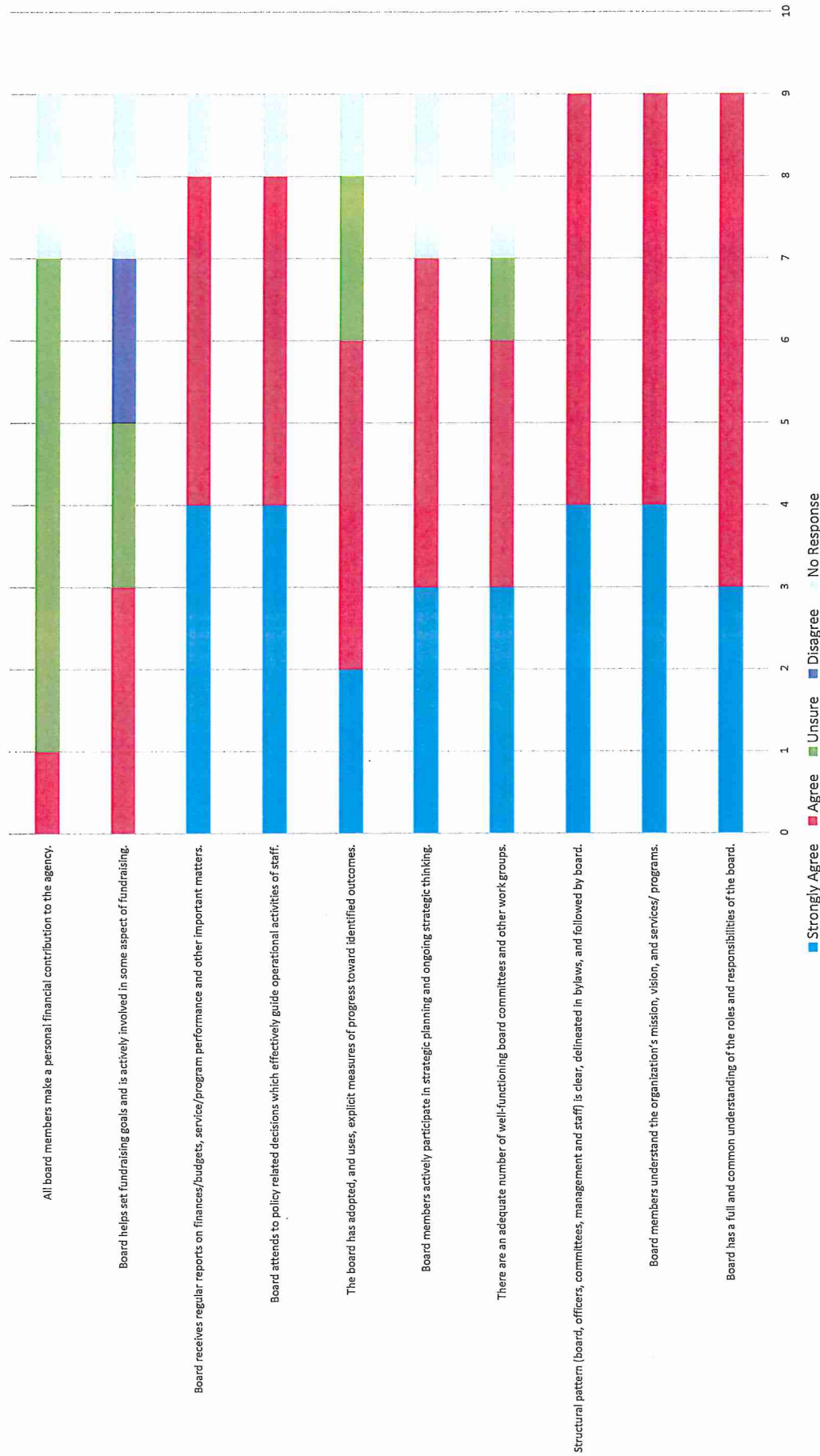
### Individual Board Member Self-Evaluation





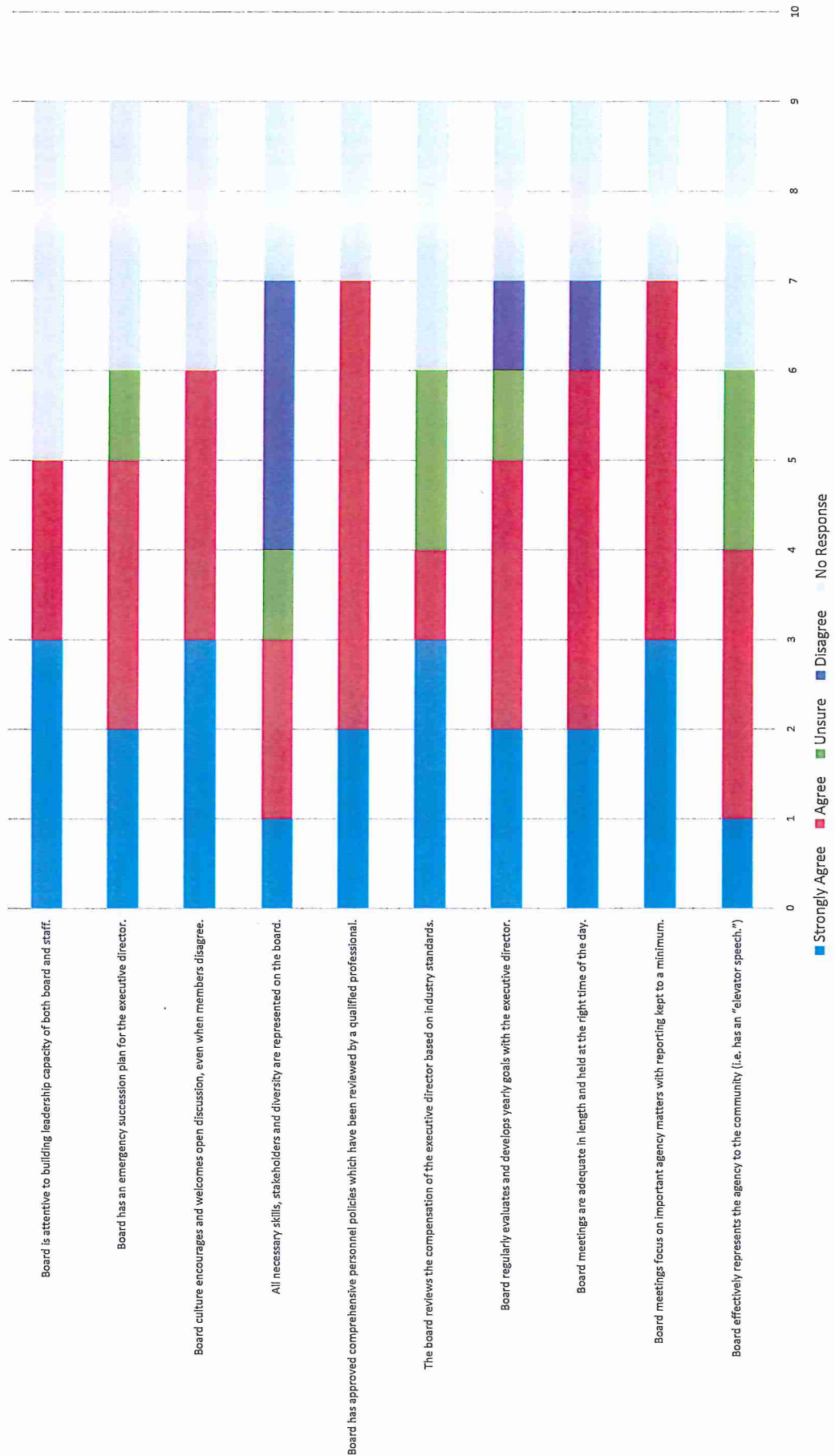
## Board of Directors' Assessment

Questions 1-10



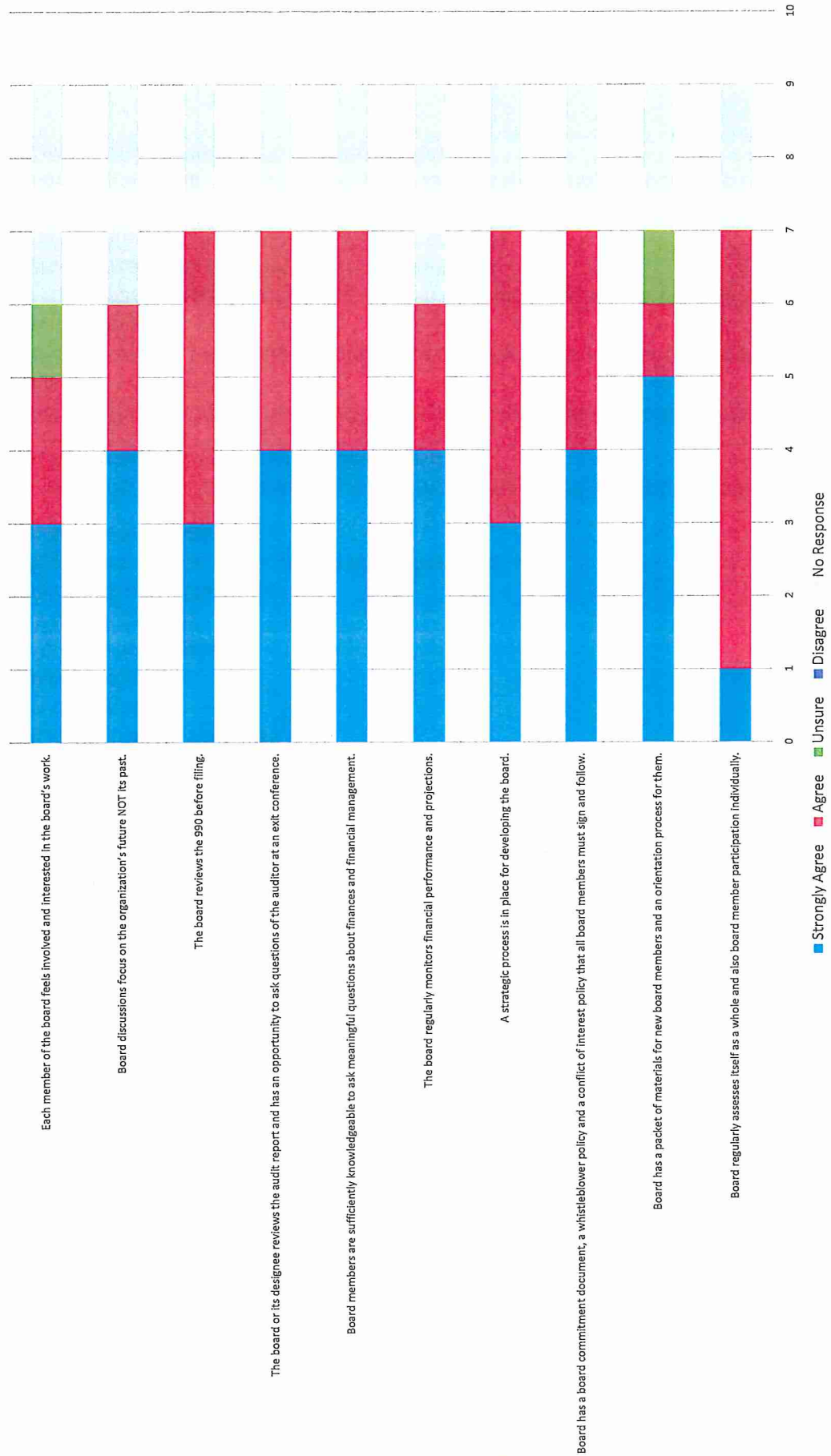
## Board of Directors' Assessment

Questions 11-20



## Board of Directors' Assessment

Questions 21-30



**Board of Directors' Assessment**

**Open-Ended Responses**

**What would make you a more engaged board member?**

- I am as engaged as I can be within my operating parameters.
- Continuing to use mission moments to further inform members of the diverse ways the mission is being met.
- Not sure.
- Nothing needed.
- 4 reported – no response.

**List the three to five issues you believe the board should focus on in the next year?**

- 4 reported – fundraising.
- 2 reported – increasing board member ethnic diversity.
- 2 reported – succession planning (for senior staff).
- 2 reported - increasing board representation from across service area.
- Increasing participation with over 60 population on the board.
- Relationships with local government.
- Relationships with service providers.
- Solve the diversity issue.
- Working more closely with staff.
- Nutrition programs.
- Developing goals.
- Grants to develop programs.
- Program development.
- Interface board with volunteers.
- Backfilling direct service funding cuts with other funds.
- Develop advisory committees.

**In three years, what do you believe is the single most important impact the agency should have in its twenty-seven county service area?**

- Preparation of the population for changing long term care industry and increased longevity.
- Assist to develop new programs in underserved areas with successful diversity programs continuing.
- Helping rural areas close the gaps in the services that they are able to provide.
- More senior citizens served within their communities.
- Secure adequate funding for MNRAAA's fine services.
- Funding.
- I anticipate difficulty with federal and then state funding. It may be useful to have a preconceived plan in place before it hits the fan.

**Proposed Changes to MNRAAA Bylaws  
1.12.18**

**Mission Statement**

- Change: This section was updated to include the new mission statement developed during the 2017 strategic planning process.

**Article III. – Membership (3)**

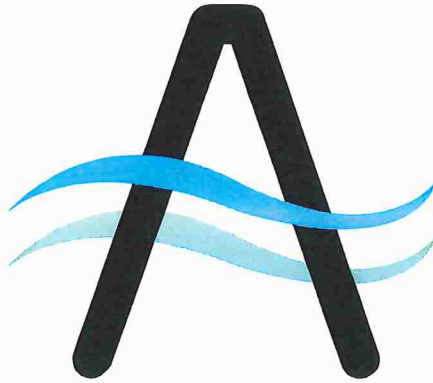
- Change: This section was deleted. See Article V. – Planning Committee.

**Article V. – Finance Committee**

- Change: Additional detail was added regarding the responsibilities of the committee.

**Article V. – Planning Committee**

- Change: The membership requirement for board representation on the committee was changed from “a minimum of one *officer*” to “a minimum of one *member*”.
- Rationale: It is the responsibility of this committee to review Title III funding proposals. Typically, this is a two-day process. It may not always be possible for any of the board officers to devote two days to this process. Changing it to “member” broadens the pool of possible committee membership.
- Change: The Planning Committee will assume the role of the advisory committee, required under the Older Americans Act. It will no longer be a role of the board.
- Rationale: This will result in the elimination of the requirement that 50% or more of board members be age 60+. This will widen the pool of board candidates.



MINNESOTA RIVER  
Area Agency on Aging®

APPROVED **XXXX**

**BYLAWS**

## PREAMBLE

The Minnesota River Area Agency on Aging®, Inc. (MNRAAA) Board of Directors (board) adopts these bylaws for the purpose of self-regulation and the regulation of those committees, officers, and members established by, and responsible to it.

MNRAAA is the designated Area Agency on Aging for the twenty-seven counties in southwest Minnesota. Area Agencies on Aging were established under the Older Americans Act (OAA) in 1973 to respond to the needs, concerns and issues of Americans aged 60 and over. Minnesota's area agencies on aging are designated by the Minnesota Board on Aging (MBA) to provide four critical functions: OAA funding administration, community planning and service development, information and assistance and advocacy.

## MISSION STATEMENT

**The Minnesota River Area Agency on Aging provides advocacy, information, resources, and assistance so that older adults can maintain the lifestyle of their choice.** MNRAAA is the gateway to resources for older adults, caregivers and service providers in the twenty-seven counties of southwest Minnesota.

## DEFINITIONS

1. Act: The Minnesota Non-Profit Corporation Act, codified at Minn. Stat. 317A, as amended.
2. Quorum: A majority of the voting members of the board.
3. Super-Majority: A super-majority shall be made up of at least two-thirds (2/3) of the total membership.
4. SW PSA: Southwest Planning and Service Area as designated by MBA.

## **ARTICLE I. JURISDICTION**

- A. MNRAAA is a 501(c)(3) organization established under the laws of the State of Minnesota governing the incorporation and operation of a nonprofit organization.
- B. The SW PSA, within which MNRAAA shall function, includes an area within the boundaries of the following counties in the State of Minnesota: Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Kandiyohi, Lac qui Parle, Le Sueur, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Swift, Waseca, Watonwan and Yellow Medicine.

## **ARTICLE II. PURPOSE AND POWERS**

- A. MNRAAA shall hold, exercise and discharge the powers and duties established by these bylaws for the establishment and continuation of area agency on aging functions in the SW PSA.
- B. MNRAAA's powers and duties shall be performed and carried out by the board and officers as authorized by these bylaws and any additional operating policies established by the board.

## **ARTICLE III. BOARD**

### **A. Powers and Duties:**

To administer funds and manage and deliver older adult and caregiver services under MNRAAA, the powers and duties of MNRAAA shall include, but not be limited to:

1. Creating and executing strategy;
2. Establishing policy;
3. Creating and executing fundraising plans for the organization;
4. Assuming responsibility for all monetary resources;
5. Hiring, firing and the evaluation of the executive director;
6. Providing an annual report of organizational health and services; and
7. Approving the annual Area Plan on Aging.

The board shall be non-political and non-sectarian.

### **B. Membership:**

1. There shall be between three (3) and twenty (20) members of the board.
2. The board shall establish a policy or policies that encourages a variety of interests and expertise of board membership including but not limited to distributed geographical, professional, and ethnic/racial diversity among its members.



- ~~3. It is the Board intent and desire to qualify as an "Advisory Council" under the Old Americans Act codified at 45 C.F.R. Part 1321. In accordance with the requirements of such Act, individuals age 60 and older must comprise 50 percent or more of the Board.~~
4. All board members must reside and/or be employed within the SW PSA.
5. Membership terms shall be as follows:
  - a. Terms shall begin on January 1 and end on December 31.
  - b. Members shall be appointed for a term of three (3) years, not to exceed more than two (2) consecutive terms.
  - c. The board shall establish a policy or policies ensuring that terms are designated in a manner guaranteeing that approximately one-third (1/3) of its members are appointed in each year.
7. When any member is absent from three (3) meetings per year, the chair shall, by letter, request that member's intent as to whether or not he/she wishes to remain a member of the board. If no reply is received within three (3) weeks, it shall be deemed a resignation upon board action.
8. If a member vacates his/her position before the end of his/her term, the vacancy shall be filled by the board and for the balance of the unexpired term. If the unexpired term is for more than eighteen (18) months, it shall be considered a full term for the purpose of determining the two (2) consecutive-term limit.

**C. Meetings:**

1. The annual meeting shall be held in the fourth quarter.
2. The executive director shall mail or e-mail notice of the time and place of the annual meeting to each member at least five (5) days prior to the date of the meeting. Notice e-mailed or deposited, postage prepaid, in the United States mail shall be deemed sufficient upon such deposit.
3. Along with the notice of the meeting, the executive director shall mail or e-mail to each member a tentative agenda of anticipated business items to be covered at the annual meeting. Business transacted at the annual meeting shall not be limited by the tentative agenda. Members may take up any business at the annual meeting that may properly be brought before MNRAAA, unless that business requires special notice, in which case, bylaws governing special notice must apply.

4. Regular Meetings:

- a. MNRAAA shall hold no less than four (4) regular meetings each calendar year on a quarterly basis. Quarterly meetings shall occur at a location established by the board. The executive director shall give notice of the time and place of a regular meeting at least five (5) days prior to the proposed date. Notice e-mailed or deposited, postage prepaid, in the United States mail, shall be deemed sufficient upon such deposit.
- b. Business at regular meetings need not be limited to those items listed on the agenda.

5. Special Meetings:

- a. A special meeting may be called for any purpose(s) at any time by the chair or at the request of a majority of the board.
- b. Persons entitled to call a special meeting shall make a request in writing and shall mail, e-mail or deliver it in person to the chair or to the executive director. It shall be the duty of the executive director to promptly give notice to all members that a meeting will be held at a time and place to be fixed by the executive director. This notice shall state the purpose or purposes of the meeting and shall fix the date of the special meeting not less than one (1) week after the receipt of the request by the chair or executive director.
- c. No business may be transacted at a special meeting except as has been described in the notice.
- d. Special meetings called by the chair may be conducted by teleconference or videoconference.

6. Emergency Meetings: Notwithstanding any provision in these bylaws or the Act to the contrary, an emergency meeting of the board may be called by the chair or executive director under unusual circumstances without submitting prior notice as elsewhere provided by these bylaws. Board action shall be permitted at an emergency meeting so long as a quorum is present.

7. Notice of Meetings:

- a. Meeting notice as discussed in these bylaws shall be mailed or e-mailed to members and any designated recipients of notices identified by members for the purpose of communication efficiency and effectiveness at least five (5) **days** prior to the meeting.
- b. The e-mail or mail shall be sent to the last known mailing or e-mail address as the member's address appears in the last available MNRAAA records.

- c. Whenever provisions of the Minnesota Statutes or these bylaws require notice to be given, it shall not be construed to mean personal notice. Notice emailed or deposited, postage prepaid, in the United States mail shall be deemed sufficient upon such deposit.

8. Electronic Communications:

- a. Communication among members by any means through which members can simultaneously hear each other may constitute a meeting, so long as the same notice is given ~~of the conference~~ as would be required for a meeting as described above, and if the number of members participating ~~in the conference~~ would be sufficient to constitute a quorum at a meeting.
- b. Participation in an audio meeting constitutes presence in person at the meeting.

9. Voting and Quorum:

- a. Members may vote in person at the meeting location or electronically.
- b. Electronic participation depends on the meeting location having electronic participation capacity.
- c. An affirmative vote of a majority of the members participating in the meeting shall be required before any action can be taken, provided a quorum is present at the time the vote is taken.

10. Conflict of Interest: See Attachment A.

- a. In order to avoid conflicts of interest, no persons may serve on the board if he/she receives a salary or wage under a grant awarded by the board.

11. Adjournments:

- a. Any meeting of the members may be adjourned from time to time upon a vote of a majority of the members present at the meeting.
- b. No other notice regarding resumption of an adjourned meeting shall be required other than by announcement at the meeting at which adjournment is taken.

12. Minutes:

- a. The secretary shall take minutes or cause them to be taken at all regular, and special **and emergency** meetings and distribute them when notice is given for the next meeting.

- b. The secretary and chair shall sign minutes and any corrections to them, when duly adopted by the board. The minutes of the meeting shall not be deemed correct until adopted at a regular or special meeting of the board.

13. Conduct of Meetings:

- a. Meetings shall proceed under "Robert's Rules of Order" or any other rules of order as may later be approved and adopted by a super-majority of the board.

14. Removal of Board Members:

- a. A member may be removed at any time, with or without cause, by a super-majority vote of the members of the board.

15. Appeal of Removal:

- a. A member may appeal his/her removal. Intent to appeal must be submitted in writing, to the chair, or vice-chair in instances of removal of the chair, within ten (10) days after removal by the board.
- b. The current board shall hear the appeal at its next regular meeting. The decision by the board regarding the appeal shall be final.

**ARTICLE IV.  
OFFICERS**

- A. The officers of MNRAAA shall be a chair, vice-chair, secretary and treasurer. All officers must be voting members of the board. The same member may not hold multiple offices simultaneously.

**1. Chair:**

- i. The board shall elect a chair from its membership at its annual meeting. The chair shall assume his/her duties on January 1.
- ii. The chair shall be responsible for carrying out the policy decisions of MNRAAA and shall see that all resolutions of MNRAAA are carried into effect, and shall have an integral role in the hiring process of the executive director.
- iii. The chair shall execute all contracts or instruments of MNRAAA above \$10,000 and shall have the powers and duties vested in the chair established by the board. In special circumstances, the board may empower the executive director or finance director, through board action that is recorded in the minutes, the ability to execute sub-contracts, purchase orders and/or payment requests above \$10,000 for specific contracts designated by the board.

## 2. Vice-Chair:

- i. The board shall elect a vice-chair from its membership at its annual meeting. The vice-chair shall assume his/her duties on January 1.
- ii. In the absence of the chair at any meeting, the vice-chair shall preside. If both the chair and vice-chair are not in attendance at a regular, or special or emergency meeting, a temporary chair shall be chosen from among those members present at the meeting.
- iii. If at any time the chair is unavailable, the vice-chair may execute all contracts or instruments of MNRAAA.

## 3. Secretary:

- i. The board shall elect a secretary from its membership at its annual meeting. The secretary shall assume his/her duties on January 1.
- ii. The secretary shall take the minutes or cause them to be taken at all regular, and special and emergency meetings. Official signed minutes shall be maintained at the administrative office. The executive director and secretary shall share custody of and provide for the safekeeping of all board meeting minutes.

## 4. Treasurer:

- i. The board shall elect a treasurer from its membership at its annual meeting. The treasurer shall assume his/her duties on January 1.
- ii. The treasurer shall oversee the management and reporting of finances.

## B. Removal of Officers:

1. An officer may be removed at any time, with or without cause, by a super-majority vote of the members of the board.
2. In the event of an officer's removal, the board shall replace him/her within ninety days (90) after the disposition of any appeal.

## C. Appeal of Removal:

1. An officer may appeal his/her removal. Intent to appeal must be submitted in writing to the chair, or to the vice-chair in instances of the removal of the chair, within ten (10) days after removal by the board.

2. The board shall hear the appeal at its next regular meeting. The decision by the board regarding the appeal shall be final.

D. **Vacancies:** In the event an office becomes vacant prior to the expiration of a member's term, the board shall elect a replacement at its next regular meeting.

## **ARTICLE V. COMMITTEES**

A. The board may establish as many committees as necessary to carry out its duties and responsibilities.

1. **Executive Committee:**

- i. The executive committee shall be comprised of the chair, vice-chair, secretary and treasurer. The executive director shall serve as staff to the committee.
- ii. The executive committee shall serve as a sounding board for management on emerging issues, problems and initiatives.
- iii. The executive committee shall have all the powers and authority of the board in the intervals between meetings of the board, except the power to: amend the Articles of Incorporation; amend the bylaws; amend the Area Plan; remove a board member from a committee or the board; hire, discipline or fire the executive director. The executive committee is subject to the direction and control of the full board and must report to the board at the next board meeting on any official actions it has taken.

2. **Finance Committee:** The chair shall annually appoint a finance committee which shall include the treasurer and at least two (2) other board members. The finance director and executive director shall serve as staff to the committee. The committee may include non-board members whose experience in accounting, finance or business may assist the committee and the board in the performance of their financial oversight responsibilities. The treasurer shall chair the committee. **The committee shall make recommendations regarding financial policies and procedures for financial operations and on an annual basis, budgets, staff salaries and staff benefits.**

3. **Audit Committee:** The chair, with approval from the board, shall annually appoint an audit committee consisting of one (1) board member (not a member of the finance committee) and no fewer than three (3) non-board members. The finance director shall serve as staff to the committee. The committee is not a policy-making body. It maintains lines of communication with management and the independent auditor.

4. **Nominating and Governance Committee:** The chair shall annually appoint members to the nominating and governance committee. It shall include a maximum of five (5) board members, including a minimum of one officer of the board. The executive director and finance director shall serve as staff to the committee. The committee shall be responsible for matters related to board membership and human resources.

5. **Planning Committee:** The chair shall annually appoint members to the planning committee. It shall include a minimum of one ~~member~~ officer of the board and up to 8 non-board members, approved by the board. The executive director shall serve as staff to the committee and may ask other staff to participate, based on the subject matter of a committee meeting. **The planning committee shall serve as the advisory committee under the Older Americans Act codified at 45 C.F.R. Part 1321. In accordance with the requirements the Older Americans Act, individuals 60 and older must comprise 50 percent or more of the committee** ~~This Committee is~~ **As** an advisory committee, and it is subject to the control and direction of the board. The board shall have the sole authority and discretion to decide whether it will act on any advice provided to it by the committee. A key duty of the committee is providing consultation and recommendations to the board regarding the distribution/award of Federal Older Americans Act, state nutrition and other related funding that MNRAAA typically awards to direct service providers.

B. **Membership of Other Committees:** The members of any other committee established by the board need not be made up entirely of members of the board, so long as at least one (1) member serves on each committee.

C. **Committee Reports:** Each committee shall provide a written report to the board at the annual meeting, unless the board requests written reports more frequently.

D. **Removal of Committee Members:**

1. A committee member may be removed at any time, with or without cause, by a super-majority vote of the members of the board.
2. In the event of a committee member's removal, the board shall replace him/her after the disposition of any appeal.

E. **Appeal of Removal:**

1. A committee member may appeal his/her removal. Intent to appeal must be submitted in writing to the chair within ten (10) days after removal by the board.
2. The board shall hear the appeal at its next regular meeting. The decision by the board regarding the appeal shall be final.

**ARTICLE VI.  
ADMINISTRATION**

A. **Annual Reports:**

1. The executive director along with other appropriate staff shall prepare an annual report of organizational health and services for the previous year.
2. The report shall be presented to the board at the first meeting of each calendar year.

B. **Insurance:**

MNRAAA shall carry general liability insurance and other such insurance as is necessary to protect MNRAAA from exposure to liability.

**ARTICLE VII.  
FISCAL MATTERS**

- A. **Fiscal Year:** The fiscal year of MNRAAA shall be from January 1 to December 31.
- B. **Bonding:**
  - 1. All members and contractors of MNRAAA who handle funds of MNRAAA or who are custodians of property shall be bonded.
  - 2. Proof of bonding shall be provided at least annually.
- C. **Financial Audit:** The board shall ensure that a financial audit is conducted annually in accordance with Generally Accepted Accounting Principles of the United States.
- D. **Policies and Procedures:** See Financial Policies and Procedures.

**ARTICLE VIII.  
AMENDMENT OF BYLAWS**

- A. **Majority Vote:**
  - 1. The board may amend these bylaws by a majority vote at any of its regular or special meetings, provided that written versions of the proposed amendments are provided to each member thirty (30) days in advance of the meeting, the meeting notice states a summary of the proposed amendment(s), and indicates that the amendment will be voted on at the meeting.
  - 2. Within thirty (30) days after adoption of the amendment, revised bylaws shall be provided to all current members.

**ARTICLE IX.  
CONFLICT WITH STATE OR FEDERAL LAW**

Where MNRAAA bylaws or policies are in conflict with changes in state or federal laws, the state or federal laws will prevail and supersede the MNRAAA bylaws or policies. The board will promptly amend the bylaws to reflect the changes in state or federal laws.

Effective Date: \_\_\_\_\_, 2018

\_\_\_\_\_, Secretary



## **Board Policy Manual Proposed Major Changes 1.29.18**

### **2.13 Legal services agreement**

**Change:** This section stated: "A written agreement for legal services shall be executed between the chair of the board and legal counsel before any work is performed or fees incurred. If there is an ongoing relationship between counsel and MNRAAA, the written agreement may authorize appropriate persons (executive director, board chair) to serve as the ongoing contact for legal services, and authorize those persons to direct the day-to-day decisions about use of legal counsel. Authority to initiate a lawsuit or to increase fees for legal services beyond the budgeted amount will be at the discretion of the board. Authority to settle a lawsuit or terminate a lawsuit will be at the discretion of the board."

This section was deleted. The last 2 sentences of this section were added to section 2.12 which states: "The board will designate legal counsel to serve the needs of MNRAAA. The board will also define contract terms, specific matters to be handled by the appointed counsel, and, whenever possible, the fees to be paid for retainer or actual casework. Legal counsel may be requested to attend board meetings by request of a majority of the board members or at the mutual agreement of the board chair and the executive director. The designated legal council will be reviewed as needed."

- **Rationale:** When legal counsel is needed, there is insufficient time to develop and execute a written agreement prior to the performance of work or incurring fees by legal counsel.

### **2.15 Maintaining ethical credibility**

- **Change:** "Board members will adopt formally, by motion, any rules, regulations, policies and budgets" was edited by adding "Area Plan" before "budgets".
- **Rationale:** MNRAAA has 17 separate budgets due to having multiple funding streams. The Area Plan budget is the framework or basis for all MNRAAA budgets.

### **2.27 Reimbursement of expenses**

- **Change:** Language was added that addresses mileage reimbursement and taxable income.
- **Rationale:** To ensure board members are aware of allowable mileage reimbursement amounts before they become taxable income.

### **2.36 Board member orientation and development**

- **Change:** 30 days was changed to 90 days.
- **Rationale:** Allows more time for scheduling the orientation.

### **3.6 Executive director performance evaluation**

- **Change:** The word "composite" was removed and instead "consensus" was used when referring to the evaluation.
- **Rationale:** Using a consensus process means there was general agreement on the evaluation, rather than simply averaging evaluation ratings.

- **Change:** Where the evaluation is filed was changed from “not kept in the personnel office” to “saved in the HK payroll system software”.
- **Rationale:** All staff evaluations are stored there. Only the executive director and finance director would have access to the evaluation. The finance director also fulfills the human resource functions of MNRAAA.

### 3.9 Executive director succession policy

- **Change:** This section was expanded to include additional details of the succession process. The sudden loss of the executive director was broken into short-term and long-term, unplanned absences.
- **Rationale:** The additional details will make it easier for board members and staff to implement the policy.

### 4.11 Executive session

- **Change:** This section was previously called “closed meetings”.
- **Rationale:** Executive sessions serve as closed meetings. They can also serve as a special meeting-within-a-meeting. They can be used to strengthen relationships and communication among board members and the executive director and provide an opportunity for board members to get to know and trust each other. Some non-profits have an executive session as part of every board meeting.

### 4.16 Public board meetings

- **Change:** Part of this section conflicted with 4.18. It stated “Visitors may ask for time on the board agenda if the request is made to the executive director at least three days in advance of the board meeting. The executive director and the board chair will determine if the request to be on the agenda is honored, and how much time will be allocated to the agenda item.” This part was deleted.
- **Rationale:** 4.18 includes information about the process a visitor must use to make comments at a board meeting.

### 4.18 Public forum

- **Change:** “Forum” was changed to “comment”.
- **Rationale:** Forum is defined as “a place used for debates”. “Comment”, is defined as “a remark expressing an opinion or reaction” and is a better description of the intended purpose of the time set aside to hear from the public.
- **Change:** Five minutes per person was added.
- **Rationale:** Adding the maximum of five minutes per person eliminates the possibility of one person commenting for fifteen minutes.

### 6.1 Chain of command

- **Change:** If a board member receives staff communication and it is regarding the executive director, said communication will be reported to the board chair.
- **Rationale:** The executive director should not be informed of complaints about her/his self. They should be relayed to the board chair.

## 8.5 Committee report form

- **Change:** Submittal of a written report was changed from being due after each meeting, to having a written annual report.
- **Rationale:** Minutes are required of all committee meetings. Requiring a written report is duplicative.

## 8.11 Executive committee

- **Change:** This section stated the executive committee "May be authorized by a super-majority of the board to act on the board's behalf from time to time." This was changed so that the executive committee's authorization was on-going.
- **Rationale:** The change was made to align with the board bylaws.

## 8.14 Nominating and governance committee

- **Change:** The following duties were moved to the finance committee's duties: 1) Review, on an annual basis, staff salaries; make a recommendation to the board regarding salary increases and 2) Review the benefits package; recommend changes to the board.
- **Rationale:** These duties are financial in nature.

## Appendix F

- **Change:** In addition to the executive director, grant and contract manager and board chair, the vice-chair was added as an authorized account signer. The Nominating and Governance Committee had discussed the possibility of including all officers as authorized signers. After discussions with MNRAAA's bank, the finance and executive directors believe this would be a cumbersome process to implement and maintain because of bank requirements.
- **Rationale:** Having the vice-chair as an authorized signer is a proactive measure for instances where the chair may become incapacitated.

# Priority Areas for Legislative Attention in 2018



## PROTECT VULNERABLE OLDER ADULTS

MNRAAA supports efforts to increase the protection and support of vulnerable older adults and urges lawmakers to make that protection a top priority during the 2018 legislative session.

Abuse, neglect and financial exploitation of vulnerable older adults occurs across Minnesota and not only in formal, licensed settings. National studies have shown almost 60% of reported abuse of older adults is by a family member.



## SUPPORT DIRECT CARE WORKERS

MNRAAA supports creative solutions that will increase the number of direct care workers needed to assist older adults.

The State Demographer and Economist estimate that by 2018, Minnesota will have approximately 50,000 to 60,000 openings for direct care workers to support people with disabilities and older adults. This workforce shortage is occurring while at the same time there is an increasing number of older adults who want to remain active and independent in their own communities.



## SUPPORT CAREGIVERS

MNRAAA supports efforts that address the needs of caregivers. Support is needed so that caregivers can continue supporting the growing number of older adults who require care to remain in their own homes and communities.

Family and friend caregivers, estimated at 585,000, are the foundation of Minnesota's long-term services and support system. They provide the majority of care needed for older adults to remain at home. This unpaid care is valued at \$7.86 billion a year and exceeds State Medical Assistance expenditures<sup>1</sup>. Working caregivers have unique challenges and often struggle to balance the competing demands of work, caregiving and family. The presence of a caregiver has been shown to improve medical compliance, reduce hospital readmissions, prevent or delay premature nursing home placement, and improve quality of life for older adults.



## SUPPORT RURAL TRANSPORTATION OPTIONS

MNRAAA supports efforts that will address the unique transportation needs of older adults in rural Minnesota. Locally-provided and affordable transportation will enable older adults

access to quality care, day-to-day necessities such as groceries, and activities that will reduce social isolation.

Access to medical and non-medical transportation is often limited or unavailable for older adults in rural Minnesota and door-to-door transportation is even more challenging to access. Transportation is a critical service and must be available for older adults to continue living in their own homes and communities.



## **DEVELOP AFFORDABLE HOUSING FOR OLDER ADULTS AND END OLDER ADULT HOMELESSNESS**

MNRAAA supports the development of a range of supportive and affordable housing options for the growing older adult population. This will help older adults remain in their community, receive the support they need and avoid homelessness.

Most older adults wish to remain in their own homes for as long as possible. A growing number of older adults will be living on fixed incomes of 30 to 80 percent of the area medium income of their neighborhoods. These individuals will face the dual challenge of not being able to afford the maintenance and accessibility modification costs associated with staying in their homes and not being able to find affordable rental housing in which they can receive services.<sup>2</sup>

According to the Wilder Research *Homeless in Minnesota Findings from the 2015 Minnesota Homeless Study*, adults age 55 and older who are homeless increased by 8 percent since 2012. However, the growth in the number of homeless older adults was similar to the growth of this age group in the overall Minnesota population. In general, issues facing the aging population exist for older adults who are homeless, but are magnified due to the difficult circumstances and conditions associated with being homeless. Forty-one percent of homeless adults are on a waiting list for subsidized housing, and another 14% are unable to access a wait list because it is closed.



## **MAINTAIN RURAL HEALTH CARE PROVIDERS**

MNRAAA supports efforts that will result in maintaining rural health care providers. This will make access to health care easier for older adults and help support the economic vitality of local communities.

Rural health care providers serve a disproportionately large number of residents who rely on public health care programs (Medicare, Medicaid and others). These programs often pay below cost and are increasingly reducing reimbursement. Despite progress toward more rural Minnesotans having health insurance, many still face unaffordable premiums, huge deductibles, narrow networks and other barriers to affordable care. This results in more uncompensated care costs impacting rural providers and facilities. Most hospitals in rural Minnesota operate in the red or with margins of less than five percent, making compliance with health care reform mandates, and investments in infrastructure more difficult or impossible to afford. Small hospitals, clinics and nursing homes continue experiencing significant financial stress.<sup>3</sup>



## MAINTAIN OLDER WORKERS

MNRAAA supports new approaches for maintaining older adults in the workforce to prevent intellectual and resource reduction for employers, while also supporting older workers' economic security.

By 2020, Minnesota will have more retirees than school age children, leading to a significantly lower labor force growth rate and an increased competition for workers.



## DEVELOP BORDER-TO-BORDER HIGH SPEED INTERNET

MNRAAA supports implementing legislation that will result in border-to-border high-speed internet across Minnesota so the availability of telemedicine, tele-mental health, tele-monitoring, tele-education and social interaction will expand across rural Minnesota.

Various factors account for why an older adult becomes socially isolated. Risk factors can include health problems, disability, loss of loved ones, living alone, reduced social networks, poverty, rural settings et. al.

Access to health care is challenging in parts of rural Minnesota. While about half of Minnesotans live in rural areas, only one-sixth of Minnesota's doctors practice in rural areas. In addition, healthcare workforce shortages are severe in rural areas and health care options are fewer and more widely dispersed.<sup>3</sup>

1. Valuing the Invaluable 2015 Update: Undeniable Progress, but Big Gaps Remain. AARP Public Policy Institute
2. 2017 Legislative Priorities, Minnesota Board on Aging
3. *The State of Minnesota Rural Health 2017 – Minnesota Rural Health Association*



Lutheran  
Social Service  
of Minnesota

February 2, 2018

Rhonda Hiller Fjeldberg, Contract Manager  
Minnesota River Area Agency on Aging  
P.O. Box 3367  
Mankato, MN 56002-3367

Dear Rhonda:

Lutheran Social Service Senior Nutrition Program (LSS) would like to request a change in service for the Henderson site.

The Henderson site offers congregating dining and home delivered meal services at Sibley Estates. Currently, we are serving only 6 meals a day in Henderson; about half congregating, half home delivered. Because of these low numbers, we would like to request a change in service to home delivered meals only, 5 days a week, with meals being brought in by our current caterer, Prairie House. All current regular congregating diners would meet eligibility for home delivered meals going forward and we will encourage all diners to participate in our home delivered meal service.

Pivot Table Information for Henderson congregating diners:

68% are moderate to high nutrition risk

79% are at 200% poverty or less

16% are dining 15 times or more a month

Age: 21% 60-74, 32% 75-84, 47% 85+

LSS would like to make this change effective March 1, 2018.

We appreciate your consideration for our request.

If you have any questions or need additional information, please let me know.

Sincerely,

*Andrea Lingl*

Andrea Lingl  
Statewide Program Director



Lutheran  
Social Service  
of Minnesota

February 2, 2018

Rhonda Hiller Fjeldberg, Contract Manager  
Minnesota River Area Agency on Aging  
P.O. Box 3367  
Mankato, MN 56002-3367

Dear Rhonda:

Lutheran Social Service Senior Nutrition Program (LSS) would like to request a change in service for the Franklin site.

The Franklin site offers home delivered meal services serving an average of 3 meals a day. Due to low numbers, we would like to request to this site close, however, continue to offer home delivered meals through our Fairfax site with delivery by our local caterer, Roadhouse Catering. This would bring no change for our diners.

LSS would like to make this change effective June 1, 2018.

We appreciate your consideration for our request.

If you have any questions or need additional information, please let me know.

Sincerely,

*Andrea Lingl*

Andrea Lingl  
Statewide Program Director





Lutheran  
Social Servi  
of Minnesota

February 2, 2018

Rhonda Hiller Fjeldberg, Contract Manager  
Minnesota River Area Agency on Aging  
P.O. Box 3367  
Mankato, MN 56002-3367

Dear Rhonda:

Lutheran Social Service Senior Nutrition Program (LSS) would like to request a change in service for the Eden Valley site.

The Eden Valley site offers congregate dining and home delivered meal services at Civic Center. Currently, we are serving only 11 meals a day, about half congregate and half home delivered. LSS would like to request the change in service to home delivered meals only, 5 days a week, with meals being brought in by our current caterer, West Central Industries. All current regular congregate diners would meet eligibility for home delivered meals going forward and we will encourage all diners to participate in our home delivered meal service.

Pivot Table Information for Henderson congregate diners:

80% are moderate to high nutrition risk

80% are at 200% poverty or less

23% are dining 15 times or more a month

Age: 27% 60-74, 43% 75-84, 30% 85+

LSS would like to make this change effective April 1, 2018.

We appreciate your consideration for our request.

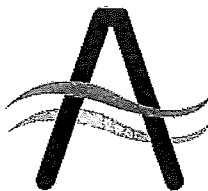
If you have any questions or need additional information, please let me know.

Sincerely,

*Andrea Lingl*

Andrea Lingl  
Statewide Program Director

Administrative Office  
201 N. Broad St., Suite 102  
Mankato, MN 56001



Slayton Office  
1939 Engebretson Ave.  
Slayton, MN 56172

MINNESOTA RIVER  
Area Agency on Aging®

January 10, 2018

On behalf of the MNRAAA Board of Directors, attached is your Total Compensation Statement for 2018. This includes your compensation (wages), benefits provided by MNRAAA and your portion of annual costs.

We hope you will find the Total Compensation Statement informative. If you have questions about the Statement, contact Joyce Prahm.

Please know the Board values your dedication and the work you do on behalf of older adults and caregivers.

Sincerely,

Robert Roesler, Chair

Enclosure



MINNESOTA RIVER  
Area Agency on Aging®

## Total Compensation Statement Benefits Summary

**Medical:** MNRAAA offers PreferredOne (PIC.6550) medical coverage for eligible employees and their dependents. **You are currently enrolled in Single.**

**Dental:** MNRAAA offers dental coverage for eligible employees and their dependents. **You are currently enrolled in Single.**

**HSA:** MNRAAA provides a health savings account for employees enrolled in the PreferredOne medical plan. Employees can use money in this account for tax-free reimbursement of health care expenses. For 2018, you have set aside **\$1,200**.

**FSA:** MNRAAA offers health care and dependent care flexible spending accounts (FSA) so that employees can set aside pre-tax dollars for qualified medical and/or childcare expenses. For 2018, you have set aside **\$0** for health care and **\$5,000** for dependent care.

**Life and AD&D:** MNRAAA provides basic term life and accidental death/dismemberment (AD&D) insurance equal to 1 X Annual Earnings (up to max of \$100,000).

Employee-paid supplemental life insurance for employee, spouse & dependent children is also offered. Be sure to review and update your beneficiaries during open enrollment.

**Disability:** MNRAAA provides long-term disability (LTD) insurance coverage equal to 60% of base pay after 30 days of disability. MNRAAA pays the full cost of this coverage.

**PERA:** Eligible MNRAAA employees participate in Public Employees Retirement Association of Minnesota (PERA). MNRAAA pays 7.5% of an employee's salary. For 2018, you are required to match 6.5% of your salary.

**MNDPCP:** Eligible MNRAAA employees may participate in the Minnesota Deferred Compensation Plan (MNDPCP). For 2018, you have enrolled for **\$390** annually.

**Paid Time Off:** The dollar values shown assumes that you use your entire annual accruals.

**Legally required:** MNRAAA and each employee share the cost of Social Security and Medicare, when applicable.

**Other Benefits:** MNRAAA also offers a number of other benefits, such as paid jury and witness duty leave, bereavement leave, and an employee assistance program.

Benefit Plan	Annual Cost	
	Your Portion	MNRAAA Portion
Medical	\$1,200	\$5,368
Dental	\$129	\$309
Life and AD&D		\$121
Disability		\$321
Retirement	\$3,603	\$3,708
Legally Required	\$3,680	\$3,680
<b>Total Cost</b>		

Benefit	Days	Dollar Value
Vacation	15	\$2,850
Holidays	10	\$1,900
Volunteerism	1	\$190
Sick Leave	12	\$2,280
<b>Total Value of Paid Time Off</b>		

Annual Value of Your Total Compensation from MNRAAA	
Compensation	\$49,440
Medical, Dental, Life, AD&D, Disability, Retirement	\$9,827
Legally Required	\$3,680
<b>Total Compensation</b>	<b>\$62,947</b>

**Important Information:** Please note that the information in this statement reflects an annualized estimate based on your pay and benefit plan elections as of January 1, 2018.

Every effort has been made to accurately summarize your compensation. In any case where a discrepancy may exist between this statement and the terms of benefits plan, the actual terms and conditions of the benefit plan will prevail. This statement is not a legal document, is not a contract, does not alter any original plan documents, and does not guarantee continuous employment. Please call Joyce at 507-387-1256 if you have any questions regarding this statement.

