MINUTES OF THE COALITION FOR SENIOR CITIZENS

155 N. Taylor Street, Fallon, NV 89406
January 27, 2025

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 4:01 PM on January 27, 2025.

Roll Call:

PRESENT:	Member Karla Kent, Treasurer
	Member Dawn East
	Member Lindsay Larsen
	Deputy Clerk to the Board Pamela D. Moore
	Deputy Clerk Crystal Muschetto
	Jill Manha, Senior and Disability Services Coordinator, Life Center
ABSENT:	Member Rinnie Barrenchea

Public Comments:

Acting Chair Kent asked if there was any public comment but there was none.

Verification of the Posting of the Agenda:

It was verified by Pamela D. Moore, Deputy Clerk of the Board, that the Agenda for this meeting was posted on the 21st day of January, 2025, between the hours of 1:00 and 5:00 PM at all of the locations listed on the Agenda, in accordance with NRS 241.

Consideration and possible action re: Approval of Agenda as submitted or revised:

Deputy Clerk Moore reported that there was a typo on Appointment Item F where it should read 12/31/24 and not 12/30/24. Therefore, the Agenda needs to be revised accordingly.

Member Dawn East made a motion to approve the Agenda as revised. Member Karla Kent seconded the motion, which carried by unanimous vote.

Consideration and possible action re: Approval of Minutes of the meeting held on:

A- October 28, 2024.
The Minutes of the meeting held on October 28, 2024 are presented for the board's consideration and approval.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Member Dawn East made a motion to approve the Minutes of the meeting held on October 28, 2024 as presented. Member Karla Kent seconded the motion, which carried by unanimous vote.

Appointments:

A- Consideration and possible action re: Appointment of new board members to serve on the Coalition for Senior Citizens Board of Directors.

The Bylaws for the Coalition for Senior Citizens provide for a total of five (5) board members. The board has been short one board member for quite some time. At the last board meeting, the board approved publishing an announcement in *The Fallon Post* and putting up a flier at the Life Center. A total of six applications were received, from the following: Cheryl Venturacci, Becky Schelling, Faleesha Roberts, Phyllis E. Peyerl, Lindsay Larsen, and David Kittle.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Acting Chair Kent reported that Members Barrenchea, East and myself conducted interviews of five applicants and we are making the recommendation to appoint the following to the board: Becky Schelling, Phyllis Peyerl, Lindsay Larsen, and Cheryl Venturacci.

Acting Chair Kent asked if there was any public comment but there was none.

Member Dawn East made a motion to appoint Becky Schelling, Phyllis Peyerl, Lindsay Larsen, and Cheryl Venturacci to the Coalition for Senior Citizens effective immediately. Member Karla Kent seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Election of a Chair and Vice-Chair for the Coalition for Senior Citizens.

With the change in board members, the board is asked to elect a Chair and Vice-Chair for a period of two years, effective immediately through December 31, 2026. Corine "Rinnie" Barrenchea was most recently the Vice-Chair and Karla Kent has been serving as the Treasurer.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

This item was tabled to the next meeting when all members will be present.

C- Presentation from Jill Manha on take-aways and ideas she received from the Meals on Wheels National Convention she attended.

Jill Manha, Director of the William N. Pennington Life Center, attended the 2024 Meals on Wheels National Convention and will present take-aways and ideas she received at that convention.

FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: None; Informational Only

Jill Manha, Senior and Disability Services Manager of the William N. Pennington Life Center, reported on her attendance at the Meals on Wheels Conference in Baltimore last August, where approximately 650 participants from across the United States gathered to collaborate and address challenges facing the program. One of the key takeaways was the rollout of a new strategic plan aimed at identifying and addressing service gaps for the aging population. Many seniors are now placed on waiting lists due to funding shortages, an increasing number of homebound individuals, and a decline in volunteer participation and charitable donations.

The Life Center has felt these impacts firsthand, with a noticeable drop in donations and an increasingly competitive landscape for grant funding. As a result, staffing has been reduced, Lindsy's position was cut from full-time to part-time, and the administrative assistant role has been eliminated. These changes have affected the center's ability to maintain or provide new activities and services, leading to frustration among seniors who desire more engagement opportunities.

Beyond meal services, the discussion highlighted broader financial hardships faced by seniors, including the rising cost of living, high rent burdens, and limited access to medical care. Many seniors are paying up to 90% of their income on rent, far exceeding the recommended 30%. Transportation services through programs like RSVP and N3 have been valuable in assisting seniors with medical appointments in surrounding cities, but challenges remain.

Additionally, there has been a significant increase in mobility and cognitive issues among seniors, compounded by a lack of family or social support. Mental health concerns are also rising, with reports of depression and even crisis situations requiring intervention.

Ms. Manha emphasized the need for community and coalition support, particularly in sustaining and improving Meals on Wheels services. One pressing need is funding of the meal-packing machine, which would enhance efficiency in meal distribution. The packing machine operates as a conveyor belt that seals meal trays. The current lease agreement requires the purchase of 125,000 trays annually, at a cost of $60,000, far exceeding the center's actual needs. Previously, smaller orders of six cases were permitted but now the contract mandates bulk purchases, leading to unnecessary stockpiling. Due to prior management decisions, a full year's supply of trays remains in storage, making additional purchases unnecessary at this time.

Ms. East inquired whether other senior centers face similar contractual obligations, to which Ms. Manha confirmed they do. She explained that they are exploring options, as the leasing company has requested the machine's return unless the trays are purchased or the machine is bought outright. Owning the machine would eliminate contractual limitations, with an estimated purchase cost of $30,000, including an extended warranty for maintenance and part replacements.

Ms. East further questioned whether the program is restricted to using only trays sold by the leasing company. Ms. Manha confirmed that, while alternatives exist, the current stockpile makes switching impractical for now. Ms. Kent clarified that any meal-sealing solution would still require a machine and Ms. Manha affirmed this. Ms. East then asked about the cost of purchasing trays independently once the current supply runs out. Ms. Manha estimated an annual need of eight cases, costing approximately $4,000, which is significantly less than the current lease arrangement.

Beyond meal services, there is also a need to expand activities at the Life Center. A puzzle table is in high demand as puzzles are one of the most popular activities and additional volunteers are needed to lead craft and exercise classes or introduce new activities. Currently, the center offers 12 different programs but participation is limited to a small group of seniors. Sponsoring a class to cover instructor fees and materials was proposed as an area where board assistance would be valuable. Additionally, funding for a part-time activity coordinator would help enhance engagement but would require substantial financial support.

Field trips are another well-received program, particularly for seniors who no longer drive or have limited travel abilities. The transportation program currently enables outings but sponsorship is needed to sustain these trips. Ms. East inquired about grant funding for the packing machine but Ms. Manha was unaware of any available grants at this time. While the Arden Grant is typically used for equipment purchases, future funding remains uncertain and an immediate decision is necessary as the leasing company is requesting the machine's return.

Further equipment issues were also noted, including frequent breakdowns of the coffee machine, which has already incurred $1,600 in repair costs. Additionally, the digital oven is experiencing operational problems.

The discussion concluded with a focus on generating new revenue and increasing donations. Ms. Kent mentioned that new board members would be joining and that the February 10th meeting would focus on developing a plan for financial support. Ms. Larson inquired whether the county could provide funding, but Ms. Manha noted that budget restrictions are tight and she would need to consult Shannon regarding available resources.

Ms. East inquired whether there is a waitlist for Meals on Wheels. Ms. Manha responded that the program is currently at capacity and facing a critical driver shortage. One driver is on light duty and unable to drive, while a casual driver is temporarily covering that route. Additionally, another driver has transitioned to a permanent kitchen position, leaving a vacancy. Ms. East asked if the driver position is paid or volunteer, to which Ms. Manha confirmed it is a paid role.

Acting Chair Kent asked if there was any public comment but there was none. This item was presented for informational purposes only and no action was taken.

D- Consideration and possible action re: Approval to pay the Silva, Sceirine & Associates Invoice of $7,500 for the preparation of tax returns for 2019-2022 and reinstatement of non-profit status.

The board will consider paying the Silva, Sceirine & Associates Invoice of $7,500 for the preparation of tax returns for 2019-2022 and reinstatement of non-profit status.
FISCAL IMPACT: $7,500.00.
EXPLANATION OF IMPACT: As outlined.
FUNDING SOURCE: General Fund.
ACTION REQUESTED: Accept

Acting Chair Kent reported that this invoice is for the work that the CPA has done to correct past tax returns and to reinstate the Coalition for Senior Citizens to a nonprofit status. Ms. Kent shared at the last meeting, the board approved a $10,000 payment to the IRS for penalties and interest due to tax return issues dating back to 2019. However, Al, from Silva, Sceirine & Associates, advocated on our behalf and the IRS refunded $10,197.52. Ms. East then inquired about the status of the 2023 taxes. Ms. Kent responded that they are just now beginning that process. Ms. East noted that this likely means additional payments will be owed. Ms. Kent clarified that this was the first bill received since hiring Silva, Sceirine & Associates in 2020.

Member Dawn East made a motion to pay the Silva, Sceirine & Associates Invoice of $7,500 for the preparation of tax returns for 2019-2022 and reinstatement of non-profit status. Member Lindsay Larsen seconded the motion, which carried by unanimous vote.

E- Consideration and possible action re: Discussion and approval of ideas to assist senior citizens.

Board members will provide information and ideas for ways to assist senior citizens and may approve the implementation of ideas.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

This item was tabled to the next meeting when all members could be present.

F- Consideration and possible action re: Presentation of the Financial Reports for the period ending December 31, 2024.

Professional Computer Bookkeeping Services, Rhonda Major, has been doing the bookkeeping for the Coalition for Senior Citizens and has prepared the financial reports for the period ending December 31, 2024 for the board's consideration and approval.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Acting Chair Kent reported that she would have the financial report ready for the February 10th meeting and would present a month-to-month comparison to highlight changes more clearly. She suggested that viewing financials on a three-month basis might be more effective, given their quarterly meetings.

She then reviewed the balance sheet, reporting $5,749 in savings, $2,500 in checking, and a $154,000 CD. The only recent financial changes included accrued accounting fees, the regular cupcakes invoice, and income from vending machines.

Ms. East asked if the IRS refund would provide enough liquid assets to cover CPA costs without needing to cash out the CD. Ms. Kent responded that it should be sufficient but noted an outstanding payment of approximately $2,800 for tables, though the check may not have been issued yet. She confirmed that withdrawing additional funds from the CD should not be necessary.

Acting Chair Kent asked if there was any further comment but there was none.

Member Dawn East made a motion to approve the financial reports for the period ending December 31, 2024. Member Lindsay Larsen seconded the motion, which carried by unanimous vote.

G- Consideration and possible action re: Authorization to change the signers for the checking and savings accounts for the Coalition for Senior Citizens by deleting Justin Heath as a signer and adding two additional board members.

Commissioner Justin Heath's term has expired and he was one of the signers on the accounts. To ensure that we have three people who can sign checks, the board is asked to authorize two additional signers and to remove Justin Heath as a signer on the checking and savings accounts.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

This item was tabled to the next meeting when all members can be present.

H- Discussion regarding the Invoice from the Internal Revenue Service, in the amount of $10,081.16, for the tax period June 30, 2019, which has been paid but is reported to be set for refund by the IRS.

An invoice in the amount of $10,081.16 was received from the Internal Revenue Service for the tax period of June 30, 2019. the invoice has been paid and our CPA firm has advised that the IRS has agreed to refund that amount, which could take up to 6 months.

FISCAL IMPACT: $10,081.16 back into the Coalition's account.

EXPLANATION OF IMPACT: As outlined.

FUNDING SOURCE: General Fund.

ACTION REQUESTED: None; Informational Only

Acting Chair Kent reported that our CPA was able to secure the refund from the IRS in the sum of $10,081.16.

<u>Staff or Board comments regarding matters affecting the Coalition for Senior Citizens:</u>

There was no further discussion.

Consider Future Agenda Items:

The following items will be placed on the next Agenda: election of officers, ideas to assist seniors, changing of bank account signers, as well as other items that will be presented.

Establishment of Next Meeting Date:

The next meeting was scheduled for February 10th at 4:00 PM, with the following regularly scheduled meeting on April 22nd at 4:00 PM.

Public Comment:

Acting Chair Kent asked if there was any public comment but there was none.

Adjournment:

The meeting was adjourned at 4:39 PM.

Affidavit of Posting:

Approved: Karla Kent
Karla Kent, Member

Approved: Dawn East
Dawn East, Member

Approved:
Lindsay Larsen, Member

ATTEST:
Linda Rothery, Clerk/Treasurer

Pamela D. Moore
Pamela D. Moore, Deputy Clerk of the Board