

MINUTES OF THE COALITION FOR SENIOR CITIZENS

155 N. Taylor Street, Fallon, NV 89406

September 27, 2021

Call to Order:

The meeting of the Coalition for Senior Citizens was called to order at 4:01 PM.

Roll Call:

PRESENT: Member Jill Manha, Chair, via telephone
 Commissioner Justin Heath, Vice-Chairman
 Councilwoman Karla Kent
 Member Julie Richards
 Member Carol Seitzinger
 Deputy Clerk to the Board Pamela D. Moore
ABSENT: Member Jamie Hyde, Secretary/Treasurer
 Member Roberta Lind

Public Comments:

Vice-Chairman Heath 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 to the Board, that the Agenda for this meeting was posted on the 21st day of September, 2021, 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:

Member Julie Richards made a motion to approve the Agenda as submitted. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

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

A- July 22, 2021;

The Minutes of the meeting held on July 22, 2021 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 Karla Kent made a motion to approve the Minutes of the meeting held on July 22, 2021 as presented. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

B- July 22, 2021 Finance Sub-Committee;

The Minutes of the Finance Sub-Committee meeting held on July 22, 2021 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 Karla Kent made a motion to approve the Minutes of the Finance Sub-Committee meeting held on July 22, 2021 as presented. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

C- July 30, 2021 Special Meeting;

The Minutes of the special meeting held on July 30, 2021 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 Karla Kent made a motion to approve the Minutes of the special meeting held on July 30, 2021 as presented. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

Appointments:

A- Consideration and possible action re: Establishment of a meeting date and location for a board retreat to discuss the future role of the Coalition for Senior Citizens, including a revision to the Bylaws, Mission Statement, etc.

The board has been asked to establish a date and location for a board retreat to discuss the future role of the Coalition for Senior Citizens, including a revision to the Bylaws, the Mission Statement, etc.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Chair Manha said do we want to do a half day, a full day, a weekday, or on a weekend - what does everybody think.? Member Kent said is this a meeting that we have to post an Agenda for so that the public can come to, like with an open meeting? Chair Manha said it is my understanding it is a retreat and does not have to be posted for. Deputy Clerk Moore said, at the county, we have posted for them but we just made it a non-action item where the public is noticed that you are doing it but there are no action items. Chair Manha said I am fine with that if everybody else is. I want to be in line with whatever is correct but I don't want to encourage

public comments. Member Kent said it sounds like we are thinking like a 4-hour meeting, or do you think maybe getting us all together is a tough one but maybe if we had like a couple of hours and then maybe just another hour long one and all of us think about the things that were brought up and maybe we could summarize it that way? Then we would all get ideas that were coming from everybody to have food for thought. Unless you think a full retreat is better if you just stay in the room and talk it out. Chair Manha said my schedule right now is not as accessible as it used to be, so I am okay with breaking it up. Vice-Chairman Heath said do you want to do it on a Friday? Chair Manha said that would be good, like maybe at 3:00 or something for 1 ½ hours and do 2 retreats if we need to. Vice-Chairman Heath said we could do it in the conference room and if we get done early that is okay. Chair Manha said that sounds good to me. I will not be available until late October or early November. Vice-Chairman Heath said late October is fine. Chair Manha said let's try for the last Friday of October. Pam Moore said that is a holiday because of Nevada Day. The week before that would be the 22nd. Chair Manha said how does that sound to everybody? Everyone said that sounded fine to them. Member Seitzinger said would it be easier if it was on a Saturday? Chair Manha said that would work out for her but probably not for everyone else. Member Kent said I never know if I am working on Saturdays or not.

Vice-Chairman Heath asked if there was any public comment but there was none.

Member Jill Manha made a motion to set the date of a board retreat for the 22nd day of October, 2021, at 3:00 PM in Conference Room #102 at the County Administrative Building. Member Julie Richards seconded the motion, which carried by unanimous vote.

Reports:

A- Update from Shannon Ernst and Jamie Lee concerning the activities, programs, and matters associated with the William N. Pennington Life Center.

Staff will provide an update of activities, programs, and matters associated with the William N. Pennington Life Center.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Social Services Director Ernst said I wanted to introduce our new Director Jamie Lee and provide an update. We are still having more individuals attend meals and participate in the Meals on Wheels Program (MOW)

Director Lee said I have been here about 2 months now and we are very busy and moving very fast.

For our congregate meals in June, we served 1,205 meals; in July it was 1,460; and in August, it was 1,529 meals. For MOW in June, we did 5,476; in July it was 5,466; and in August, it was

5,157. For our Homemaker Program, which is in the process of getting set up with the new Contractor, in June we did 612-unit hours of service, in July it was 130, and August, it was 85.

Director Ernst said I wanted you to hear June and then where we are at through August. We have worked closely with ADSD and it was a pleasant surprise last week. We were talking to the Administrator and we submitted all their grants and all the funds have transitioned from the Coalition for the time period and those are very different because it is on the federal schedule. We had to take MOW for July through September and then we had to submit for new ones for October forward. 100% of those grants have been renewed. We had a conversation of where they are going with the Homemaker Program. I am excited to say that the state has transitioned to the fashion we are going and where we have contracted with All Around Cleaning so that we do not have them in house. One of the things with that is it is a higher cost of service. Previously, it was about \$15 an hour and now it cost \$25-28. This was something the county was willing to absorb based on the administrator and keeping staffing. It is hard to hire anyone anywhere. The state had also been looking at this. They looked at our contracts and they have increased our rate to \$25 an hour to be reimbursed and they are implementing that statewide. One of the reasons we are excited that we came on board when we did is how this in transitioning and how it is working with the Resource Liaisons because they are going out and doing these assessments, not only for the Homemaker Program and MOW, but also for the household and how to keep them stabilized. I think that is why we have had such great support.

The ADRC meeting that you guys had previously, that was not funded last year. We will be applying for that but that does not have to be a resource. They are going to transition and make those community health workers also. Jeff Duncan, with the state, is amazing and is really openminded about all the changes and what the future will look like. We talk to him on a weekly basis to make sure we are aligning. We did have to go back and reassess 100% of the clients. We are still in that process. The goal was to make sure that the Homemaker Program and the individuals that were really at risk got placed on the program first. Those numbers are going up more because they are getting placed with a true homemaker and there is not a staffing issue. Also, with this, we are going through a revision and they are going to allow 18 and older that are disabled to access the program also. There are 9 individuals here that will receive that service through the state. Instead of them having a separate program, they are going to fund us to provide that service through the Life Center and through our Homemaker Program. We usually receive around \$80,000 a year and they agreed to \$202,000 that we will receive as of October. We know that it is a slow process, so he has agreed that, by November 1st, we would have everyone transitioned over and they were fine with that. This is exciting for us because there was a gap in the services and the state could do very little amounts in quantity and service hours and this is always a struggle to get people that service. Now, we will be able to meet more needs in the community that we have requested for years.

There was what was called a Pan Scan that was completed to look at the activities and the things taking place within the center. As we were going through the transition, we wanted to talk to all of the participants as to what they wanted to see here and what they wanted changed. That was completed 2 weeks ago. We had our community health workers go over and sit and they were offered incentives to participate and we would like to include this in a formal report as to what

the recommendations are. We will present to you a formal report ahead of time so that you have it. It will show trends, changes with our funding, and we are getting a lot of activity with individuals to rent the facility. We have a lot of weekends that are booking up. The county is utilizing it. It is a busy place, so if you have not been down, I hope you come down. Jamie is doing an amazing job. Jamie Lee said it will be a great collaboration and I think we will be able to provide you with more data and numbers. Director Ernst said one of the things we are trying to do is we found that having Rebecca up front is stopping the individuals coming into the center and getting them to log in and to engage in different activities. We have Zumba. We have really good data to show who is using the facility. With MOW, it is very timely when somebody comes back to have to put them into 2 data systems to show that they received a service. We went one step further with My Senior Center Management System and now they will have scanners in the future. Now, when they drop off a meal, they can scan it and that service now is uploaded automatically. If someone is doing activities, rather than trying to run each person down and say did you sign in, they have their card and it can be scanned and they can be put in that activity. We are just trying to reduce some of the data part so that everyone gets to spend more time with the participants.

Member Seitzinger said regarding the use of the facilities on weekends, are some of those involving the kitchen staff? Director Ernst said that is a really big thing. We are not looking at utilizing our kitchen staff for anything that is not prearranged. There were some things on the calendar that we found out about that were preapproved, such as the reunion. That was used as a fundraiser. When we look at it, we have to see if it is really cost effective, so we are using county employees now on an overtime wage to come in and cook and I think they made a little over \$600. I know it is a great thing but that probably cost us close to \$4,000 by the time we paid the staffing and the setup. I spoke to Jill about such items as this. If this is something that the Coalition wants to do, then maybe we can make an arrangement where you staff that or bring volunteers to do things as a fundraiser for you. Fundraising under government is quite costly, so we don't do it a lot. The things that I am talking about are functions where they are renting out the dining room or the Recreation Room or other areas that do not involve the kitchen staff. We do have a couple meetings that are taking place there and they are making muffins but it is not to add more to the staff, it is just to try to have a good flow. If anybody is interested in renting it they go through Facilities and Grounds and then they do the set-up and help clean up. Everybody is short staffed. I think I have 19 positions open as of today. You can't get positions filled across the board, so we are trying to make it less of an impact on staffing. Member Seitzinger said will we allow people to use the kitchen? Director Ernst said we have not come up with a kitchen agreement, at this time, not for the large kitchen. They are allowed to use the second kitchen in the Recreation Room. It was never used until we started having cooking demonstrations. We had to clean to dust off of the oven. We have other resources there like a demonstration kitchen and different things.

Member Manha said I think you guys have done an absolutely amazing job. The feedback that I hear is always positive. I am truly impressed and I want to say thank you of behalf of the board for partnering with us and making the changes happen. I look forward to the next year to see what we can do. Next year we will look at the reunion at using the facility.

Director Ernst said it is just working through those things like using the outside or another vendor and just doing a facility rental, where are just other ways to think about it. we were cut off guard. We want to honor everything that was on the books. There were a couple of memorials and things like that but, in the future, we will have to figure out how to make it work and be cost effective.

Member Kent said would it be possible for you guys to make us a list for the Coalition for the meeting on the 22nd, just to give us some ideas of what the best avenues for us would be. Director Ernst said, from our surveys and talking with our staff and finding out what they would like to see, we are applying for some extra funds to do some upgrades in different areas. We will not be able to be present for the October meeting. We can provide you those recommendations so that you will have them.

Vice-Chairman Heath asked if there was any public comment but there was none. This item was presented for informational purposes only and no action was taken.

B- Report on financial aspects, including the report of funding received, accounts payable, bank update, and any items related to the Coalition for Senior Citizens.

Brenda Moore will provide a report on financial aspects, including the report of funding received, accounts payable, bank update, and any items related to the Coalition for Senior Citizens.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED:

Director Ernst said we have been looking at the volunteer account and there are substantial funds there and that is a program that Churchill County has funded 100% and Brenda has been great about reconciling that but now Churchill County is having to pay those volunteer miles out and we don't have those funds, so I was wondering if the board could talk to Jill about bringing those back to the county so that we can keep that program funded. That is a partnership with many other businesses and non-profits in the community, so if somebody goes out and volunteers, they submit their mileage for that and we reimburse them. That has been getting pushed to the back and we realize that funding is still with the Coalition in a separate account. We thought of maybe dissolving that account and we will put it back into the General Fund where it is monitored so we can continue. Member Seitzinger said are there many people that request reimbursement? Director Ernst said oh, yes. There are probably over 20 a month. There has been a lot of confusion on how to fund it. We will rework the program but we have just been paying it. Member Seitzinger said are there very many volunteers that are not, in addition to the congregate meal group? Director Ernst said so this is over at Banner, the thrift store, there are several different non-profits, so it is not just for the Life Center. It was established years ago, maybe even before Jamie Lee was at the center the first time for this to get more people to volunteer, so the county established this account to reimburse people. That is one thing on the list that I would like to get resolved so we don't have an issue in the future. Brenda Moore said,

with that account, Jill is probably going to have to close it because I cannot do anything with the bank accounts. I can reconcile them and do deposits but that is all. Jill or Jamie will have to close it. There is probably about \$9,000 in that account. Member Kent said and it is totally funded by the county? Director Ernst said yes, it would come forward and then the county would provide funding to go directly to that account and then Sherry Wideman would see the reports. Member Manha said Sherry is on that account. I can formally close it at another meeting, but she could go withdraw that money in a check and start a new account. Director Ernst said I think to make it really clear; I think this is something that the board should say that you are going to dissolve that account. I don't think we could just have Sherry go in and take the funds out. Those funds would come back to the county at a different location and it is tracked differently. I would suggest a formal board action so there is not an issue in the future.

Member Kent said has the audit of the books taken place? Brenda Moore said what audit? Member Kent said I thought the Coalition voted to do an audit of our financials. Member Manha the county was going to do an audit and I was hoping to get an update from Shannon if there has been any movement on that. Director Ernst said I am not a part of that audit. County Manager Barbee is overseeing that. I believe they have contracted with a company outside of this community to start that process, but it could take a while. I will be happy to get a report and send it out. Member Kent said do we just want to do it at the next meeting instead of having a special meeting? Director Ernst said yes, whatever your desire is.

Vice-Chairman Heath asked if there was any public comment but there was none. This item was presented for informational purposes only and no action was taken.

Staff or Board comments regarding matters affecting the Coalition for Senior Citizens:

There were no further comments made.

Establishment of Next Meeting Date on November 22, 2021 at 4:00 PM:

The next regular meeting will be held on November 22, 2021 at 4:00 PM.

Consider Future Agenda Items:

The following future Agenda items were suggested: authority to close the bank account for the fund for paying volunteers and update on the audit conducted by Churchill County.

Public Comment:

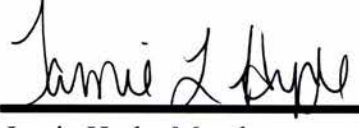
Vice-Chairman Heath asked if there was any public comment. Member Seitzinger said I think this transition has been great. I have been very excited about it and Shannon and Jamie are just super and Brenda is kind of who I answer to and she has done a great job. I also enjoy the comments in the Fallon Post. I am glad to see the Coalition mentioned in there. Thank you for all your support. Commissioner Heath said they are doing great and Jamie Lee has been a great asset.

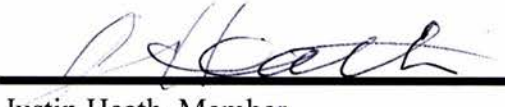
Adjournment:

The meeting was adjourned at 4:30 PM.

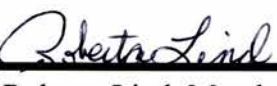
Approved: 
Jill Manha, Chair

Approved: 
Karla Kent, Member

Approved: 
Jamie Hyde, Member

Approved: 
Justin Heath, Member

Approved: 
Carol Seitzinger, Member

Approved: 
Roberta Lind, Member

ATTEST:
Linda Rothery, Clerk/Treasurer


Renae Paholke, Deputy Clerk