MINUTES OF THE COALITION FOR SENIOR CITIZENS

155 N. Taylor Street, Fallon, NV 89406
November 22, 2021

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 4:05 PM on November 22, 2021.

Roll Call:

PRESENT:	Member Jill Manha, Chair Member Robbie Lind, Vice-Chair Member Jamie Hyde, Treasurer Commissioner Justin Heath Councilwoman Karla Kent Deputy Clerk to the Board Pamela D. Moore Social Services Director Shannon Ernst
ABSENT:	Member Carol Seitzinger

Public Comments:

Chair Manha 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 16th day of November, 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 Robbie Lind made a motion to approve the Agenda as submitted. Member Jamie Hyde seconded the motion, which carried by unanimous vote.

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

A- September 27, 2021.
The Minutes of the meeting held on September 27, 2021 are submitted 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

September 27, 2021 as presented. Member Jamie Hyde seconded the motion, which carried by unanimous vote.

Appointments:

A- Consideration and possible action re: Review and approval of changes to the Bylaws for the Coalition for Senior Citizens.

In light of the recent changes to the William N. Pennington Life Center, consideration is warranted for changes to the Bylaws for the Coalition for Senior Citizens. The board discussed the proposed changes at the board retreat held on November 12, 2021 and submits this for consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Chair Manha said we met last week at the board retreat and made recommended changes to the Bylaws as presented in the packet. Member Lind said did you keep the members at seven? Chair Manha said we changed that to five. Commissioner Heath said the section I am looking at still says seven members in section 3.02. Chair Manha said that is correct. I think that change was omitted in error. Member Kent said we need to make that change, right? Chair Manha said yes. Member Lind said is that going to happen today? Changing from seven to five? Chair Manha said we are down to six members. Julie resigned at the last meeting. Chair Manha said we can have a discussion about that afterwards on how that is going to work to get to 5 members. We are approving the Bylaws, as a whole, with all the changes that we made. We changed a lot of the verbiage and the mission and we omitted the Pennington Life Center as an entity and changed it to the senior citizens.

Member Jamie Hyde made a motion to approve the changes to the Bylaws as stated, with the correction noting the total number of board members will be five. Member Robbie Lind seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Approval to close the bank account for the fund for paying volunteers and to disburse the funds to Churchill County and, furthermore, to authorize and direct two new signers for the bank account(s) for the Coalition for Senior Citizens.

At a previous meeting, the board heard a request from Churchill County asking that the bank account where the funds for paying mileage to volunteers be closed and that the funds be disbursed to Churchill County. Further, the board has acknowledged a need to change the names of those who are authorized to sign checks. This item is brought for the board's consideration and action.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Member Kent said this is for the bank account that we never really saw? It is not the major one. Member Hyde said do we have a name for that one so that we can narrow it down? Chair Manha said it was called the County Reimbursement Volunteer Mileage Account. Member Lind said do we know how much money was in there? Chair Manha said there is like $13,000 from the county, the county money.

Chair Manha asked if there was any public comment but there was none. Pam Moore said who will your two signers be? Chair Manha said I am questioning that because, right now, it is me and Jamie. Member Hyde said do we want a third signer? Chair Manha said that makes sense to me. Member Kent the signer is going to be on our regular account, it is not pertaining to this account we are considering closing and transferring funds to the county. Chair Manha said that is correct. We will authorize both to disbursement of funds from the one account to Churchill County and then we will add one new signer to the existing two bank accounts, which is a savings and a checking account.

Member Jamie Hyde made a motion to close the County Volunteer Mileage Bank Account for the fund for paying for volunteers and to disburse said funds to Churchill County. Member Robbie Lind seconded the motion, which carried by unanimous vote.

Member Karla Kent made a motion to add Justin Heath as an additional signer on the checking and savings accounts for the Coalition for Senior Citizens. Member Jamie Hyde seconded the motion, which carried by unanimous vote.

C- Consideration and possible action re: Discussion and review of the role of the Coalition for Senior Citizens in lieu of the Restructuring Plan for Churchill County related to the William N. Pennington Life Center.

At the board retreat held on November 12, 2021, the board discussed the role of the Coalition for Senior Citizens in lieu of the Restructuring Plan for Churchill County related to the William N. Pennington Life Center. an update to the full board will be made and the board is asked to make any other suggestions as deemed appropriate.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Other

Chair Manha said we had a discussion last week at the retreat of what the new role for the Coalition for Senior Citizens is going to be and we have some good dialog about how that is going to look as far as taking over the events for benefitting the Coalition to support senior citizens at the Life Center. We discussed also possibly filling in some gaps as presented by the county financially and if the coalition would be willing to sponsor some items. Member Hyde said my only thought is and I know Shannon said she was going to talk to Jim as to where the audit was just to find out how much money we are going to retain, that is really dependent on how much we can give to any of the fundraising stuff or any of the additional items. I don't know if we can make a move on that until we have the audit. Pam Moore said this wasn't really done as an action item anyway. It was just more for you to update the members that were not at your board retreat and you do have the update on the audit as a separate item.

Shannon Ernst, Social Services Director, said, in that discussion, we discussed giving you ideas of what your mission and what you could do in the future. I don't want to take it back to any number and I just want to have a structure so if we want to do an outdoor pavilion and we know it is going to cost $500,000, coming forward and saying how much are you guys willing to fundraise to help do that, I gave you some ideas after the survey was obtained and then I would hope after this, it is the direction you decide to go, we could come forward with those ideas or request to. Now that you have set meetings, it will be easy for us to plan on that so we can have those conversations. Chair Manha said I don't think we need to vote on any of that. It was just for discussion. Robbie, do you have any questions about any of that? Member Lind said no. Chair Manha said Dr. Heath do you have any? Commissioner Heath said no I don't.

Chair Manha asked if there was any public comment but there was none.

D- Consideration and possible action re: Discussion and possible approval for a part-time employee (20 hours per week) that would work for the Coalition for Senior Citizens for grant funding and other basic duties as assigned.

At the board retreat held on November 12, 2021, the board discussed the possible approval for a part-time employee that would work for the Coalition for Senior Citizens for grant funding and other basic duties as assigned. Staff will present some ideas for a job description and the board is asked to finalize the job description and authorize the hiring of a part-time employee, not to exceed twenty (20) hours per week. The board will be asked to create a job description for the position utilizing portions of the job descriptions provided herewith as a guide.

FISCAL IMPACT: To be determined.

EXPLANATION OF IMPACT: To be determined.

FUNDING SOURCE: To be determined.

ACTION REQUESTED: Other

Chair Manha said this comes back to Jamie's point that we don't know how much money we have to even pay a person. I know Brenda talked to me a little bit last week about putting her 2 weeks in with the county and I informed her to bring her computer back and get with Shannon, to get with the county to bring the computer for the Coalition back. I am sorry, to the Coalition. I didn't mean to panic you. She wanted to give her 2 weeks to the Coalition because it is becoming overwhelming for her to do the mail and try to get checks signed and so forth. That means we have to take turns or appoint some person to check the mail and the county said they would find us a corner for that computer at the Life Center, so I hope that is still okay because that would be best for us and we will have to monitor everything for while until we decide how much money we have and what we can afford.

Director Ernst said we found a location at the Life Center. It is a desk with a locking cabinet. We did put up a box so the Life Center and the county mail is separated. You could put for up to 20 hours so that you are not stuck with those 20 hours a week because it sounds like you don't know how many hours you are going to need, so the positions I have provided are kind of across the board for the different skillset you will need but doing the 20 hours could help with the fundraisers or projects you come up with. Chair Manha said, thank you, that is a good idea. Member Lind said it would be a good idea to have somebody that is familiar with grant funding. Chair Manha said Jamie had a great idea at the meeting about there are agencies out there that you can sometimes contract with that would provide that service. That is something for the Coalition to consider in the future. Member Kent said Shannon mentioned at the last meeting, that if she knows they have the interest in grants and that type of thing that she will keep an eye open for ones and pass them on to us. Director Ernst said absolutely, we are getting 5 or 6 emails a day just for different grants that are coming out for different priorities and that is the big thing is, what priorities you have so that, if we identify grants that would support what your priorities are, we can send it to you and then we would try to help write the grant for you.

Chair Manha said how do we want to advertise for this? Member Kent said I am not a governmental entity, so I can just do it at my business. Maybe Jamie or Shannon would have some idea. Member Hyde said we use Indeed and the *Reno Gazette Journal.* I think we want to do it locally because we want this person to be local and, if there is a more extensive grant, we can do some contracting. We would not want somebody that would, potentially, have to have our records offsite. We want to get somebody local. I like the idea of up to 20 hours because, in some weeks, it could be less. Member Kent said don't we need to have the job description before we post it and the rate of pay established? So, right now, we would be approving that we are going to open the position. I thought the one that best fit our needs is the one for bookkeeping assistant. It talked about managing grants, managing grant money, and things like that in it. I thought that was a closer fit for what we wanted. Director Ernst said I would like you to take into consideration the wage though on that, usually that includes benefits. That is a full benefit package, so it seems lower than most would have on the open market just because of the PERS and everything. Chair Manha said what is the range on that? Member Kent said it is $15.72 to $21.13 an hour. Chair Manha said it would be up to us what we want to offer and maybe we can just pick $20 an hour. Member Hyde said that is what I think. Member Kent said then we are going to revise the job description for what we need? We could each scribble on here and then we will get it to Pam and somehow come up with one. Member Lind it does not have benefits and that is why it is suggested at $20? Chair Manha said yes.

Chair Manha asked if there was any public comment but there was none.

Member Karla Kent made a motion to approve running an ad to hire a bookkeeping assistant for up to twenty (20) hours per week at $20 per hour. Member Robbie Lind seconded the motion, which carried by majority vote, with Commissioner Justin Heath having stepped away for this vote.

E- Consideration and possible action re: Discussion of Churchill County's request that the Coalition for Senior Citizens take over the event planning for nonprofit agencies at the William N. Pennington Life Center.

At the board retreat held on November 12, 2021, the board discussed Churchill County's request that the Coalition for Senior Citizens take over the event planning for the Life Center. An update will be provided to the full board of these discussions and the role that was suggested for this

request.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Chair Manha said we talked about this last week too and we found that there is a big gap in some of the events that the county can't pay their employees to do our fundraising events, so the talk was that could be something the Coalition for Senior Citizens could take on. nonprofit entities like the Rotary Club and such that where maybe we would donate that time for the Life Center as a fundraisers, where all or some of the proceeds would then go back into the Coalition to support the senior services. Member Kent we had some good talk at our retreat about how to word a lot of what we were talking about, but I don't remember unless I look back at my notes but, Robbie, just for your information, it is going to be for people that are not paying for the use of the space. If they are going to pay, then it is getting rented and then the county is okay with doing those. These would be things like the Rotary that wants to do the senior drive. They do not want to rent the space but feel that they should get it for free because they are doing something for the Senior Center. We would be evaluating that and maybe putting a limit on how many we want to do. Chair Manha we would be responsible for the oversight, like the set-up and takedown, not necessarily ourselves, but to make sure it gets done. Member Kent said to Shannon, you would be giving them to us, the ones that would be for us to look at and decide what to do? Director Ernst said, what happens is when somebody calls in and wants to rent the facility, it goes to Facilities and Grounds. They take an application request and if they are requesting the fee be waived, due to the fact that it is a fundraiser, any of those then we would send over to the point of contact with the Coalition and determine if you want to support this. We will coordinate it so we would just put the facility out to the Coalition and not charge. We really have to be able to define why we are not charging, so this makes it a way where if it is something you don't want to support, then we would go back and say this will be the charge for the facility. One of the fundraisers was the Community Reunion and previously the Coalition has always provided a breakfast as a fundraiser but, as a county organization, we can't require our staff to volunteer their time, so we would have to pay them. We did that and adhered to everything that was on the calendar this year but by the time we did all the food and everything, we were in the hole a couple of thousand dollars for a fundraiser. If the Coalition wanted to do it and have a breakfast, then they could go to our staff or another group and ask them if they wanted to do it. Member Kent said one thing we have to take note of is really if we are doing it for free, this is not really a fundraiser for the Coalition because there is no money for us to be had in it. Chair Manha said that would be a condition of the entity is, they would have to provide us with a percent of the proceeds or something. We would have to look at that and see if it would benefit the Coalition, then we expect some money from the entity itself and not a rental fee, so I don't think we would approve anything that would not benefit us. Member Hyde said it would not even get through them because, if they are requesting a waiver of the fees, then they have to have a reason they are requesting that. It has to benefit somebody. Director Ernst said I wish I would have provided a copy of the Rotary one. They requested it and said it is our annual event to take donations for the baskets for the homebound population. That is their give for it. It is not cash; it is a give. This year, we are going to find people to help put baskets together and they will be delivered when the Homemaker and Meals on Wheels make their deliveries. Member Kent said, we could take a look at this on a case-by-case basis.

Director Ernst said we would need to have someone from the board that is authorized to approve these. The Rotary one came in 3 weeks ago and it has been said that it will be taken care of but they did come in and we won't have another board meeting, so if you have somebody that has authorization to accept or deny them, it would be great. Chair Manha said would anybody like to volunteer to be that point person or can we run it through the email chain. How does everybody feel about having one point person? Is there any problem with it? I can take over that for now if everyone is okay with that. Member Kent said, as far as the Rotary one, you are going to send that to us or to Jill? Director Ernst said we will provide that to Jill. I think we already sent it over but we will get that over. Chair Manha said do you happen to remember the date on that one? Member Kent said it is the 14th on a Tuesday. It is going to be an evening one and I am a Rotarian, so I don't mind taking that at all and doing the opening of the thing and making sure it is clean and all of that. Chair Manha said that is really awesome of you. It looks like we will be approving that one. Director Ernst said I will send the details over to you and to Jill and you can let LaKrisha know that you two will be the lead. Member Kent said what do we do about keys and stuff? Director Ernst said LaKrisha will work with you as the renter.

Chair Manha asked if there was any public comment but there was none.

Member Karla Kent made a motion to approve taking over event planning at the Life Center for non-profits as discussed and to appoint Chair Manha as the contact person who will make decisions to accept or deny the requests on a case-by-case basis. Member Jamie Hyde seconded the motion, which carried by unanimous vote.

F- Consideration and possible action re: Establishment of the number of meetings to be held in a year.

At the board retreat held on November 12, 2021, the board discussed the number of meetings to be held in a year. It was suggested that the meetings be held once a quarter, during the first month of each quarter on the 4th Monday at 4:00 PM. The board is asked to consider this and take action.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Other

Chair Manha asked if there was any public comment but there was none.

Member Jamie Hyde made a motion to establish quarterly meetings in the first month of each quarter, on the 4th Monday, at 4:00 PM. Member Karla Kent seconded the motion, which carried by unanimous vote.

G- Consideration and possible action re: Discussion and approval of the purchase of a

vending machine and supplies for the Life Center.
At the board retreat held on November 12, 2021, the board discussed the purchase of a vending machine and supplies for the Life Center. At this meeting, Councilwoman Kent offered to speak to Trent Kroll to get additional information from him about the type of machine that was at the Life Center previously and his suggestions for contents and a supplier for these purchases. Councilwoman Kent will present her findings for the board's consideration.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Other

Member Kent said I checked with Trent Kroll. I didn't make it over to his place to look at the actual machines but Trent is going out of business. He said that he pulled the machines out of the Senior Center because they just weren't making any money, so then the candy and the soda kept going bad. He is going out of business and he will have machines for sale. He is selling all of his machines and they will be like $1,000 but he said he has always purchased really good machines because he did not want to have a lot of issues and problems, so $1,000 for a drink machine and $1,000 for a candy machine. He did say that he just doesn't feel that it is going to be a fundraiser that is going to be very good because he thinks the seniors like free soda and free candy. He also said the starting price for a machine is around $3,300 to $7,000 and he always figured around 5 years before you started making any money.

Chair Manha said, thank you. I think that is really good research. I appreciate that. It looks like, theoretically, this is going to be a Senior Citizen satisfier more than it is a fundraiser if we were to embark on gift vending machines and maintain them. Member Hyde said, did he have a timeline for when he was willing to sell those machines? Member Kent said he has machines right now so I was going to try to get out there before today's meeting. I just didn't make it out there, so I could take pictures of the ones he is talking about and I can still do that in the near future. Member Lind said, so the Coalition would be responsible for filling the machine and taking the money out of the machine and getting it repaired if it needed to do that? Chair Manha said yes. Member Kent said is this something we should wait on until we get the audit back? Member Hyde said I don't really think it is going to matter, I mean, $2,500 bucks, so I am thinking $1,000 for each machine and $500 to stock it and to start with change or whatever the case is. I don't think that is going to make a huge dent in the money that we are going to have. I think it is all personal preference, at this point, and whether or not we want to, like we said, just help them out or actually do this as a fundraiser. I just don't know what everybody's feelings are on it. Member Kent said, I will take pictures and I can send them to Pam, but he has machines that hold like 20 items and then he has ones that hold maybe 50 different items. I think we want to get to where it is a little more limited as to how much and then all his soda machines are all for cans, so that will be a good one because you can get cans to turn in. Member Lind said the location of the machines would be the same as they were before? Director Ernst said we actually put up a big screen right there so that we can do virtual meetings and activities, so we would look at putting it more of over by the hall with maybe some signage. We would have to look at the size of the two. I had just kind of spaced off of the one that was recommended and it was quite a bit smaller than the ones Trent has, so I just need sizes so we can find a location. Chair Manha said, our mission has changed a little bit, as the Coalition, in that we are really just focusing on the gaps to fill in services. I feel very good about this being considered a donation to provide seniors with the things that they have been asking for and not expecting a profit to be made. I think, when the audit is done, we are still going to have enough money in the account so our person that we hire can maintain this with some oversight and bookkeeping management, so I just wanted to share my personal feelings. Director Ernst said, if you purchase the machine, the Life Center could do the stocking because I get nervous on how much of the stuff would go bad and things like that. There is maybe a way between all the different areas we could do the stocking and the revenue would be used for restocking so we can have other locations or something. That is a big concern. I don't know how much usage there is, but that was one of the biggest complaints in the changeover. In the survey that I provided to you regarding nutrition, that was a common issue was that they miss the machines. I just don't have the funding source at this time to purchase. I could try to figure out a way to supply it because I know that is a larger burden on the Coalition to do that. Member Kent said but then we are going to want to charge just to recoup our money from the candy, right? We are not trying to make money on it because I don't think it could be free because then it would be constantly empty. Chair Manha said it would just be a lower price like maybe 50 cents for a candy bar. Maybe slightly over cost. Maybe we can look at what we stock it with. They might want something different than what we want. Member Hyde said the snack size chips would be good because they are not going to eat a whole big bag of chips by themselves.

Chair Manha asked if there was any public comment but there was none.

Member Jamie Hyde made a motion to approve the purchase of used vending machines from Trent Kroll for use at the William N. Pennington Life Center, not to exceed $2,500. Member Karla Kent seconded the motion, which carried by unanimous vote.

Reports:

A- Consideration and possible action re: Update on the financial audit of all of the Coalition for Senior Citizens' financial accounts conducted by Churchill County.

It is requested that the board receive an update from Churchill County on the financial audit of the Coalition for Senior Citizens financial accounts.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED:

Chair Manha said, Shannon, I don't think you have an update on this, right. Director Ernst said no. County Manager Barbee was working on this and he was trying to reach out to see where they were at and have not gotten a response.

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

Churchill County 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

Director Ernst said, as you know, we did go into an outbreak status as of last Friday due to COVID. What that means is if you have over 2 people that have tested positive in the timeframe and you cannot conduct a full tracing to determine everyone impacted. It was determined by the county that we would do drive-through meals until December 3rd and open back up on the 6th. That allows for the timeframe of anybody that could have had last contact on that day to get through their 5-day waiting period and make sure they are clear before they come back in. We did have some ladies playing dominos outside, so they are still using the Center. It is exciting and we did have over 60 meals today through the drive through. Last Friday, it was a little confusing and we only did 38 meals but we did some COVID testing in the parking lot and we will continue to provide that.

The holidays are ramping up. Tomorrow will be the Thanksgiving dinner in the drive through. They still get their pies and ham and turkey and all of those things. We also will be looking at, as we move into Christmas, looking at how do we get more volunteers to come in and help unpack things. When we look at staffing, it is concerning to try to put together the things we want to maintain. We are just looking at different models and evaluating and trying to get more community participation.

The Center is busy. There are people that are there by 7:15 in the morning and are there until 4:30 in the afternoon, which is amazing and we want to maintain that but we also want more members of the community to come in. We are having a pizza party on Wednesday. We are working with Pizza Barn and they are doing 310 mini pizzas for us. We will start picking up for MOW at 10:00 AM. They will get a salad in a bag and then that will go out and then we will be picking up the pizzas at 11:15 so they are not soggy. It is just kind of finding innovative ways with the staffing issues. It is challenging; we cannot find a cook. The county did approve a higher-level cook/kitchen manager last week, so we hope we will get more interest. When you look at where the wages are across the board, it is really hard to keep up because we have been told people really don't care about PERS or the benefits. They just want the cash in hand. We are seeing that across all of the departments and other counties are saying the same thing. We are evaluating the overall Life Center. ADSD has changed. They are no longer looking at just seniors. They have their standard definition to now include under 60 that are disabled for the Homemaker Program and they are evaluating that further. Do we want to really look at making that more of a senior disabled division so that we can offer more things there and attract more people, so that is one of the proposals we are looking at.

When we came to the Coalition and were deciding how this would look in the future, one of the things I mentioned was that paying service. This is for people who are lacking the capacity to pay their bills and they are looking at eviction. Their utilities get turned off and it is not that they don't have money, they just forget or they can't balance their checkbook. I can't tell you how many checks for donations get bounced. One of the things we are outlining at this time is the development of that program. Shelly Chamberlain, the Deputy Public Guardian, has been working on that and looking at models across the country. This is something that could fall under the Life Center activities. We are evaluating what that needs. Judges are asking us to please do this because it is a problem. Some if it is court ordered. I am sorry I did not bring the activity calendar with me as we finished it today, but we will email it to you. We will not have the menu completed until Wednesday. We are trying to do more innovative things. The meals people are happy and we do see that we bumped up the portions, which has impacted the MOW program. Not so many homebound want 2 meals. They are now asking for just one. They say it is too much food, so we will need to find that happy medium. We had that one bad meal that hit Facebook, so everybody was overcompensating for that. Our food costs have increased almost double. One of the challenges with making the menu is seeing what is available. We had issues since just before the fires in getting supplies to make the things that are standard.

Member Kent said, who does the cooking? Director Ernst said, well that is fun. It is a rotation. Bailey was there. Bailey started about 2 months before the county took over. Bailey is doing dishwashing and helping prep. Bailey is amazing but doesn't like to cook but Bailey likes cooking at the Life Center. We are trying to evaluate if we are going to find someone that has overall management experience because it is not just about cooking. It also involves ordering and getting suppliers together. Jamie has been helping. I had the Otuafi family come in and cook. One day they did a luau and it was amazing. We have couple of local chefs who are going to come in and do a celebrity chef event, so we will be announcing those in December. Sometimes it is Jim and maybe me or Jamie or whoever would like to come in. The ordering is more of a challenge than the cooking. I don't think you heard about the 200 pounds of potatoes I ordered. We did not need that many. They were the bakers, not the little ones. We worked through that and that is where I will say the people at the Life Center have the determination to make this work and to make it stronger for everyone. We do have a casual person also working the kitchen. We took one of the MOW drivers, Stacey McNair, who has a passion for the seniors. She drives for MOW and she likes it but when we had the problem in the kitchen, she said, I can work in here too and now she likes it in the kitchen, so we have made a combined position for her so she is in the kitchen and also MOW. She comes in and helps prep and now she has a full-time job and comes in and helps clean. She is very excited because she is a driver of one of the new trucks, but she has been more in the kitchen than out on the road. On pizza day she is taking it out and going to see all of her seniors. The passion is there and that is what you need to make it work. Chair Manha said it sounds like some great things are happening there even with the challenges.

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

C- Consideration and possible action re: 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:

Chair Manha said I don't have anything and Brenda Moore did not come. Pam Moore said Brenda did provide those reports. Member Kent said, regarding the glasses and the pitchers and that type of thing, did we go ahead and get that? Chair Manha said thank you for bringing that up because, when I went down to sign checks, that was not one of the checks, so we need to make a decision on whether or not we want to do some funding for that. We can't approve anything today. Member Hyde said, if that stuff was provided by the General Fund before, are those monies staying with the county now because I haven't seen the deposits for that money? Director Ernst said yes, I think it was as of July first the money did stay there. There was a bunch of money in the safe that had not been deposited, so we have that all for the auditors to show that split when it comes about, so I wanted to get it out of the safe. That was a random decision I made on my own when we opened it up and there was a few thousand dollars. I don't know how this will all wash out. Chair Manha said can we put that on a future Agenda? Sorry, Shannon, you will have to wait for an answer on that. Director Ernst said that is just one of the ways we want to clear this up. I want to make sure that, in the future, if there is a request, we will come to you with an Agenda item, the cost, and what we are requesting. I want to make sure we have that communication. Chair Manha said that will help when we know how much money we have.

Member Hyde said we had discussed that we needed to talk with Brenda or whoever the new person is because I am looking at the profit and loss and it said a donation was made to the Coalition in the amount of $1,000 and then from Tedford Tire in the amount of $150. We need to make sure that, if those are restricted, even temporarily, that we know why it is restricted and it be kept separate from any unrestricted donations. I know Brenda Moore said she was leaving, so it is probably not going to do any good but we need to go back and look and see if there are any restrictions on that money. Chair Manha said that is a great point. Would you, as our treasurer, be okay reviewing that? Member Hyde said yes. Chair Manha said I think there is a letter from that donation of $1,000 from the credit union that goes with that, so I will contact her and have her send it over to you.

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

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

Member Lind said I think now is the time for me to come off the board. I have enjoyed being a member but, since we are going down to 5 members now, I think I have been on here enough time that I can go ahead and come off. Life happens. I have not been able to attend a few meetings, so I think this is a good time for me to come off. Chair Manha said I think I can speak on behalf of the board, thank you for your service. We appreciate it and we are sorry to lose you. Member Lind said thank you. There were no additional comments made.

Consider Future Agenda Items:

The following future Agenda items were suggested: funding for drinking glasses for use at the Life Center, approval of a Job Description for the Bookkeeping Assistant, discussion of the role of the Coalition for Senior Citizens, and the Financial Audit.

Establishment of Next Meeting Date:

The next meeting will be held on January 24, 2022 at 4:00 PM.

Public Comment:

Chair Manha asked if there was any public comment but there was none.

Adjournment:

The meeting was adjourned at 4:59 PM.

Approved: Karla Kent

Karla Kent, Member

Approved: Jamie L. Hyde

Jamie Hyde, Member

Approved: J Heath

Justin Heath, Member

Approved: Carol Seitzinger

Carol Seitzinger, Member

ATTEST:
Linda Rothery, Clerk/Treasurer

Renae Paholke

Renae Paholke, Deputy Clerk