

MINUTES OF THE COALITION FOR SENIOR CITIZENS

155 N. Taylor Street, Fallon, NV 89406

April 25, 2022

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 4:02 PM on April 25, 2022.

Roll Call:

PRESENT: Member Justin Heath, Chair
 Member Karla Kent
 Member Carol Seitzinger
 Social Services Director Shannon Ernst
 Life Center Director Jill Manha
 Deputy Clerk to the Board Pamela D. Moore

ABSENT: N/A

Public Comments:

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 Revised Agenda for this meeting was posted on the 19th day of April, 2022, 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 Carol Seitzinger made a motion to approve the Revised Agenda as submitted. 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- June 24, 2021.

The Minutes of the meeting held on June 24, 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 Carol Seitzinger made a motion to approve the Minutes of the meeting held on

June 24, 2021 as presented. Member Karla Kent seconded the motion, which carried by unanimous vote.

B- January 24, 2022.

The Minutes of the meeting held on January 24, 2022 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 Carol Seitzinger made a motion to approve the Minutes of the meeting held on January 24, 2022 as presented. Member Karla Kent seconded the motion, which carried by unanimous vote.

Appointments:

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

In previous months, Jill Manha and Jamie Hyde submitted their letters of resignation from the board. An advertisement for applications of interested persons was distributed through social media. A total of three applications were submitted by: Lynne Hartung, Corine "Rinnie" Barrenchea, and Dawn East. Member Heath and Member Kent reviewed the applications and conducted interviews of the candidates. A recommendation will be made to appoint to new board members.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Member Kent reported that three applications were received from: Lynne Hartung, Corine Barrenchea, and Dawn East. Interviews were conducted on April 22nd by herself and Chairman Heath. she recommends appointing Corine "Rinnie" Barrenchea and Dawn East to serve on the board.

Member Karla Kent made a motion to appoint Corine "Rinnie" Barrenchea and Dawn East as new board members. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Authorization to designate Member Karla Kent as the third signer for the checking and savings accounts for the Coalition for Senior Citizens.

Since the last board meeting, Jamie Hyde has resigned from the Coalition for Senior Citizens Board of Directors and she was a signer on the accounts. To ensure that we have three people

who can sign checks, the board is asked to authorize Karla Kent as an additional signer and to remove Jamie Hyde 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

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

C- Consideration and possible action re: Discussion of previous action to hire a bookkeeper and reporting of what has been done using Kent's bookkeeper, with a request to allow Kent's bookkeeper to do the bookkeeping for the Coalition for Senior Citizens at a cost of \$500.00 per month.

Discussion of previous action to hire a bookkeeper and reporting of what has been done using Kent's bookkeeper, with a request to allow Kent's bookkeeper to do the bookkeeping for the Coalition for Senior Citizens. The bookkeeper is now familiar with the books for the Coalition and is willing to do this for the sum of \$500 per month.

FISCAL IMPACT: \$500.00 per month.

EXPLANATION OF IMPACT: A proposal is being made for Kent's bookkeeper to keep the books for the Coalition for the sum of \$500 per month.

FUNDING SOURCE: General Fund.

ACTION REQUESTED: Accept

Member Kent reported that Arlene Van Winkle, with Makes Cents Bookkeeping, worked on the books to get things lined out and has agreed to provide bookkeeping services to the Coalition for the sum of \$500 per month. She has everything set up in QuickBooks and things are up to date.

Member Carol Seitzinger made a motion to allow Arlene Van Winkle with Make Cents Bookkeeping to do the bookkeeping for the Coalition for Senior Citizens. Member Karla Kent seconded the motion, which carried by unanimous vote.

D- Consideration and possible action re: Discussion regarding the fiscal year for the Coalition for Senior Citizens and determination whether a change is warranted to the fiscal year to match the fiscal year for grantors.

Karla Kent will report on her discussion with Joe Lane, with Lane & Associates, concerning the fiscal year for the Coalition for Senior Citizens. The board will be asked to make a determination to either remain on the current fiscal year that runs July to June or to change the fiscal year to run from October to September.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Member Kent reported that Lane and Associates have indicated that the fiscal year is set up from October to September and Joe Lane recommends keeping it that way.

Member Karla Kent made a motion to designate that the fiscal year will for the Coalition for Senior Citizens will run from October to September. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

E- Consideration and possible action re: Authorization for a board member to have a credit card to pay for online bills, such as the Secretary of State and other matters that may arise.

Karla Kent has asked that the board consider and approve a board member to have a credit card to be utilized for online and other purchases that may arise, such as the Secretary of State fees.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Member Kent reported that a credit card is needed for when the Coalition needs to make purchases. She recommends that the card be kept by the bookkeeper.

Member Karla Kent made a motion to authorize the Coalition for Senior Citizens to have a credit card to pay for online or other purchases that may arise and that the credit card be kept by the bookkeeper. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

F- Consideration and possible action re: Authorization to reimburse Karla Kent in the sum of \$150 for the Change of Officers filing fee that was charged by the Nevada Secretary of State.

Karla Kent is seeking reimbursement for the sum of \$150 for the Secretary of State's filing fees of \$150 to file the Change of Officers.

FISCAL IMPACT: \$150.00.

EXPLANATION OF IMPACT: Karla Kent made the payment to the Nevada Secretary of State to enable the filing of the Change of Officers and those fees should be reimbursed to her.

FUNDING SOURCE: General Fund.

ACTION REQUESTED: Accept

Member Carol Seitzinger made a motion to authorize reimbursement in the sum of \$150 to Karla Kent for the Secretary of State's filing fees. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

G- Discussion regarding the vending machine purchases and activity.

Karla Kent will provide an update on the vending machine purchases and activity.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Member Kent reported that we approved to purchase the vending machine, which was \$2,152. We discussed that we would set the rates so that this was not a big moneymaker for the Coalition, it was more for a convenience there at the Senior Center. We have set the rates. We are making some money on each item but it is not a ton of money and we have been filling it once a week. At our next quarterly meeting, we will have our financial statements. We can go through that but I do want to let you know that they are really enjoying the sodas and certain items that are in the vending machine that are getting filled up every other week.

This item was presented for informational purposes only and no action was taken.

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: None; Informational Only

Shannon Ernst reported that we finally got all the information together and it was submitted right during tax time, so we were put on hold by the auditor until after tax time. I will follow up on May 10th to see how it is going. We have given them everything they have requested.

This item was presented for informational purposes only and no action was taken.

B- Update from Shannon Ernst and/or Jill Manha 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 Jill Manha reported that the seniors are very happy to have the vending machines back. It doesn't take dollar bills, so I don't know if we can get that remedied but we do offer change. It has been a really big hit with them.

The Life Center replaced one full-time driver. That driver left us and went to work for the base. The new driver starts tomorrow. We were also successful in hiring two casual employees because both of our casual employees departed for various reasons. One went to work for a dairy for his family and the other one is just staying home. We are pleased with the people that we chose. The kitchen staff is working great, as a team. There are no changes to report. The meals are wonderful and they are timely and the quantities are there and our numbers have been really booming. Carol can attest to that. Most of the time it is not uncommon to have 100 lunch members and, on really special days, we have had as many as 144 for meatloaf. That one is very popular, as well as birthday days. It is exciting. There is a lot of energy at the Life Center on those days. This Thursday there is also a dance right after lunch.

For activities, we have implemented cornhole and have done some tournaments. We have implemented Xbox Connect, which the seniors love. We have a few that play the bowling and that is very popular. We have darts, which is not played as often but we are working on it. We have a Manicure Monday where we paint nails for anyone. We also have Western Movie Wednesday where we play westerns and they can watch whatever is on TV so we don't violate any rights.

The quilting group started and has been really fun. We have ladies coming in and doing different projects, collectively. We implemented Seniors Eating Well. We have Chase Johnson come over from the High School once or twice a month and he does a fabulous cooking demonstration. Last Friday, he had about fourteen people in there and he cooked penne pasta with vegetables and they all got to taste it and get the recipe. It is based on our grants for healthy eating for seniors. It is really fun.

We have implemented a seeing impaired group in honor and aligned with our services for disabilities. This group meets at the Life Center. They had their first meeting last week and they went over different braille techniques together and met collectively, so I am sure we are getting some momentum. They were there for two hours enjoying the Life Center after lunch and collaborating with each other.

We have a locally hosted monthly dance. This month, Kent's Supply is sponsoring the goodies for Thursday. We have had people wanting to do that and it has been really kind of fun because the seniors like to have snacks. Last month, Louie's Home Center donated some goodies and they were present for the dance and, before that, we had a volunteer group from the high school. They came and decorated the tables and put together some fruit trays and things, so it has been real fun for the seniors to get different entities in there and having our local community sponsor or host the dance. Last month, we had square dancing, so we had the whole square-dancing team come in full costume and they did line dancing and that was really fun.

We implemented some new resources this quarter. We have Cricket phone service that has been coming. They have been there 3 times. People can get prepaid phone service but they also have a program for the seniors, if they qualify, where they can get free phones or free service depending on their assessment done right there at the Life Center. That has been very popular.

We have had a lot of phone calls and have also explained it to some our Meals on Wheels participants.

We have had a Medicare Insurance and Supplemental representative come once or twice a week and help people with their Medicare and other programs. It has been very helpful and she has been very busy.

Regarding grants, we have applied for a supplemental food grant to help with milk since prices have increased significantly. Regarding the Geriatric Behavioral Support Grant, we are very excited to partner with New Frontier. They come once a week. They used to call it Loss and Grief and now they call it Life Changes. They do an actual group support and have expanded that to potential one-on-one sessions. We do hope we can expand those services with this grant. We would like to offer our senior population some behavioral health. Member Seitzinger said how many people are attending that? Director Manha said we have had as many as 8 in the group, although we don't take names, of course.

We submitted for a Community Project Grant, which will, hopefully, make a good walking path and outside improvements at the Life Center. We would be able to outline a specific walking path around the center and maybe have some benches and more lighting and other things like that. The garden area needs improvement also. We are looking for a shade alternative for the back area because it gets so hot back there, so that it will be usable for various things. The last new grant is a teaching art grant. That will help bring more art-based classes to the center, and the end goal of that is to create some artwork that could be voted on or approved to go into the multipurpose room to add a bit of color to that area. It is pretty bland. Keep your fingers crossed that we get awarded all of those grants. We also applied for the ADS and Homemaker Grants again.

The last item I have is regarding the meals. I have some numbers to give you an idea of what is going on. The reports are for February and March. Congregate meals for February, we served 224 separate people for a total of 1,487 meals that month. For March, we served 262 different people for a total of 1,901 meals. For Meals on Wheels in February, we had 218 people receiving 4,820 meals. In March, we were down a little with 204 recipients for a total of 5,210 that month because of the longer month, of course. We currently have 44 seniors on the Homemaker Program with an average of 252 services performed in March alone. As of this writing, right now, there are 58 seniors available on the program. We just added a new contractor for homemaker services for a total of 2 contractors. They are All Around Cleaning and All Valley Home. Both of them are working to try to meet all of the needs. A lot of them are on twice a week cleanings.

Member Karla Kent said we were just wondering if there are ideas of things that you are going to be needing or that you want to maybe look to the Coalition for? Director Jill Manha said as things have progressed, there have been a couple of ideas. What I would like to do is collectively put a report down and maybe submitting it to Pam for your next meeting so that it can be an Agenda item.

We want to bring more awareness at the Life Center so that people know they can bring their donations to the Life Center as a drop-off and then Social Services will pick them up and distribute those to the community. We are working on a campaign for social media and advertisements. It is working because I had a gentleman who had an entire flex spending card and bought diapers to donate for home health, which was incredible. I had another gentleman from an apartment complex donate some more unused diapers and other items. He was just so grateful and said now he knows where to bring anything else he needs to get rid of. Director Ernst said the Health Department really brought that forward. There was a huge need, so when the county took over the Life Center, there were rooms and rooms full of supplies, so we removed everything and it is all at our Health Department. We may need to bring before you a request for some of the items that may need a new battery, like a wheelchair or something like that. We need to come up with a way to get those items back in working order. I don't have funds to put in a new battery but we are obtaining the equipment and delivering them. That is one thing we will be looking at.

I want to put it in your head that the outside is such a big thing and no one is utilizing it. The garden was a big piece prior to the county taking over operations but, when we did our survey, we really didn't have any seniors that wanted to garden. They said they would pick things but they didn't want to go out there and work it. We are looking at 3 phases in that area. The first one is just to clean it up and make it usable. I feel bad for the memorial garden because there was never proper dirt put into the ground for the roses and there is not a proper watering system, so that would be the first goal. The second phase would be to bring a covering structure, which we included in the grant and then add walking paths. We want to go with fake grass in little areas and maybe entertainment things. We have applied for a grant and I have \$5,000 and an additional \$5,000 to make that piece happen. We will still have the memorial garden; it is just making it usable. People want to come there and sit outside and eat lunch but it is too hot. We got approved to do sail coverings off of the side patio, so the guys will be working on that. What do you do with that big, beautiful area out back? Our engineer at the county came over and looked at it, along with a landscaper, and it came to a total for the one project of \$162,000. The other is around \$11,000. Carol Seitzinger if we were to get a pool table, do we have a place for it? Director Ernst said they wanted to put it in the lobby. The talk was out in that front area moving things around and putting it kind of where the sign is that has all the activities on it. We have not gotten a pool table. I know many have looked at purchasing pool tables but we don't have one. Director Jill Manha said after being there, that lobby area is used quite a bit. People gather there and I don't know how it would work. Director Ernst said when it was evaluated for a pool table, nobody hung out there. If there is a pool table found, we will find a place for it. Director Jill Manha said we are looking at things. We have ideas like a putting green and things like that. We are trying to get more people involved. Almost daily, I give tours to people who are coming to the Life Center wanting to know what we are all about. It is really exciting. There are a lot of new faces and we are growing.

Director Ernst said our state representatives from ADSD and the actual administrator came and visited and they were so excited to see how it changed and that there were so many people there that day. They planned on spending a half a day and going through our records and making sure we are on track but they were done in two hours. They were happy with how things looked.

That made us all breathe a little bit better. Director Jill Manha we just got our application granted from the state for our kitchen, so that is good for another two years.

Member Kent said your grant writers go through a lot of grant opportunities and if there is any that the Coalition could go after, would push them our way? Are you still going to do that? Director Ernst said absolutely. There are opportunities sitting there where you have to be a non-profit to do it. We will see if we have time to help write it and bring it before this board. Right now, there are a couple hundred grants releasing every week. I go through them and see where they could fit and when they're due. I think I have 5 due in the next 3 weeks. It is just trying to make those fit. Hopefully, we can get a grant writer too. That will help a great deal. Once you know, we would just send those opportunities over. I get people throughout the community that will send me an email or text and say they are looking at a grant for something, so I just watch so they can research it and see if it is a good fit.

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 additional comments made.

Consider Future Agenda Items:

The following future Agenda items were suggested: Election of officers, a report from the Life Center on needs they have identified, and a financial report for the Fiscal Year 2021-2022.

Establishment of Next Meeting Date on July 25, 2022 at 4:00 PM:

The next meeting will be held on July 25, 2022 at 4:00 PM.

Public Comment:

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

Adjournment:

The meeting was adjourned at 4:44 PM.

Approved: _____


Commissioner Justin Heath, Chair

Approved: _____


Karla Kent, Member

Approved: Carol Seitzinger
Carol Seitzinger, Member

ATTEST:
Linda Rothery, Clerk/Treasurer

Rena Pahlke
Rena Pahlke, Deputy Clerk