

MINUTES OF THE COALITION FOR SENIOR CITIZENS

**155 N. Taylor Street, Fallon, NV 89406
October 24, 2022**

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 4:00 PM on October 24, 2022.

Roll Call:

PRESENT: Commissioner Justin Heath, Chairman
Member Rinnie Barrenceha, Vice-Chair
Member Carol Seitzinger
Member Dawn East
Councilwoman Karla Kent, Member
Social Services Director Shannon Ernst
Pennington 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 Agenda for this meeting was posted on the 18th day of October, 2022, between the hours of 9:00 and 11:00 AM at all of the locations listed on the Agenda, in accordance with NRS 241.

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

The Agenda had to be revised to reflect the change in location to Room #102.

Member Karla Kent made a motion to approve the Agenda as revised. 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 25, 2022;

The Minutes of the meeting held on July 25, 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 Rinnie Barrenceha made a motion to approve the Minutes of the meeting held on

July 25, 2022 as presented. Member Dawn East seconded the motion, which carried by unanimous vote.

B- August 10, 2022 Board Training.

The Minutes of the training session held on August 10, 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 Rinnie Barrenceha made a motion to approve the Minutes of the training session held on August 10, 2022 as presented. Member Dawn East seconded the motion, which carried by unanimous vote.

Reports:

A- Consideration and possible action re: Presentation of the Financial Reports for the period ending September 30, 2022.

Make Cents Bookkeeping has been doing the bookkeeping for the Coalition for Senior Citizens and has prepared the financial reports for the period ending September 30, 2022 for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Member Kent provided the Profit & Loss Statement, for the period of October 1, 2021 through September 30, 2022, and the Balance Sheet as of September 30, 2022 for the board's consideration. I thought it would be important if we tied our financial report for year's end when the county took over. The county took over the Life Center in June. At that time, we had \$714,293.75 in the bank. It is a little different because we are doing bank balances. In July-September, you can see that we were still getting deposits and we still had payroll expenses that we were doing, so those were the expenses that came out. On October 1st, our bank balance was \$682,827.50 but that doesn't tie into our balance sheet. If you go to the balance sheet that is in your packet, this is the start of October 1st of last year. These are all the expenses. If you look at what is attached on the next sheet down where it showed you about where we came from June until now, to the \$682,827.50 and then you go to those sheets that are tied to it, the \$682,827.50 starts on the back of the balance sheet at the very top, then this is our Fiscal Year. This is all the income and everything going in and out of First Independent Bank for our income and expenses and it is tied to the \$627,754.14, which is what you will see on the balance sheet that was given out as of September 30th. You will see, under First Independent Bank, that \$627,754.14. That is one of the reports that I showed just because we haven't really been doing fundraisers and we haven't really been earning any money, so we are using this money that we have had since when we ran the Pennington Life Center until now, which, I think, maybe after me, is going to be the audit and the county is going to determine how much money we get to keep in the Coalition and

how much money they are going to take to the county. Most of our income always came from the county and the city who gave us money monthly to support the operations of the Pennington Life Center.

Chairman Heath said does that have the payouts for employees? Member Kent said if you look at that sheet that I handed you, we had to pay about \$1,500 to Pitney Bowes. We had a Pitney Bowes machine that we were unaware of and Pitney Bowes is a stickler when you want to return their machine, even though it was never taken out of the box and never used, you still have to pay all of your monthly service fees, like a lease fee, and then we had to pay off the lease. It was a postage machine but we no longer need it. The other thing that we have is our candy machine down there. On the candy bars, we are probably losing .12 cents. We make money on the sodas, cookies, and the chips. Because we have everything set at .75 cents and we were always told when we put it in that we really didn't care if it is a money maker, we just wanted to break-even and we do break-even. There are a lot of sales in that machine. They use it a lot. Arlene, our bookkeeper, also takes care of the machine. She deposits the money from it. Member Seitzinger said how much comes in from it in a month? Member Kent said from February through September, it is about \$407. The expense was \$650 but that is because it is still filled with a lot of candy and stuff. She was saying that, at Walmart, the candy bars are \$1.18 and we are at .75 cents.

Member Rinnie Barrenchea made a motion to approve the financial reports for the period ending September 30, 2022. Member Dawn East seconded the motion, which carried by unanimous vote.

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

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

Social Services Director Ernst said Comptroller Wideman reached out and we had the Agreed Upon Procedures reviewed and what we looked at was over the past how much money came in that were not donations really coming from the county to see the ending cash balances. It did cost \$4,500, which was paid from the General Fund. When they looked at this, they were looking at 2018. In 2018, there was an increase in the balance of \$15,337 and, at the end of 2022, it shows the increases for each year. The total amount shows an increase over the 4-year period that was \$487,424. That is the amount that they thought would be refunded back to the county to serve the seniors. These are restricted funds so, when you look at our tax funds that are for seniors and when that tax base squares that up it is restricted for that use. It goes back to the account to serve the seniors for operations at the Senior Center. I think there is about \$20,000 each year budgeted to maintain the facility. Member Kent said, so the top line is like the revenue from the city and the county? Director Ernst said correct. When they evaluated the grants, the donations that came

in and anything that was like what the city does for Meals on Wheels. They removed that and all of the funds that were restricted from the county or coming in from a tax base, that is your increased cash. They took out what they determined was the donations and the fundraising and that gives you your balance. Over that time period that was asked to be reviewed, there was total increase in the checking account of \$487,424. Member Kent said, so the \$487,424 is the money that the county would like back? Director Ernst said that is correct.

Originally, the Coalition for Senior Citizens and Board of County Commissioners wanted to do a full audit but we could not find anyone to do it. Chairman Heath said that would leave the Coalition with \$195,405? Director Ernst said that is the cash amount. Member Kent said you would have to go off of that current balance. Member Barrencea said it would go off of the checking account balance of \$682,827.50, taking \$487,424.00 to the county, leaving \$140,330.14 to the Coalition. Member Kent said we get to keep the money market account. Ms. Ernst said we do not care where you take the money from and the auditors did not look at the balance of what you had but only at what came in from the taxes, grants, and such. Member Barrencea said it would come from the \$627,754.14 balance.

Member Kent said can we argue this? Chairman Heath said probably not as this was agenized as informational only. We are going to have to table this and vote on it at our next meeting. Ms. Ernst said absolutely. We have been working on this and I received this Agreed Upon Procedures report at the very end of last week. We wanted to bring it to you so that you knew it had been completed. This shows what they came up with and we have been waiting on this for months. Chairman Heath said it is still going to the seniors – it is just moving it from one pot to another.

C- Update from staff 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

Jill Manha, Director, gave a report, as follows:

1st Quarter Grant services

Month	Lunch/Congregate	MOW	Homemaker	Total
July	1790	4897	245	6932
August	2097	4750	256	7103
September	1979	4395	245	6619
				20,654

Number of events scheduled 540

Total number of unduplicated participants: 488

Attendance for:

Fitness Classes: 517

Social Activities : 540

Fallon Farmers Care : 1016

Resources – New this quarter: Employee NV (formally Job Connect)

Fan Drive = Approximately 70 fans were handed out, and now we are collecting for next summer.

Landscaping of the garden: Completed

Grant for \$7000 awarded from the Nevada Arts Council for an art project, through teaching by Patricia Sammons, that will be for the multi-purpose room.

Hired a new back-up transportation specialist for MOW. Elaine Bender who will start next week.

SNAP-ED grant ended October 1. (Activity Coordinator position/no funding available)

Old Senior Center: All items cleared out. Moved storage across the street into old CC com building.

Director Ernst said we had a handful of people who attended everything and they would go through the courses that ran for weeks and they would be very excited week 1, 2, 3, and then you would see it drop off and dwindle away because it was a lot. The seniors really do like the exercise programs. We can come up with other things and everybody can help. Our health team used to go over and lead one of the exercise classes to get them engaged. Director Manha said we are getting more participants in the general exercise class, which we have moved from Tuesday and Thursday to Monday, Wednesday, and Friday. We added an additional day of exercise during the week. The seniors are pulling in their friends, which is nice. We will be adding another generic class that will start in November with Penny.

Director Manha said everything from the old senior center has been moved. All of our Meals on Wheels supplies and such that we had stored there has now been moved to the old Drumm Building on South Maine Street. Ms. Ernst said it is connected to CC Communications' building. The county brought that back and took over maintenance of the Drumm Building. The county has applied for a grant to rehab that for CART. The other part will be for storage. We have a secured area for all your financials and things for your grants, which you will have to keep for 5 years, so we have it all there in case something came up, you will have access. That was completely done and, hopefully, we get the grant. Member Seitzinger said that is great and it is fairly convenient. Director Ernst said it will be great to have CART closer. They were at the old Senior Center and the parking lot, the city wanted to get the parking lot done, so we moved them over to the fairgrounds, so they are in the old SUMFUN building until the Drumm Building is done, then they will move over there.

Director Manha said I am always impressed when I look at these numbers and I think of the number of events scheduled. Member Seitzinger said the number of events scheduled, what exactly is that? Is that all the programs? Director Manha said yes.

Director Ernst said with the SNAP-ED Grant it was part of the Coalition but we couldn't change the scope of work so we had to agree on the terms that were put in there previously. A lot of money was spent on gardening activities and the true goal was for gardening into seniors' homes. When we did the survey, our seniors had no desire to garden. They made it pretty clear. They love to garden but they did not want to work in the garden. We were struggling to meet the requirements of that grant. We determined that we could not do that, so we did not receive those funds. One of the things it did pay for was for an Activities Specialist, so one of the things we are happy to do is look at not having a coordinator. We do not have the funds in the county budget just to pay for that position. It is costing us additional \$400,000 for all the county employees that were moved over. We will not have that position in the future. We will be looking at different options. We did do a 60-day notice so they will know that position is going away with time and another grant could pop up before that but we wanted to give plenty of time in case it didn't. They will have that position until January of 2023. Member Dawn East said now who will coordinate the activities? Director Ernst said we have Chloe from Social Services come over and do things and we had Project Coordinators and they will probably just work together to do those things. They can do other activities besides Bingocize.

Social Services Director Ernst said I want to point out that, when we took over the Senior Center, we looked at the Homemaker and Meals on Wheels programs and the radius that we were funded for and we had to go back and re-evaluate every person that receives something to make sure that we were meeting the guidelines of the grant. We did see a trend go down with Meals on Wheels a bit because people were not eligible. If you are actively able to go out in the community and are not homebound, that is not what Meals on Wheels is for. If you are able to get out and go into the dining room, it is more for socialization, not just the meal. That is why all the activities are centered around the dining room open hours, so people will get out. A lot of people just don't want to stay home or come in Monday for lunch but tomorrow just deliver a meal. That is really not the goal of the program. If you look at the mission and what this is for, you want to have socialization. Meals on Wheels is just for food. When they go out to deliver, they have to make contact. We just lost an employee because they were not making contact with the individuals and it is a wellness check. How many people have gone down or we have had a couple that were deceased over the weekend. You have to make sure you make that contact. You cannot just leave the food out front. If you don't see them and have to bring it back, you call the Program Coordinator immediately and say I can't make contact, did they cancel the meal? Then we have to call law enforcement to check on them. That has been our biggest thing and has been a huge educational process for our participants and the county.

Director Jill Manha said I could tell a lot of stories about our drivers finding participants not in good shape or some of them have been left in the bathroom and can't get up from that night or something like that and they have been there for hours on the cold floor, things of that nature. It is very touching for all the intervention we have been able to do. Director Ernst said, when we took over, one of the things we really wanted to do is to make sure of that. If you found somebody, they may need our services wrapped around them. That is not for the Meals on Wheels driver, but they bring it back and make a referral, so then they are going in and trying to wrap those services around them if they are truly homebound and try to engage them so they can be independent and safe at home. We don't want anyone going into a facility, but they still need

to be safe. That has been a great partnership.

Chairman Heath said, for the Homemaker Program, did you get a larger grant? Director Ernst said they increased it. When we had a contractor, it was a lot less. I think we are funded to a little over 70 people, but again, there are also those people that are eligible, it is not just a housecleaning service. They go out and there are people that are on there and if you go to a sliding scale, they were actually going to pay more than what we pay, so then we are linking them to provide a subsidy to get that light housekeeping one or two times a week for a couple of hours each time and making sure they are eligible.

Chairman Heath said are you going to have like a flu clinic coming up? Director Ernst said we did a huge clinic on October 15th, but they are at the Life Center at least once a week providing flu and COVID vaccines. Like we did last year, Banner transferred 1,000 flu vaccines to us and we had a joint drive-thru clinic on October 15th. It was small, we got the flu vaccine early, so we just kept the drive-thru going. We had 44 come through for the flu shot. Chairman Heath said he saw that people are asking. Director Ernst said we have everything at all of our pods. Chairman Heath said I didn't know if that was advertised that well. Director Ernst said we had flyers out everywhere and it was on social media.

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

Member Karla Kent said, with regard to the Home Means Nevada grant, which was for the pavilion, did that not get funded? Director Ernst said it did not. I sent you guys a notification of denial. We do not know why. Currently, the only programs that we have going is the monthly cupcake and the vending machines. Member Seitzinger said our only expense is for the vending machines? Member Kent said also the cupcakes and our bookkeeper. Director Ernst said do not forget your insurance for the board, which is yearly. You should have received that recently. You also probably want to look at hiring a CPA. Member Kent said we have that scheduled at our next meeting. Director Ernst said I sent you one out of Reno that CART is using and the one that conducted the Agreed Upon Procedures for this board. Now that you are not funded, once this Agreed Upon Procedures is completed, you will no longer be funded by government and there is the possibility that you may not fall under the Open Meeting Law requirements. Chairman Heath said I want to add changing the Bylaws with regard to the Open Meeting Law. Member Barrenchea said do we have to only consider the recommended CPA or can we consider others. Casey Pomeroy is a CPA and we might be able to keep our money local. I am happy to talk to her. Member Kent said we no longer have payroll and that is always a big consideration for CPAs.

Consider Future Agenda Items:

The following items will be considered at the next meeting: Agreed Upon Procedures, hiring of a CPA to handle the annual tax filing for the Coalition, and review of the Bylaws to determine if the Coalition will no longer fall under the Open Meeting Law.

Establishment of Next Meeting Date:

The next meeting will be held January 23, 2023 at 4:00 PM.

Public Comment:

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

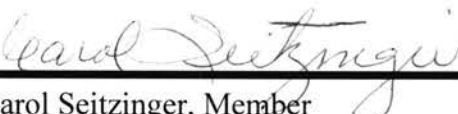
Adjournment:

The meeting was adjourned at 4:45 PM.

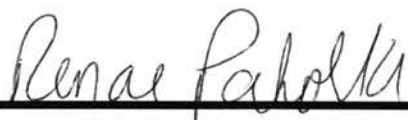
Approved: 
Karla Kent, Chair

Approved: 
Rinnie Barrenchea, Vice-Chair

Approved: 
Dawn East, Member

Approved: 
Carol Seitzinger, Member

ATTEST:
Linda Rothery, Clerk/Treasurer


Renae Paholke, Deputy Clerk