

MINUTES OF THE COALITION FOR SENIOR CITIZENS

**155 N. Taylor Street, Fallon, NV 89406
August 3, 2023**

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 3:16 PM on August 3, 2023.

Roll Call:

PRESENT: Member Justin Heath
 Member Karla Kent
 Member Dawn East
 Deputy Clerk to the Board Pamela D. Moore
ABSENT: Member Rinnie Barrenchea

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 30th day of July, 2023, between the hours of 11:30 AM and 12:30 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 Karla Kent made a motion to approve the Agenda as submitted. Member Dawn East seconded the motion, which carried by unanimous vote.

Appointments:

A- Consideration and possible action re: Approval to hire a Certified Public Account to file the necessary tax documents for the Coalition for Senior Citizens.

The Coalition for Senior Citizens is required to file tax documents each year. It is necessary to hire a Certified Public Accountant to file the necessary tax documents on behalf of the Coalition. The board will consider hiring Silva, Sceirine & Associates, LLC to file necessary tax documents.

FISCAL IMPACT: TBD.

EXPLANATION OF IMPACT: TBD.

FUNDING SOURCE: Coalition's General Fund.

ACTION REQUESTED: Accept

Member Karla Kent said, at the last meeting, we decided that we were going to go with Sierra

Financials to do our taxes. We are needing a CPA to do our tax return for the year 2021. We had an error on the fiscal year end and it was not properly filed with the IRS. It was filed by paper copy and it cannot be done that way. It has to be done electronically, so we are trying to get that done and corrected so we can proceed on. We went with Sierra Financials, which was approved at the last meeting. After Sierra Financials went all through it and everything, they decided that it was something that they could not do. We are now looking to Silva, Sceirine & Associates, LLC. We sent them all of the records and their firm is going to be able to help us. They want the year ending 2019-2020 if we can find them. When I go to the storage, I am going to be looking for those documents for them so that then they will have everything they will need. They are pretty sure that they can complete them without those but they would just like to have them. I guess I would need approval to change our CPA firm to do the tax return from Sierra Financials to Silva, Sceirine & Associates, LLC. I don't have a dollar amount of what they will charge until I get those papers.

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

Member Dawn East made a motion to hire Silva, Sceirine & Associates, LLC as the Certified Public Account to file necessary tax documents for the Coalition for Senior Citizens. Member Karla Kent seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Approval of hiring a new bookkeeper, Rhonda Majors, to take the place of Arlene Van Winkle.

The board will consider hiring Rhonda Majors as a new bookkeeper to replace Arlene Van Winkle with Makes Cents Bookkeeping.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Member Karla Kent said Arlene is already gone to Idaho and I spoke to Rhonda Majors about doing the bookkeeping and she has agreed to do that. There is just one hiccup and that is the QuickBooks. The QuickBooks software that Arlene was using isn't the same one that Rhonda Majors is using, so they can't transfer data to the other one, so she was needing to possibly upgrade. She has not gotten back to me, yet, so I don't know if we table this or what. I don't know if the board is willing to help pay for some of those costs if it is going to have to be a completely different QuickBooks or if she is just going to be able to upgrade hers. She has not had time to check into it and get back to me but it might just be upgrading hers, which she would not need any help with that but, if it is different, she may need help with the cost.

Chairman Heath said is she doing it online or using the program directly? Member Karla Kent said I think it is a program directly and not online. That is how Arlene did it. Chairman Heath said I think they changed because they are trying to push everybody online. Member Karla Kent said I can get more information and I know we don't want to wait until our next meeting but I don't know, is there a way once I find out everything about this that I can give it to Pam and then she can push it out to all of us and we can take a vote that way? Chairman Heath said and

maybe we can just get an online subscription so she can do it. As long as we don't have to do the W-2s. That would make it a lot easier. Let's table this and see if Rhonda is willing to use the online version. Then we won't have to transfer over.

Chairman Heath asked if there was any public comment but there was none. This item was tabled for the next meeting.

C- Consideration and possible action re: Discussion of future plans for the Coalition for Senior Citizens.

The board will discuss the future plans for the Coalition for Senior Citizens.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Member Kent said, in April, I went to a meeting on senior citizens that was done in Fernley. It was a workshop put on by the City of Fernley. They had a lot of representatives there and the big take away from it was other senior citizen coalitions across the state and what they are doing is they are not really focusing on the senior citizens center, they are putting their focus on the seniors, just the seniors in total, and being the liaison, because a lot of the seniors feel just like ours do that they are not old and they don't need to go to a senior center. They act as a liaison to get communications to the seniors outside of the senior center. We are trying to decide on some things we could do for the future and we have kind of been looking at how can we help the senior center and maybe what we should be looking at is how can we improve the communications for the seniors that are not going to the center. Maybe the eventual result will be to go to the center to get that information but it could be publications. I can pass this around to show what was done at that meeting. They had a lot of information that they brought out and shared. There are some very active people; they had some from Washoe, some from Sparks, and there are very active seniors that are on those boards and they would be willing to come out to our board meeting and meet with us and help us if we wanted to get some ideas of what to do. Chairman Heath said I think it would be a good idea to have one of them come out and kind of give us some guidance. Member Karla Kent said a lot of it could be just because you know, we have money in the bank, like some of it is just direct mailers that go out to the seniors and just share things with them that is happening with the state or within our own community or something like that. Chairman Heath said there are a lot of them that don't want to go to the center because they are not old or they have no way to go. Member Karla Kent said I can work on that when we set our next meeting time and if I get that ahead of time maybe we could set it at the end of this meeting and then I can reach out to them and have them come. This item was presented for informational purposes only and no action was taken.

Reports:

A- Consideration and possible action re: Presentation of the Financial Reports for the period ending July 31, 2023.

The board will consider the financial reports for the period ending July 31, 2023.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Karla Kent provided the Profit & Loss and Balance Sheet. She said at the last meeting we were looking at, I am thinking because, do we have a date of our last meeting? I didn't bring the January financial statement. I have a March one. If we go over this one here, on our Profit & Loss statement, it shows what our income, where we are getting some income and that is from like our savings, the interest on our savings and from the vending machines. A lot of times we just leave the money in the vending machines, so before Arlene left, I had her clean out the vending machine and that \$485 is an accumulation ever since the vending machines have been put in. It is not normally an income that we would see on the vending machines.

We had some insurance that we had to pay over, and this is going from October all the way to June so, during that period, we had some dishonesty bonds we have to pay for and also workers compensation. There was a worker's compensation like audit and they found that we owed \$733.00 more and this goes back to when we were actually managing the senior center and had employees, so now we should be all cleaned up on all of that stuff. In the vending machine purchases that is over that time period from October to June. It brings our total in the bank to \$485,971.64. That is our net income, sorry. If we move to the balance sheet, that is where we will see our bank balances. Chairman Heath said that \$485,971.64 we had to give back to the county. That is where the difference is. Now we have \$182,561. Member Karla Kent said \$141,383.80 and then the Money Market is \$38,552. Chairman Heath said I think it would be good to start using the money. Member Karla Kent said I think so too and I think that might be a good way to go for the seniors that are not going to the center and may help encourage them to go to the center that there is a lot more there than just food. Chairman Heath said they offer a lot more than they did in the past.

Member Dawn East made a motion to approve the financial reports for the period ending June 30, 2023. Member Karla Kent seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Report from the Senior Citizen Advisory Committee Workshop held in Fernley on April 12, 2023.

Member Karla Kent will make a report of the Senior Citizens Advisory Committee Workshop she attended in Fernley.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Please refer to discussion under Appointment Item C. The board suggested inviting someone to come to our next meeting to discuss ideas from the Senior Citizen Advisory Committee Workshop.

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

There were no comments.

Consider Future Agenda Items:

The following items were suggested for a future Agenda item: Hiring of Rhonda Majors as a bookkeeper, update from the CPA, grants, and discussion regarding the Senior Citizens Advisory Committee.

Establishment of Next Meeting Date:

The next meeting will be held on September 25th at 4:00 PM.

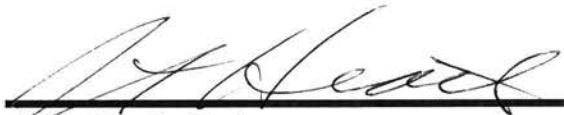
Public Comment:

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

Adjournment:

The meeting was adjourned at 3:33 PM.

Approved:



Justin Heath, Chair

Approved:



Karla Kent, Member

Approved:



Dawn East, Member

Approved:



Rinnie Barrenchea, Member

ATTEST:
Linda Rothery, Clerk/Treasurer



Renae Paholke, Deputy Clerk