

MINUTES OF THE COALITION FOR SENIOR CITIZENS

155 N. Taylor Street, Fallon, NV 89406

September 25, 2023

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 4:03 PM on September 25, 2023.

Roll Call:

PRESENT: Member Justin Heath
 Member Karla Kent
 Member Dawn East
 Member Rinnie Barrenchea
 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 19th day of September, 2023, 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 Karla Kent made a motion to approve the Agenda as submitted. Member Dawn East seconded the motion, which carried by unanimous vote.

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

A- August 3, 2023.

The Minutes of the meeting held on August 3, 2023 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 Dawn East made a motion to approve the Minutes of the meeting held on August 3, 2023 as presented. Member Rinnie Barrenchea seconded the motion, which carried by unanimous vote.

Appointments:

A- Consideration and possible action re: Presentation of ideas from the Senior Citizen Advisory Committee Workshop held in Fernley on April 12, 2023.

A presentation will be made of ideas from the Senior Citizens Advisory Committee Workshop she attended in Fernley to aid the Coalition moving forward.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Member Kent said, after our last meeting, I talked to some of the people who were at that workshop. I was hoping to find someone who would come to our meeting and present ideas to us and show us how they got started. What they did, however, was suggest that we come to their events to see how things are done. On Friday, September 8th, they had one but I was not able to attend. I think there is probably a lot of stuff on the internet that we could research. We could just brainstorm some ideas, as we have some money, and then we could come up with some activities for the seniors.

Member Kent suggested recruiting someone from the senior center who could serve on this board. Member Heath said that used to be Carol Seitzinger but she has resigned, so we have that slot open. I think we could all think about this and try to find a go-getter who could help us. Otherwise, perhaps at the next meeting, we could all come with one or two ideas of things we could do. I think that is the only way we can come up with ideas on how to bridge the gap of those who come to the Life Center and those who do not. Everyone at that workshop talked about bridging between the senior center to address things that the seniors need help with and that type of thing. I am not sure if any of you have any ideas.

Member Barrencea said I have learned that seniors need rides to doctor appointments but I do not know what kind of liability that would involve. I think it would almost be too much for us to do. Member Heath said they already provide that service. Member Barrencea asked if they drive them to Reno because she has been told by people that they were having trouble getting rides to their appointments in Reno. I just think that is out of our scope. Member Heath said CART does go to Reno but they have been short-staffed.

Member Barrencea said she thinks the networking for people who are not coming needs to come from seniors who are going. She suggested that we encourage them to bring a friend and then be entered into some kind of prize or incentive for them to do that. Member Kent said that is a really good idea. I think we should start with the people from the senior center. Member East suggested that we do a raffle. Member Barrencea said I think the key is to do this by the people who are attending by bringing a friend and then provide an incentive for them to do that. Member East said that is a good idea and we could say that, if they bring a friend, they get 5 raffle tickets or something. Member Kent agreed. Member Barrencea said once we get them into the Life Center, they can see what is offered there because it is much more than just the meal. We could do this during lunch one day a month and then have a gift basket to raffle off for those who participate and bring a friend who is not normally a member. If they do not have

a card and come and apply for the card, then they get tickets for the raffle, as well. Member Kent said then our purpose would be to try to get those seniors to get involved and start engaging at the Life Center? Member East said I don't think we give it to the people who visit but to those who bring them. Member Barrenchea said we could do two baskets, one for those who brought someone and one for those who came with them. Member Kent said we could start with this and then it might lead us into some other things. Member Barrenchea said she tried to get her Dad to come and he would not but he might have come if a friend had invited him. That is what we did with Frank and Kay was to invite them and now they come if I attend. Member Kent said we need to understand what their perception is and then maybe we could do things to change that, as some might think that they shouldn't be coming because they are still capable of cooking for themselves or something. Members agreed to talk with Jill Manha and see if they agree to have us do this and then they might have ideas on how to implement it and when. Member Barrenchea agreed to discuss this with Jill and report back to the board. It was agreed to try it quarterly for now and see how it goes. This item was presented for informational purposes only and no action was taken.

B- Consideration and possible action re: Approval of hiring a new bookkeeper, Rhonda Majors, with Professional Computer Bookkeeping Services, to take the place of Arlene Van Winkle, of Make Cents Bookkeeping.

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 Kent presented this item as outlined above. Rhonda has agreed to take on this board. She is very competent, thorough, and accurate. Her hourly rate is \$45 per hour, which is reasonable. She only charges for the actual time she puts in, which should not be much for our board.

Member Dawn East made a motion to approve the hiring of Rhonda Majors as a bookkeeper for the Coalition for Senior Citizens. Member Rinnie Barrenchea seconded the motion, which carried by unanimous vote.

C- Consideration and possible action re: Approval to reimburse Rhonda Majors, Professional Computer Bookkeeping Services, for purchase of QuickBooks 2023 Software in the sum of \$549.00.

In anticipation of doing the books for the Coalition for Senior Citizens, Rhonda Majors purchased QuickBooks 2023 Software because that is the program that all of the Coalition's bookkeeping has been done in. The cost for the software was \$549 as depicted in the invoice provided herewith. The board is being asked to reimburse Rhonda for the costs she expended to get the software.

FISCAL IMPACT: \$549.00.

EXPLANATION OF IMPACT: Reimbursing her for the software will ensure there is a seamless transition from one bookkeeper to the next.

FUNDING SOURCE: General Fund.

ACTION REQUESTED: Accept

Member Kent made this presentation as outlined above. Rhonda had to purchase this specifically for the Coalition and she has no other clients who use this version. This version is what is needed so that she can tie into what has been done previously for the Coalition. There is a two year renewal going forward but it is not anticipated that we would have this cost in the future. We are in the middle of this audit, so we need to have consistency with what was used before and what is being used now to enable her to get to the information that is required for the audit.

Member Rinnie Barrenchea made a motion to approve reimbursing Rhonda Majors in the sum of \$549 for the purchase of QuickBooks Software. Member Dawn East seconded the motion, which carried by unanimous vote.

D- Consideration and possible action re: Approval of matching funds to support the William N. Pennington Life Center to replace flooring at the Life Center in the sum of \$7,700.52 by Carpet Connection.

County staff have asked the Coalition to consider providing matching funds to support the William N. Pennington Life Center to replace flooring at the Life Center in the sum of \$7,700.52.

FISCAL IMPACT: \$15,401.03.

EXPLANATION OF IMPACT: Replacement of flooring in the living room and multi-purpose room due to wear and tear.

FUNDING SOURCE: 50% Churchill County and 50% Coalition for Senior Citizens.

ACTION REQUESTED: Accept

Member Barrenchea questioned why there is a need for new flooring since the building is not that old and asked where they were proposing the new floor. There were no members who understood where the new flooring was to be located or why it was needed, so the board agreed to ask Member Barrenchea to check with Jill Manha for an explanation and to see the flooring. This item was tabled to the next meeting.

Reports:

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

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

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Member Kent said, from this point forward, we will have the year prior to look at and compare, so I apologize that I do not have that this time. When we last looked at the balance sheet in June, we were at \$141,383. Now, we are at \$138,575, which is a difference of \$2,807 in our bank account, so I wanted to mention that the reason for that is that we do the Cuppiecakes, which is outside contract services, and we also did a \$2,500 match with Fallon Auto Mall for one of the vehicles some time ago. The trucks take so long is why it is just now coming out of the account. Interest is up on our savings account. We are up \$181 on our vending machine but we spent \$364 during that timeframe. We are showing a loss of \$488,960.45 on our Profit & Loss Statement but we still have the money in our accounts.

Member Barrenchea asked if we had raised our prices on the vending machine but other members were uncertain. Member Barrenchea will check on this when she talks with Jill Manha, as well.

Member Dawn East made a motion to approve the financial reports for the period ending August 31, 2023. Member Rinnie Barrenchea seconded the motion, which carried by unanimous vote.

B- Update from Silva, Sceirine & Associates on the tax filings for the Coalition for Senior Citizens.

An update will be provided from Silva, Sceirine & Associates on the tax filings for the Coalition for Senior Citizens.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED:

Member Kent reported that it took a lot of research and time because we did not have financial statements for the time period that they needed. Rhonda Major had to get those things together by printing them off of Quickbooks. That is all done now. They just got 2021 filed about a week ago and they are now working on 2022. We have not paid them any money and we have not paid Rhonda Major any money either. Once I get their invoices, I will bring them forward for approval. Our fiscal year runs from October to September like the federal government. 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:

Member Kent said she had a lady contact her about an audit from the state for 2019 and 2020. We have to submit all of this information relative to a grant we received. It is the Aging and Disability Services Department. We have to provide the information so that the grant can be closed. It involved a huge list of things that they needed, although I do not have the list with me. Shannon Ernst and I went to the storage area. Luckily, the new bookkeeper that I have is familiar with grants and she was able to pull all of that information and we sent it off to ADSD. I believe we have provided all of the information that she needs, although I have not heard back from her. According to Shannon, that is good. She suggested we just leave it be, as they will

come back to us eventually and let us know if they have completed it or if they need further information. Member Barrenchea said we are not going to be involved with grants anymore, right? The county will be responsible for that, is that correct? Member Heath said that is correct. He does not know what is still pending from before the county took over, so this could happen again but he believes Shannon has been on top of most of it. Member Kent said it just involves finalizing some of the details from the end of that transitioning period.

Member Heath said the county has hired a mechanic, so that will help with the vehicles at the Life Center because the vehicles will be maintained properly and on a regular basis.

Consider Future Agenda Items:

Items suggested for the next meeting include the request for matching funds for flooring, pricing for the vending machines, and the raffle for baskets for members who bring in a friend.

Establishment of Next Meeting Date:

The next meeting was scheduled for October 23, 2023 @ 4:00 PM in Conference Room #102.

Public Comment:

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

Adjournment:

The meeting was adjourned at 4:30 PM.

Approved: 
Justin Heath, Chair

Approved: 
Karla Kent, Member

Approved: 
Rinnie Barrenchea, Member

Approved: 
Dawn East, Member

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ATTEST:

Linda Rothery, Clerk/Treasurer



Pamela D. Moore, Deputy Clerk to the Board