

BOARD MINUTES April 9, 2024 – 10:00 AM

Oconto County Commission on Aging, Inc.

1210 Main Street, Oconto, WI 54153

I. CALL TO ORDER

Time meeting was called to order: 10:00 a.m.

II. ROLL CALL

COMMITTEE PRESENT: Ballestad, Gilles, Meier, Schindel, Blahnik, Lavarda

COMMITTEE ABSENT: Wranosky

OTHERS PRESENT: Tricia Hurley, Executive Director; Lisa Sherman, Oconto County Interim Administrator/Finance Director; Kaylyn Clark, OCCA Accounting Specialist

III. APPROVAL OF AGENDA

Motion & second by Gilles & Lavarda to approve the agenda.

Vote Results: Unanimous

IV. APPROVAL OF MINUTES OF PREVIOUS MEETING

Motion made by Meier & seconded by Blahnik to approve the March 12, 2024 minutes.

Vote Results: Unanimous

V. CORRESPONDENCE

Hurley shared that during April through September, the Hunger Task Force will be including 1 pound of meat with the stock boxes. This will consist of hamburger, pork chops and salmon.

VI. REPORTS

a. Senior Center

Blahnik updated the group on the Senior Center.

b. Nutrition

Hurley presented the service report for the nutrition program as well as the other service numbers for the organization.

c. Human Services

Hurley presented the Benefit Specialist report. Hurley discussed some recent updates she made to the Caregiver program.

d. Transportation

Hurley shared the Transportation update for the month of March.

e. Finance

Hurley discussed the bank statement for March. Hurley had a generic email address created – accounting.occa@bayland.net for vendors to send statements to. Hurley discussed the letter, W4 and direct deposit form that was included with employee's payroll to make the move to direct deposit. Hurley updated the group on the work being done on taxes and reconciling 2023. Hurley expects to have a January and February check from GWAAR in the near future. Hurley gave an update on billing for caregiver programs.

Personnel

Kaylyn Clark was hired as the new Accounting Specialist. Dianne Richardson was hired as our dietician. We will be looking for a Nutrition Coordinator and VEP drivers.

f. Closed Session

The Board may convene into closed session, pursuant to Wis Stats Sec 19.85(b) and 19.85(1)(c), for the purpose of discussing personnel related matters. Motion to move into closed session made by Lavarda and seconded by Gilles to move into closed session at 11:35 a.m. Motion passed unanimously.

g. Return to Open Session

The Board shall return to open session to conduct legal business, as allowed by Wisconsin Stats Sec. 19.85(2). Motion by Lavarda and seconded by Meier to move back into open session at 12:13 p.m. Motion passed unanimously.

VII. SET NEXT MEETING DATE

The next meeting will be set for May 14, 2024 at 10:00 a.m.

VIII. ADJOURN

Motion made & second by Gillet & Blahnik to adjourn at 12:15 p.m. Vote Results: Unanimous
Time of adjournment: 12:15 p.m. *Tricia Hurley (Recording Clerk)*