

BOARD MINUTES January 11, 2024 – 1:00 PM

Oconto County Commission on Aging, Inc.

1210 Main Street, Oconto, WI 54153

I. CALL TO ORDER

Time meeting was called to order: 1:00 p.m.

II. ROLL CALL

COMMITTEE PRESENT: Wranosky, Meier, Gillis, Blahnik, Lavarda, Schindel

COMMITTEE ABSENT: Ballestad

OTHERS PRESENT: Tricia Hurley, Exec. Director; Shelly – Oconto County Human Services,

III. APPROVAL OF AGENDA

Motion & second by Lavarda & Wranosky to approve the agenda with date change to January 11

Vote Results: Unanimous

IV. APPROVAL OF MINUTES OF PREVIOUS MEETING

Motion & second by Gillis & Blahnik to approve the December 15, 2023 minutes.

Vote Results: Unanimous

V. CORRESPONDENCE

Hurley updated the board on her efforts of bidding out the yearly audit. She contacted GWAAR to question whether or not the OCCA had to use CLA. John Schnabl said we do not. She also asked what GWAAR pays for their audit and was told their cost was \$25,000. They are four times the size of our agency and pay just under double what we are being charged. Hurley also requested a list of the specific criteria that is needed for this audit. She has started contacting other audit firms including Schenck, Kerber Rose, Konkel and Cain. Cain and Associates replied and stated their firm is too small to conduct an audit like ours. Hurley has been in touch with Mark Konkel and is working on a time to discuss our needs with him. Lisa Sherman from the county said our audit needs to coordinate with the County's.

VI. REPORTS

a. Senior Center

Blahnik updated the group on the Senior Center. There was no January meeting. Bonnie Johnson sent Blahnik an email inquiring who was coming to the next meeting. Blahnik was not sure how to respond. Their bylaws state that it's an open meeting and that one representative from the OCCA can participate in the meeting. Both Blahnik and Wranosky feel that they both would like to attend. Hurley mentioned the recent snow plowing issue and the ongoing temperate control issues. The board talked about other possible sites for our kitchen. Hurley will be looking over their contract.

b. Nutrition

Hurley presented the service report for the nutrition program as well as the other service numbers for the organization. To date we have served 32,360 meals. We currently serve about 560+/- unduplicated people in the county most of which are in the Nutrition program, but we

do have those coming in just for foot care, transportation, caregiving, assistive device, our loan closet, and the Benefit Specialist programs. Hurley discussed the yearly variance report that compares Oconto County to Marinette and Shawano counties. Overall, we have seen a decrease in the number of Home Delivered Meals and an increase in the number of Congregate meals. We have also given out 115 Stock Boxes, which are shelf stable meals that can be stored until needed. These include shelf stable items like peanut butter cereal, canned items, among other things and the only thing that needs refrigeration is a block of cheese. This program has been well received and highly successful. We will get a supply of Stock Boxes every month to keep the program going and to expand it as necessary. Assessments are being finalized and we are moving about 20+/- individuals off of our Home Delivered Meals and into Congregate sites.

c. Human Services

Hurley presented the Benefit Specialist report. Bobbi serviced 102 clients in December. The breakdown is on the form that was handed out. Most of the assistance was in Nutrition, followed by Medicare. By comparison, in December of 2022, we serviced 68 clients. Year to date, we have served 1,410 clients.

d. Transportation

Hurley mentioned the projected funding for the transportation program for next year will be about the same as this year. For the month of December, we had 550 in-city riders with the majority of these being for medical appointments, followed by shopping and social/recreational appointments. Hurley contacted NWTC about doing repairs on our vehicles as part of their education programs. They stated that they have no issues helping us out, but may not always be able to complete tasks in a timely manner and the mini busses would not fit on their lifts. They said they could work us in if we reach out with our needs. She is also in the process of contacting Oconto High School about this as well. A question arose about whether or not a yearly safety procedures for all drivers and a refresher on safety was completed. Hurley is checking into this. If it was not done, then it will need to be done for 2024.

e. Finance

Hurley discussed the bank statement for December. The withdrawals and other deductions are debit card transactions for office supplies, hiring and miscellaneous supplies needed for the various sites. We received reimbursement for the October Claim Form in the amount of \$33,039 which was deposited. Our bank balance is \$51,667. The Claim Form for November has been submitted. We will get \$24,587 in reimbursements once that comes back. Hurley is still trying to get set up with an Associated Connect account through Associated Bank. Hurley Motion made by Gillis and seconded by Lavarda to approve moving to direct deposit for payroll was unanimously approved. The board questioned whether or not rent to the Senior Center was paid. Hurley is checking with Heather Meyer to be sure we are up to date on rent.

f. Personnel

Hurley discussed the vacancies that still exist in the organization We are receiving applications for a driver. Hurley is still working with Heather about ways to streamline some processes and they decided to go back to having all sites use the same form to keep track of meals served. In order to allow Heather to stay on top of her duties, we are trying to make Tuesday her "fiscal" day to allow her to work on nothing but bill paying and financial things. Hurley also had Heather move back into her office and put Emarie at the front desk where she belongs. Emarie is also being trained on how to properly answer the phones and assist customers with their needs instead of automatically turning calls over to Heather or Bobbi. Hurley discovered that many

callers are just used to speaking with Heather or Bobbi and the vast majority of callers are looking to schedule pick ups for appointments, which can and should be handled by Emarie. Emarie is also taking the Serve Safe Food course as we are going to be utilizing her in our Nutrition program when needed as well in order to keep her busy. Lastly, a motion was made by Schindel and seconded by Wranosky to approve employee Christmas bonuses of \$125 (total \$2,125+/-).

Vote results: Unanimous

A motion to table discussing approving Frank Schersing to the board of directors issue until Schersing's LTE status is completed was made by Lavarda and seconded by Wranosky.

Vote Results: Unanimous

g. Closed Session

The Board may convene into closed session, pursuant to Wis Stats Sec 19.85(1)(c), for the purpose of discussing Frank Schersing and other personnel related matters.

h. Return to Open Session

The Board shall return to open session to conduct legal business, as allowed by Wisconsin Stats Sec. 19.85(2).

VII. SET NEXT MEETING DATE

The next meeting will be set for February 13, 2024 at 10:00 a.m.

VIII. ADJOURN

Motion made & second by Lavarda & Wranosky to adjourn at 2:06 p.m. Vote Results: Unanimous
Time of adjournment: 2:06 p.m. *Tricia Hurley (Recording Clerk)*