

BOARD MINUTES March 12, 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, Wranosky, Meier, Gillis, Blahnik, Lavarda, Schindel

COMMITTEE ABSENT: None

OTHERS PRESENT: Tricia Hurley, Exec. Director; Shelly Schultz, Oconto County HR Director; Lisa Sherman, Oconto County Interim Administrator

III. APPROVAL OF AGENDA

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

Vote Results: Unanimous

IV. APPROVAL OF MINUTES OF PREVIOUS MEETING

Motion made by Schindel & seconded by Meier to approve the February 13, 2024 minutes.

Vote Results: Unanimous

V. CORRESPONDENCE

Hurley shared \$300 donation and letter from the Krakow High Noon Riders Snowmobile Club. Tom Ryba, one of our meal drivers, is the President of this club.

VI. REPORTS

a. Senior Center

Blahnik and Wranosky updated the group on the Senior Center. Ballestad sent over the revised contract but did not hear back from the Senior Center yet. He followed up again. There were no updates on the basement remodel, roller doors for the kitchen or the grease traps. The Senior Center is interested in partnering with the OCCA and ADRC on programs and possibly do events. May 16 the ADRC is hosting a program there.

b. Nutrition

Hurley presented the service report for the nutrition program as well as the other service numbers for the organization. For February 2024, we have served 647 home delivered meals and 120 congregate meals. These are not the final numbers due to all of February not being entered in yet. Dianne Richardson, a Registered Dietician, has been contracted for approximately 20 hours for 2024. We gave out 147 Stock Boxes during the month of February. Lori Fernandez, Older Americans Act Consultant and Nutrition Consultant from GWAAR, was onsite February 21 & 22 to discuss meal planning, nutrition education requirements and conduct staff training. Staff are now up-to-date on their training.

c. Human Services

Hurley presented the Benefit Specialist report. Bobbi serviced 104 clients in February. The breakdown is on the form that was handed out. Most of the assistance was for nutrition and taxes.

d. Transportation

Hurley stated that we have received funding in the amount of \$119,697.60 for transportation funding. In 2023, we received \$117,324.48 in Transportation funding so this is a nice increase this year. For the month of February, we had 86 in-city riders with the majority of these being for medical appointments, followed by shopping and social/recreational appointments. We had 17 rural and 16 VEP riders, all for medical reasons. We hired Mark Wallen as a relief driver for Home Delivered Meals and to participate in the Volunteer Escort Program.

e. Finance

Hurley discussed the bank statement for February.. We have received reimbursement for the November & December Claim Forms in the amount of \$7,874. Hurley requested and received \$15,000 from the County to cover any shortfalls that may come up. To date, we have \$119,596.57 in our Checking account. As a follow up to the Board's question on the Senior Center rent, Hurley checked with Heather Meyer and discovered that the Senior Center rent (among other things) had not been paid for 3 months so she instructed Meyer to immediately cut a check in the amount of \$1,650 for the Senior Center so rent checks to the Senior Center are now current. All other delinquent payments are being addressed.

f. Personnel

The Board of Directors voted to terminate Heather Meyer who was in charge of Transportation, Nutrition and Finance. Transportation and Nutrition duties will be divided up among staff for the time being. Hurley hired Kaylyn Clark as the organization's new part time Accounting Clerk to replace Meyer. Her first day was Monday, March 18. Clark has an Associate's Degree in Accounting and is pursuing her Bachelor's degree. In the wake of the termination, Carrie Kroetz, Older Americans Act Consultant from GWAAR came onsite to assist with cleaning up rosters in SAMS as well as assisted with reorganizing our Quickbooks accounts and sorting and assigning codes and class numbers to invoices. Johanna Blahnik also came in to sort and organize files. The County sent over two employees to assist with payroll, accounts payable and accounts receivable. We managed to get all of December and January donations totaling \$5,677.30 recorded and deposited in addition to a few older invoices paid, including some back taxes. There is still much to do, but things are better than they were. At this time, no new actions are being taken as far as board members go.

g. 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.

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 April 8, 2024 at 10:00 a.m.

VIII. **ADJOURN**

Motion made & second by Meier & Blahnik to adjourn at 11:43 p.m. Vote Results: Unanimous

Time of adjournment: 11:43 p.m.

Tricia Hurley (Recording Clerk)