

BOARD MINUTES May 14, 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, Schindel, Lavarda, Gillis, Meier and Blahnik

COMMITTEE ABSENT: Wranosky

OTHERS PRESENT: Tricia Hurley, Executive Director; Richard Heath, Oconto County Administrator; Shelly Schultz, Oconto County Human Resources Director

III. APPROVAL OF AGENDA

Motion & second by Gillis & Blahnik to approve the agenda.

Vote Results: Unanimous

IV. APPROVAL OF MINUTES OF PREVIOUS MEETING

Motion made by Lavarda & seconded by Meier to approve the April 9, 2024 minutes.

Vote Results: Unanimous

V. ELECTION OF OFFICERS

- a. A motion was made by Schindel and seconded by Lavarda to nominate Karl Ballestad as President of the Oconto County Commission on Aging. A motion was made by Lavarda and seconded by Meier to re-elect Karl Ballestad as President. Vote Results: Unanimous.
- b. A motion was made by Lavarda and seconded Blahnik to nominate Charlene Meier as Vice-President of the Oconto County Commission on Aging. A motion was made by Schindel and seconded by Gillis to re-elect Charlene Meier as Vice-President. Vote Results: Unanimous.
- c. A motion was made by Lavarda and seconded by Blahnik to nominate Bruce Gillis as Secretary/Treasurer of the Oconto County Commission on Aging. A motion was made by Lavarda and seconded by Meier to re-elect Bruce Gillis as Secretary/Treasurer. Vote Results: Unanimous.

VI. CORRESPONDENCE

Hurley shared that the COA sent flowers to Barb Hager who was recovering from a recent illness.

VII. REPORTS

a. Personnel

- i. Employee Dress Code: A new, updated employee dress code was presented and discussed. A motion was made by Lavarda and seconded by Meier to adopt the new employee dress code. Vote Results: Unanimous.
- ii. Employee Handbook Discussion: A motion was made by Meier and seconded by Lavarda to form a committee to review and update the employee handbook. Vote Results: Unanimous.
- iii. Friday Hours: A motion was made by Schindel and seconded by Meier to modify Friday hours. Vote Results: Unanimous.

iv. **Employee Letter:** A motion was made by Lavarda and seconded by Blahnik to issue a letter to all employees reminding them of the Commission on Aging standards of conduct.

b. Senior Center

Blahnik updated the group on the Senior Center.

c. Nutrition

Hurley presented the service report for the nutrition program as well as other nutrition-related updates for the organization.

d. Human Services

Hurley presented the Benefit Specialist report.

e. Transportation

Hurley shared the Transportation update for the month of April. The board asked that daily inspections be done on the buses and vehicles. A motion was made by Schindel and seconded by Meier to approve the purchase of an enclosed trailer. Vote Results: Unanimous.

f. Finance

Hurley discussed the bank statement for April. Hurley updated the board on the progress being made on the 2023 audit and taxes. Hurley shared that claim forms for January, February and March have been submitted. Hurley updated the group on other financial-related items.

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. Motion to move into closed session made by Lavarda and seconded by Schindel at 12:10 p.m. Motion passed unanimously. Roll call: Ballestad, Schindel, Gillis, Lavarda, Meier with Hurley and Schultz also present.

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). Motion by Lavarda and seconded by Gillis to move back into open session at 12:25 p.m. Motion passed unanimously.

VIII. SET NEXT MEETING DATE

The next meeting will be set for June 11, 2024 at 10:00 a.m.

IX. ADJOURN

Motion made & second by Meier & Gillis to adjourn at 12:30 p.m. Vote Results: Unanimous
Time of adjournment: 12:30 p.m. *Tricia Hurley (Recording Clerk)*