

**BOARD MINUTES September 12, 2023 – 10:00 AM**  
Oconto County Commission on Aging, Inc.  
1210 Main Street, Oconto, WI 54153

1. Call to Order

Time meeting was called to order: 10:00 am .

2. Roll Call

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

COMMITTEE ABSENT: Ballestad

OTHERS PRESENT: Frank Schersing, Exec. Director; Shelly Schultz, County Human Services,

3. Approval of Agenda

Motion & second by Wranosky/Lavarda to approve the agenda

Vote Results Unanimous

4. Approval of Minutes of Previous Meeting

**Motion & second by Gillis/Blahnik** to approve the August 8, 2023, minutes.

Vote Results Unanimous

5. **Correspondence:** Linda Siegfried is now represented by Nicole Law instead of One Law Group. Our lawyer will contact her new lawyer and decide where it will go.

The Volunteer banquet was a success on the 18<sup>th</sup> of August from 11 am to 2 pm. At Oconto City Park, 5182 County Highway N. Many liked the relaxed format at City Park and the chance to mingle with each other.

There will be some Falls Prevention Classes coming up. They are three weeks long. The first one starts September 26 in the City Council Chambers from 9 to 11. Their other meeting days will be Oct 3 and 10. The 10<sup>th</sup> is our meeting day so we will have a different location for the meeting.

There are 44 applicants to the Executive Director's position from Indeed and LinkedIn.

6. Closed Session: The Board may convene into closed session, pursuant to Wis Stats Sec 19.85(1)(c), for the purpose of discussing the Executive Director Position and Applicants.

Lavarda moved to go to Closed Session with a second from Schindel.  
Roll Call vote to go into closed session with guests was unanimous.

7. Return to Open Session: To conduct legal business, as allowed by Wisconsin Stats Sec 19.85(2) Motion made by Gillis with second by Wranosky to return to open session, vote was unanimous.

Motion made by Gillis with second by Blahnik to have each Board member select their top 5 candidate name to Frank by September 19. We will try set up all interviews on October 10, so our Board meeting will start at 9 am.

Vote was unanimous.

8. Reports:

- A. Personnel: In the handouts is the organizational structure that I took over to the county for our budget meeting. It is divided into functional areas for the organization. Now that I have been back for a couple of years, I'm going back to when I was here before on the structure, it worked then, and it should still work now. I'm thinking primarily of Heather's responsibilities and finance. Heather needs more time in the office. So, I am breaking out the Nutrition Director position and separating that from the Finance duties. There is a state requirement that we have our menu reviewed by a dietician to make sure we comply with the minimum daily requirements for the meals that we serve. I am trying to link the Dietician requirement to the Nutrition Director position. Both requirements can be met with one individual. The vacant positions are obvious on the chart. Two in the office and two in transportation.

The Budget request to the County is also included in the handouts. Knowing that everyone else was requesting substantial increases. I only requested a \$5,000 increase. Our average cost per meal is down from last year. We have changed some menu items and are looking at more cost-effective paper products and cleaning supplies from Costco and/or Sam's to bring down costs. Our donations are also up slightly from last year. At \$2.09 per meal, still well below our donation request.

There was also an example of what the timeline was for the claims process. Started incurring expenses and providing services in January. February requires us to input the information into the SAMS program. The Statewide database program for recording service information. Also start compiling

expenditure information for the reporting. March would include more inputs of data into the SAMS Programs, plus reviewing generated reports to make sure there are no omissions to the entered data and ensuring all January data and expenses are compiled for a Claim Form that needs to be submitted to the Area Agency by the 5<sup>th</sup> of the Month. The Area Agency reviews the data and enters it into their program for compilation and submission to the State by the 14<sup>th</sup>. The State pays the Area Agency on the 1<sup>st</sup> of April. The Area Agency then writes a paper check to the Local Program by the 5<sup>th</sup>, and we receive January's reimbursement by the 2<sup>nd</sup> week in April. Hopefully this gives you an idea of how the reimbursement system operates and how there can be cash flow problems that come up. The vendors in our programs want to get paid in a timely manner, but most food vendors understand the way the State operates.

I also included an annual comparison of Fiscal Year 2021 compared to Fiscal Year 2022 to highlight the increase in services that we supplied to the County residents. We supplied services to 584 clients, this year we are up to 788 clients.

There was also a preliminary chart for possible pay raises for next year. I do not want to talk about it until we receive word on what the County can do for us next year, so that discussion will not happen until October or November at the latest.

- B. Nutrition: The Gillett meal site is open today for the first day. Mary is there training Jane and Faye as Site Managers. We are in the process of getting the word out through handouts at Pat's market and other placers around Gillett. We will initially look at two days a week, then once we have established regular clientele we would go to Monday through Thursday.

There were summary service pages for services from January through July and January through August. I don't think all of our August services have made it into the database yet. We have served over 22,000 meals to date and are getting more requests for meals daily. A lot of the new requests are for people under the age of 60. This can create additional dilemmas. Our Title III funding is only for individuals 60 and older. Some counties are starting waiting lists now.

The Title III funding is going back to the pre-COVID rules. The ARPA funds will stop and we can only transfer set percentages into our Home Delivered Program to help pay those expenses.

- C. Human Services: What a difference a year makes. Bobbi printed out two of the Benefit Specialist Reports comparing August of last year with August of this year. Last year she saw 19 people and this year 122 that received services. The word has spread that we have a Benefit Specialist again. We are also helping a lot more people with the Sky Angel Falling device. They cost \$172, which is a one-time fee for the product as opposed to a monthly fee usually added on to a phone bill, which can run up over \$1,000 in a year. These also help in the Caregiver program, giving them more piece of mind when they can't be around their caregiving recipient to know they are still being monitored. They also have a newer GPS model available, but that also has a monthly fee associated with it. So, we really don't save any money with that version. We are still working with about 20 families in the National Family Caregiver Support Program (NFCSP) and Alzheimer's Program. These numbers cannot change because we don't receive enough funding in the programs to serve any more people. For the last 20 years we have received about \$18,000 in the NFCSP and \$19,000 in Alzheimer's for the year with caps of \$4,000 per family for people diagnosed with dementia and 122 hours at \$20 per hour per family in NFCSP. The need is greater, but the funds are just not out there to help.
- D. Transportation: As mentioned earlier, Linda Siegfried has retained a new lawyer. We'll see what transpires with this one. The Quarterly reports are due by the end of next month. I may have the numbers at the next meeting. I will try and hold a public hearing on getting a van replacement for in town during the next month. It is a requirement of the grant with the State. I will try and get that all accomplished prior to the end of the year. We are still looking for a replacement for Gerald and the In-City Route. His health is a becoming a concern. Shelley mentioned contacting Kobussen or the school bus drivers to see if they would be interested in filling in. I said it was worth a try but they would be taking a huge pay cut from what they were getting paid. We will post again on Facebook.
- E. Finance: We looked at a few different financial statements to see what was best for the Board to see and get a picture of the financial state of the organization. We looked at the Year-to-Date Profit and Loss Statement from January to July. The issue we have with a lot of the Profit and Loss Statements is that we receive funds on a reimbursement basis so that the Profit and Loss Statements are not a view of the current financial picture of the organization. While all of our bills are in the system our reimbursements don't show up until the cash is deposited into the account. Our reimbursements lag behind on average for three months but have gone as

long as six months. The real use of the Profit and Loss statements is for the Director to put that information to use in filing the claim forms with the Area Agency to request the next reimbursement to the organization. Lavarda agreed and said those statements were confusing to him because they lagged behind. The more realistic Statement was the monthly bank statement that showed our current cash situation and what the debit card was used for.

We looked at the June claim form and the reimbursement check received on September 8<sup>th</sup> \$45,285.00 and the July Claim Form that was sent in for \$24,005. We also reviewed a listing of all checks written the previous month, and the organizations Form 990 for 2022.

- F. Senior Center: Johanna attended the monthly Senior Center meeting on September 11. There was discussion of the upcoming Open House for the Senior Center on September 27<sup>th</sup>, from 3 to 7 PM. They wanted the Commission to supply the Coffee, Creamer, Sugar, and Cookies for the event.

There was also discussion that the contractor was finished with grant for the Elevator. The question was raised why the Elevator was turned off when our Culligan Man arrived with the water softener salt delivery. Bonnie stated that the elevator is turned off over the weekends to keep the kids from playing in it. Schindler and Lavarda weren't sure that was legal from a safety standpoint. They would talk with the mayor.

The Senior Center was also thinking of doing a Winter Market in the building to allow local vendors and the elderly to sell their crafts for the Holidays, more on that later. There was also discussion on putting together a usage policy for the building now that the grant work is all finished on it.

Their next meeting will be on the first Monday of October.

9. Set Next Meeting Date

The next Board meeting will be set for October 10<sup>th</sup> at 9:00 a.m.

10. Adjourn

Motion made & second by Blahnik/Wranosky to adjourn.

Vote Results: Unanimous

Time of adjournment: 12:05 pm.

Frank A Schersing  
(Recording Clerk)