

**BOARD MINUTES September 10, 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, Meier, Schindel, Lavarda, Gillis, Blahnik

COMMITTEE ABSENT: Wranosky

OTHERS PRESENT: Tricia Hurley, Executive Director; Kaylyn Clark, Nutrition & Finance Manager; Al Sleeter, Chairman of the Oconto County Board of Directors; Lisa Sherman, Oconto County Finance Director

**III. APPROVAL OF AGENDA**

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

Vote Results: Unanimous

**IV. APPROVAL OF MINUTES OF PREVIOUS MEETING**

Motion made by Lavarda & seconded by Schindel to approve the August 6, 2024 minutes.

Vote Results: Unanimous

**V. CORRESPONDENCE**

Hurley shared a thank you card from the Oconto Falls Area Chamber of Commerce thanking the COA for being part of their member spotlight at their meeting.

**VI. REPORTS**

**a. Finance**

Hurley discussed the bank statement for August. Reimbursement for the July claim is expected in October. Hurley discussed other financial-related matters.

Hurley and Clark presented the new Workforce online timekeeping system.

The board approved several cost saving measures. Motion by Lavarda and seconded by Blahnik to approve cost-saving measures. Vote: Unanimous

**b. Nutrition**

Hurley presented the service report for the nutrition program and updated the group on new initiatives.

**c. Personnel**

Hurley presented the final copy of the new Employee Handbook. Motion by Lavarda and seconded by Gillis to approve the updated handbook changes including new policies. Vote: Unanimous.

**d. Human Services**

Hurley presented the Benefit Specialist report.

**e. Transportation**

Hurley updated the group on August transportation numbers as well as the status of the Request for Proposal to continue to provide transportation to the elderly residents on behalf of the county. Hurley also went over new policies and procedures that are being put in place for transportation.

**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 made by Schindel & seconded by Blahnik to move into Closed Session at 11:40 a.m. Vote Results: Unanimous. Roll Call: Members present: Ballestad, Schindel, Lavarda, Blahnik, Meier, Gillis; Absent: Wranosky. Others present: Hurley and Clark

**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 made by Lavarda & seconded by Meier to move into Open Session. Vote Results: Unanimous

Motion made by Gillis & seconded by Lavarda to close the Gillett meal site and eliminate the Gillett meal site manager position resulting in cost savings of \$802 per month. Vote Results: Unanimous

Motion made by Meier & seconded by Gillis to revise the schedule at the Oconto meal site from Monday through Thursday to Tuesday and Thursday resulting in cost savings of \$517 per month. Vote Results: Unanimous

Motion made by Meier & seconded by Blahnik to eliminate the Administrative Office Assistant position and reassign the job duties resulting in cost savings of \$975 per month. Vote Results: Unanimous

Motion made by Blahnik & seconded by Lavarda to eliminate Friday hours for data entry with duties to be reassigned resulting in cost savings of \$512 per month. Vote Results: Unanimous

**VII. SET NEXT MEETING DATE**

The next meeting will be set for October 8, 2024 at 10:00 a.m.

**VIII. ADJOURN**

Motion made & second by Ballestad & Blahnik to adjourn at 12:56 p.m. Vote Results: Unanimous  
Time of adjournment: 12:56p.m. *Tricia Hurley (Recording Clerk)*