Wyoming
Department
of Health

WSSB

May 5, 2011

6:30 p.m. – 10:00 p.m.

Attendees: Judy Allshouse, Sharon Benson, Jeri Bottenfield, Sue Carey, Jeanine Cox, Jo-Maxfield-Cox, Dick Cuthbertson, Janet Dickeson, Ky Dixon, Lori Emmert, Tim Ernst, Pam Farster, Kari Gray, Shirley Hawk, DeAnne Hensel, Floyd Huxford, Kim D. Maes, Ginny Mahoney, E. Dean Makie, Marty Martin, Marge Myers, Jane Nolde, Jean Pinter, Mikala Reimer, Carmen Rideout, Elouise Rossler, Tina Saunders, Jeanne Scheneman, Charlie Simineo, Bess Stevenson, Jane Vesperman, Liz Vigil

Scribe: Shirley Guiberson

Call to order; introductions	The meeting was called to order by Jo Cox, Chairperson at 6:40 p.m. Introductions of new Wyoming Senior Services Board members were made.
Minutes – March 11, 2011	March 11, 2021 needs to be corrected to March 11, 2011. A motion to approve the minutes as amended was made by Ky and it was seconded by Elouise. The motion carried unanimously.
• Introductions	Introductions of new board members. – Judy Allshouse, Elouise Rossler, Floyd Huxford, and Jean Pinter.
• Financial Report	The financial report is an overview of the budget, which includes the totals for this biennium. The report shows the one million dollar increase for WSSB from the 2011 Legislature, in addition to the budget expenditures taken from the WOLF's accounting system and the funding available for the 2012 state fiscal year. There are 30,000 Basic Grant dollars left from combining two Senior Centers – Douglas and Glenrock. The financial form is color coded to represent its different areas of funding and expenses. Liz reviewed all of the funding in each of the different areas. WSSB allocates less than one percent of its total budget toward office supplies and travel for the board members. One exception to the allocation is that members of the Aging Division do not use WSSB money for meeting expenses.
• Second Quarter Reports, Yet to be Approved Third Quarter Report Approval	2nd Quarter Reports, regarding Carbon County Senior Services and Senior Services of Wheatland. Ky makes a motion to approve; Jean seconds the motion. Reports are approved. Approve 3rd Quarter reports for all Senior Centers which receive WSSB funding with the exception of the Black coal Center of Northern Arapaho. Ky motions to approve. Floyd seconds the motion. Motion approved. The new WSSB members will be responsible to review and approve the quarterly reports and grants for five or six centers. Tim, Liz, Jo, and Ky will train new members in quarterly report review at the July or September WSSB meeting.
• Request for Grant Revisions	Riverton Senior Citizen's Center would like to add funds to the benefits of its Wage 1 Grant. Tina has reduced staff and the center does not have the funds for fringe benefits

	or retirement. These reallocated funds would reimburse medical care expenses. Judy makes a motion to approve. Jean seconds the motion. Motion approved. Jeanine Cox asked for a revision to add a position. Ky moves to approve the line item changes as requested. Floyd seconds the motion. A question was asked about how this will extend out for the same position next year. Jeanine explained the actual position would stay the same. It would be two aids sharing the job instead of one with the same hours being expended. After some discussion - motion made by Floyd Huxford, second by Elouise Rossler, carries. Goshen County: requests to redistribute funds. Ky moves to approve the motion. Elouise seconds the motion. Motion approved. Rendezvous Pointe: requests to redistribute dollars. Ky moves to approve the motion. Jean seconds the motion. Motion approved. Crook County: requests to move funds to pay for an auditor. Funds are only available to pay for the audit through WSSB funds or fundraisers. Judy would appreciate it stated in their request where they will get funds for the audits. Ky moves to approve the request. Judy seconds the motion. Motion approved. Salt River Center: would like to change a line item in the grant. – Ky moves to approve the request. Elouise seconds the motion. There is some discussion that more detail is required in Salt River's letter. It needs to be remembered that the grant is part of the contract. If the funded project or purchase/s falls outside of the grant, the contract is invalidated and needs to be justified. Jo will get clarification. Ky made a motion to approve the Salt River request with more detail. Jean seconds the motion. Motion carried with Ky, Jean, Elouise, and Floyd voting in favor of the motion. Judy opposed the motion.
• Approval of changes to Meal Units	SW Sublette County Pioneers requested to change the units of meals it has recorded year to date. This request wasn't necessary because the annual WSSB meal summary report can be amended anytime prior to October 3rd, 2011.
Old Business • Jo moved to Silent Executive detail	An Ad Hoc Silver Haired Legislative Committee composed of Liz Vigil, Marge Myers, Ky Dixon, and Senator Marty Martin met earlier this week to discuss suggested and possible changes to the Silver Haired Legislature. Tim Ernst, though a member of the committee, was unable to attend. The committee thanked Senator Martin for his help and came to a consensus about changes. Status quo - responsibilities will stay the same as in the past. The committee agreed that WSSB's functions and responsibilities for Silver Haired Legislature are to approve a volunteer to serve as director and coordinator of the Silver Haired Legislature and to maintain, enforce, and establish additional policies when necessary. WSSB is not and will not be responsible for training, directing, or coordination functions of the volunteer director. WSSB covered the cost over-run for the 2010 Silver Haired Legislature (SHL), but will be unable to do this in the future due to lack of SHL funds.
New Business • New Policy Related to Funding Non-Compliant Senior Centers	Elouise read the policy out loud. There are no non-compliant centers at this time. There are two centers currently on probation. A discussion on the new policy followed to benefit the new members. Centers that were put on probation in March are Carbon County Senior Center (embezzlement) and Services for Seniors of Wheatland (management issue). Carbon County is trying to hire a director and has narrowed its search to two candidates. The Aging Division and WSSB want to work with centers

	experiencing difficulties, but must demand accountability from the centers. In Carbon County's case, the embezzled money has been broken down by audit examiners. A large amount of the missing money was Federal funding. If the former employee is convicted, the funds will be reimbursed by the center's bonding company. Several thousand dollars will be returned to the WSSB. Ginny Mahoney volunteered to edit the proposed policy related to funding non-complaint senior centers. Jo tabled this policy until the next meeting.
• Update on WSSB Rules	The WSSB rules have been at the Attorney General's office. Since the rules were submitted to the A.G.'s office last year, several items have become obsolete and need to be deleted; others have changed since the rules were rewritten. A committee of WSSB members will rework the rules and rewrite some of the items in the rules as policies. The reworked rules and new policies will be considered at WSSB meetings during the second half of the current calendar year. Ginny Mahoney has volunteered to edit the rules and policies prior to WSSB's final approval and to re-submitting them to the A.G.'s office.
• Aging Division Report	The Aging Division would like to thank all of the participants for attending the conference. The conference closed today with Paul Greenwood.
• Advisory Council Report	The Advisory Council on Aging met this week in Cheyenne and accepted resignations from three of its districts. It welcomed Mikala Reimer, the new representative from District VI. An invitation was extended to the Northern Arapaho tribe to suggest a representative to join the council.
• Emergency Grant Update – Ky	Request from Cheyenne Housing Authority Emergency Grant: Cheyenne Housing Authority has a worn out old copier and finds it necessary to request $8,061 for a new copier. Members of the Aging Division and WSSB members present have copies of CHA's Emergency grant request. The grant is in order. Ky motions to approve. Jean seconds the motion. Motion carries. The process of full completion of Emergency grants, contracts, and all other WSSB contracts includes review of the contracts by the HIPPA office, the Attorney General's office, through WSSB Board Chair, followed by Ginny Mahoney, Aging Division Administrator, followed by Tom Forslund, Health Department Director. Liz Vigil, Aging Division Finance Manager will encumber the dollars for Cheyenne Housing Authority's Emergency Grant from the current fiscal year and pay it out in the next fiscal year. If the contract process moves very quickly the granted funding will be paid out during the current fiscal year. Next week on Monday Jo will send Kim Maes, Director of Cheyenne Housing Authority a letter stating her center will receive the Emergency dollars within 90 days – so Kim may show the letter to the selected contractor as proof that payment for the new photocopier has been granted. The Emergency grant close out report has been received from the Niobrara County Senior Center in a complete and timely fashion.
• Approval of FY 2012 Grants – Jo & Ky	Approval of grants: Senior Friendship Center of Goshen County: Ky made a motion to approve its grants. Jean seconded the motion. Motion approved. Washakie County Senior Center: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved. Weston County Senior Center: Ky made a motion to approve the grants. Judy seconded the motion. In discussion, it was noted that in checking the grant allocation page Weston requested a different, very slightly larger amount. WSSB will approve the amount

allocated for Weston County Senior Center's WSSB grant and will do likewise for any other center whose grant/s exceed the amount originally granted. Ky made a motion to approve the grants for the amount allocated. Floyd seconded the motion. Motion approved.

Wyoming Senior Citizens Inc.: Ky made a motion to approve the grant. Elouise seconded the motion. Motion approved.

Cody Council on Aging: Ky made a motion to approve its grants. Judy seconded the motion. Motion approved.

Pine Bluffs Senior Center: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved.

Powell Senior Center: Ky made a motion to approve its grants. Judy seconded the motion. Motion approved.

Uinta County Senior Center Inc.: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.

Cheyenne Housing Authority of Laramie County Senior Services: Ky made a motion to approve its grants. Elouise seconded the motion.

Ten Sleep Senior Center: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved.

Crook County Senior Services: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.

Hot Springs Senior Center: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved.

Black Coal Senior Center of Northern Arapaho: Ky made a motion to approve its grants. Judy seconded the motion. Motion approved.

Buffalo: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.

Campbell Co: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.

Carbon Co: Judy made a motion to approve its grants. Elouise seconded the motion. Motion approved.

Central Wyoming Senior Center or Casper: Judy made a motion to approve its grants. Elouise seconded the motion. Motion approved.

Cokeville: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved.

Eppson: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.

Converse Co: Ky made a motion to approve its grants. Jean seconded the motion. Motion approved.

Golden Hour: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.

High Country: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved.

Kemmerer: Elouise made a motion to approve its grants. Ky seconded the motion. Motion approved.

Lander: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.

MOW Cheyenne: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved.

Natrona County MOW: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.

Niobrara: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved.

No Big Horn: Elouise made a motion to approve its grants. Ky seconded the motion. Motion approved.

	Rendevous: Ky makes a motion to approve its grants. Jean seconded the motion. Motion approved. Riverton: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved. Jackson Hole: Ky made a motion to approve its grants. Elouise seconded the motion. Motion approved. Sheridan: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved. Wheatland: Jean made a motion to approve its grants. Elouise seconded the motion. Motion approved. Shoshoni: Jean made a motion to approve its grants. Elouise seconded the motion. Motion approved. South Big Horn: Jean made a motion to approve its grants. Elouise seconded the motion. Motion approved. SW Sublette: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved. Star Valley: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved. Thayne: Jean made a motion to approve its grants. Ky seconded the motion. Motion approved. Young at Heart: Ky made a motion to approve its grants. Floyd seconded the motion. Motion approved.
Public Comment	None
Next Meeting	The next meeting would be in July – (WSSB generally meets every other month) in Rock Springs. After some discussion about travel and missing work time, it was decided that the next meeting will be in September unless there is an emergency requiring a July meeting. Next meeting: September 23, 2011 – Riverton Senior Center @ 2 pm Fall Meeting: November 18, 2011 – Riverton Senior Center @ 2 pm Each board member will find a form for travel, per diem, and hotel reimbursements in his or her board packet. Please fill out the form and provide (give or send) it to Liz. If you need to stay overnight in Riverton, stay at the Hampton Inn and Liz can make your reservation and arrange to pay it directly from WSSB funds.
Adjournment	Meeting Adjourned: 10:00 p.m.

Shirley Guiberson
Shirley Guiberson
Recording Scribe

Jo Maxfield-Cox
Jo Maxfield-Cox
WSSB Chairwoman

FIRST FEDERAL
Savings Bank

2011

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23		25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12		14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6		8	9	10	11	12
13		15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

I met with - Senator Marty Martin
Marge Meyers, Liz Vogel regarding
Silver Haired Legislature.
The consensus of the meeting was
as follows

1. Responsibility will remain as is -

Legislature appropriates funds for SH

Wyoming Senior Services Board serves as a funding pass - through our function is only

1. To approve a contract for Silver Haired Legislature administration as recommended by WASPD

2. Establish policies which pertain to the distribution of funding

USSB is not responsible for establishing procedural policies or training of SHL

That is the responsibility of WASPD - through the administration contract

Coffeen Office 672-0464 • Downtown Office 672-0464 • www.firstfederal.com
P.O. Box 6007 Sheridan, Wyoming 82801

2011

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23		25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12		14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6		8	9	10	11	12
13		15	16	17	18	19
20		22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FIRST FEDERAL
Savings Bank

to clarify then the appropriate contact for SHL ~~[illegible]~~ administrative and training issues is the administrative contractor through Ing Assn of Senior Project Directors -

Currently Marge Myers - Crook County

He discussed the potential for cost over-runs for SHL - as you know last year there was about $200 which was covered from previous fiscal year funding which was available.

It would be possible for WSSB to cover small cost over-runs from administrative funds but that would have to be a decision of the board should it become necessary to consider it in the future.

Written by Kay Dixon in May, 2011
following this meeting.

Cathern Office [illegible] • [illegible] Office [illegible] • [illegible]
[illegible] Wyoming [illegible]

2011

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23		25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12		14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6		8	9	10	11	12
13		15	16	17	18	19
20		22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FIRST FEDERAL
Savings Bank

to clarify then - the appropriate contact for SHL ~~[illegible]~~ administrative and training issues is the administrative contractor through Thy Assn of Senior Project Directors -

Currently Marge Myers - Crook County

We discussed the potential for cost over-runs for SHL - As you know this year there was about $500 which was covered from previous fiscal year funding which was available.

It would be possible for USSB to cover small cost over-runs from administrative funds but that would have to be a decision of the board should it become necessary to consider it in the future.

Written by Kip Dixon in May, 2011 following this meeting.

Coffeen Office 672-0464 • Downtown Office 672-0461 • www.firstfederal.com
[illegible] Sheridan, Wyoming 82801