

WSSB October 27, 2011 1:00 p.m. – 5 p.m.

Attendees:

Judy Allshouse, Elouise Rossler, Jean Pinter, Ky Dixon, Jo Maxfield-Cox, Tim Ernst, Liz Vigil,

Jamie Loveall, Gary Gilbert, Herb Wilcox, Lindy Linn, Janet Dickeson, Ursula Huckfeldt,

Jeanine Cox, DeAnne Hensel

Scribe:

Shirley Guiberson

Call to order; introductions	The meeting was called to order by Jo Cox, Chairperson at 1:00 p.m.
Minutes September 23, 2011	A motion to approve the minutes as amended with one correction was made by Judy Allshouse and seconded by Ursula Huckfeldt. Motion carried unanimously. The correction was to correct the spelling of Jeri Bottenfield's name.
First Quarter Financial Report of FY2012	Liz presented the financial report for the fiscal years 2011 and 2012. She reviewed the line items for all of the grants. She explained the process of how she determined the beginning balance for FY2012. The board asked Liz to verify that some travel expenses or the WSSB FY2012 budget were for Pam Farster to assist the Services for Seniors Center of Wheatland in Wheatland. This expense had previously been approved by the WSSB Board. There is a \$20 charge for a water bill the Aging Division incurred. That expense will be transferred back to the Aging Division. WSSB's grant balances will change a bit by January due to two providers not yet being paid their complete FY 2012 grant dollars. These centers currently receive their grant monies quarterly. WSSB needs to write a policy about adding unspent funds (from all but Wage Supplement Grants) to available, legislated grant funds annually. WSSB's Silver Haired Legislature (SHL) policy was originally prepared by WASPD member Marge Myers and WSSB member Joyce Corcoran. Some changes to this policy were made from notes taken following a May 2012 SHL meeting with Senator Marty Martin, Ky Dixon, Liz Vigil, and Marge Myers. The WSSB is a pass through funding source for SHL funding through the usual contract process used to secure WSSB funding. The center that assumes leadership for the SHL every other year also assumes a lot of volunteer work as well as some overhead costs for his or her center. Future Silver Haired Legislature budgets needs to reflect the true costs incurred by the volunteer center.
 Silver Haired Legislature 	Perhaps at some year in the future the Wyoming Association of Senior Project Directors will consider asking the Governor or the Legislature for an increase to the amount of SHI funding, now \$28,000 biennially, made available by the previous Governor. The board anticipates that in the future SHL will need both more funding and perhaps a paid staff member. DeAnne Hensel says there's a community member in Wheatland who worked

		in the state capitol 30+ years who would be a great resource to the SHL. WASPD needs to decide who qualifies to be the chair of SHL – a volunteer senior center director or a volunteer community member. Jo asked that this be tabled by WSSB and asked Jamie Loveall and Janet Dickeson, president and vice president of WASPD to take the current SHL policy to WASPD for decision making about leadership and to decide whether WSSB or WASPD should write the January letter to project directors seeking a volunteer senior center to assume the leadership for the September 2012 SHL.
•	First Quarter Report Approval as Advised by Each WSSB Member	Jo- recommends the first quarter reports for her centers be approved. Floyd Huxford- recommends, by written correspondence, the first quarter reports for his centers be approved. Jean Pinter- recommends the first quarter reports for her centers be approved. Judy Allshouse— recommends the first quarter reports for her centers be approved. Ky Dixon— recommends the first quarter reports for her centers be approved. Ursula Huckfeldt- recommends the first quarter reports for her centers be approved. Elouise Rossler- recommends the first quarter reports for her centers be approved. Fiscal Year 2011 reports were then approved following Judy's motion, Jean's second. Motion carried unanimously.
ě	Request to Revise Wage Supplement 3 Grant of Carbon County Senior Services, Inc	Gary Gilbert of the Carbon County Senior Center reported that his center's FY2012 Wage 3 Supplement Grant needs to be revised as submitted. Ursula Huckfeldt made a motion to approve Gary's well-documented revision request, Elouise seconded, and the motion carried unanimously.
	Request to make line item changes from Cody Council on Aging	Motion by Ky Dixon seconded by Judy Allshouse to approve Cody Council on Aging's request to move \$400.81 in their 2012 Formula Grant from Line Item "Equipment" to Line Item "Other". The 2-drawer fireproof lateral file cabinet was recommended in their 2010 audit and the actual purchase price was less than anticipated. The line item transfer will be applied to the cost and installation expenses of a new stainless steel sink. Motion Carried.
٠	Emergency Grant Update - Elouise	WSSB has received an emergency grant from the Services for Seniors Center of Wheatland. DeAnne Hensel, Director of Wheatland's Center was in attendance at today's meeting and presented both a convincing verbal report and a thorough Emergency Grant about the necessity for funding. Her center's current air conditioning system is trying to cool and the electrical system to the air conditioning system is attempting to power the center's air conditioning system to its walk-in freezers. The current system is extremely inadequate. Numerous failures of the two systems and no available funds locally make it necessary for the Wheatland center to request a second Emergency Grant this fiscal year. Ky moved that WSSB approve the emergency grant for Wheatland. Jean seconded Ky's motion and it carried unanimously.
		Today WSSB received an emergency grant from the Northern Arapaho Tribe. It is not an appropriately prepared grant and WSSB can not accept it as submitted but will work with the Tribe to teach more thoroughly how to and what must be included in a complete Emergency Grant.
•	WSSB Policies	The WSSB Wage Supplement Funding Policy was approved and passed several years ago. The only thing that needs changed in the current policies is to add Ky Dixon's name on the signature line as Vice Chairwoman. Tim can change the form. We need to keep the old policy with the new policy as a reference. WSSB will consider all three Wage Grant Policies as changed by Tim at the next meeting.

		WSSB needs to reapprove the Emergency Grant policy. Motion made by Ky, Ursula seconded the motion Motion carried unanimously. Policy reapproved.
•	Begin Formula Prep work to be completed at early	WSSB has not made any changes to the formula since it was originally created by Bill Marsh, one of WSSB's original members in 2003.
	2012 meetings for FY2013	Ky Dixon reported that experienced WSSB members have been acquainting new board members with the formula and its components since May of 2011. It is too late to mak changes, if any are desired for FY 2013 now. Ky's recommendation is to keep the formula the same for this coming fiscal year, FY 2013, as it has been since inception. Only center numbers that have changed since FY 2012 will cause changes in the formul as they always have in past years. This refers to meal counts, site counts, counts of number of services offered, and counts of centers per county because these numbers may change annually, particularly meal counts. Ky presented a motion that WSSB maintain the formula as it is for FY 2013. Ursula seconded the motion and it carried unanimously.
		Jeannine Cox, Director of Young at Heart Senior Center of Rock Springs, stated that a lo of work was done on the formula following the Legislature's action initially funding granted monies for senior centers and creating WSSB. The thing that most effects the funding is the meal count. That's something that centers can work on themselves.
		The project directors have recommended and WSSB agrees that project directors need to have a link to the formula determination process. By unanimously approved motion of Ky Dixon, with second by Ursula Huckfeldt, the WSSB Chair will appoint a small committee of WSSB members and WASPD members to begin work on the FY 2014 Formula. These appointments are to be made prior to WSSB's January 20 th meeting. The committee will include ex-officio members of the Aging Division, Tim Ernst, and Liz Vigil.
		For FY 2014 and beyond, WSSB recommends using the county poverty rates prepared the American Community Services for WSSB's County Poverty Rates. The American Community Services tracks and revises its numbers every 5 years.
•	Approved WSSB Grants Availability to the Public	If a public member would like to review approved WSSB grants the request should be made by calling Tim Ernst. The Aging Division provides just the narrative part of the grant to the person or entity wishing to review grants from any WASPD member's center. This process is part of the Freedom Act. If, however, a center wishes to review its grants with an individual or entity requesting to see them, the center director may choose to do so.
•	Report from WASPD	The main emphasis for the last WASPD meeting was to elect Janet Dickeson as Vice President. Janet would like to review what the baby boomers will want from senior centers and do training. The next meeting will be held in Casper in January. The Legislative reception will be held in Cheyenne on March 5, 2012 with a WASPD meeting on March 6, 2012. WASPD is interested in a web design to do training via webinar and on website.
•	Report from Advisory Council on Aging-Jean P.	The Aging Advisory Council has a full board with all districts represented. Jean has resigned her position in Lincoln County and asked to be appointed in Laramie County. The next meeting is December 9 @ 8:30 a.m. at AARP in Cheyenne.
•	Report from the	The Aging Division office has moved to Suite 186A. Ginny Mahoney has taken a 3 mon

	Aging Division - Tim	FMLA leave of absence and will be back mid-January. Tim was appointed interim Administrator in Ginny's absence. Liz will be moving to the fiscal department downtown mid-November. She is designated as the Aging Division Fiscal person. Liz will also be doing the financial accounting for Healthcare Licensing.	
		Upcoming 2012 Legislature topics: 1) ADRC funding. (looking at \$200,000 each biennium) 2) AARP has approached the Governor for CBIHS, an \$800,000 biennium increase. 3) Working with the LSO on a Veteran's Home - community Green House Living. Tim and April went to a NASUAD conference in Washington DC. Congress is looking at a 1.2 billion dollar cut from which AOA is not excluded. Many programs are seeing budget cuts. We will need to keep track of the cuts on both a state and national level.	
•	Set next meeting date, time and place January 2012 – where?	Friday, January 20, 2012 – Casper at 8:30 a.m. Jean Pinter will not be able to attend. Shirley will reserve a block of 8 rooms at the Hampton Inn-in Casper. Shirley will call and get a room reserved at the Oil and Gas Conservation building for the next WSSB meeting.	
•	Old Business	By consensus the board decided to eliminate the "Unduplicated Seniors Served" box on the quarterly report form for WSSB basic and formula funds. While seeing this number is impressive and interesting to board members, it is cumbersome to develop in the timeframe of quarterly reports, and it has no direct link to WSSB funding. It will be removed from next year's form. Though it will remain on the form for the remainder of this year, project directors do not need to complete the "Unduplicated Seniors Served" box.	
		We need to get the word out through WASPD that we are struggling to get the WSSB reports turned in to WSSB representatives on time. The Board members should not have to email, call, and beg to get the reports. One report was emailed to a Board member this morning, the morning of this meeting.	
		WSSB prepares a report for the Governor's use by September 1 of every other year. WSSB conducted a brief survey about services offered at individual centers that only 28 centers completed. That doesn't speak well to the Governor nor to anyone who reads it on WSSB's website and is aware that WSSB serves a total of 39 senior centers. Some of the newer directors don't know the history of how hard it was to get the funding from the Governor & the State.	
	New Business	The Aging Division is concerned with the amount of work the WSSB Board does. Tim and Liz suggest that part of WSSB Administrative funds be used to hire a 20 hours a month contract employee from the Cheyenne area to help the board with all clerical, copies, website, etc. for 1 year. The division would offer office space, limited access to a computer, plus a copier that would be designated for WSSB. This contracted employee would need to be someone to take minutes for all meetings. WSSB may or may not need a 20 hour per month employee but that could be determined as the contract employee works for several months. Board members will think about this and discuss it at the next meeting.	
		Recommendation: Ky loves the website –but it is getting impossible to update. She recommends that an RFP be developed for WSSB to outsource the website, requesting quotes from three reputable businesses. Jean asks how much this would cost, what dollars are budgeted? Who will give the specs for the work? Tim will work with the	

		Health Department's IT department to get specs. Jo will pass on all information for the board members to review as it's available. Judy suggests utilizing quotes from around the state. Data would be a property of the State of Wyoming. (in contract)
•	Public Comments	None
•	Next Meeting	January 20, 2012 at 8:30 a.m. in Casper.
	Adjournment	Meeting Adjourned: 5:15 p.m.

