

**WSSB Meeting**  
**City Recreation Center**  
**Casper, Wyoming**  
**October 20, 2016**

**Board Members Present:** Eloise Rossler, Terry Hinkle, Bob Whitton, Julie Collins

**Board Members Absent:** Marge Myers, Jo Ferguson, Leeann Stephenson

**Aging Division Representatives Present:** Heather Babbitt, Kristi Skinner

**Other Attendees:** Melissa Claw, Ryan Rust, Sheela Schermetzler, Jane Faber, Linda Cockett, Randy Firnekas, Herb Wilcox, Carmen Rideout, Jane Nolde, Becky Zaist, Lisa Engstrom, Ann Rossi, Connie Baker, Lucy Williams, Susie Jo Shelton

Meeting called to order by Eloise at 10:15am.

Heather Babbitt volunteered to take minutes.

**Approval of Minutes:** Terry moved to approve the minutes from the April 20, 2016 meeting with a second from Bob. The Board approved.

**Fiscal Report:** Heather presented the fiscal report. Bob moved to approve the report with a second from Julie. The Board approved.

**Emergency Grants:** Bob reported there were no emergency grants.

**Approval of Reports:** Eloise presented a revised budget from Sublette County. Terry moved to approve the revised budget with a second from Julie. The Board approved.

Terry presented his 4<sup>th</sup> quarter reports with a recommendation to approve.

Bob presented his 4<sup>th</sup> quarter reports with a recommendation to approve.

Julie presented her 4<sup>th</sup> quarter reports with a recommendation to approve.

Eloise presented her 4<sup>th</sup> quarter reports with a recommendation to approve.

Eloise presented Jo's 4<sup>th</sup> quarter reports with a recommendation to approve.

Eloise presented Marge's 4<sup>th</sup> quarter reports with a recommendation to approve.

Bob moved all 4<sup>th</sup> quarter reports as presented approved with a second from Terry. The Board approved.

Terry presented his 1<sup>st</sup> quarter reports with a recommendation to approve.

Bob presented his 1<sup>st</sup> quarter reports with a recommendation to approve.

Julie presented her 1<sup>st</sup> quarter reports with a recommendation to approve.

Eloise moved her 1<sup>st</sup> quarter reports with a recommendation to approve.

Eloise presented Jo's 1<sup>st</sup> quarter reports with a recommendation to approve.

Eloise presented Marge's 1<sup>st</sup> quarter reports with a recommendation to approve.

Terry moved all 1<sup>st</sup> quarter reports as presented approved with a second from Bob. The Board approved.

Bob moved that centers without an approved quarterly could be paid. It was seconded by Julie and approved by the Board.

**WASPD Update:** Ann Rossi gave an update from WASPD.

**Aging Division Update:** Heather Babbitt and Kristi Skinner gave an update from the Aging Division. Heather shared they are working on program integrity, a new State Aging Plan and a state Alzheimer's Plan. Kristi facilitated a discussion with the Board and attendees around the new website, meal counts sent to the Board, and communication issues between the centers and the division.

**WSSB Rules Update:** Heather presented on comment received so far on the updates to the WSSB Rules. The comment is specific to section 10.12 Budget Revisions. The proposed rule change does not allow for budget modifications without written approval from the Board. The comment submitted feels this would create an unnecessary burden. The Board discussed and agreed with the comment. The Board noted to the Division the amount in this section of the rule should read 25%, not 10%. Bob moved the following language: "Any modification to an approved budget that exceeds twenty five percent (25%) of the original budgeted amount in any expense category must be approve in advance, by the Board." It was seconded by Julie and approved by the Board.

**Website:** Kristi explained the Department is updating the website. The Board and other attendees would like WSSB information included on the website. Specifically they requested: member names, terms and regions, meeting minutes, emergency grant policy, other policy and rules. Kristi told the board her staff will work on those additions.

**Meal Counts:** There was discussion about the meal counts always being provided September 30. There was a lot of confusion expressed by the meeting attendees. Kristi stated the division will send numbers of ineligible meals to the providers for verification.

**Review of Monthly Spreadsheet:** The board reviewed the monthly reporting spreadsheet. The division provided the board members present training earlier in the day. The division will be making some changes as a result of comments from the board members present in the training. Eloise expressed that there are a lot of changes happening very fast. However, it will get better. She stated the board will continue to want to have the back-up documentation. There was discussion with the attendees about the process for reports. The monthly reports should go to the Division and the quarterly reports should go to the board.

**Public Comment:** During the public comment period issues were raised about the confusing grant process this year. Attendees expressed frustration with the division. Kristi reported she is working on processes. Eloise stated we all need to work on communication and clarifying the role of the division and the board. Two community members were present who stated they were concerned about the Evansville Senior Center closing. They were told the board did not have any knowledge of that and did not have a role in decisions about local senior centers.

The next meeting is scheduled for January 25, 2017 in Cheyenne.

The meeting adjourned for Executive Session at 11:30am.

Minutes approved 3/24/2017  
Margaret Myers, Chair  
Eloise Lester, Vice Chair