

WSSB Meeting Minutes  
Monday, April 19, 2021 at 11:30AM  
Casper Senior Center in Casper, WY and Zoom

Present: Marge Myers, Chairman; Rick Geringer; Julie Collins; Jeri Bottenfield; Tom Dunlap; Terry Hinkle, Acting Secretary; Division on Aging personnel (via Zoom): Lisa Osvold, Jeff Clark, Jeanne Scheneman and Kristin Roberts; Senior Project Directors Rita Wagner and the following via Zoom: Melinda Pebbles, Nancie Fink, Linda Dalton, Jenny Johnstone-Smith, Ann Rossi, Wendy Fredericks, Julie Durham, Randy Firnekas, Erin LeBlanc, Mary Larson, Gail Graham, Jenna Ellsbury, Rykki Neale, Misty Wilson, A.J. Mock, Becky Zais, Lisa Engstrom, Trena Moore, Lisa Miller, Jamie Loveall, Linda Cocket, Cynthia Johnson, Stephanie Freeman, Carolyn Shields, Carmen Rideout, Aimee Ottley, Jackie Grubb and Tammy Comer.

Call to Order: The meeting was called to order at 11:35AM by Chairman Marge Myers.

Approval of Agenda: Terry made a motion to approve the agenda which was seconded by Julie and unanimously approved.

Approval of Minutes: The minutes of the January 19, 2021 and March 31, 2021 meetings were reviewed. A motion was made to approve them by Julie which was seconded by Rick and unanimously approved.

Financial Report: Kristin presented an updated financial report showing income and expenditures through March 31, 2021. A motion to approve Kristin's report was made by Julie and seconded by Rick; it unanimously passed.

Third Quarter Reports: The third quarter financial reports were presented by the representative WSSB members as follows:

Tom recommended approval of the reports from the Hot Springs Senior Center, the Natrona County Meals on Wheels of Casper, the Senior Friend Center (Torrington), the Southwest Sublette County Pioneers, and the Weston County Senior Citizens;

Rick recommended approval of the reports from Carbon County Senior Services, the Thayne Senior Center and the Lander Senior Center, and approval of the Riverton Senior Center and Cheyenne Housing Authority reports pending some revisions;

Julie recommended approval of the reports from the Young at Heart Senior Center, the Rendezvous Pointe Senior Center, the Tensleep Senior Center, the North Big Horn Senior Center (Lovell) and the South Big Horn Senior Center (Greybull);

Terry recommended approval of the reports from the Campbell County Senior Center, the Central Wyoming Senior Center (Casper), Cheyenne Meals on Wheels, the Golden Hour Senior Center, the High Country Senior Center and Wyoming Senior Citizens, Inc.;

Marge, presenting for Elouise, recommended approval of the reports for Cokeville Senior Citizens, the Crook County Senior Services, the Niobrara Senior Center, the Salt River Senior Center, the Senior Center of Jackson Hole and the Shoshone Senior Center;

Marge recommended approval of the Converse County Aging Services, the Eppson Center for Seniors, the Pine Bluffs Senior Center, the Uinta County Senior Center and the Washakie County Senior Center reports and the approval of the Black Coal Senior Center of the Northern Arapaho Tribe pending additional information; and

Jeri recommended approval of the reports from the Buffalo Senior Center, the Cody Council on Aging, the Kemmerer Senior Center, the Services for Seniors (Wheatland), the Senior Citizens Council (Sheridan); and the Powell Senior Citizens.

Julie moved to accept the reports and pending reports as recommended by the WSSB representatives; Terry seconded and the motion unanimously passed.

Emergency Grants: The board referenced the Cokeville emergency grant that had been discussed at the previous meeting and approved.

Revisions: Marge, representing Elouise, described the revisions requested by both the Senior Center of Jackson Hole and the Niobrara Senior Center primarily necessitated by Covid restrictions. Terry moved to approve both revisions; the motion was seconded and unanimously approved.

Title IIID Discussion: The board discussed the current policy of including Title IIID services to determine the formula grant funding. Tom moved to accept the current policy for one more year after which time the policy will be re-evaluated; Julie seconded the motion, which passed with one dissenting vote by Jeri.

Reimbursement Policy: A discussion was held regarding the current quarterly reimbursement policy and comments were submitted by various centers. Some centers explained that they were currently awaiting tens of thousands of dollars worth of reimbursements which was causing problems. Marge explained that the Division of Aging has committed to sending out reimbursements within ten days of receipt of accepted reports from the WSSB. Jeri felt that directors did not want to go to a monthly reporting/reimbursement system. Terry advocated for a return to the previous policy of advancing the entire Basic and half of the Formula Grant at the beginning of the fiscal year with the remaining Formula Grant to be advanced six months later and had asked the WSSB to request an AG opinion on this matter. Jeri moved to continue the

quarterly reporting/reimbursement policy pending the receipt of an AG opinion about returning to the previous policy; Tom seconded and the motion was unanimously approved.

Signers: The board clarified that the project director and either the board chairman or any authorized member of the board could sign grants and reports.

FY 2022 Grant Application: Jeff described the new grant application and a discussion followed about the due date. The new grants must be submitted to the WSSB reps by Friday, May 7. Tom moved to hold the next WSSB meeting on Tuesday, May 11, at the Casper Senior Center; Julie seconded and the motion was unanimously approved.

Grant Application: Terry questioned the effect a favorable AG opinion regarding the return to the previous policy of advancing grant money policy would have on the grant application. Jeff assured the board that the timing of the payments would not affect the application itself. Rick moved to accept the grant application; Tom seconded the motion and it was unanimously approved.

FY 2022 Budget: Kristin presented budget information for the upcoming fiscal year. Julie moved to approve the budget, Rick seconded and it unanimously passed.

Formula Grant Allocation: Kristin presented the Formula Grant allocation based on 2019 meal counts and the inclusion of Title IIID services. Julie moved to approve the proposal; it was seconded by Terry and received unanimous approval.

Aging Division Report: Lisa deferred to Jeff Clark who explained various programs that had been implemented to alleviate social isolation during the Covid crisis. Jeff also described the development of the State Plan which needs to be submitted to the federal government every four years.

WASPD Report: Lisa Engstrom updated the board about the re-opening of most senior centers. Marge suggested that a former policy of holding WASPD quadrant meeting might assist directors in understanding reporting requirements.

Old Business/New Business: None.

Director and Bookkeeper Training: A detailed handout was distributed outlining the history of the WSSB and reporting procedures. Marge and various board members presented different segments of the handout. It was emphasized that grant applications must have original signatures in blue ink; quarterly reports may be submitted electronically to WSSB reps as long as they clearly have signatures in blue ink. Revisions to the current year's budget should be submitted by May 11<sup>th</sup> for approval at the meeting.

Other: Elouise joined the meeting and requested that the Aging Division develop an online training video/program that could be accessed at any time. Jeff indicated the department's willingness to do so.

Adjournment: Terry moved to adjourn the meeting at 2:30PM. Julie seconded and the meeting was adjourned so that an executive session could be reconvened.

Respectfully submitted,

Approved:

 5-11-2021  
Terry Hinkle, Acting Secretary

  
Marge Myers, Chairman