

Oct 27, 2025

# WSSB 1st Quarter Meeting

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Richard Vandersloot Rick Geringer rlandis@thehubsheridan.org Riverton Senior  
Center South Big Horn Senior Citizens Stephanie Freeman Sharon Simpson  
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Randy Firnekas Wendy Fredricks c.killian@kmerisc.com

Apologies if any one is missing

## Summary

The meeting commenced with Rick Geringer, facilitating introductions from participants including Charlie Simineo, Rick Vandersloot, Rick Geringer, Kristen Roberts, Jeri Minnmann-Bottenfield, Marge Myers, Denise Andersen, Linda, Rachel Brown, and Scott , followed by the approval of the agenda and July 30, 2025, and August 22nd special meeting minutes. Kristen Roberts then presented the financial report for fiscal year 2026,

which was accepted after a motion by Marge Myers and a second by Charlie. The board approved numerous first-quarter reports for senior centers as recommended by Rick G., Marge Myers, Rick Vandersloot, Jeri Minnmann-Bottenfield, Denise Andersen, and Charlie, and accepted the Rendezvous Point grant revision, while the Golden Hour revision was noted as an advisement not requiring a vote. Linda reported on the Wyoming Senior Services Association's (WSSA) activities, including a legislative liaison and upcoming reception, while Jeff Clark provided updates on the federal government shutdown's impact on funding and the state plan on aging's approval. The board approved a policy manual revision establishing an April 15th deadline for budget revisions and passed a motion to adopt a .25% "hold harmless" and a \$200,000 cap for the funding formula, effective July 1st of the next fiscal year, with support from Denise Andersen and Marge Myers. Additionally, the board decided to maintain the emergency grant amount at \$50,000 and implement a policy allowing unspent funds to carry over to the second year within the same biennium. Lastly, Charlie's travel expenses were approved, and discussions took place regarding disallowing gift cards in grant funding and the importance of board members reviewing monthly invoices.

## Details

- **Meeting Logistics and Introductions** The meeting began with Rick Geringer, ensuring everyone could hear and setting the room to mute briefly due to background chatter ([00:00:00](#)). Roll call was conducted through self-introductions, with attendees including Charlie Simineo, Rick Vandersloot, Rick Geringer, Jeff Clark, Kristen Roberts, Jeri Minnmann-Bottenfield, Marge Myers, Denise Andersen, Linda Cockett, and Scott Hood ([00:03:46](#)). Scott Hood also confirmed their ability to manage admissions for attendees ([00:00:00](#)).
- **Agenda and Minutes Approval** The agenda was approved following a motion by Jeri Minnmann-Bottenfield and a second by Marge Myers ([00:07:49](#)). The minutes from the July 30, 2025 meeting were moved for acceptance by Rick V. and seconded by Marge Myers. Additionally, the minutes from the August 22nd

special meeting, which covered emergency grants, were approved after a motion by Charlie and a second by Rick V. ([00:07:49](#)).

- **Financial Report Overview** Kristen Roberts presented the financial report, starting with the closeout of the state fiscal year 2025, which saw \$81,166.91 moved to the next biennium ([00:09:45](#)). For fiscal year 2026, out of a \$5,478,719 budget, administrative expenses totaled \$1,736.67, leaving an unobligated balance of \$15,388.33. In basic grants, \$337,267.68 had been expended, and formula grants had expended \$934,522.97 ([00:11:13](#)). Emergency grants had \$37,000 remaining from an initial \$50,000, with two grants totaling \$13,000 expended. The Homeland Security Emergency fund retained its full \$5,000 balance. Marge Myers moved to accept the financial report, and Charlie seconded it, leading to its approval ([00:12:35](#)).
- **First Quarter Reports - Recommendations and Approvals** Rick V recommended approval for several senior centers including Southwest Sublette County Pioneers, Big Piney, Golden Hour Senior Center, Green River, Goshen County Senior Friendship Center, Torrington Meals on Wheels of Cheyenne, Pine Bluffs Senior Center, Epson Senior Center, and Laramie. Rick G recommended approval for Carbon County Senior Services, Lander Senior Center, Senior Center of Jackson Hole, Thayne Senior Center, and Wyoming Senior Citizens Inc., noting that Laramie County Senior Services and Riverton reports were pending ([00:14:25](#)). Marge Myers approved Central Wyoming in Casper, Cody Council on Aging, and North Big Horn, while noting pending reports from Converse, Hot Springs, and Northern Arapaho ([00:15:38](#)). Jeri Minnmann-Bottenfield recommended approval for Buffalo Senior Center, High Country and Dubois, Kemmerer Senior Center, Powell Senior Center, Campbell County, Sheridan Senior Services, and Wheatland Services for Seniors ([00:17:07](#)). Denise Andersen approved Shoshone, Wasakie, Tensleep, Natrona Meals on Wheels, and South Big Horn, but noted no report from Meeteetsee ([00:18:31](#)). Charlie recommended approval for Star Valley in Afton, Cokeville Senior Center, Farson, Newcastle, Pinedale, Rock Springs, Young at Heart, and Sundance ([00:19:42](#)).
- **Discussion on Missing Reports and Submittable System** Gary Hood clarified that the July invoice for Northern Arapaho was available in the activity section of Submittable ([00:23:28](#)). Jeff Clark noted that some centers still had pending reports, but they were expected to be acceptable upon receipt ([00:22:22](#)). Jeff Clark inquired about revisions for Golden Hour and Rendezvous Point, with Gary Hood confirming their presence in Submittable and specifying the dates they

were received ([00:24:43](#)). Jeff Clark then explained that the Golden Hour revision involved clarifying language from "gift cards" to "checks," and the Rendezvous Point revision was a line item transfer of \$5,500 from "personnel" to "consumables" for a copy lease ([00:27:15](#)).

- **Approval of Grant Revisions** Rick V. moved to accept the Rendezvous Point revision, which was seconded by Charlie, and the motion carried ([00:28:23](#)). The Golden Hour revision, a change in wording from gift cards to checks, was deemed not to require a vote as it was a notification rather than a substantial revision. Denise Andersen confirmed their understanding that the Golden Hour change was an advisement and did not require a vote ([00:29:32](#)).
- **Emergency Grant Closeouts and WSSA Report** Rick Geringer noted that there were no new emergency grants and that the closeout for Star Valley Senior Citizens had been received, but the one from Wheatland was still pending. Linda Cockett, representing the Wyoming Senior Services Association (WSSA), reported on the start of federal grants on October 1st and the ongoing closeout of 2025 grants. WSSA contracted with Andy Schwarz as their legislative liaison for the budget session to monitor bills affecting seniors ([00:30:34](#)). They also plan to co-host a legislative reception with AARP. Linda anticipates an increase in demand at senior center food banks due to SNAP benefit changes. She concluded by sharing the positive news that the senior companion program, run by Wyoming Senior Citizens Inc., had been refunded ([00:32:06](#)).
- **State Division Report on Federal Shutdown and SNAP Benefits** Jeff Clark provided an update on the federal government shutdown, stating that the division currently has access to funds from previous grant years, allowing them to meet obligations for new grants that started on October 1st in the short term ([00:33:22](#)). He estimated they could continue operations through Christmas ([00:34:25](#)). Jeff Clark also addressed the ending of SNAP benefits for many individuals on November 1st, noting that the Department of Family Services is aware of the situation. He encouraged senior centers to accommodate individuals aged 60 and older who meet eligibility requirements, even if it requires a waitlist ([00:35:25](#)).
- **State Plan Approval and WSSB Attestation** Jeff Clark announced that Wyoming's state plan on aging for the new four-year term was approved on September 30th and is now available on their website. He also reminded centers about the ongoing WSSB attestation work, which involves reporting how their WSSB awards were used as a match to federal awards ([00:36:33](#)). The deadline for

these reports is October 31st, and extensions are possible for those facing difficulties ([00:38:50](#)). Marge Myers raised a question about Northern Arapaho's upfront payment, and Jeff Clark confirmed they received \$20,000, with future payments contingent on them expending and reporting on that initial sum ([00:40:00](#)).

- **Office Relocation and Policy Manual Revision** Jeff Clark updated the board on the remodeled office building, noting that they had moved back in on November 4th, and their address would revert to the Hathaway building next week ([00:41:12](#)). He announced a proposed policy manual revision to establish an April 15th deadline for budget revisions, making it a strict policy to ensure timely approvals before the fiscal year-end ([00:41:12](#)). Marge Myers made a motion to accept this change, seconded by Rick V., and it passed with an effective date of October 27th ([00:43:15](#)).
- **Funding Formula Discussion and Decision** The board discussed revisions to the funding formula for grants, specifically introducing a cap on formula funding centers can receive and a "hold harmless" amount ([00:44:31](#)). Jeff Clark clarified that the "hold harmless" amount would be a guaranteed minimum within the formula grant, not an upfront payment, due to statutory limitations ([00:45:59](#)). Denise Andersen moved to adopt a .25% "hold harmless" and a \$200,000 cap, believing it would significantly benefit smaller centers. Marge Myers seconded the motion ([00:49:15](#)) ([00:53:35](#)). Despite Rick's preference for a .20% hold harmless and a \$250,000 cap, the motion passed with three votes in favor, one against, Rick Vandersloot and one abstention, Charlie Simineo, to be effective July 1st of the next fiscal year ([00:50:42](#)).
- **Transparency of Funding Formula** Denise Andersen and Jeri Minnmann-Bottenfield supported the new funding formula, believing it would minimize negative impacts on centers even if overall funding decreased. Kristen mentioned that the new budget presentation would include several new columns to ensure clarity and transparency on how funds are allocated, which Jeff Clark emphasized as a key objective for legislators and the public ([00:55:01](#)). Jeff Clark thanked their team, , for their extensive work in developing the transparent formula model ([00:56:21](#)).
- **Emergency Grant Carryover and Policy Updates** Jeff Clark led a discussion regarding the carryover of emergency grant balances to the next fiscal year, explaining the statutory limitations on how much can be carried over, specifically the 95% rule for non-admin funding going to the formula ([00:59:09](#)). The

maximum increase to emergency grants from the formula would have been \$10,000 for the current year, and any carryover funds are still subject to the overall sum guidelines, meaning they cannot be separated from the general grant amount ([01:00:26](#)) ([01:02:33](#)). The board decided to maintain the emergency grant amount at \$50,000 and develop a policy allowing any unspent emergency grant funds from the first year to be moved to the second year within the same biennium, as suggested by Denise Andersen and Marge Myers ([01:05:49](#)).

- **Travel Expense Approval** Rick Geringer requested approval for Charlie's travel expenses to visit centers in the northeastern part of the state, specifically Newcastle and Sundance ([01:08:03](#)). A motion was made and seconded to approve these expenses, which subsequently passed ([01:09:04](#)).
- **Gift Card Policy and Monthly Invoice Review** The board discussed adding a policy to disallow gift cards in grant funding due to difficulties in accounting for them, with Marge Myers suggesting it for future consistency and Denise Andersen noting that auditors would likely agree ([01:09:04](#)). Rick Geringer also brought up the discussion about reviewing monthly invoices, recommending that board members diligently review them to catch discrepancies early, a sentiment supported by Jeri Minnmann-Bottenfield, who suggested Scott should notify the board if anything appears incorrect ([01:11:20](#)).
- **Next Meeting Logistics** The next quarterly meeting is scheduled for Tuesday, January 27th, at the current meeting location, which the board found conducive for communication. Jeff Clark confirmed the building's availability for the January meeting, noting its improved communication system for online participants ([01:14:48](#)).

## Suggested next steps

Jeff Clark will prepare a document explaining the new budget and send it through Denise Andersen.

Jeff Clark will send an email to the senior centers about the address change.

Jeff Clark will provide Mr. Chair with an example of what this year would have looked like with the respective caps soon.

Jeff Clark will write up a policy to allow any unspent emergency grant funding from the first year to be moved to the second year if needed.

Jeff Clark will add gift cards as a disallowed expenditure to the policy.  
The group will meet on Tuesday, January 27th, and Jeff Clark will confirm the building's availability for the meeting.  
The group will ask Scott to notify them if anything is amiss on the monthly invoices.

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