

GREENE COUNTY SENIOR CITIZENS' SERVICE FUND BOARD
Meeting Minutes
May 20, 2019

A meeting of the Greene County Senior Citizens' Services Fund Board was called to order at 9:00 am on Monday, April 22, 2019. The meeting was held in Historic Courthouse Conference Room 309.

Board Members Present: Chuck Marinec, Monica Horton, Amy Montebello, Denny Pilant and Joyce Munden.

Board Members Absent: Thelma Neff (excused).

Others Present: Darla Harmon and Connie Hayes.

Meeting Minutes: April 22, 2019

- Joyce moved to approve the minutes and Amy seconded. All in favor and motion passed.

Treasurer's Report:

- Cindy Stein, the Greene County Auditor said she sent out the entire document for the month of April.
- Cindy said the only thing paid in April was quarterly payment to Senior Age leaving a balance of two and one half million, which is about the same as it was last year at this time
- Chuck said he showed \$114,001 after the grant approved at last meeting.
- Amy moved to approve the Treasurer's report and Monica seconded. All in favor and motion carried.

Old Business:

- None

New Business:

The Salvation Army:

- Darla Harmon from the Salvation Army was here today to give a presentation on funds requested for 2019.
- Darla let the Board know that Major Butch Frost was in the hospital and that Major Lisa Frost would be performing his duties in his absence.
- Darla stated the grant funds help provide meals for Seniors 60 years of age or older that live in Greene County.
- She said they provide lunch Monday thru Friday and every fourth Thursday they have a theme party.

- Darla said 27% of the funds go to the food pantry. She said last fall they changed the name to choose pantry. Darla said this way they get to choose what they would like and this save on food because they are not throwing away food they do not like.
- Darla said last year they purchased two stainless steel tables to help with food prep.
- Darla ask if one half the funds requested this year could go for an outside freezer to store food donated.
- Darla said City Butcher offered meat, but they had nowhere to store it and Crosslines allow them to store it at their facility.
- Denny asked how they determine age and residency. Darla said they have a sign in sheet.
- Chuck asked if the freezer would be used to store food for seniors only and Darla said no.
- Darla said they do give gift cards during holiday season for seniors to put food.
- Joyce ask about a backup generator and Darla said they do not have one at this time.
- Joyce let Darla know that we require three bids for anything purchased over \$6,000.00.
- Monica asked about the 27% of seniors they are serving and wondering if other facilities are serving them also.
- Joyce asked about the request for personnel funding. Darla said they have two: James and Josh.
- James and Josh prepare lunch for the seniors as well as other meal preparations.
- Darla said Christine Wilt runs the food pantry.
- Monica askws who is responsible for the progress reports. Darla said for the last two years she has been, but starting this year their St. Louis office will be taking over the accounting and the progress reporting.
- Darla said they will provide the Salvation Army monthly reports.
- Cindy Stein asked if St. Louis is providing monthly progress reports would it be easier for her to provide the Board with a monthly report instead of yearly. Darla said that would be much easier.
- Denny moved to approve request for \$38,664.50 and Amy seconded. Chuck said he had questions about the freezer funding and would have to vote against it.
- After more discussion an amendment to the motion was made by Denny and seconded by Amy to participate up to 50% of the funding as long as there is documentation of the population served being directly proportional to the amount of funding provided by the Senior Fund. All in favor and the motion carried.
- Darla asked what kind of documentation were we talking about and the Board answered with number of citizens being served that are 60 years of age or older and a citizen of Greene County.
- Denny moved to approve amended motion and Amy seconded, providing that the the progress was report was OK. All in favor. Motion carried.

Progress Reports:

- Cindy Stein the Greene County Auditor was here today to help the Board with some questions and concerns they had on progress reports.
- Chuck said that in the past the Board Chair had always reviewed the progress reports.
- The Board agreed to participate in the approval process.

- Chuck said that a lot of the reports are requiring more accounting and does not have the proper skill set for the complexity of analyzing some of the expenditures and receipts.
- Chuck state that he doesn't think that it is justifiable to hire a part-time accountant to work on a regular basis.
- Cindy said she thinks we can put some of this work on the grantees, requiring them to run tapes with receipt totals. Cindy also thinks the grantees should provide a spreadsheet.
- Cindy said a couple of ideas she has would be that the Board have two meetings a month starting in January.
- Cindy said she would get with Connie about working more hours for the Board,
- Cindy thinks some progress reports need to be turned in either monthly or quarterly.
- Denny asked what if they do not turn in progress reports and Cindy replied that we could ask for the money back and not provide fund in the future.
- Joyce ask at what point do we ask for the money back and is the Board liable. Cindy said whether we get the money back is not as important as a good faith effort to have it returned.
- Joyce said the Board needs to establish a period for when progress reports have to be submitted.
- Cindy said a letter needs to go out now and let agencies know that progress report are now due by at least the end of March.
- Amy asked if the Board member who is checking the receipts had responsibility to contact the submitting agency if there are questions. Chuck replied that it is that Board member's responsibility to contact agency.
- Cindy said she think a letter needs to be crafted on how to fill out the progress reports and send to the agencies with their contract.
- Joyce, Denny and Chuck are going to work on the letter.
- Denny said once again Cindy has provided invaluable advice and assistance to the Board.

Communication:

- Connie let the Board know she had contacted the Commission Office again concerning Roberta Wurst application for becoming a board member.
- Cindy said the Commission has identified some weakness in boards' and committees' being able to perform their duties with vacancies in their compositions and agreed to address this.

Adjourn: Denny moved to adjourn meeting at 9:55 AM and Joyce seconded. Motion carried.

Next Meeting: June 24, 2019.

Connie Hayes
Greene County Senior Citizens Service Fund