

Kidder County Council on Aging
Board Meeting
May 15, 2025

Present: Paula Moch, Brett Stroh, Jean Bon, Kathy Fallgatter, Autumn Fallgatter, Robin Rewald, Jean Schoenhard, Lorrie Kraven, Nick Friez, Darrell Guthmiller, Sue Bryant, Linda Kapp, Diane Kinnischtzke

Called to order at 1:58 pm by Paula Moch.

Old Minutes:

Minutes from April 24, 2025 meeting were emailed to board members prior to meeting. Brett approved. Kathy 2nd, motion carried.

Financial Report:

April financial reports are reviewed.

The April Profit and Loss was reviewed. CD is due May 25.

Decision made to renew CD for another year.

Conversation had about mill levy money for KCCOA. This comes from property tax funds.

Motion made by Brett to split mill levy funds with 60% going to nutrition and 40% to transit.

Kathy 2nd, motion carried.

Robin reports checks coming from credit union. Transit checks to be moved from choice.

FCCU will then be the transit account and choice will be the nutrition account. Need checks to arrive in order to do this.

Stacie should be splitting hours for transit and nutrition.

Goal for June to have all reports one week ahead of meeting.

Nick requests receipts and explanations for all payments. Lorrie is currently following this process.

Robin to close Robinson account and take to Choice.

Motion by Brett to approve financial reports. Jean 2nd, motion carried.

Update from Burleigh County:

Lorrie reports review process is not ready to be complete.

Currently going through paperwork to figure out categories and organize for accountant to give total balance.

2020 and 2021 are done. 2/3 of 2023 is done.

DOT is doing the same review process.

Discussion that it is difficult to do business without 2024 paperwork. Lorrie to submit formal request for copies of 2024 paperwork.

Manager Report:

Lorrie reports on the following items

Meals:

Meal report was provided for the months of 2025 including April. Steele provided 211 congregate meals with 219 HDM, 23 pick up meals, and 186 frozen meals for a total of 639 meals in April. Tuttle provided 173 congregate meals with 28 HDM, 120 pick up meals, and 165 frozen meals for a total of 486 meals in April.

There are some discrepant numbers for Tuttle counts, including 1,004 meals in January. 289 meals for Robinson were submitted from Tuttle to Burleigh county that were not approved. Meals were being submitted from Tuttle to Burleigh county while Renee Price was in office. The appropriate process includes submission to Manager and then it is submitted to Burleigh. Renee Price had been allowing this until Renee Kipp made formal complaint when Lorrie took over in March. Warning was provided to Lauren.

Staff: Remains the same at both sites.

Equipment:

Both sites need new pans and food grade containers.

Approximately \$500 for both sites to purchase containers. These containers are required for a limited restaurant license.

Robin made motion to purchase food grade containers for Tuttle and Steele sites. Autumn 2nd, motion carried.

Tuttle:

Public is allowed into building at all times with keys given to many people. Concern about food, pans, and containers in building. Locks are placed on freezers. Discussion about how to lock storage room or kitchen. Carl can change locks on building. Lorrie to meet with Carl.

Steele:

Back door needs to be repaired or replaced. Claire to have commissioner look at it. Door will not unlock at times.

New concrete flaking. Darrell requests use of something other than salt for ice.

Billie Joe has been training in Steele with Stacey and bringing food to Tuttle in crockpots.

Need to purchase two crockpots. Decision to order two crockpots with a budget of \$100 total.

Follow up:

Fire alarms: Installed in Steele.

Paint: Cannot get anyone to paint building in Steele. Continue to look for options.

New Logo: Two options for signage for vans, letterheads and two locations. Motion by Brett to utilize logos provided. Kathy 2nd, motion carried.

Limited restaurant license: Application for Steele has been submitted. Tuttle's is being drawn up. SDS is being updated at both locations during this process.

Three bin sink: has arrived. Darwin to install.

Debit/Credit cards: Credit Cards have been approved for drivers. Have not yet received. Debit cards through Choice for Stacey and Lorrie.

Lock boxes: Tuttle lock box is installed. Steele's to be installed.

Phones: Phones have been cracking and hard to hear clients. Kathy to bring in phone to determine if phone, cord, or service.

Deposits: Being done two times a week per policy.

Transportation staff: Need to contact Mike Keiley. Lorrie wants bus working 5 days/week.

Transit Report:

Transit report for April is reviewed. Jean explains that a person getting on and off equals one ride.

A total of 3108 miles were traveled with 300 rides for the month of April.

Old Business:

Robinson: Decision to table until receive financial reports from Burleigh County.

Services to Tappen/Dawson: Lorrie is working on this by advertising in Tappen/Dawson about Meals on Wheels and congregate meals.

Bookkeeping: Lorrie had meeting with Rhonda about importance of getting documents in timely manner. Things have been going well with calls back and helps whenever needed.

Budget: Cannot complete without 2024 paperwork. Needing clarification on the process. Unclear as to whether there is an audit occurring with the organization of paperwork being completed at Burleigh county. Lorrie understands that the books are so off that an accountant will need to look at the books after the reorganization and then be audited.

Fundraising: Consider fundraising ideas.

New Business:

Brett made motion for a \$1,000 budget per year for miscellaneous items for Tuttle/Steele. Robin 2nd, motion carried.

Next meeting is June 19, 2025 at 2:00 pm.

Brett made motion to adjourn meeting at 3:26 pm. Kathy 2nd, motion carried.