

Kidder County Council on Aging
Board Meeting
June 19, 2025

Present: Paula Moch, Brett Stroh, Jean Bon, Kathy Fallgatter, Autumn Fallgatter, Robin Rewald, Jean Schoenhard, Lorrie Kraven, Eric Hetland

Called to order at 2:00 pm by Paula Moch

Old Minutes:

Minutes from May 15, 2025 meeting were emailed to board members prior to meeting. Brett made motion to approve. Robin 2nd, motion carried.

Financial Report:

May financial reports are reviewed. Brett made motion to approve. Kathy 2nd, motion carried.

Manager Report:

Lorrie reports on the following items

Update on Restaurant license: Process is moving along. A list of suggestions was provided.

Needing a plumbing certificate. Will ask plumber Darwin to do this when he installs 3 bin sink.

Meals:

Meal report was provided for May. Steele provided 165 congregate meals with 220 home delivered meals, 38 pick up meals, and 184 frozen meals for a total of 634 meals. Tuttle provided 165 congregate meals, 13 home delivered meals, 46 pick up meals, and 6 frozen meals for a total of 230 meals in May.

Discussion had about Robinson. Lorrie does not have plans to open Robinson site due to small numbers and short commute between Robinson and Tuttle. Comparing distances, Tappen is a further drive to Steele and residents to make the drive for meals. Residents in the Robinson area that have transportation concerns can set up scheduled transit rides to Tuttle for meals. This must be initiated by customer.

Staff:

Billie Jo is no longer cooking at Tuttle. Joe Oster is helping for the summer, will be done in August.

The current process involves cooking food in Steele and transporting it to Tuttle in crockpots and served. There is help in Tuttle that cleans afterwards.

There have been zero applications for cooking or transport help.

Driver delivering meals up North will be done in 1-2 months.

Equipment:

Purchased crockpots and containers for both sites.

Repairs:

Kitchen fridge was 60 degrees on Monday the 16th with some minor losses. Currently at the correct temp. Checking temp every AM. Will have plumber check it when here to install new sink.

Concerns:

Claire repaired door.

New phones have been ordered as the old phone were causing static. New phone was tested with clear sound.

Follow up/Updates:

Transit Checking: Transit checks arrived 6/11. Full separation of nutrition and transit by end of June.

Copy of minutes: FCCU needs copy of minutes stating permission for Lorrie to be on checking account and view account online. Autumn to email.

Burleigh update: Lorrie had meeting with Burleigh. 2022 bookwork is so bad that they are stuck and must get through it in order to continue with the rest. They asked if we have an attorney and if we have filed an extension on our 2024 taxes. Paula to look up tax history by EIN # on IRS website.

Painting bids: 3 bids to paint exterior of Steele building are reviewed. Jean S to take to commissioners.

Employee Manual: Draft sent by email. Review and at next meeting talk PTO and finalizing.

Third driver for transit: Part time driver needed to blend with bus to Bismarck on Tuesday and Thursdays in order to provide 5 day/week service. Ad on FB, paper, and community sites. Jan is not interested in more hours. Had to defer 2 medical transits with set schedule to Medina. Plan for bus to be at Steele site once someone is hired. All rules set by the DOT are to be followed by all drivers. Suggestion to make transit appointments at the office.

Transit Report:

Transit report for May is reviewed. A total of 3804 miles were traveled with 281 rides for the month of May.

Jean explains that non miles on the report are miles traveled without a person.

5311, ridership, and DBE accepted and received check.

Jan's bus is split from bottom up. To be repaired at Harlow.

Discussion had about raising bus fare. Robin made motion to increase bus fare from \$8 to \$9 out of town, and from 50 cents to \$1 in town. Kathy 2nd, motion carried.

Old Business:

Bookkeeping: Contract with Rhonda ends June. Motion by Brett to extend contract with Rhonda for bookkeeping until December 31, 2025. Robin 2nd, motion carried.

New Business:

KCDHU Services: Decision to start KCDHU services at Steele site once a week. Will discuss schedule.

Executive Session:

At 3:10 pm Paula M discussed the need to hold an executive session to seek advice regarding two anticipated legal matters for the public entity with the Kidder County States Attorney. Eric Hetland is present. The first regarding record review by the Burleigh County Senior Service office and the DOT. Summary of Burleigh record review provided by Lorrie. Eric states he would be our lawyer in the event of lawsuit. The second topic includes transition from a salary position to an hourly position for staff member. Eric states legal ability to switch staff from salary to hourly pay. Staff member has been paid salary for hours that are not being worked. Eric states a suit would be required if wanting that money back. Motion by Brett to enter into executive session per NDCC 44-04-17. Kathy 2nd, motion carried. Motion to enter into executive session passes. Motion by Brett to end executive session at 3:40 pm. Kathy 2nd, motion carried.

Cooperative Agreement for Nutrition Services: Copies provided by Lorrie and reviewed by board members. Robin made motion to sign. Jean 2nd, motion carried.

Title: Lorrie asks for clarification on her title. Board in agreement that Lorrie's title is Director.

Salary: Brett made motion to move all employees to hourly pay with the exception of the Director. Kathy 2nd, motion carried.

Next meeting July 17, 2025 at 4:00 pm.

Autumn made motion to adjourn meeting at 3:54 pm. Kathy 2nd, motion carried.