

Present: Mark Wilson, Kellie Jensen, Cheryl Benner Margaret Fraley, Dan Gay.

Public: Al Mock and Carmen Christian, Buffalo Senior Center

Via GoToMeeting: Commissioner Greenough, one anonymous member of the public

The December 7, 2020 meeting of the Johnson County Senior Citizens Services Special District Meeting was called to order at 4:05 PM by President Mark Wilson.

Mr. Gay moved to approve the minutes of the December 9 meeting. With a second from Ms. Fraley the motion carried.

Ms. Benner reported that the resolution forming the Senior Citizens Services Special District and map showing the boundaries had been forwarded to the Department of Revenue. There should be no further documentation necessary for the state to allow the district to begin collecting revenue.

Ms. Jensen reported that she had visited with 3 of the 4 existing Senior Citizen Services Boards in the state, and received select MOU's, policies and procedures and bylaws from Platte and Crook Counties.

- Crook County hired an attorney to write their policies and procedures rather than use the county attorney. They do not carry liability insurance. A copy of their policies and procedures is going to be forwarded by the Crook County Clerk.
- Platte County has policies and procedures for mileage and technology. There are two other policies that the president of the board couldn't remember. She cautioned Ms. Jensen of confirming that all funding recipients were 501(c)(3) entities. They hire an accountant to do the bookkeeping and do an annual audit.
- Southern Big Horn County runs everything through the director at the Greybull Senior Center. The board agreed that they did not want more information on this model of operation.

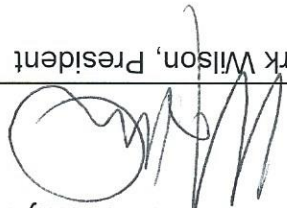
The board discussed operating procedures, whether MOU's were necessary for awarding funding, and cash flow. Ms. Benner will invited Deputy County Attorney Barry Crago and County Treasurer Carla Bishop to the January 4 meeting to inform the board of the options available.

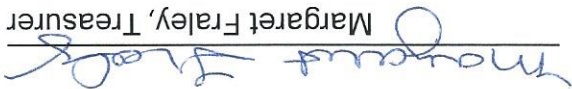
Mr. Gay suggested we get more information on how the Buffalo Senior Center Budget works and the services they provide. President Wilson asked Mr. Mock to come to the February meeting and explain. Mr. Mock stated that there was room at the Buffalo Senior Center to place a locked file cabinet to keep records if the board desired.

Ms. Fraley asked what should be done for funding for a PO Box, copies, and any other expenses the board may incur before revenue is collected.

Commissioner Greenough thanked the board for their willingness to serve on this board and said the county would help as much as possible. She suggested that the board choose a bank for any accounts the board may want.

There being no further business to conduct, Ms. Fraley moved and Ms. Jensen seconded to adjourn the meeting at 5:00 PM. The next meeting will be January 4, 2021 at the Johnson County Road and Bridge Office.

  
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Mark Wilson, President

  
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Margaret Fraley, Treasurer