

**Natrona County Senior Citizens Service District
Board of Trustees Meeting Minutes**

Date: Tuesday, November 4, 2025

Time: 10:03 AM – 11:04 AM

Location: Casper Senior Center, 1831 E. 4th Street, Casper, WY 82601

Attendees:

Linda Blackstone, Rhonda Laird, Mike Stepp, Ruth Doyle

Trustee Absent: Crystal Morse (Excused)

Community Liaison: Councilman Pat Sweeney

Agency Representatives: Rachel (Senior Center), Jamie (Meals on Wheels – via phone)

Public Attendees: None Present

1. Call to Order

Chair Linda Blackstone called the meeting to order at 10:03 AM. A quorum was present.

2. Approval of Minutes (October 2025)

Motion by Mike Stepp, seconded by Rhonda Laird, to approve the October 7, 2025, meeting minutes as presented. Motion carried unanimously.

3. Financial Report

Treasurer Mike Stepp presented the financial update:

Distributions Received:

Two unexpected October distributions were received:

- \$20,506 (mill levy)
- \$30,891 (license plate registration fees — a revenue category not previously known to be part of the District’s allocation)
- Checking account balance as of the meeting: \$109,892.25

Invoices

Three invoices were submitted:

1. Chamber of Commerce Membership – annual dues (\$290)
2. Central Wyoming Senior Services – September invoice for \$7,143 (grant-funded)
3. Ford Wyoming Center Health and Wellness Expo Booth Fee for \$75

Motion by Rhonda Laird, seconded by Ruth Doyle, to approve payment of all invoices.

Motion carried unanimously.

4. Meal Program Funding & November/December Disbursement

Trustees discussed timing for disbursement of the previously approved \$300,000 Meals on Wheels grant.

- District revenues are expected to increase in November due to November 10 tax payments.
- Trustees agreed Meals on Wheels should invoice monthly (similar to the Senior Center).

Plan:

- Wait until the November distribution arrives
- Notify Meals on Wheels to submit an invoice for December approval

The Board reaffirmed its preference for monthly expenditure reports to ensure transparency and audit readiness.

5. Audit Requirements

- Senior Center staff reported both state and federal audits occur regularly.
- The District will require its first official CPA audit next fiscal year.
- Trustees discussed identifying an available auditing firm, as many Wyoming firms are discontinuing audit services due to staffing shortages and liability insurance costs.
- Mike Stepp will pursue recommendations from Porter Muirhead, Winhart Mason, and other potential auditors.

6. WSSB Funding Reductions – Major Discussion

A significant portion of the meeting focused on upcoming Wyoming Senior Services Board (WSSB) funding cuts, which heavily impact Meals on Wheels and several senior centers statewide.

Summary of Key Issues

- WSSB plans to implement a “hold harmless capitation” model, capping large agencies receiving over \$200,000.
- Meals on Wheels currently receives \$523,500; under the new model, they would be capped at \$200,000, a loss of over \$300,000.
- Cuts would begin July 1, 2026 (FY 2026–27).

Phone Report from Meals on Wheels Director (Jamie)

- Six major centers statewide are affected.
- Efforts are underway to coordinate advocacy with Cheyenne and other affected centers.

If cuts proceed, Meals on Wheels may need to:

- Reduce to one meal per day
- Eliminate weekend meals
- Reduce home-delivered meals, which would further reduce future formula funding

The agency is considering approaching:

- The WSSB Board President
- State legislators (including Appropriations Committee)
- The Governor's Office and First Lady's Hunger Initiative

Board Discussion

- Trustees expressed concern about the magnitude of the cuts and the disproportionate impact on high-volume agencies.
- The District acknowledged it cannot replace \$300,000 annually but emphasized willingness to support advocacy efforts and consider increased future grant assistance.

Trustees also discussed the need to maintain a prudent reserve due to uncertainty around:

- Property tax revenues
- Future agency needs
- Potential local crises involving senior services

Action Taken

Motion by Mike Stepp, seconded by Ruth Doyle, to authorize Chair Blackstone to advocate on behalf of the District regarding WSSB funding issues, pending confirmation of allowable advocacy activities with legal counsel. Motion carried unanimously.

7. Liability Pool Board Election

The Local Government Liability Pool has an open At-Large Board Seat.

After reviewing candidate credentials, trustees favored Jessica Weaver, citing:

- Extensive insurance industry experience
- Long-term public service
- Relevant governance background

Motion made to submit a vote for Jessica Weaver. Motion carried unanimously.

8. Chamber of Commerce & Upcoming Events

The District has officially joined the Casper Chamber of Commerce.

Upcoming events:

- Business After Hours (Chamber) – November 20, Banner East Campus
- Business After Hours (Chamber) – December (Casper College)
- The District will host a booth at the January 10 Health & Wellness Fair at the Ford Wyoming Center (9 AM–1 PM).

9. 2026 Meeting Schedule

Annual publication of meeting schedules is required.

Trustees will continue meeting 1st Tuesday of each month at 10:00 AM.

Due to travel in December:

- December meeting moved to December 9, 2025
- Notice will be submitted to the newspaper

10. Election of Officers (2026 Term)

All current officers agreed to continue:

- **Chair:** Linda Blackstone
- **Secretary:** Rhonda Laird
- **Treasurer:** Mike Stepp

Motion by Ruth Doyle, seconded by Mike Stepp, to approve the slate. Motion carried unanimously.

Board seats for Crystal Morse, Ruth Doyle, and Rhonda Laird will be up for election in 2026.

11. Trustee Comments

General discussion regarding the WSSB funding model, public perceptions of funding distribution, and the importance of tracking meal volume for future formula-based funding.

12. Public Comment

No public attendees were present.

13. Adjournment

Motion by Mike Stepp, seconded by Rhonda Laird, to adjourn. Motion carried. Meeting adjourned at 11:04 AM.

Next Meeting: Tuesday, December 9, 2025, at 10:00 AM at the Casper Senior Center.

Minutes Prepared By: Rhonda Laird

Action Items

- Contact potential CPA firms (Porter Muirhead, Winhart Mason, others) to determine availability for the required 2026 audit.
- Submit the updated December 9 meeting date to the newspaper for public notice.
- Follow up with legal counsel (Tim Stubson) to confirm what advocacy actions are permitted regarding WSSB funding.
- Coordinate with Meals on Wheels and other affected agencies to support statewide advocacy efforts related to WSSB funding changes.
- Participate in Chamber of Commerce Business After Hours events as available.
- Finalize and publish the 2026 meeting schedule.