

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

**Date:** Tuesday, December 9, 2025

**Time:** 10:05 AM – 10:43 AM

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

## **Attendees:**

Linda Blackstone, Rhonda Laird, Ruth Doyle, Crystal Morse

**Trustee Absent:** Mike Stepp (Excused)

**Community Liaison:** Councilman Pat Sweeney

**Public Attendees:** None Present

## **1. Call to Order**

Chair Linda Blackstone called the meeting to order at 10:05 AM. Trustee roll call was conducted, with Treasurer Mike Stepp excused.

## **2. Approval of Minutes**

Trustees reviewed the minutes from the November 4, 2025, meeting. Two corrections were identified:

- The approved expenditure for the Ford Wyoming Center table at the Health & Wellness Expo (\$75) was omitted.
- The approved Meals on Wheels grant amount should read \$300,000, not \$30,000.

Motion by Ruth Doyle, seconded by Crystal Morris, to approve the minutes as corrected. Motion carried unanimously.

## **3. Financial Report**

Due to Treasurer Mike Stepp's absence, no formal Treasurer's Report was presented. Trustees reviewed and discussed the following bills:

- Casper Star-Tribune Column Support: \$36.34 for public meeting notices and annual meeting schedule publication.
- Central Wyoming Senior Services:
  - \$7,143 for October payment of loan
  - \$7,142 for November payment of loan (final payment on the \$50,000 loan)
- U.S. Postal Service: \$188 for post office box renewal
- Natrona County Meals on Wheels: \$85,224 as the first payment toward the approved \$300,000 grant for the current fiscal year.

Trustees discussed the Meals on Wheels payment amount, noting the invoice reflected operating expenses including food, salaries, benefits, and supplies. It was clarified that payments will continue until the \$300,000 grant cap is reached for the fiscal year ending June 2026.

Trustees requested that funded agencies provide future presentations outlining expenditure patterns, funding needs, and fiscal-year projections.

Motion by Crystal Morris, seconded by Rhonda Laird, to approve payment of all bills as presented and to request agency presentations at an upcoming meeting. Motion carried unanimously.

#### **4. Old Business**

***Audit Services:*** Chair Blackstone reported difficulty securing a local accounting firm willing to conduct the district's required audit, noting several firms have discontinued audit services. Outreach efforts are ongoing, including contacting firms outside Natrona County if necessary.

***Health & Wellness Expo (January 10, 2026):*** Trustees reviewed logistics for participation in the upcoming Health & Wellness Expo at the Ford Wyoming Center from 9:00 AM–1:00 PM. Marketing materials, tablecloths, and flyers will be prepared in advance.

#### **5. New Business**

***Community Outreach:*** Trustees discussed recent networking efforts, including Business After Hours events and connections with Food Bank leadership. Name badges and informational materials were noted as effective outreach tools.

***Legislative Lunch & Learns:*** The board discussed upcoming Lunch & Learn sessions hosted by the Food Bank with state legislators. Trustees expressed interest in participating once dates and formats are confirmed.

***Marketing Materials:*** Trustees discussed the possibility of creating additional District-branded informational materials, such as bookmarks or simplified handouts, with an emphasis on Wyoming-relevant imagery. No action was taken at this time.

#### **6. Trustee Comments**

Trustees discussed the importance of continued transparency, agency accountability, and proactive communication as District funding increases. Councilman Sweeney commented on agency funding patterns and confirmed ongoing mill levy disbursements, including significant deposits expected through January and May.

#### **7. Public Comment**

No public attendees were present.

#### **13. Adjournment**

Motion by Ruth Doyle, seconded by Rhonda Laird, to adjourn the meeting. Motion carried. Meeting adjourned at 10:43 AM.

**Next Meeting:** Tuesday, January 6, 2026, at 10:00 AM at the Casper Senior Center.

**Minutes Prepared By:** Rhonda Laird

**Action Items**

- Correct and file approved minutes reflecting updated figures.
- Issue payments for all approved invoices.
- Schedule agency presentations regarding grant expenditures and fiscal planning.
- Continue outreach to secure an auditing firm.
- Prepare materials and staffing plan for January Health & Wellness Expo.