**Minutes  
Ashtabula County Senior Services Levy Advisory Board  
March 14, 2018**

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| --- | --- | --- | --- |
| Present | Absent | Staff | BOCC |
| Patrick Arcaro  Jerome Brockway  Joyce Crease  Susan Hill  Randy Jones  Mary Runyan  Michelle Thomas  Virginia Walker | Debra Boyle  Neroy Carter  Paul Fuller  Mary Pepperney  Pam Zack  Camille Zalar | Alissa Drees  Kira Ernst  Ronald Smith | JP Ducro |
| Jane Wallace |  |  |  |

**Call to Order**Dr. Brockway called the meeting to order.

**Approval of minutes**  
Dr. Brockway asked the board to review the minutes from January 10, 2018. After the board read over the minutes and notes, Randy Jones made the motion to approve the minutes from January 10, 2018 and Mary Runyan seconded the motion. All in favor.

**Chair’s Report**

Dr. Brockway informed the board that the May Senior Levy Advisory Board Meeting was moved to May 2, 2018. He stated the contact information form had been updated for multiple board members.

**Funding**Ron Smith presented the Revenue & Expense Report as of February 28, 2018. He stated that the year began with $952,571.93, and $0.00 was collected in taxes from the Senior Levy for a total available amount of $952,571.93. The total expenses YTD were $280,051.59.

**Contract Reports**

*Contract Report:* Kira Ernst presented the contract report. The report represented payments made against provider’s contracts that began January 1, 2018 and ran through the calendar year. Kira reported all the providers should have used 17% of their annual budget.

*Wait List:* Kira Ernst reported Country Neighbors waitlist for home delivered meals has decreased due to priority clients beginning to receive services in March. Community Action reported an increase in referrals for their homemaker services. Alissa stated that Ashtabula County Council now has four part-time employees to help their waitlist decrease.

**Committees**

*RFP Committees* – Dr. Brockway stated that the 2018 RFP Evaluation Committees will remain the same as the 2017 RFP Committees.

*Levy Program Committee* – Dr. Brockway asked the board who would like to be on the program committee. This committee will evaluate the current programs, see how the RFP can grow, and if there are any new programs to be explored. Board members Randy Jones, JP Ducro, Dr. Brockway, Michelle Thomas, Susan Hill, Paul Fuller, and Mary Pepperney all stated they would like take part in the program committee. The board came to the agreement that the Senior Levy should be placed on the November 2019 ballet.

**Old Business**

*Senior Conference Update* – Kira Ernst reported that the venue will be Lakeside High School. The conference will take place on June 8, 2018 beginning at 9:00am. She stated that Carl Feather and Stephanie Siegel will be speaking regarding the topic “Tour of Ashtabula County”. JP Ducro informed the board that there will be entertainment in the lunch room for seniors. Randy Jones made the motion to designate $5,000.00 for the Senior Conference. Mary Runyan seconded the motion. All in favor.

**New Business**

*Attendance* – Dr. Brockway informed the board if they are unable to attend a meeting they need to email Kira Ernst in order for an absence to be excused. In the by-laws it states the board members can only miss 25% of the meetings as unexcused before being excused from the board by the Board of County Commissioners.

*Google Docs* – Dr. Brockway stated the board is considering using google docs for the RFP committees in 2018. He reported if board members needed a training for google docs ACDJFS will hold training sessions. All board members agreed to use google docs for the 2018 RFP process.

**Public Comment**

No public available for comment.

**Adjourn**

Mary Runyan made the motion to adjourn the meeting. Joyce Crease seconded the motion. All in favor. The meeting was adjourned.

**Next Board Meeting  
May 2, 2018  
Ohio Means Jobs**