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December 13, 2017
9:00 a.m.

	<u>Page</u>	<u>Action</u>
I. Call to Order – (Bob Roesler)		
II. Welcome and Introductions – (Bob)		
III. Approval of Agenda – (Bob)		Action
IV. Approval of October 25, 2017 Board Meeting Minutes – (Bob)	1-3	Action
V. Chair's Report – (Bob)		
A. Election of Officers		Action
B. Committee Appointments		Action
C. Other		
VI. Executive Director's Report – (Linda Giersdorf)		
A. 2018 Area Plan		
B. Approval of Kerkhoven Work Plan and Budget	4-7	Action
C. 2018 Proposed Board Meeting Schedule	8	Action
D. 2018 Signature Authority		Action
E. Other		
VII. Title III Grants/Contracts – (Linda)		
A. Prairie Five Site Change Request – Benson	9-11	Action
B. LSS Site Change Request – New London, Springfield, Lake Benton	12-14	Action
C. Central Community Transit 2017 Title III-B Contract Amendment		Action
D. CDI 2018 Title III-E Small Award Request		Action
E. Other		
VIII. Finance Director's Report – (Joyce Prahm)		
A. Approval of October 31, 2017 Treasurer's Report	15-19	Action
B. Approval of November 30, 2017 Treasurer's Report	20-29	Action
C. Approval of October 25, 2017 Finance Committee Minutes	30--31	Action
D. Give to the Max Day Update		
E. LMC 2018 Insurance Renewal – Resolution 2017 – 01	32	Action
F. 2018 Proposed Finance Committee Meeting Schedule	33	Action
G. 2018 Proposed Audit Committee Meeting Schedule	33	Action
H. 2017 Audit Committee Annual Report – (Amy Wilde)	34	Action
I. 2017 Finance Committee Annual Report – (Jason Swanson)	35	Action
J. Audit Compliance with Single Audit Act	36	
K. Other		
IX. Mission Moment – Year in Review & Looking Ahead – (Linda)		
X. Other – (Bob)		
XI. Next Meeting – January 10, 2018 (Executive Committee) – date pending board approval		
XII. Adjourn – (Bob)		

The Nominating and Governance Committee will meet immediately following the conclusion of the board meeting. Lunch will be provided. Committee members - please contact Erica at eschott@mnraaa.org or 507.387.1256 x 104 if you are unable to attend.

October 25, 2017

9:30 a.m.

MEMBERS PRESENT: Lisa Lange, Robert Roesler, Amy Wilde, Rose Schlieman, Jason Swanson, Donald Ebel, Mary Perry and Candace Fenske

MEMBERS ABSENT: Timothy Bachenberg and Jane Baldwin

QUORUM PRESENT: Yes

STAFF/GUESTS PRESENT: Linda Giersdorf, Joyce Prahm, Rhonda Hiller Fjeldberg, Elaine Spain and Erick Hedman

I. Call to Order

Chair R. Roesler called the meeting to order at 9:34 A.M.

II. Welcome and Introductions

III. Approval of Agenda

Motion made by J. Swanson and seconded by L. Lange to recommend approval of the agenda with the additions of VIII. E. Prairie Five Budget Revision and IX. D. Volunteer Mileage. Motion approved.

IV. Approval of September 20, 2017 Board Meeting Minutes

Motion made by R. Schlieman and seconded by A. Wilde to approve the September 20, 2017 Board minutes as presented. Motion approved.

V. Chair's Report

A. Strategic Plan Draft

Motion made by C. Fenske and seconded by R. Schlieman to approve the three-year strategic plan draft as presented. Motion approved.

B. Other

Chair R. Roesler reported on a research opportunity at the University of Minnesota called Ten Thousand Families Study. It's a family-based study that can help researchers understand how genetics and environment contribute to health and disease. For more information:

https://www.cancer.umn.edu/sites/cancer.umn.edu/files/10kfs_main_concent_201708017.pdf

* Donald Ebel joined the meeting.*

VI. Mission Moment

Elaine Spain, Program Developer, reported on her recent projects, including the revitalization of the Waseca Caregiver & Respite project and their Alzheimer's reminiscent totes.

VII. Executive Director's Report

A. 2018 Area Plan

L. Giersdorf reported the 2018 Area Plan was submitted on time and the Minnesota Board on Aging (MBA) comments will be released mid-November. She will present the Area Plan to the Program Operations Committee of MBA on November 30 and December 1 they will vote on the plan.

B. Outreach Efforts

L. Giersdorf conducted outreach presentations to: Mid-Minnesota Development Commission, McLeod County social services' staff and Region Nine human service directors. She also attended the Pacesetter Prize Award Celebration where MBA received an award

from the SCAN Foundation for the Return to Community Initiative.

C. Medicare Open Enrollment

L. Giersdorf reported open enrollment began October 15 and ends December 7. The *Health Care Choices for Minnesotans on Medicare*, written by MNRAAA's Robin Thompson and Kelly Wolle, is available at mnhealthcarechoices.com.

D. Other

L. Giersdorf shared a cost-benefit analysis report titled *Volunteer Driver Programs: MN Case Studies* and *River Valley Woman* magazine with a Juniper (Area Agency on Aging's evidence-based program) ad.

VIII. Title III Grant/Contracts

A. Approval of September 6th and 7th Planning Committee Meeting Minutes

Motion made by R. Schlieman and seconded by J. Swanson to approve the September 6th and 7th Planning Committee meeting minutes as presented. Motion approved.

B. MBA Waiver Request – Contracting with For-Profit Organization

Motion made by M. Perry and seconded by L. Lange to request a waiver from MBA to contract with the for-profit agency, Consumer Directions, Inc., to provide fiscal support entity services for Title III-E Self Directed Services. Motion approved.

C. 2018 Prairie Five Chore Program Grant Award

Rhonda Hiller Fjeldberg, Program Development and Grant Director, reported on the letter received from Deb Larson, Prairie Five executive director, declining the 2018 Title III-B chore grant award and the response provided to Deb. Discussion followed.

D. LSS Change Request - Cosmos

Motion made by A. Wilde and seconded by M. Perry to approve the Cosmos site change to Mug Shots for home delivered meals. Motion approved.

E. Prairie Five 2017 Budget Revision

R. Hiller Fjeldberg reported Prairie Five's 2017 budget revision request to revise their budget to decrease the number of congregate meals to be served and increase the number of home delivered meals to be served. The revision does not include additional MNRAAA funds but adjusts them as follows: 71,500 congregate meals @ \$4.51/meal for a total award of \$322,465 and 21,000 home delivered meals @ \$4.45/meal for a total award of \$93,450.

Motion made by R. Schlieman and seconded by J. Swanson to approve Prairie Five's 2017 budget revision. Motion carried.

Candace Fenske left the meeting.

IX. Finance Report

A. Approval of September 30, 2017 Treasurer's Report

Motion made by R. Schlieman and seconded by M. Perry to approve the September 30, 2017 Treasurer's Report as presented. Motion approved

B. Third Quarter Financials

Joyce Prahm, Finance Director, reported on agency expenditures through September 30, 2017. Discussion followed.

C. Give to the Max Day – November 16, 2017

J. Prahm reported on the prior year Give to the Max Day success when gifts were designated for evidence-based class scholarships. Motion made by D. Ebel and seconded by Chair Roesler to approve the use of undesignated Give to the Max day donations for evidence-based class scholarships. Motion carried.

D. Volunteer Mileage

J. Prahm reported that volunteer reimbursements for mileage in a personal vehicle may be taxable income to the extent reimbursements exceed allowable reimbursement amounts

(e.g., \$0.14 per mile driven), regardless of whether MNRAAA issues a Form 1099-MISC.

X. Succession Planning

Julia Classen, Aurora Consulting, lead a discussion on succession planning. Discussion followed.

XI. Other

XII. Next Meeting – November 15, 2017

XIII. Adjourn – (Bob)

Motion made by R. Schlieman and seconded by L. Lange to adjourn the meeting at 11:54 A.M.

Motion carried.

Secretary:

Chair:

Lisa Lange

Robert Roesler

Date: _____

Date: _____

Submitted by: Joyce Prahm, Finance Director

Organization: City of Kerkhoven

Project Name: Civic Center

Action Steps to Implement and Complete Age-Friendly Project	Person Responsible	Estimated Completion Date
1. Call for bids for doors and electrical	1. Kim	1. 11/20/17
2. Have a leadership meeting to select quotes	2. Leadership team	2. 11/21/17
3. Meet with Civic Center Board to review selected quotes	3. Leadership team & Civic Center board	3. 11/21/17
4. Approve quotes with City Council	4. Leadership Team & board	4. 11/27/17
5. Order Doors by chosen quotes	5. Kim	5. 11/28/17
6. Install doors by chosen company	6.	6. 12/19/ through 12/31/17
7. Electrical work for the doors	7.	7. 1/2 through 1/10/17
8.	8.	8.
9.	9.	9.
10.	10.	10.

* Additional action steps may be added.

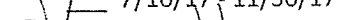
Signed: Kim Date: 11/20/17
Title: City Clerk - Treasurer

Submit completed plan to: Jamie Lanners jlanners@mnraaa.org and
Linda Giersdorf lgiersdorf@mnraaa.org



Organization:	City of Kerkhoven
Project Name:	Civic Center Entry Doors
Project Period:	7/10/17 - 6/30/18

Reporting Period: 7/10/17 - 11/30/17 — 12/1/17 - 6/30/18

Signed: 

Title: City Clerk-Treasurer

Date: 11/28/17

Grant Funds Requested:	\$ 10,000.00
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5



Don's Building Center

1109 Atlantic Ave
Kerkhoven, MN 56252
320.264.3011 320.264.3022

From the desk of
Don Halverson

November 9, 2017

City of Kerkhoven

Bid: Furnish and install 2 New Aluminum Entry Systems

36" wide doors with side-lites
Dark Bronze anodized finish
10" bottom rails
1 ½ pr. butt hinges
VonDuprin rim exit devices
offset pull handles
keyed cylinders at exterior
Record heavy duty automatic operators and switches [hardwired]
thresholds – sweeps – weatherstrip
clear insulated LowE glass in the exterior entry system
clear single glass in the interior entry system

\$ 13,969.00

Option: Furnish and install the exterior entry system [above specs.] and install
a 2nd automatic operator an switch on the existing interior entry system

\$ 9120.00

Option: Wireless operator switches in lieu of hardwired

\$ 375.00

Not Included: Electrical wiring to power automatic operators and switches, demo of
existing entry doors [add \$ 576.00 per door]

Respectfully Submitted,

Don's Building Center



YOUR ELECTRICAL, HEATING & COOLING
CONTRACTOR SINCE 1956

303 N 3RD ST. • P.O. BOX 255
KERKHOVEN, MINNESOTA 56252

PH 320-264-3121 • FAX 320-264-3122

November 16, 2017

CITY OF KERKHOVEN
KERKHOVEN, MN 56252

PROJECT: CIVIC CENTER DOOR OPENERS

ESTIMATE ON THE ELECTRICAL WIRING FOR TWO DOOR OPERATORS

OPTION #1:

WIRE 120V CIRCUIT FOR TWO ELECTRIC DOOR OPERATORS WITH
WIRELESS CONTROLS.

ESTIMATE: \$945.00

OPTION #2:

WIRE 120V CIRCUIT FOR TWO ELECTRIC DOOR OPERATORS WITH
HARDWIRED DOOR CONTROL BUTTONS.

ESTIMATE: \$1,415.00

BOTH OPTIONS INCLUDE MATERIAL, LABOR, AND STATE INSPECTION
FEE.

THANK YOU

Terms:

This is an accurate estimate based on all the above information provided and is valid for 30 days from 11/16/2017. Freetly Electric, Inc. warrants all workmanship on all work complete for the client. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Property owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance. This agreement also serves as a Pre-Lien notice which is required by law in Minnesota. This serves to protect both the Customer and Freetly Electric, Inc.

Freetly Electric, Inc. Signature

Customer Signature:



2018 BOARD MEETING SCHEDULE*

D R A F T

<u>Date</u>	<u>Time</u>	<u>Notes</u>	<u>Location</u>
January 10	9:00 a.m.	Executive Committee	TBD
February 14	9:00 a.m.	Full Board Nominating & Governance Committee Compensation Philosophy	TBD
March 21	9:00 a.m.	Executive Committee	TBD
April 18	9:00 a.m.	Full Board 1 st Quarter Update	TBD
May 23	9:00 a.m.	Executive Committee	TBD
June 20	9:00 a.m.	Executive Committee	TBD
July 11	9:00 a.m.	Full Board 2 nd Quarter Update	TBD
August 15	9:00 a.m.	Executive Committee	TBD
September 19	9:00 a.m.	Full Board Public Hearing Title III Grants/Contracts Area Plan	TBD
October 17	9:00 a.m.	Full Board 3 rd Quarter Update Salary and Benefits	TBD
November 14	9:00 a.m.	Executive Committee	TBD
December 12	9:00 a.m.	Full Board Annual Meeting	TBD

RACC = Redwood Area Community Center
901 Cook Street, Redwood Falls, MN

*Dates subject to change upon notice

Administrative Office
201 N. Broad St., Suite 102
Mankato, MN 56001



MINNESOTA RIVER
Area Agency on Aging®

Slayton Office
1939 Engebretson Ave.
Slayton, MN 56172

November 16, 2017

Erick Hedman, Senior Nutrition Program Manager
Prairie Five Community Action Council, Inc.
P.O. Box 159
Montevideo, MN 56265-0159

Dear Erick,





I am writing in response to the Nutrition Service Site Change Form you submitted on November 9 requesting to move the Benson congregate dining site from the Senior Center to McKinney's Restaurant, effective January 1, 2018. We understand this change is requested to reduce costs and maintain the level of Title III services currently available in Benson. We also understand that the site will continue to operate as a traditional congregate site (not a diners' club) at McKinney's Restaurant.

Because the MNRAAA board of directors will not be able to consider your request until their next meeting scheduled for December 13, I am giving temporary approval of the request until the board can address it at their meeting.

Please contact Rhonda if you have any questions about the temporary approval.

Sincerely,

Linda Giersdorf
Executive Director

Ph: 507.387.1256 | Fx: 507.387.6223 | www.mnraaa.org |    

Service Area: Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Kandiyohi, Lac qui Parle, Le Sueur, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Swift, Waseca, Watonwan and Yellow Medicine Counties

Nutrition Service Site Change Form

Instructions: Submit Change Form to the MnRAAA as soon as request or action is determined. Submit one form per site. **A signed copy will be returned for your files.**

1. Site and Address Benson Senior Center/Community Center 218 13 th St N Benson, MN 56215	2. Action: Effective Date: January 1, 2018 McKinney's Restaurant 300 14th St S Benson, MN 56215 Other (explain) See Below
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3. List reason(s) for action request:

PAST:

The Benson Community began senior nutrition on January 1, 1974. The kitchen moved to its current location in 1989. Parkview Manor and Westwood Manor Apartments began service on November 1, 1993. The Appleton Meal Site began receiving food on February 1, 2014.

CURRENT:

The Prairie Five Senior Nutrition Program in Benson serves meals at the current location as well as Benson Parkview and Benson Westwood Apartments. The meal site transports meals to Appleton and has Home Delivered Meal Service in DeGraff, Murdock and Kerkhoven. The meal site sends and serves an average of 90 meals per day.

CHANGE REQUEST:

The Benson Meal Site has experienced a lot of change since June 28, 2016. On June 29, 2016, we staffed the kitchen with Montevideo kitchen staff until Friday, August 26, 2016. Beginning on Monday, August 29, 2016 we secured a local caterer and hired a regular part time meal site manager while we analyzed meal production for Appleton, Benson, DeGraff, Kerkhoven and Murdock.

I met with the Benson City Manager twice to discuss the senior nutrition program and the need to move from the current location to our caterer's restaurant. The City of Benson is the owner and operator of the building. He sees the value of nutrition and socialization for the seniors. We discussed the current attributes and shortcomings of the program and building. I also visited with the Parkview and Westwood Apartment Manager to let them know of the change. The change request is to move the meal site from the Benson Senior Center to McKinney's Restaurant. The change is necessary to lower our cost of operating in Benson. We will continue to meet the 1/3 daily requirements following an approved menu from our contracted dietician. The regular part time meal site manager will continue supporting the senior nutrition program through this transition in Benson. She has built relationships with the current participants.

4. List effect on clients and number of clients involved.

The regular participants will notice changes with the senior nutrition program. Utilizing the same caterer and meal site manager will allow the seniors to see a familiar face and eat the same quality meal. The large change in service will be going to McKinney's Restaurant for their noon meal. The restaurant has ample parking and is set up for large and small groups. With change, there may be people who choose to not utilize the program. On a positive note, we are anticipating new targeted individuals who will utilize the program because of accessibility, atmosphere and reputation of caterer.

5. If site action is related to another site, name the site(s) that will provide the service.

The meals will be provided by McKinney's Restaurant. The city bus will pick up meals for Benson Parkview and Westwood Apartments as well as the volunteer drivers for Appleton, Kerkhoven, Murdock and DeGraff.

6. Service involved: Senior Dining X Home-Delivered Meals X

7. Budgetary Impact:

We will not have to purchase new equipment for the change. The savings will be our monthly .11 per meal produced that was paid to the Benson SACC Committee and reduction in our meal site managers hours. We anticipate that we will save \$5,000-\$6,000 dollars per year.

8. Community/Site Contribution:

The City of Benson has been a strong advocate of the Prairie Five Senior Nutrition Program. They want to see the service continue and will continue to support the program.

9. Title III Funds Request:

None

Submitted by: Project: Prairie Five Senior Nutrition Program 719 North Seventh Street P.O. Box 159 Montevideo, MN 56265 Date: 11/9/2017	MnRAAA use only: Change as listed approved by: _____ Date: _____
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OTHER:



December 4, 2017

Rhonda Hiller Fjeldberg, Contract Manager
Minnesota River Area Agency on Aging
P.O. Box 3367
Mankato, MN 56002-3367

Dear Rhonda:

Lutheran Social Service Senior Nutrition Program (LSS) would like to request a change in service for the New London site.

Currently, the New London site offers congregate dining and home delivered meal services in this community. We would like to request the change in service to home delivered meals only as there have been no congregate diners in over 2 year. As we continue to offer home delivered meals, there will be no real impact to our seniors. The food will continue to come from our current caterer, West Central Industries, and our staff will be located in Spicer to handle new customers, paperwork and the like.

LSS would like to make this change effective January 1, 2018.

We appreciate your consideration for our request.

If you have any questions or need additional information, please let me know.

Sincerely,

Andrea Lingl

Andrea Lingl
Senior Program Manager



December 4, 2017

Rhonda Hiller Fjeldberg, Contract Manager
Minnesota River Area Agency on Aging
P.O. Box 3367
Mankato, MN 56002-3367

Dear Rhonda:

Lutheran Social Service Senior Nutrition Program (LSS) would like to request a change in service for the Springfield site.

The Springfield site offers congregate dining and home delivered meal services at the Downton Estates. We would like to request the change in service to home delivered meals only, 5 days a week.

Rationale behind the requested change:

- Currently, we have 1 of 8 congregate diners who eat at the site and visits with our dining manager while she works. All other diners take their meals to their room on a daily basis.

Going forward, we will encourage all diners to take advantage of our home delivered meals. All current regular congregate diners would be eligible for home delivered meals going forward. There are a few local options including grocery store, 2 cafés and 2 restaurants, if they so choose.

LSS would like to make this change effective January 1, 2018, due to staff health issues.

We appreciate your consideration for our request.

If you have any questions or need additional information, please let me know.

Sincerely,

Andrea Lingl

Andrea Lingl
Senior Program Manager



December 4, 2017

Rhonda Hiller Fjeldberg, Contract Manager
Minnesota River Area Agency on Aging
P.O. Box 3367
Mankato, MN 56002-3367

Dear Rhonda:

Lutheran Social Service Senior Nutrition Program (LSS) would like to request a change in service for the Lake Benton site.

The Lake Benton site is offers congregate dining and home delivered meal services in the Lake Benton community. We would like to request a change in service to home delivered meals only with delivery one day a week, offering 1 hot meal and 6 frozen.

Rational behind the requested change:

- Currently, we do not have congregate diners that are our regular customers dining serval times a week. There are members of a few card clubs and a birthday club which meet and eat a meal, on average, 2 times a week. This does not meet our target population not does it reach those eating regularly to have impact on their nutritional health.
- This site has high food transportation costs as the food comes from our kitchen in Tracy. In the past year, our staff looked for a local caterer. The only bid came in at \$7.00 a meal, which is just over the price as their daily special.

According to our NAPIS data, 72% are moderate to high nutritional risk and will be eligible for home delivered meals. Going forward, we will encourage all diners who are eligible to participate in our home delivered meals. In Lake Benton, there are a few local options in the community including grocery store, a café and a bar and grill.

LSS would like to make this change effective February 1, 2018.

We appreciate your consideration for our request.

If you have any questions or need additional information, please let me know.

Sincerely,

Andrea Lingl

Andrea Lingl
Senior Program Manager



TREASURER'S REPORT
October 31, 2017

CASH BALANCE SEPTEMBER 30, 2017	927,772.41
TOTAL CASH RECEIPTS	340,202.34
ACCOUNTS PAYABLE AND OTHER DISBURSEMENTS INCLUDING PAYROLL	(471,446.11)
CASH BALANCE OCTOBER 31, 2017	<u><u>796,528.64</u></u>

MINNESOTA RIVER AREA AGENCY ON AGING, INC.
OCTOBER 2017 CASH RECEIPTS
FY17

Description	Receipt Number	Element Number	Project Number	Trans (GL) Number	Amount
CR#: 169 DATE: 10/05/17					102,105.00
Homemaker/Chore Program 056-009	365	117260	30332	40120	4,046.00
Prairie Five Cong Meals 034-00W	366	117176	30335	40170	28,670.00
LSS Cong Meals 042-E89	366	117174	30335	40170	69,389.00
TOTALS	1097	351,610	91,002	120,460	102,105.00
CR#: 170 DATE: 10/11/16					225.00
PDC Registrations	367	117130	30339	40005	225.00
TOTALS	367	117130	30339	40005	225.00
CR#: 171 DATE: 10/19/17					209,515.00
Information & Assistance - IIIB	368	117135	30340	40121	100,000.00
Information & Assistance - IIIE	368	117135	30340	40160	30,000.00
Information & Assistance - State PAP	368	117135	30340	40094	21,673.00
Information & Assistance - State I&A	368	117135	30340	40099	20,275.00
Title D Direct Service	369	117555	30341	40152	10,000.00
Administrative	370	117125	30338	40010	19,567.00
Program Development and Coordination	371	117130	30339	40015	8,000.00
TOTALS	2582	820350	212378	280651	209,515.00
CR#: 172 DATE: 10/20/17					502.45
Adm - Reimbursements	372	117125	30338	40520	57.45
EDP - Caregiver Coach Registration	373	118434	30353	40005	40.00
Title III-E Set Aside Conference Registration	374	117178	30342	40005	75.00
Singing Hills Concert Tickets	375	117688	30345	40005	297.00
Singing Hills Concert Tickets - 10% Adm Fee	375	117686	30345	40005	33.00
TOTALS	1869	588111	151723	200540	502.45
CR#: 173 DATE: 10/25/17					22,229.08
Souix Falls Veteran Directed - Case Management	376	110703	30098	41010	20,791.37
Souix Falls Veteran Directed - Adm	376	110702	30098	41010	1,437.71
TOTALS	752	221405	60196	82020	22,229.08
CR#: 174 DATE: 10/31/17					5,625.81
Souix Falls Veteran Directed - Case Management	377	110703	30098	41010	5,003.40
Souix Falls Veteran Directed - Adm	377	110702	30098	41010	622.41
TOTALS	754	221405	60196	82020	5,625.81
October 2017 TOTAL	7421	2320011	605834	805696	340,202.34

Board Payment Listing

Run Date: 10/11/2017
Run Time: 10:16:26 am
Page 1 of 2

Check#	Check Date	Vendor Name	Check Amount	Description
7209	10/10/2017	Southeast Minnesota Area Agency c	604.06	Pass Thru Contractor
7210	10/10/2017	Gary Tucker Foster	517.50	Pass Thru Contractor
7211	10/10/2017	Cindi Olson	450.00	Pass Thru Contractor
7212	10/10/2017	Kerry Gardner	3,409.00	Pass Thru Contractor
7213	10/10/2017	Lands End Business Outfitters	987.28	Pass Thru Contractor
7214	10/10/2017	Northwest Regional Development C	416.85	Pass Thru Contractor
7215	10/10/2017	Daniel Smith	783.66	Pass Thru Contractor
7216	10/10/2017	Multimedia Holding Company	8,700.00	Pass Thru Contractor
7217	10/10/2017	Johnson Printing	991.22	Pass Thru Contractor
7218	10/10/2017	Charissa Eaton	1,000.00	Pass Thru Contractor
7219	10/10/2017	Bankers Advertising Company	6,528.00	Pass Thru Contractor
7220	10/10/2017	Gnada Consulting LLC	6,960.00	Pass Thru Contractor
7221	10/10/2017	Gnada Consulting LLC	6,680.00	Pass Thru Contractor
7222	10/10/2017	Lutheran Social Service of MN	128,388.00	Subgrantee
7223	10/10/2017	Prairie Five CAC Inc	36,026.00	Subgrantee
7224	10/10/2017	Innovative Office Solutions LLC	393.90	Office Supplies
7225	10/10/2017	Charter Communications	179.95	Phone/Internet Mankato
7226	10/10/2017	Robert Dale Anderson	530.00	Fiscal Agent Pass Thru
7227	10/10/2017	Stratus Audio, Inc	67.98	Phone Interpreter
7228	10/10/2017	K. Madsen Consulting	137.50	MOB Fidelity
7229	10/10/2017	West Bend Mutual Insurance Comp:	312.00	Fiscal Agent Pass Thru
7230	10/10/2017	Metro Sales Inc.	377.00	Copier Lease Mankato
7231	10/10/2017	Tersteeg's	451.98	Grant Committee
7232	10/10/2017	Heglund Catering	146.84	Caregiver Coach Training
7233	10/10/2017	Forum Communications Company	209.00	Booth Registration
7234	10/10/2017	River Bend Business Products	56.20	MOB Participant Handbooks
7235	10/10/2017	Gail Byers	7.00	Vol Mileage
7236	10/10/2017	Connie Heffelfinger	7.49	Vol Mileage
7237	10/10/2017	Linda Koning	206.51	Vol Mileage
7238	10/10/2017	Donna Rohrer	62.62	Vol Mileage
7239	10/10/2017	Anne Lichtsinn	33.17	Vol Mileage
7240	10/10/2017	June Geselius	29.96	Vol Mileage
7241	10/10/2017	Donna Appel	13.38	Vol Mileage
7242	10/10/2017	Helen Brinks	12.84	Vol Mileage
7243	10/10/2017	Linda Kruse	38.52	Vol Mileage
7244	10/10/2017	Cliff Vrieze	62.07	Vol Mileage
7245	10/10/2017	Rich Clifton	63.13	Vol Mileage
7246	10/10/2017	Ken Meister	10.70	Vol Mileage
7247	10/10/2017	Henry Kress	12.84	Vol Mileage
7248	10/10/2017	Mary Megaw	14.68	Vol Mileage
Check Total			205,878.83	

Board Payment Listing

Run Date: 10/19/2017
Run Time: 4:05:26 pm
Page 1 of 1

Check#	Check Date	Vendor Name	Check Amount	Description
7249	10/19/2017	Wells Fargo	7,706.30	Wells Fargo/ES
7250	10/19/2017	Wells Fargo	178.64	Wells Fargo/KW
7251	10/19/2017	Wells Fargo	377.56	Wells Fargo/LG
7252	10/19/2017	Wells Fargo	1,130.21	Wells Fargo/JP
7253	10/19/2017	Marilyn Nickel	92.60	Vol Mileage
7254	10/19/2017	Donna Kurth	53.50	Vol Mileage
7255	10/19/2017	Geraldine Jensen	88.90	Vol Mileage
7256	10/19/2017	Kristin Ziemke	761.25	Pass Thru Contractor
7257	10/19/2017	Consolidated Communications of M	329.44	Internet/Directory Mankato
7258	10/19/2017	United States Postal Service	200.00	Slayton Acct Deposit/BRM 950
7259	10/19/2017	United States Postal Service	100.00	Acct Deposit/BRM 950-001
7260	10/19/2017	Yellow Medicine East Community I	40.00	Caregiver Coach Registration Refund/St
7261	10/19/2017	Benefit Extras, Inc.	445.75	Contract Services
7262	10/19/2017	Shred-it USA LLC	74.09	Service Provider
7263	10/19/2017	Health Partners	1,337.82	Dental Premium Nov
7264	10/19/2017	Innovative Office Solutions LLC	152.94	Supplies/Paper
7265	10/19/2017	Internet Connections, Inc.	270.00	SSL Certificat Renewal
7266	10/19/2017	Julie Van Name	25.68	Vol Mileage
7267	10/19/2017	MRA-the Management Association	1,932.22	Comp Services
7268	10/19/2017	Standard Insurance Company	977.47	Life, AD&D, LTD
7269	10/19/2017	Diversified Resource Management	1,800.00	Nov Rent Slayton
7270	10/19/2017	Broad Street Group, LLC	3,808.00	Nov Rent/ Mankato
7271	10/19/2017	First Advantage Background Servic	177.20	Service Contract
7272	10/19/2017	PB Works	1,325.00	Pass Thru Contractor
7273	10/19/2017	Synergy Consulting LLC	500.00	Pass Thru Contractor
7274	10/19/2017	The Circle Corporation	1,215.00	Pass Thru Contractor
7275	10/19/2017	Kerry Gardner	3,119.50	Pass Thru Contractor
7276	10/19/2017	LanguageLine Solutions	288.78	Pass Thru Contractor
7277	10/19/2017	Multimedia Holding Company	1,699.00	Pass Thru Contractor
7278	10/19/2017	Multimedia Holding Company	6,328.58	Pass Thru Contractor
7279	10/19/2017	Learfield News & Ag LLC	4,382.00	Pass Thru Contractor

Check Total	40,917.43
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Report Total:	40,917.43
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Board Payment Listing

Run Date: 10/31/2017
Run Time: 3:15:35 pm
Page 1 of 1

Check#	Check Date	Vendor Name	Check Amount	Description
7280	10/31/2017	Margaret Ann Rosier	2,300.00	Pass Thru Contractor
7281	10/31/2017	Sandi Lubrant	256.58	Pass Thru Contractor
Check Total			<u>2,556.58</u>	
Report Total:			<u>2,556.58</u>	



TREASURER'S REPORT
November 30, 2017

CASH BALANCE OCTOBER 31, 2017	796,528.64
TOTAL CASH RECEIPTS	800,880.15
ACCOUNTS PAYABLE AND OTHER DISBURSEMENTS INCLUDING PAYROLL	(606,461.31)
CASH BALANCE NOVEMBER 30, 2017	<u>990,947.48</u>

MINNESOTA RIVER AREA AGENCY ON AGING, INC.
NOVEMBER 2017 CASH RECEIPTS
FY17

Description	Receipt Number	Element Number	Project Number	Trans (GL) Number	Amount
	CR#: 175		DATE: 11/03/17		5,095.42
Souix Falls Veteran Directed - Case Management	378	110703	30098	41010	4,696.76
Souix Falls Veteran Directed - Adm	378	110702	30098	41010	398.66
TOTALS	756	221,405	60,196	82,020	5,095.42
	CR#: 176		DATE: 11/07/17		61,715.00
Eldercare Development Partnership FY18	379	118434	30353	40030	61,715.00
TOTALS	379	118434	30353	40030	61,715.00
	CR#: 177		DATE: 11/07/17		55,900.00
CVVA Nation	380	117685	30344	41060	50,000.00
/A Nation - Adm	380	117684	30344	41060	5,000.00
Singing Hills Concert Tickets	381	117689	30345	40005	227.27
Singing Hills Concert Tickets - 10% Adm Fee	381	117686	30345	40005	22.73
Title III-D MOB Registration	382	117555	30341	40005	150.00
Donation - Staff Development	383	113010	30299	40528	500.00
TOTALS	2287	701309	182018	242663	55,900.00
	CR#: 178		DATE: 11/08/17		396,951.00
Title III-D MOB Registration	384	117555	30341	40005	185.00
Long Term Care Consultation FY18	385	118076	30350	40080	58,048.00
Return to Community FY17	386	117308	30324	40300	37,150.00
Return to Community FY18	387	118308	30351	40300	93,128.00
Client Service Center FY17	388	117670	30320	40300	32,167.00
Client Service Center FY17	388	117670	30320	40070	16,935.00
SHIP Seasonal FY18	389	118060	30354	40050	4,510.00
Pre-Admission Screening FY18	390	118047	30352	40086	19,454.00
Pre-Admission Screening FY18	390	118047	30352	40085	58,362.00
Pre-Admission Screening - CSC FY18	391	118675	30348	40086	8,976.00
Pre-Admission Screening - CSC FY18	391	118675	30348	40085	26,927.00
SMP FY18	392	118078	30355	40090	485.00
PA FY17	393	117179	30331	40105	1,460.00
One Stop Shop FY18	394	118020	30349	40310	17,378.00

MINNESOTA RIVER AREA AGENCY ON AGING, INC.
NOVEMBER 2017 CASH RECEIPTS

	FY17				
Return to Community FY18	395	118308	30351	40300	21,786.00
TOTALS	5843	1769676	455146	602252	396,951.00
	CR#: 179		DATE: 11/14/17		163,963.70
AmazonSmiles Foundation Donaiton	396	113010	30299	40526	44.50
Prairie Five Congregate Meals	397	117176	30335	40170	23,623.00
LSS Congregate Meals	397	117174	30335	40170	67,313.00
LSS Home Delivered Meals	398	117175	30335	40170	10,449.00
VINE Evidence Based 060-009	399	117159	30334	40150	4,254.00
A.C.E. Evidence Based 061-008	399	117160	30334	40150	2,025.00
Caring Connection	400	117255	30332	40120	6,483.00
A.C.E. Telephone Reassurance 053-008	400	117256	30332	40120	5,050.00
VINE Helping Hands 065-009	400	117262	30332	40120	18,845.00
Granite Falls Chore Service 017-00W	401	117252	30332	40120	3,014.00
Homemaker/Chore 056-009	401	117260	30332	40120	3,179.00
CCT Senior Transportation 064-00E	401	117261	30332	40120	17,714.00
Mankato & North Mankato ACT - SHIP	402	117687	30345	40050	1,236.55
Mankato & North Mankato ACT - SHIP Adm	402	117686	30345	40050	123.65
Title III-E Set Aside Conference Registration	403	117178	30342	40005	150.00
Singing Hills Concert Tickets	404	117689	30345	40005	418.00
Singing Hills Concert Tickets - 10% Adm Fee	404	117686	30345	40005	42.00
TOTALS	6804	1990326	515686	682171	163,963.70
	CR#: 180		DATE: 11/16/17		38,060.80
Souix Falls Veteran Directed - Case Management	405	110703	30098	41010	236.80
Title III-E Set Aside 2017	406	117178	30342	40162	35,732.00
Title III-E Set Aside 2017 - Adm	406	117180	30342	40162	2,092.00
TOTALS	1217	345061	90782	121334	38,060.80
	CR#: 181		DATE: 11/20/17		19,420.43
Souix Falls Veteran Directed - Case Management	407	110703	30098	41010	17,397.74
Souix Falls Veteran Directed - Adm	407	110702	30098	41010	2,022.69
TOTALS	814	221405	60196	82020	19,420.43
	CR#: 182		DATE: 11/27/17		58,885.00
Caregiver Supp & Resp 028-00E	408	117171	30333	40163	32,694.00
A.C.E. Respite & Counseling 027-008	408	117170	30333	40163	9,862.00

MINNESOTA RIVER AREA AGENCY ON AGING, INC.
NOVEMBER 2017 CASH RECEIPTS

	FY17				
Family Caregiver Project 040-009	408	117168	30333	40163	6,229.00
Caregiver Support & Respite Program 044-009	408	117166	30333	40163	9,500.00
Singing Hills Concert Tickets	409	117689	30345	40005	163.63
Singing Hills Concert Tickets - 10% Adm Fee	409	117686	30345	40005	16.37
Singing Hills Concert Sponsor	409	117689	30345	40005	227.27
Singing Hills Concert Sponsor - 10% Adm Fee	409	117686	30345	40005	22.73
Singing Hills Concert Tickets Scholarship	409	117689	30345	40527	63.63
Singing Hills Concert Tickets - 10% Adm Fee	409	117686	30345	40005	6.37
Give to the Max day donation - Class Scholarships	409	113010	30299	40527	60.00
Unrestricted donation	409	113010	30299	40526	40.00
TOTALS	4904	1400820	364000	482257	58,885.00
	CR#: 183		DATE: 11/27/17		808.80
Souix Falls Veteran Directed - Case Management	410	110703	30098	41010	602.73
Souix Falls Veteran Directed - Adm	410	110702	30098	41010	206.07
TOTALS	820	221405	60196	82020	808.80
	CR#: 184		DATE: 11/30/17		80.00
Give to the Max day donation - Class Scholarships	411	113010	30299	40527	80.00
TOTALS	411	113010	30299	40527	80.00
November 2017 TOTAL	24235	7,102,851	1,848,872	2,457,294	800,880.15

Board Payment Listing

Run Date: 11/3/2017
Run Time: 1:33:31 pm
Page 1 of 2

Check#	Check Date	Vendor Name	Check Amount	Description
7282	11/03/2017	Gnada Consulting LLC	6,840.00	Pass Thru Contractor
7283	11/03/2017	Gnada Consulting LLC	6,760.00	Pass Thru Contractor
7284	11/03/2017	Kerry Gardner	3,058.58	Pass Thru Contractor
7285	11/03/2017	Purple Passion Passiflora Consultin	440.00	Pass Thru Contractor
7286	11/03/2017	Twin Cities Public Television, Inc.	3,357.15	Pass Thru Contractor
7287	11/03/2017	New Century Press	555.00	Mag Ad
7288	11/03/2017	Xcel Energy	333.28	Monthly Service
7289	11/03/2017	PreferredOne Insurance Company	21,065.69	PCH44832
7290	11/03/2017	iSpace Environments	3,797.09	Conf Room Table/Chairs
7291	11/03/2017	Thriveon	58.00	Monthly Service Fee
7292	11/03/2017	Thriveon	6,500.77	Monthly Service & Support
7293	11/03/2017	Innovative Office Solutions LLC	221.71	Supplies
7294	11/03/2017	Austin Welling	160.00	Office Cleaning Oct
7295	11/03/2017	MRCI	19,063.39	Pass Thru Contractor
7296	11/03/2017	Southwester Center for Independent	1,536.00	Pass Thru Contractor
7297	11/03/2017	CompanyMileage.com, LLC	300.00	Service Provider
7298	11/03/2017	Impact Group Software and Service	75.00	Contract Service
7299	11/03/2017	Metro Sales Inc.	377.00	Mankato Copier Lease
7300	11/03/2017	Metro Sales Inc.	933.04	Slayton Copier Usage
7301	11/03/2017	Vast Broadband	185.48	Internet Slayton
7302	11/03/2017	MRA-the Management Association	4,625.00	Staff Training - Supervision Part 1
7303	11/03/2017	Colonial Life	727.00	Vol Ins
7304	11/03/2017	Kimberly Madsen Consulting	1,030.54	Contract Services
7305	11/03/2017	Lutheran Social Service of MN	1,757.00	Pass Thru Contractor
7306	11/03/2017	Minnesota Rural Health Associatio	300.00	MRHA - Membership
7307	11/03/2017	Amy Wilde	83.46	Bd Mileage
7308	11/03/2017	Hy-Vee, Inc.	671.56	Staff Training - CBK
7309	11/03/2017	Verizon	632.54	Cell & Hot Sport Services
7310	11/03/2017	Minnesota Gerontological Society	75.00	Annual Membership
7311	11/03/2017	United States Postal Service	200.00	Acct Dep/BRM 950-001
7312	11/03/2017	United States Postal Service	200.00	St Paul/BRM 950-526
7313	11/03/2017	Kristin Ziemke	720.00	Oct Music Director Services
7314	11/03/2017	Insty-Prints of Mankato	0.69	Pass Thru Contractor
7315	11/03/2017	Allegra	1,148.00	Pass Thru Contractor
Check Total			<u>87,787.97</u>	

Board Payment Listing

Run Date: 11/16/2017
Run Time: 11:24:11 am
Page 1 of 2

Check#	Check Date	Vendor Name	Check Amount	Description
7316	11/16/2017	Wells Fargo	3,168.49	Wells Fargo/ES
7317	11/16/2017	Wells Fargo	213.38	Wells Fargo/CC
7318	11/16/2017	Wells Fargo	1,021.72	Wells Fargo/KW
7319	11/16/2017	Wells Fargo	2,177.17	Wells Fargo/JP
7320	11/16/2017	Wells Fargo	202.58	Wells Fargo/LG
7321	11/16/2017	Paragon	3,054.36	Pass Thru Contractor
7322	11/16/2017	Multimedia Holding Company	8,800.00	Pass Thru Contractor
7323	11/16/2017	Central MN Council on Aging	670.73	Pass Thru Contractor
7324	11/16/2017	Minnesota Social Service Associat	1,295.00	Membership Dues/Conference Regist
7325	11/16/2017	Central Community Transit	17,714.00	Subgrantee
7326	11/16/2017	Interfaith Caregivers - FIA in Fariba	3,179.00	Subgrantee
7327	11/16/2017	Yellow Medicine East Community I	3,014.00	Subgrantee
7328	11/16/2017	A.C.E. of Southwest Minnesota	5,050.00	Subgrantee
7329	11/16/2017	A.C.E. of Southwest Minnesota	2,025.00	Subgrantee
7330	11/16/2017	VINE - Faith in Action	4,254.00	Subgrantee
7331	11/16/2017	VINE - Faith in Action	18,845.00	Subgrantee
7332	11/16/2017	VINE - Faith in Action	6,483.00	Subgrantee
7333	11/16/2017	Southwester Center for Independent	768.00	Pass Thru Contractor
7334	11/16/2017	MRCI	8,932.16	Pass Thru Contractor
7335	11/16/2017	Kiara Ristow	311.25	Fiscal Pass Thru
7336	11/16/2017	PeerPlace Networks LLC	1,500.00	Annual Sub Fee
7337	11/16/2017	Consolidated Communications of M	329.44	Internet/Directory Mnkto
7338	11/16/2017	Prairie Five CAC Inc	29,933.00	Subgrantee
7339	11/16/2017	Lutheran Social Service of MN	120,554.00	Subgrantee
7340	11/16/2017	Health Partners	1,387.40	Dental Premium Dec
7341	11/16/2017	Shred-it USA LLC	151.77	Service Provider
7342	11/16/2017	Benefit Extras, Inc.	254.50	Contract Services
7343	11/16/2017	Kimberly Madsen Consulting	368.73	MOB Fidelity Check
7344	11/16/2017	Stratus Audio, Inc	181.28	Phone Interpreter
7345	11/16/2017	Broad Street Group, LLC	1,900.00	Used Cubicles
7346	11/16/2017	Charter Communications	179.95	Phone/Internet Mankato
7347	11/16/2017	Dick Huesing	47.08	Vol Mileage
7348	11/16/2017	Henry Kress	12.84	Vol Mileage
7349	11/16/2017	Nancy Berger	75.97	Vol Mileage
7350	11/16/2017	Janet Hagen	218.28	Vol Mileage
7351	11/16/2017	June Geselius	104.86	Vol Mileage
7352	11/16/2017	Shirley Anderson-Porisch	35.31	Vol Mileage
7353	11/16/2017	Connie Heffelfinger	109.14	Vol Mileage
7354	11/16/2017	Gerald Engstrom	205.54	Vol Mileage
7355	11/16/2017	Dana Davis	139.68	Vol Mileage
7356	11/16/2017	MinnWest Technology Campus	120.00	Space Rental
7357	11/16/2017	House of Print	16,692.59	Pass Thru Contractor
7358	11/16/2017	City of Marshall	30.00	Space Rental
7359	11/16/2017	Innovative Office Solutions LLC	169.29	Office Supplies
7360	11/16/2017	Tersteeg's	437.42	Event Supplies

Board Payment Listing

Run Date: 11/16/2017
Run Time: 11:24:11 am
Page 2 of 2

Check#	Check Date	Vendor Name	Check Amount	Description
7361	11/16/2017	Sandi Lubrant	67.58	Fiscal Pass Thru
7362	11/16/2017	Broad Street Group, LLC	3,808.00	Dec Rent/Mankato
7363	11/16/2017	Diversified Resource Management	1,800.00	Dec Rent Slayton
7364	11/16/2017	St. Peter Food Co-op	54.43	OEP Site Supplies
7365	11/16/2017	Hy-Vee, Inc.	289.30	MOB Training Supplies
7366	11/16/2017	Creative Ad Solutions, Inc.	3,095.79	Class Supplies
7367	11/16/2017	Fat Cat Studio	1,250.00	Pass Thru Contractor
7368	11/16/2017	Robert Dale Anderson	400.00	Fiscal Agent Pass Thru
7369	11/16/2017	United States Postal Service	200.00	Slayton Acct Deposit/BRM 950
Check Total			<u>277,282.01</u>	
Report Total:			<u>277,282.01</u>	

Board Payment Listing

Run Date: 11/22/2017
Run Time: 8:53:59 am
Page 1 of 1

Check#	Check Date	Vendor Name	Check Amount	Description
7370	11/22/2017	The Circle Corporation	1,215.00	Pass Thru Contractor
Check Total			<u>1,215.00</u>	
Report Total:			<u>1,215.00</u>	

Board Payment Listing

Run Date: 11/28/2017
Run Time: 8:37:56 am
Page 1 of 1

Check#	Check Date	Vendor Name	Check Amount	Description
7371	11/28/2017	Kiara Ristow	311.25	Fiscal Pass Thru
		Check Total	<u>311.25</u>	
		Report Total:	<u>311.25</u>	

Board Payment Listing

Run Date: 11/30/2017
Run Time: 11:16:39 am
Page 1 of 2

Check#	Check Date	Vendor Name	Check Amount	Description
7372	11/30/2017	Internet Connections, Inc.	280.00	Annual Hosting/Subscription
7373	11/30/2017	PreferredOne Insurance Company	23,783.19	December Billing Statement
7374	11/30/2017	Mary Ann Boe	8,000.00	Fiscal Pass Thru
7375	11/30/2017	Impact Group Software and Service	75.00	Contract Services
7376	11/30/2017	Lutheran Social Service of MN	32,694.00	Subgrantee
7377	11/30/2017	Interfaith Caregivers - FIA in Fariba	9,500.00	Subgrantee
7378	11/30/2017	Wellspring Faith In Action	6,229.00	Subgrantee
7379	11/30/2017	A.C.E. of Southwest Minnesota	9,862.00	Subgrantee
7380	11/30/2017	Colonial Life	727.00	Vol Ins
7381	11/30/2017	Vast Broadband	185.48	Internet Slayton
7382	11/30/2017	Verizon	1,197.93	Monthly Service & Hot Spot
7383	11/30/2017	MRCI	14,458.26	Pass Thru Contractor
7384	11/30/2017	Consumer Directions Inc.	1,410.92	Pass Thru Contractor
7385	11/30/2017	Southwester Center for Independent	1,920.00	Pass Thru Contractor
7386	11/30/2017	Xcel Energy	307.69	Monthly Service
7387	11/30/2017	Standard Insurance Company	1,025.40	Life, AD&D, LTD
7388	11/30/2017	Thriveon	6,500.77	Monthly Service & Support
7389	11/30/2017	Thriveon	58.00	Monthly Service Fee
7390	11/30/2017	The Barclay Group LLC	2,325.00	Pass Thru Contract
7391	11/30/2017	Austin Welling	160.00	Mankato Cleaning Services
7392	11/30/2017	City of Redwood Falls	1,012.00	Room Reservations
7393	11/30/2017	Blinds & More	1,332.80	Mankato Conference Room
7394	11/30/2017	Geraldine Jensen	124.70	Vol Mileage
7395	11/30/2017	Helen Brinks	23.52	Vol Mileage
7396	11/30/2017	Donna Rohrer	57.83	Vol Mileage
7397	11/30/2017	Linda Kruse	204.37	Vol Mileage
7398	11/30/2017	Joyce Borneke	6.42	Vol Mileage
7399	11/30/2017	Joyce Borneke	6.42	Vol Mileage
7400	11/30/2017	Linda Koning	221.49	Vol Mileage
7401	11/30/2017	James Christopherson	50.29	Vol Mileage
7402	11/30/2017	United States Postal Service	200.00	St. Paul / BRM 950-526
7403	11/30/2017	Oh My Word Productions, LLC	2,654.50	Pass Thru Contractor
7404	11/30/2017	Oh My Word Productions, LLC	2,871.00	Pass Thru Contractor
7405	11/30/2017	Multimedia Holding Company	6,427.07	Pass Thru Contractor
7406	11/30/2017	Gnada Consulting LLC	6,754.40	Pass Thru Contractor
7407	11/30/2017	Gnada Consulting LLC	6,720.00	Pass Thru Contractor
7408	11/30/2017	Pointsource Consulting LLC	1,147.50	Pass Thru Contractor
7409	11/30/2017	The Circle Corporation	1,215.00	Pass Thru Contractor
7410	11/30/2017	Central MN Council on Aging	8,079.00	Pass Thru Contractor
7411	11/30/2017	Central MN Council on Aging	7,671.00	Pass Thru Contractor
Check Total			167,478.95	



MINNESOTA RIVER
Area Agency on Aging®

FINANCE COMMITTEE MINUTES

October 25, 2017, 9:00 AM

MEMBERS PRESENT: Robert Roesler, Lisa Lange, Candace Fenske, Jason Swanson
MEMBERS ABSENT: None
QUORUM PRESENT: Yes
STAFF/GUESTS PRESENT: Linda Giersdorf, Joyce Prahm

- I. **Call to Order**
Jason Swanson, Finance Chair, called the meeting to order at 9:03 AM.
- II. **Roll Call**
J. Swanson called roll.
- III. **Approval of Agenda**
Agenda approved as presented.
- IV. **Finance Director's Report**
 - A. **Organizational Overhead**
Joyce Prahm, Finance Director, presented information on each employee's program and allocated overhead expenses which include: accounting software, banking, 401(k), benefit plan administrator, travel tracking, payroll, business insurance, IT, rent, cell phone and hot spot fees/costs.
 - B. **January 1, 2018 Health Insurance Rates**
J. Prahm presented that January 1, 2018 PreferredOne health insurance rate increases would have been 33% if MNRAAA hadn't elected a December 1, 2017 renewal.
 - C. **Benefit Enrollment Update**
J. Prahm reported employee open enrollment went smoothly using an online enrollment software, EaseCentral, and was closed on Friday.
- V. **Other**
No other items were presented.
- VI. **Next Meeting – November 15 Conference Call following Executive Committee Meeting**
- VII. **Meeting Adjourned**
Motion by R. Roesler and seconded by L. Lange to adjourn at 9:26 AM. Motion carried.

Secretary:

Lisa Lange

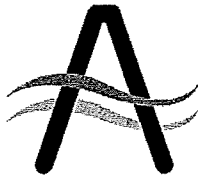
Date: _____

Chair:

Jason Swanson

Date: _____

Submitted by: Joyce Prahm, Finance Director



MINNESOTA RIVER
Area Agency on Aging®

RESOLUTION
2017 – 01

**RESOLUTION AUTHORIZING NOT WAIVING THE MONETARY LIMITS
ON MUNICIPAL TORT LIABILITY ON LMC 2018 INSURANCE
RENEWAL**

Whereas, the Minnesota River Area Agency on Aging desires to renew its insurance policy with the League of Minnesota Cities, and

Whereas, the Minnesota River Area Agency on Aging needs to approve not waiving the monetary limits on municipal tort liability established by Minnesota Statute 466.04, and

Whereas, not waiving the limits would prevent an individual claimant from recovering more than \$500,000 on any claim to which the statutory tort limits apply.

Now, therefore be it resolved by the Minnesota River Area Agency on Aging, Board that it will not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated the 13th day of December, 2017.

Robert Roesler, Board Chair

Minnesota River Area Agency on Aging

Lisa Lange, Secretary

Minnesota River Area Agency on Aging



2018 FINANCE COMMITTEE SCHEDULE*

D R A F T

<u>Date</u>	<u>Time</u>	<u>Notes</u>	<u>Location</u>
February 14	Immediately following Board Meeting		TBD
May 9	9:00 a.m.	Preliminary 990 Tax Return	Conference Call
Sept. 12	9:00 a.m.	Area Plan	Conference Call
December 12	Immediately following Board Meeting	Program Operations Committee Recap/Comments	TBD

2018 AUDIT COMMITTEE SCHEDULE*

<u>Date</u>	<u>Time</u>	<u>Notes</u>	<u>Location</u>
March 7	9:00 a.m.		Mankato
April 11	9:00 a.m.		Mankato

*Dates subject to change upon notice



Committee: Audit

Time Period Report Covers: January 1, 2017 – December 14, 2017

Committee Chair: Amy Wilde

Committee Members: Dr. Tim Bachenberg, Suzanne Lanz, Leslie Stoltenberg, Cliff Vrieze
Staff: Linda Giersdorf and Joyce Prahm

Main Committee Objectives: Recommend auditor appointment, review audit scope and plan, recommend approval of the annual audit, confer with the auditor, review the adoption, implementation and adequacy of internal controls.

Summary of recent accomplishments and current activities:

- Met two times.
- Received orientation on MNRAAA.
- Reviewed role and duties of committee.
- Reviewed MNRAAA's financial policies & procedures, separation of duties, whistleblower policy, auditor's engagement letter and audit plan.
- Participated in auditor's presentation of MNRAAA's unmodified draft audit for year ended December 31, 2016.



Committee:	Finance
Time Period Report Covers:	January 1, 2017 – December 14, 2017
Committee Chair:	Jason Swanson
Committee Members:	Robert Roesler, Lisa Lange, Candace Fenske, Staff: Linda Giersdorf and Joyce Prahm
Main Committee Objectives:	Plan, develop, implement, monitor and evaluate the agency's policies and programs for funding. Review the proposed agency budget prior to Board presentation. For full Finance Committee details refer to Board Policy section 8.12.

Summary of recent accomplishments and current activities:

- Met four times.
- 2016 990 tax return review and approval.
- 2016 financial recap including fringe and leave rates, and health reimbursement expenditures.
- Monitor current financial position including organizational overhead.
- December 1 Health Insurance renewal option research and recommendation of the option to the MNRAAA Board.
- 2018 financial considerations, Area Plan budgets and staff salaries, benefits including health insurance.
- 2017 MRA market salary survey review and recommendation to the MNRAAA Board for its approval.

List of activities in progress and upcoming events/discussions:

- 2019 Health Insurance Rates.



Minnesota Department of Human Services
Internal Audits Office
444 Lafayette Road North P.O. Box 64964
St. Paul, MN 55164-0964

November 22, 2017

Executive Director
Minnesota River Area Agency on Aging
201 N. Broad St. Suite 102
Mankato, MN 56001

Re: Audit for Compliance with the Single Audit Act

Dear Executive Director:

The Department of Human Services (DHS), as a pass through grantor of federal funds, is responsible for monitoring the resolution of any material human services or cross cutting audit findings that may appear in your single audit report for the year ended December 31, 2016. This is a result of federal regulations imposed by the *Single Audit Act as amended in 1996* and *2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Human services audit findings are associated with the federal funding granted to your organization through DHS. Cross cutting audit findings are findings which affect multiple federal programs. Resolution of any other findings which may appear in your report is the responsibility of the state agency administering the federal program affected by those findings.

In order to comply with these federal audit requirements, DHS will request a written corrective action plan for any material human services or cross cutting findings which may appear in your audit report. If no applicable findings appear, DHS will confirm to you that no corrective action plan is required to be submitted. All single audit findings that affect federal programs must be resolved no later than six months after the audit report is accepted by the Federal Audit Clearinghouse per *2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. These reviews are performed by DHS annually.

We have reviewed the single audit report for Minnesota River Area Agency on Aging for the year ended December 31, 2016. Our review found that there are no unresolved human services or cross cutting audit findings requiring a corrective action plan at this time. Therefore, no corrective action plan will be requested.

Thank you for your assistance in meeting these federal audit requirements. If you have any questions concerning this letter, please feel free to contact me by email at margaret.brotherton@state.mn.us or by phone at (651) 431-3622.

Sincerely,

A handwritten signature in cursive script that reads 'Margaret Brotherton'.

Margaret Brotherton
Single Audit Coordinator