



Minutes
Board of Directors Meeting
 Weber Human Services 3rd floor, Board of Directors Room
 Commencing at 8:00 A.M. August 16, 2024.

The Weber Human Services Board of Directors held its scheduled meeting in the Weber Human Services Board Room. The meeting began at 8:02 A.M.

The following members were present:	Staff in attendance:
	Kevin Eastman
Clint Thurgood	Nobu Iizuka
Gage Froerer	Kristen Mecham
Matt Wilson (Morgan)	Michelle Jenson
Robert Hunter	Shelly Gwynn
Jim Harvey	Jed Burton
	Matt Isom
	Dave Wilson (Legal)
EXCUSED:	EXCUSED:
Julie Southwick	Matt Wilson (Legal)
Sharon Bolos	
	GUEST(S):

1. Consent Calendar:

- a) Welcome
- b) Request for approval of minutes for meeting held on June 26, 2024, at 5:00 p.m.

Motion by Gage Froerer, seconded by Clint Thurgood to approve the June minutes as presented. All members in favor, no one opposed. Motion carries.

Clint Thurgood	AYE	Julie Southwick	ABSENT
Gage Froerer	AYE	Robert Hunter	AYE
Jim Harvey	AYE	Matt Wilson	AYE
Sharon Bolos	ABSENT		

- c) Request for the approval of check register dated June 1, 2024, to July 31, 2024, including voided check 0000133701, 0000133959 and 0000134086 in the amount of \$2,842,592.11.

Motion by Gage Froerer, seconded by Clint Thurgood to approve the check register as presented. All members in favor, no one opposed. Motion carries.

Clint Thurgood	AYE	Julie Southwick	ABSENT
Gage Froerer	AYE	Robert Hunter	AYE
Jim Harvey	AYE	Matt Wilson	AYE
Sharon Bolos	ABSENT		

- d) Credit Card Purchases for May and June 2024.

Motion by Gage Froerer, seconded by Clinton Thurgood to approve the credit card purchases as presented. All members in favor, no one opposed. Motion carries.

Clint Thurgood	AYE	Julie Southwick	ABSENT
Gage Froerer	AYE	Robert Hunter	AYE
Jim Harvey	AYE	Matt Wilson	AYE
Sharon Bolos	ABSENT		

- e) Request to ratify purchase orders:

1. PO#4844-Absolute Comfort for 1-3 lbs of R-22 Refrigerant and 87 lbs additional of R-22 refrigerant, in the amount of \$17,607.66
2. PO#4845-Midwest Commercial Interiors for 28 Chairs, 12 Rectangle tables and delivery fee and assembly, in the amount of \$21,094.27.
3. PO#4846-Mountain Valley Mechanical, Inc. for Scroll Compressor, in the amount of \$15,022.15.
4. PO#4848- University of Utah for consulting fee/hour of Jeremy Coleman and Scott Baldwin, ThinkPad, Graduate Student Assistant and Graduate Assistant, in the amount of \$37,672.47.

Motion by Gage Froerer, seconded by Clint Thurgood to Ratify the approved Purchase Orders as presented. All members in favor, no one opposed. Motion carries.

Clint Thurgood	AYE	Julie Southwick	ABSENT
Gage Froerer	AYE	Robert Hunter	AYE
Jim Harvey	AYE	Matt Wilson	AYE
Sharon Bolos	ABSENT		

f) Request to approve the purchase orders:

1. PO#4847-OWCAP, for CTC Funds for Roy Coalition, in the amount of \$10,000.00.
2. PO#4849-Oliver Packaging & Equipment Co, for 152 7oz Trays, 32 6oz Trays and 62 Film Roll for the Kitchen, in the amount of \$51,649.66.
3. PO#4850-LYSSN, for Lyssn QI + Notes (1-100 seats/yrs.), in the amount of \$10,234.00.
4. PO#4851- Absolute Comfort for a new Single-Stage Furnace, in the amount of \$9,777.00.
5. PO#4852- W2W Commercial Flooring, for Installation of 1518 SQ FT Aladdin Barrali II Color Reed (LVT), Demo old floor, prep floor for new LVT, clean floors of old adhesive, in the amount of \$14,424.00.

Motion by Gage Froerer, seconded by Clint Thurgood to approve the Purchase Orders as presented. All members in favor, no one opposed. Motion carries.

Clint Thurgood	AYE	Julie Southwick	ABSENT
Gage Froerer	AYE	Robert Hunter	AYE
Jim Harvey	AYE	Matt Wilson	AYE
Sharon Bolos	ABSENT		

2. Action Items

a) Request to approve the Meals on Wheel Letter.

The Meals on Wheels Cost Reduction Plan. We are currently delivering 5 days a week and providing 2 frozen meals for the weekend to roughly 550 clients in Weber County. Starting October 1, 2024, we plan to only provide and deliver meals 5 days per week and no longer deliver frozen meals for the weekend. Also starting July 1, 2024, we will create a waitlist categorized in Tiers (Tier 1, Tier 2 & Tier 3). Tier 1- Living alone with no caregiver, no visitors. Tier 2- Living alone with caregiver or other visitors helping on weekly basis and Tier 3- Living alone with caregiver or other visitors helping more than once per week. We will also gradually reduce the number of clients served down to 500 and we will reduce part time kitchen staff hours related to the reduction in meals.

The Ride Cost Reduction Plan. We are currently helping 30-32 clients per week with 60 trips using 8 vans and drivers Monday-Friday. We currently prioritize service as follows: Priority 1- Dialysis, Priority 2- Other Medical Appointments, Priority 3- WHS Volunteers to volunteer sites, Priority 4- Senior Centers, Priority 5- Grocery Store or Food Pantries and last, Other- shopping, clothing, furniture, gym, beauty shop or visiting friends. Starting July 1, 2024, we will start to reduce the number of trips. As drivers separate from employment they will not be replaced. We will reduce to 6 vans and drivers per day for Monday-Friday services. We will still serve priorities 1-5 but create a daily limit of roughly 25 clients with 45 trips. We will no longer provide rides for services in the other category.

Bob Hunter commented and said that he wants WHS to make sure that the family members of our clients get notice of the weekend frozen meal change. He doesn't want the clients to go hungry over the weekend. Not only will the letter be mailed to every client, but every Monday in September the WHS drivers will provide the letter to the clients when delivering their food. WHS will be assessing every client to determine who will be Tier 1, 2 or 3. Commissioner Matt Wilson wants a list of Morgan County Tier 1 Clients.

Motion by Gage Froerer, seconded by Matt Wilson to approve the Meals on Wheel Letter as presented. All members in favor, no one opposed. Motion carries.

3. Executive Director's Report

- a) Building Remodel Update: The first plans have come in for the start of our remodel. Kevin will start the RFP process and select a contractor.
- b) Client Update-SHIP Building: WHS had a client assault another client at the SHIP building. The client found a pipe that was cracked and used it to stab another client in the stomach. The client ended up having 16 stitches.
- c) Bylaws/Interlocal Agreement: WHS is in the process of Amending the Bylaws and Interlocal Agreements with Weber and Morgan County. Once the WHS Attorney has amended the Interlocal Agreement, it will be put on the Weber County Commissions agenda to be approved and signed then it will go to Morgan County to be approved and signed at their Commission meeting. The WHS Amended Bylaws will be presented at the September meeting.

Motion by Matt Wilson, seconded by Jim Harvey to close the meeting and open the executive session.

Roll call vote:

Clint Thurgood	AYE	Julie Southwick	ABSENT
Gage Froerer	AYE	Robert Hunter	AYE
Jim Harvey	AYE	Matt Wilson	AYE
Sharon Bolos	ABSENT		

4. Executive Session

Motion to close and open meeting for the purpose of discussing the character and/or competence of an individual.

Motion by Jim Harvey, seconded by Clint Thurgood to adjourn the executive session.

Motion by Clint Thurgood, seconded by Gage Froerer to adjourn the meeting.

Robert A. Hunter

Chair, Weber Human Services

20 Sep 2024

Date

Shelly Gwynn

Attest

9-20-24

Date