



# AGENDA

## Finney County Committee on Aging, Inc.

Finney County Senior Center Meeting Room • 907 North 10<sup>th</sup>, Garden City, KS 67846

Thursday, January 15, 2026 • 1:30 pm – 3:30 pm

INVOCATION ..... Nathan Haeck

CALL TO ORDER ..... Nathan Haeck

APPROVAL OF AGENDA

PUBLIC COMMENT ..... Public

SENIOR LIAISON COMMENTS ..... Tom Howard

CONSENT AGENDA

- Approval of Minutes: December 18, 2025
- Staff Reports: December 2025

TREASURER’S REPORT ..... Hilary Whiteley

TRANSIT DIRECTOR’S REPORT ..... Joe Hopkins

EXECUTIVE DIRECTOR’S REPORT ..... Alissa Rankin

OLD BUSINESS

- New Board Members
- Architect Video & Media Proposal
- Holiday Discussion
- Updates to Personnel Policies

NEW BUSINESS

- 

FCCA QUESTIONS & COMMENTS

- |            |         |
|------------|---------|
| • Nathan   | • Kelly |
| • Carol    | • Kathy |
| • Jennifer |         |

ANNOUNCEMENTS

EXECUTIVE SESSION

“Mister Chairperson, I move to recess into executive session to discuss matters of non-elected personnel, performance or salary or real property which are deemed confidential. We will reconvene into open meeting in the \_\_\_\_\_ room at \_\_\_\_\_ pm.”

ADJOURNMENT

**2026 HOLIDAYS**

- Thursday, January 1 – New Year’s Day
- Monday, May 25 – Memorial Day
- Friday, July 3 – Independence Day
- Monday, September 7 – Labor Day
- Wednesday, November 11 – Veterans Day
- Thursday, November 26 – Thanksgiving Day
- Thursday, December 24 – Christmas Eve Day
- Friday, December 25 – Christmas Day

**2026 HOLIDAYS (Not Observed)**

- Monday, January 19 – Martin Luther King, Jr. Day
- Monday, February 16 – Presidents Day
- Friday, June 19 – Juneteenth National Independence Day
- Monday, October 12 – Columbus Day

# FINNEY COUNTY COMMITTEE ON AGING

Minutes for December 18, 2025

## FCCA PRESENT

Nathan Haeck      Kathy Pool  
Carol Hauschild      Jennifer Mongeau

## STAFF PRESENT

Hilary Whiteley      Joe Hopkins  
Marty Dinkel      Alissa Rankin

Absent: Von Hunn, Rick Van Meter, Kelly Munyan  
County Commissioner: None  
Guest(s): Tom Howard – Senior Liaison

## INVOCATION

### CALL TO ORDER:

Nathan called the meeting to order at 1:39pm.

### APPROVAL OF AGENDA:

Carol moved to approve the agenda as written. Kathy seconded. Motion carried.

### PUBLIC COMMENT:

None.

### SENIOR LIAISON COMMENTS:

Tom Howard commented that we need more hooks to put up the Kansas flag.

### CONSENT AGENDA:

Kathy moved to approve the consent agenda. Carol seconded. Motion carried.

### TREASURER'S REPORT:

November 2025 reports attached. Carol moved to accept the treasurer's reports. Jennifer seconded. Motion carried.

### TRANSIT REPORT:

Joe Hopkins: Report attached.

### INTERIM EXECUTIVE DIRECTOR'S REPORT:

Hilary Whiteley: Report attached.

### OLD BUSINESS:

- 2026 Board Members:** Carol moved to send the following names to the Board of County Commissioners for approval: Verlene Kunz (to finish out Von Hunn's remaining time – 2 years), and Shelley Stroup (to replace Rick Van Meter who is not returning after fulfilling a full term – 3 years). Kathy seconded. Motion carried.

**NEW BUSINESS:**

1. **Employee Raises:** Jennifer moved to approve up to \$35,000 in Pay for Performance (P4P) increases. Kathy seconded. Motion carried.
2. **2026 Holidays:** Jennifer moved to approve as presented. Kathy seconded. Motion carried.
3. **2026 Meeting Dates:** Carol moved to approve as presented. Jennifer seconded. Motion carried.
4. **Board Member Resignation:** Jennifer moved to accept Von Hunn's resignation from the board. Carol seconded. Motion carried.

**FCCA QUESTIONS AND COMMENTS:**

Nathan – Thanks to everyone for their hard work.

Carol – Welcomed Alissa to the team.

Jennifer – None

Kelly – n/a

Kathy – None

Rick – n/a

**ANNOUNCEMENTS:**

Next FCCA Board meeting will be on Thursday, January 15<sup>th</sup>, 2026, at 1:30pm.

**EXECUTIVE SESSION:**

Jennifer moved to go into Executive Session to discuss matters of non-elected personnel performance or salary which are deemed confidential. Board members plus Hilary and Alissa will be in Executive Session. The open meeting shall reconvene in the Blue Room at 2:30pm. Kathy seconded. Motion carried.

Open Session: 2:33pm.

No action taken.

**ADJOURNMENT:**

Kathy moved to adjourn at 2:36pm. Jennifer seconded. Motion carried.

Respectfully submitted,

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Nathan Haeck

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Kelly Munyan

Finney County Committee on Aging, Inc.

Balance Sheet

As of December 31, 2025

	<u>Dec 31, 25</u>	<u>Dec 31, 24</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
10000.8 · WSB - CD (5month)	90,525.88	0.00
10000.7 · WSB - Nutrition	10,414.83	10,057.12
10000.6 · WSB - Beeline	0.00	3,743.91
10000.5 · WSB - Programming	170,047.75	164,207.39
10000.4 · WSB - City Link	128,133.72	121,865.98
10000.3 · WSB - Mini Bus	235,382.50	225,431.28
10000.2 · WSB - Meals on Wheels	28,665.37	27,680.86
10000.1 · WSB - Operating	730,734.45	1,006,258.31
10000 · WSB Checking	211,419.31	181,191.83
10100 · Petty Cash	329.08	329.08
<b>Total Checking/Savings</b>	<u>1,605,652.89</u>	<u>1,740,765.76</u>
<b>Total Current Assets</b>	1,605,652.89	1,740,765.76
<b>Fixed Assets</b>		
15161 · Land, at cost	717,668.12	717,668.12
15164 · Bldg & Outside Improvements	914,258.28	914,258.28
15000 · Furniture and Equipment	26,518.07	26,952.08
16400 · Vehicles	881,369.33	539,656.80
<b>Total Fixed Assets</b>	<u>2,539,813.80</u>	<u>2,198,535.28</u>
<b>TOTAL ASSETS</b>	<b><u>4,145,466.69</u></b>	<b><u>3,939,301.04</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
25800 · Unearned or Deferred Revenue	0.00	37,500.00
21900 · Direct Deposit Liabilities	-29,461.64	0.00
22000 · Deferred revenues	32,199.96	0.00
24000 · Payroll Liabilities	1,814.26	164.08
<b>Total Other Current Liabilities</b>	<u>4,552.58</u>	<u>37,664.08</u>
<b>Total Current Liabilities</b>	<u>4,552.58</u>	<u>37,664.08</u>
<b>Total Liabilities</b>	4,552.58	37,664.08
<b>Equity</b>		
31500 · Temp. Restricted Net Assets	1,058,872.93	1,058,872.93
32000 · Unrestricted Net Assets	2,842,764.03	2,518,514.25
Net Income	239,277.15	324,249.78
<b>Total Equity</b>	<u>4,140,914.11</u>	<u>3,901,636.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,145,466.69</u></b>	<b><u>3,939,301.04</u></b>

**Finney County Committee on Aging, Inc.**  
**Profit & Loss by Class - Month**  
**December 2025**

	SC	MOW	Nutrition	FCT	TOTAL	
	Dec 25	Dec 25	Dec 25	Dec 25	Dec 25	Dec 24
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
40000 · Grants / Contracts	18,310.65	3,809.17	5,751.26	183,661.42	211,532.50	295,826.69
41000 · Local Match	0.00	0.00	0.00	725.00	725.00	833.00
47200 · Program Income	312.85	4,823.96	0.00	2,530.36	7,667.17	8,057.85
43500 · Donation / Memorial Income	1,207.58	12,254.50	100.00	64,800.00	78,362.08	5,376.75
44000 · Other Revenue (Nonmatch)	2,723.05	84.96	30.87	1,077.38	3,916.26	4,567.52
48095 · Gain / Loss Sale of Assets	0.00	0.00	0.00	0.00	0.00	318.00
<b>Total Income</b>	<b>22,554.13</b>	<b>20,972.59</b>	<b>5,882.13</b>	<b>252,794.16</b>	<b>302,203.01</b>	<b>314,979.81</b>
<b>Gross Profit</b>	<b>22,554.13</b>	<b>20,972.59</b>	<b>5,882.13</b>	<b>252,794.16</b>	<b>302,203.01</b>	<b>314,979.81</b>
<b>Expense</b>						
60000 · Payroll Expenses	6,225.60	5,409.72	4,312.43	59,774.98	75,722.73	84,370.21
60900 · Advertising	0.00	0.00	0.00	1,554.57	1,554.57	1,427.94
62100 · Contract Services	150.00	0.00	0.00	0.00	150.00	19,264.00
62800 · Facilities and Equipment	4,098.18	31.86	0.00	3,275.52	7,405.56	240,401.87
63000 · Office Expenses	620.71	0.00	0.00	56.80	677.51	686.48
64000 · Vehicle Related Expenses	21.34	41.02	0.00	9,494.58	9,556.94	16,358.00
65000 · Communications	17.50	24.50	17.50	225.96	285.46	639.98
65100 · Other Types of Expenses	1,883.49	0.00	0.00	0.00	1,883.49	4,385.97
66000 · Dept. Expenses	742.03	1,464.71	147.19	0.00	2,353.93	931.76
69010 · Bank / Interest Fees	0.00	0.00	0.00	0.00	0.00	1.95
<b>Total Expense</b>	<b>13,758.85</b>	<b>6,971.81</b>	<b>4,477.12</b>	<b>74,382.41</b>	<b>99,590.19</b>	<b>368,468.16</b>
<b>Net Ordinary Income</b>	<b>8,795.28</b>	<b>14,000.78</b>	<b>1,405.01</b>	<b>178,411.75</b>	<b>202,612.82</b>	<b>-53,488.35</b>
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
80100 · Capital Purchases	0.00	0.00	0.00	0.00	0.00	-92,407.14
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-92,407.14</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>92,407.14</b>
<b>Net Income</b>	<b>8,795.28</b>	<b>14,000.78</b>	<b>1,405.01</b>	<b>178,411.75</b>	<b>202,612.82</b>	<b>38,918.79</b>

**Finney County Committee on Aging, Inc.**  
**Profit & Loss by Class - YTD**  
**January through December 2025**

	SC	MOW	Nutrition	FCT	TOTAL	
	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 24
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
40000 · Grants / Contracts	219,727.03	116,210.00	70,073.01	1,239,057.07	1,645,067.11	1,723,997.56
41000 · Local Match	0.00	0.00	0.00	10,897.23	10,897.23	13,672.35
47200 · Program Income	3,517.85	61,912.31	0.00	32,269.44	97,699.60	106,705.69
43500 · Donation / Mem Inc	47,827.42	42,422.00	5,599.00	491,169.60	587,018.02	392,431.06
44000 · Other Revenue	81,821.27	1,132.89	506.09	13,324.60	96,784.85	93,073.43
48095 · Sale of Assets	0.00	0.00	0.00	0.00	0.00	13,808.35
<b>Total Income</b>	<b>352,893.57</b>	<b>221,677.20</b>	<b>76,178.10</b>	<b>1,786,717.94</b>	<b>2,437,466.81</b>	<b>2,343,688.44</b>
<b>Gross Profit</b>	<b>352,893.57</b>	<b>221,677.20</b>	<b>76,178.10</b>	<b>1,786,717.94</b>	<b>2,437,466.81</b>	<b>2,343,688.44</b>
<b>Expense</b>						
60000 · Payroll Expenses	84,240.35	73,416.24	54,381.01	893,125.38	1,105,320.02	1,150,574.23
60900 · Advertising	288.83	0.00	0.00	7,195.51	7,484.34	9,019.71
62100 · Contract Services	4,890.81	101,295.08	785.48	67,975.24	174,946.61	197,774.23
62800 · Facilities and Equip	80,271.69	7,087.48	6,067.05	75,017.80	168,444.02	357,592.53
63000 · Office Expenses	8,503.53	279.24	279.24	5,418.90	14,480.91	15,895.08
64000 · Vehicle Related Exp	1,788.54	4,179.15	0.00	199,582.12	205,549.81	226,853.14
65000 · Communications	766.92	306.25	214.90	5,880.49	7,168.56	8,810.50
65100 · Other Types of Exp	31,579.55	17.08	68.32	1,810.40	33,475.35	36,363.94
66000 · Dept. Expenses	4,729.05	6,129.59	2,681.04	0.00	13,539.68	15,095.58
68300 · Travel and Meetings	568.06	0.00	0.00	3,058.89	3,626.95	1,404.36
69010 · Bank / Interest Fees	25.00	0.00	0.00	86.90	111.90	55.36
<b>Total Expense</b>	<b>217,652.33</b>	<b>192,710.11</b>	<b>64,477.04</b>	<b>1,259,151.63</b>	<b>1,734,148.15</b>	<b>2,019,438.66</b>
<b>Net Ordinary Income</b>	<b>135,241.24</b>	<b>28,967.09</b>	<b>11,701.06</b>	<b>527,566.31</b>	<b>703,318.66</b>	<b>324,249.78</b>
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
80100 · Capital Purchases	144,897.01	0.00	0.00	319,144.50	464,041.51	0.00
<b>Total Other Expense</b>	<b>144,897.01</b>	<b>0.00</b>	<b>0.00</b>	<b>319,144.50</b>	<b>464,041.51</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-144,897.01</b>	<b>0.00</b>	<b>0.00</b>	<b>-319,144.50</b>	<b>-464,041.51</b>	<b>0.00</b>
<b>Net Income</b>	<b>-9,655.77</b>	<b>28,967.09</b>	<b>11,701.06</b>	<b>208,421.81</b>	<b>239,277.15</b>	<b>324,249.78</b>

# Finney County Committee on Aging, Inc. Profit & Loss Budget vs. Actual January through December 2025

	SC		MOW		Nutrition		FCT		BUDGET		TOTAL	
	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Jan - Dec 25	Budget	% of Budget
Ordinary Income/Expense												
Income												
40000 - Grants / Contracts	219,727.03	116,210.00	70,073.01	1,239,057.07	1,645,067.11	1,723,997.56	1,645,067.11	2,474,554.00	66.48%			
41000 - Local Match	0.00	0.00	0.00	10,897.23	10,897.23	13,672.35	10,897.23	10,600.00	102.8%			
47200 - Program Income	3,517.85	61,912.31	0.00	32,269.44	97,699.60	106,705.69	97,699.60	119,290.00	81.9%			
43500 - Donation / Memorial Income	47,827.42	42,422.00	5,599.00	491,169.60	587,018.02	392,431.06	587,018.02	90,219.00	650.66%			
44000 - Other Revenue (Nonmatch)	81,821.27	1,132.89	506.09	13,324.60	96,784.85	93,073.43	96,784.85	4,996.00	1,937.25%			
48095 - Gain / Loss Sale of Assets	0.00	0.00	0.00	0.00	0.00	13,808.35	0.00	0.00	0.0%			
Tot: 49000 - Prior Years Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124,300.00	0.0%			
Gross Profit	352,893.57	221,677.20	76,178.10	1,786,717.94	2,437,466.81	2,343,688.44	2,437,466.81	2,823,959.00	86.31%			
Expense	352,893.57	221,677.20	76,178.10	1,786,717.94	2,437,466.81	2,343,688.44	2,437,466.81	2,823,959.00	86.31%			
60000 - Payroll Expenses	84,240.35	73,416.24	54,381.01	893,125.38	1,105,320.02	1,150,574.23	1,105,320.02	1,493,043.00	74.03%			
60900 - Advertising	288.83	0.00	0.00	7,195.51	7,484.34	9,019.71	7,484.34	13,500.00	55.44%			
62100 - Contract Services	4,890.81	101,295.08	785.48	67,975.24	174,946.61	197,774.23	174,946.61	228,811.00	76.46%			
62800 - Facilities and Equipment	80,271.69	7,087.48	6,067.05	75,017.80	168,444.02	357,592.53	168,444.02	155,963.00	108.0%			
63000 - Office Expenses	8,503.53	279.24	279.24	5,418.90	14,480.91	15,895.08	14,480.91	16,950.00	85.43%			
64000 - Vehicle Related Expenses	1,788.54	4,179.15	0.00	199,582.12	205,549.81	226,853.14	205,549.81	332,511.00	61.82%			
65000 - Communications	766.92	306.25	214.90	5,880.49	7,168.56	8,810.50	7,168.56	13,665.00	52.46%			
65100 - Other Types of Expenses	31,579.55	17.08	68.32	1,810.40	33,475.35	36,363.94	33,475.35	41,626.00	80.42%			
66000 - Dept. Expenses	4,729.05	6,129.59	2,681.04	0.00	13,539.68	15,095.58	13,539.68	26,500.00	51.09%			
68300 - Travel and Meetings	568.06	0.00	0.00	3,058.89	3,626.95	1,404.36	3,626.95	6,990.00	51.89%			
Tot: 69010 - Bank / Interest Fees	25.00	0.00	0.00	86.90	111.90	55.36	111.90	0.00	100.0%			
Net Ordinary Income	217,652.33	192,710.11	64,477.04	1,259,151.63	1,734,148.15	2,019,438.66	1,734,148.15	2,329,559.00	74.44%			
Other Income/Expense	135,241.24	28,967.09	11,701.06	527,566.31	703,318.66	324,249.78	703,318.66	494,400.00	142.26%			
Other Expense												
80100 - Capital Purchases												
Total Other Expense	144,897.01	0.00	0.00	319,144.50	464,041.51	0.00	464,041.51	494,400.00	93.86%			
Net Other Income	144,897.01	0.00	0.00	319,144.50	464,041.51	0.00	464,041.51	494,400.00	93.86%			
Net Income	-9,655.77	28,967.09	11,701.06	208,421.81	239,277.15	324,249.78	239,277.15	0.00	100.0%			



## FCT MONTHLY REPORT

December 2025

<b>City Link</b>	<b>Mini Bus</b>
3977	939

<b>December</b>	<b>2025</b>
03	CTD Meeting
16	FTC Meeting cancelled
18	FCCA Board Meeting
24 - 25	Christmas
31	½ day New Year's Eve

<b>January</b>	<b>2026</b>
13	FTC Meeting
15	FCCA Board Meeting

*Grant submitted – reviewed as complete...just waiting for the quality review*

*Needing Assistant Director – waiting until grant reward is announced*

*Radio station logos installed on buses radio station will bring by the advertisement for approval*

*The goal is to combine both transit and senior center*

*Placed on the 2027 CTD Capital Applications review board.*

Joseph D Hopkins  
Finney County Transit Director



Finney County Committee on Aging Board of Directors Meeting  
 December 2025 Executive Director Report  
 Alissa Rankin

**Activities**

Mini-Bus and City Link

- Monthly Average: 4,950 rides
- 2025: 59,400 rides

Senior Center

- See chart on next page. Some items included in each category are:
  - Crafting: Completely unraveled (sewing), craft/snack making, painting, wood carving, etc.
  - Physical Activity & Movement: Chair yoga, cornhole, mini golf, pancake races, exercise class, in-house walking, drumming, etc.
  - Peer Support & Services: Alzheimer’s Support Group, commodities, Eldercare Advisory Board Meeting, Finney County Health Department, legal aid, weight loss support group, etc.
  - Celebrations, Parties, Trips, and Special Events: Birthdays and anniversaries, breakfast, casino trip, holiday activities, staff/senior events, etc.
  - Miscellaneous: Movies, FCCA board meeting
  - Fundraisers: Quilt raffle, thrift shop, etc.
  - Learning Activities: Understanding ballot issues, K-State lunch and learn, electronics help, etc.
  - Evening Activities: Association dinners and dances
  - Cards, Board Games, and Other Games: SkipBo, Rook, Pitch, Bridge, Bunco, Bingo, etc.

Meals

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**Friendship Meals** (on-site and take-out): An average of 287 meals are served weekly 14,924 meals

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**Meals on Wheels:** Meals are delivered to homes and include week-day meals and weekend sack lunches and frozen meals. An average of 487 meals are served weekly 25,324 meals

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**TOTAL MEALS SERVED: 40,248 meals**

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**Building**

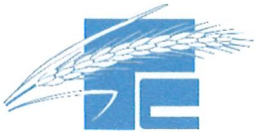
- Alissa & Hilary met with Manny Ortiz and Bruce Glass at The Architect, LLC. Reviewed plans for building expansion and reviewed new video. Will be shown during 1/16/26 FCCA Board meeting.
- No rentals for December 2025.

**Staff**

- One-on-one meetings with all direct-report staff members.
- Weekly lunch with seniors.
- December 22, 2025: FCCA Staff Christmas Party

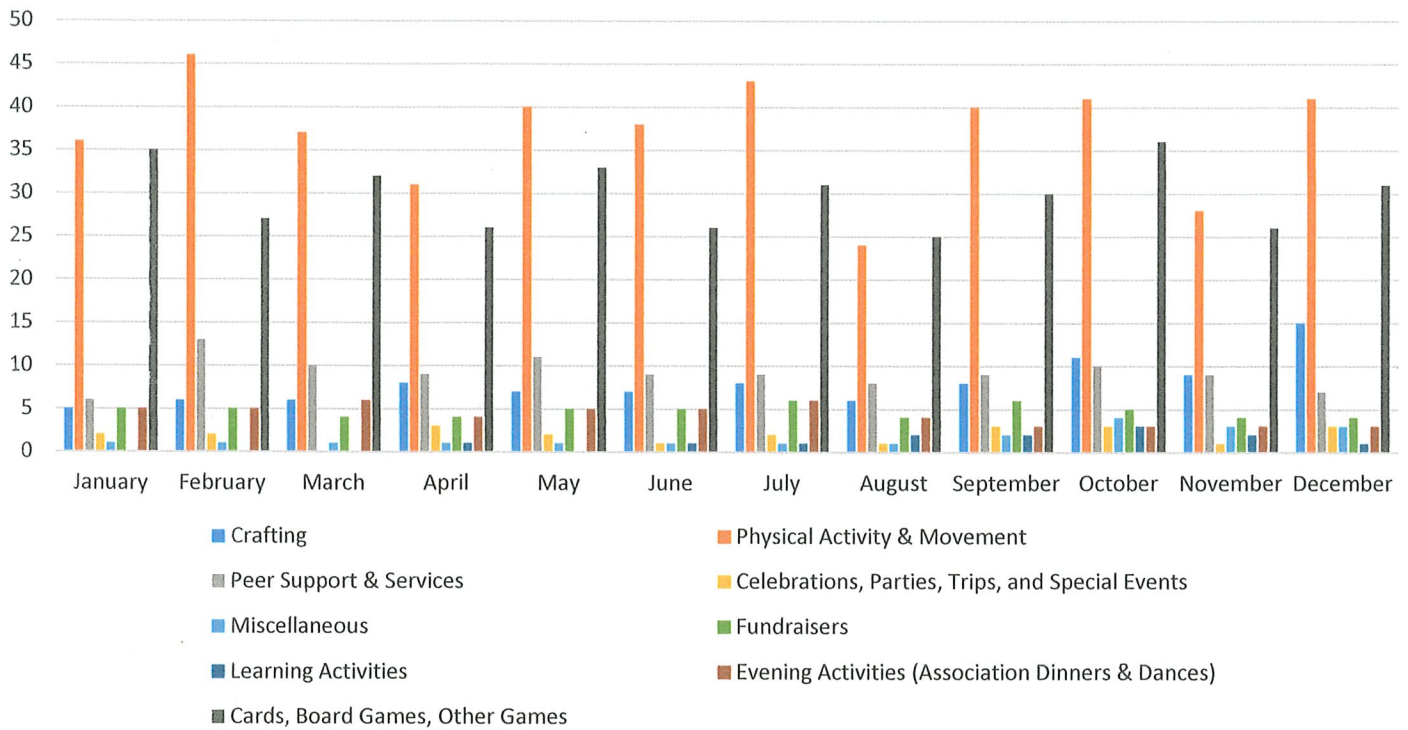
**Other**

- Western Kansas Community Foundation – Year-end gift of \$2,000.
- Weekly Senior Showcase Article with Garden City Telegram
- Scheduled one-on-one meetings with all FCCA Board Members
- Submitted Falls Prevention grant application on 12/23/25.

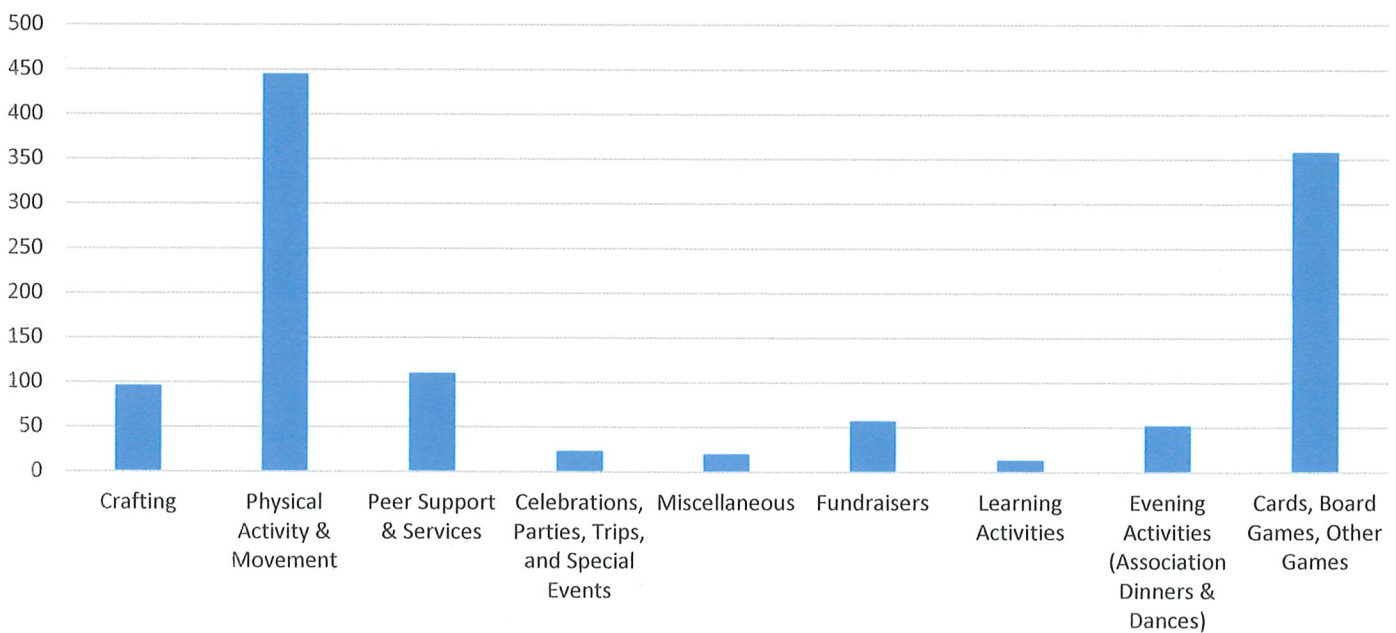


Finney County Committee on Aging Board of Directors Meeting  
 December 2025 Executive Director Report  
 Alissa Rankin

2025 Senior Center Overview by Month & Activity Type



2025 Senior Center Activities by Category



## **RSVP**

**December 2025**

**Volunteers wrapped up another successful season helping individuals review/change their Medicare D plans. They helped 178 individuals and saved them \$51,960.00 by reviewing/changing their plans. Of those completing a survey, 157 felt this is a needed service, 143 reported having increased knowledge of their health care choices, a better understanding about their Medicare D prescription/insurance plan and felt more secure with their health care choices after reviewing their plans with a certified volunteer.**

**Additionally, we had another triumphant year for “Santa’s for Senior’s”. This project would not be possible without the communities buy in and all the volunteers giving their time and effort. One hundred eighty-eight individuals received bags/items from “Santa” this year. Bags had non-perishable foods, snacks, tea/coffee, personnel hygiene items, jigsaw puzzles, crosswords, word search and sudoku books, new socks, hats, gloves and scarves, new blankets and everyone got a gift card to either Dillon’s, or Target.**

**A look back over our year: Forty-one volunteers baked 504 dozen cookies for the “Cookie Brigade” from January through December. Volunteers helped Miles of Smiles with their annual Walk & Whoa, picked up commodities, bagged 8,905 bags of chicken nuggets for the YMCA summer food program, cut out classroom materials for Edith Scheuerman, Abe Hubert and Garfield schools, made 1,480 greeting cards for nursing home residents, helped with United Way’s “Stuff the Bus” and much, much more.**

**Volunteers collated mailings/bags for the Senior Center, Trinity Lutheran Church and High Plains Public Radio (2).**

**Annette and I went to Tyson and helped with the United Way Drive. I participated in the Technical Assistance call for AmeriCorps Seniors. Our office was closed for two weeks during the holidays. We were thankful for some down time before tax season starts. We are looking forward to the New Year and what it entails!**

**Marty Dinkel**

**RSVP Director**

# FCCA Personnel Policy Changes Overview

## Key:

(This will be removed from top of personnel policy document after edits are complete.)

- All items that are underlined include updates as requested by revision team, updated spelling/grammar, changed names to encompass new titles, and/or minimal changes.
- Green highlighting includes wording that needs changed wording but needs approval from FCCA BODs.
- Yellow highlighted items need additional attention/discussion/recommendations.

## Page 2

- Table of contents page numbers will be updated following the completion of all edits.
- Family and Medical Leave Act
  - DISCUSSION: Should this be removed since FCCA has fewer than 50 employees? If updated, needs changed on page 19 as well.

## Page 3

- Under Recruitment, Selection, and Placement, added a note to clarify that FCCA management will be utilized moving forward in the place of the listed personnel.

## Page 4

- Changed to 12 weeks to improve clarity over the three months designation. This includes all items (a), (b), (c), (d), (e), and on page 15 under holidays as well.
- Under Compensation, #3, changed to add clarity to policy.
- Under Probationary Period, added intermittent, seasonal, part-time, or very part time to accommodate the status of all employees. Also included on page 6 and page 14.
- Probationary period for 150 days was updated to improve clarity.
- Added the word “hourly” and “salaried” sentence to increase clarity for the different compensation structures.

## Page 9

- Under Workplace Conduct, #5 & #6, updated to accommodate observation of inappropriate workplace attire and personal hygiene. Also updated on page 24 and page 25.
- Added “as determined by FCCA Management” to add clarity to policy.
- Under Prohibited Conduct, #7, updated to accommodate regular scheduled Senior Center trips to casino.
- Updated to accommodate previous need to evaluate criminal history on a case-by-case basis.

## Page 10

- Updated smoking policy to match City of Garden City ordinance verbiage per Donna Gerstner.

## Page 11

- Changes reflect a need to clarify the cell phone policy. Further discussion is needed. All employees can and will likely utilize their cell phones. However, excessive use of their phones, or unlawful use of the cell phone (e.g., texting/scrolling/etc. while driving) is prohibited and should be reflected in the policy.
  - DISCUSSION: How should this be addressed?

**Page 12**

- Under Equal Employment Opportunity, updated to match Finney County Employee Handbook verbiage.
- Under Americans With Disabilities Act, updated to match Finney County Employee Handbook verbiage.
- Added Medical Information and Determination, on both pages 12 and 13, updated to match Finney County Employee Handbook verbiage.

**Page 14**

- Under General Operating Policies, (A), updated to add clarity for employees.

**Page 16**

- Additional items are included in the Finney County Employee Handbook and are not included in the FCCA Personnel Policies.
  - DISCUSSION: Should these items be added as well?
    - Pregnancy Accommodations Policy
    - Religious Accommodations Policy
- Under Complaint Procedure and No Retaliation, updated to match Finney County policy verbiage.

**Page 17**

- Under Direct Deposit, employees need to be offered two options.
  - DISCUSSION: Are these two items sufficient for the two options?

**Page 26**

- Appendix 2 was added to provide a quick reference to abbreviations.