

FINNEY COUNTY COMMITTEE ON AGING
Senior Center of Finney County, Meeting Room
907 North 10th, Garden City, KS 67846

AGENDA

Thursday, September 18, 2025 - 1:30 pm

INVOCATION.....Nathan Haeck

CALL TO ORDER.....Nathan Haeck

APPROVAL OF AGENDA

PUBLIC COMMENT.....Public

SENIOR LIAISON COMMENTS.....Tom Howard

CONSENT AGENDA:

1. Approval of August 21, 2025 minutes
2. Staff reports for August 2025

TREASURER’S REPORT.....Hilary Whiteley

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

INTERIM EXECUTIVE DIRECTOR’S REPORT.....Hilary Whiteley

OLD BUSINESS:

None.

NEW BUSINESS:

1. 2024 Audit.....Hilary Whiteley
2. 2026 Board Members.....Hilary Whiteley
3. Staff Appreciation.....Hilary Whiteley
4. Proposed Job Descriptions.....Hilary Whiteley

FCCA: Questions and Comments

Nathan-
Carol-
Jennifer-
Kelly-
Kathy-
Rick-
Von-

ANNOUNCEMENTS:

EXECUTIVE SESSION:

“Mister Chairperson, I move we 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:

The next FCCA meeting will be Wednesday, October 16th at 1:30 pm.

FINNEY COUNTY COMMITTEE ON AGING

Minutes for August 21, 2025

FCCA PRESENT

Jennifer Mongeau Kathy Pool
Carol Hauschild Nathan Haeck
Rick Van Meter

STAFF PRESENT

Hilary Whiteley Monica Hilburn
Marty Dinkel Joe Hopkins
Caroline Unruh-Casper

Absent: Von Hunn, Kelly Munyan

County Commissioner: None

Guest(s): Tom Howard – Senior Liaison, Jumai Iwan, Nani Hamilton, Rene Garcia, Holly Bridges

INVOCATION

CALL TO ORDER:

Nathan called the meeting to order at 1:30pm.

APPROVAL OF AGENDA:

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

PUBLIC COMMENT:

Jumai Iwan spoke about concerns regarding the Transit department/leadership.

Nani Hamilton read a letter written by Doris Arwine.

Rene Garcia spoke about concerns regarding the Transit department.

SENIOR LIAISON COMMENTS:

Tom Howard commented that the person who will be replacing the flagpole hasn't had time yet.

CONSENT AGENDA:

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

TREASURER'S REPORT:

July 2025 reports attached. Carol moved to accept the treasurer's reports. Kathy seconded. Motion carried.

TRANSIT REPORT:

Joe Hopkins: Report attached.

INTERIM EXECUTIVE DIRECTOR'S REPORT:

Hilary Whiteley: Report attached.

OLD BUSINESS:

None.

NEW BUSINESS:

1. **Joe as Transit Authorized Signer:** Kathy moved to approve Joe as the Transit Authorized Signer. Jennifer seconded. Motion carried.
2. **Quote to move bus cameras:** Rick moved to approve the quote to move bus cameras. Kathy seconded. Motion carried.
3. **CD rates for interest income:** Kathy moved to approve moving 2024-2025 interest earned funds into a 5-month CD earning 4.2% at Western State Bank. Rick seconded. Motion carried.

FCCA QUESTIONS AND COMMENTS:

Nathan – Appreciated the employees’ concerns being shared with the board.

Rick – None.

Jennifer – None.

Carol – None.

Kathy – None.

Kelly – n/a

Von – n/a

PUBLIC QUESTIONS AND COMMENTS:

Nani Hamilton asked if Transit could get a mechanic.

EXECUTIVE SESSION:

Carol moved to go into Executive Session to discuss matters of non-elected personnel performance or salary which are deemed confidential. Board members plus Hilary will be in Executive Session. The open meeting shall reconvene in the Blue Room at 3:00pm.

Rick seconded. Motion carried.

Open Session: 3:03pm.

No action taken.

ANNOUNCEMENTS:

Next FCCA Board meeting will be on Thursday, September 18th, 2025, at 1:30pm.

ADJOURNMENT:

Carol moved to adjourn at 3:04pm. Kathy seconded. Motion carried.

Respectfully submitted,

Nathan Haeck

Kelly Munyan

RSVP

August 2025

I participated in the monthly AmeriCorps Technical Assistance call with Robin Corindo, acting Director AmeriCorps Seniors, Dr. Mary Hyde, Alisa Macklin, and Jennifer Bastress. They presented “Guiding Stars Celebration”. Annette and I attended the United Way kick off at the Chamber breakfast.

Volunteers collated mailings for Finney County Senior Center and Trinity Lutheran Church. Delivered Meals on Wheels the 18th -22nd, labeled clam shells and collated menus for their clients. They cut out classroom materials for Garfield Early Childhood and helped sort books and reshelve them in their library. They made 180 cards for the area nursing/assisted living facilities and baked 48 dozen cookies for the first responders.

**Marty Dinkel
RSVP Director**



August 2025

Meals on Wheels Program

In Aug we successfully delivered 1890 meals over 21 operational days. 258 sack lunches were delivered for their Saturday meal. This service was provided at a cost of \$ 9,072.00 to Common Sprit.

Our dedicated delivery partners for the month include RSVP delivered twice, Teacher's coffee group twice, and the Knights of St. Mary's. Without the outstanding support of the volunteers our meals wouldn't be successfully delivered.

Want to thank RSVP for recruiting Rebbeca to label and send out September menus and the group of ladies that labels our claim shells.



Friendship Meal Data

Number of Meals Served: 1165 Cost to Common Sprit was \$5,5926

Days of Operation: 21

Average Meals Served Daily: 65. 32 of the meals are taken out.

New Business

The Seniors went back to school. August 21st was National Senior Day. An activities packet was handed out to the Seniors. If they return their packet their names were placed in hat for several drawings.

We celebrated the Seniors every day with a treat. Sweet popcorn, Candy bars, Pizza party, snow cones, and at the ended the week Rootbeer floats and a movie. Several Seniors. Several Seniors shared what they did for fun in school and trouble they caused while in school. It was fun listening to their stories.

Looking forward to September where we 'll have fun celebrating September.

Respectfully submitted,

Caroline Casper

Director of Nutritional Services.

Finney County Committee on Aging, Inc.
Balance Sheet
 As of August 31, 2025

	Aug 31, 25	Aug 31, 24
ASSETS		
Current Assets		
Checking/Savings		
10000.7 · WSB - Nutrition	10,293.87	9,940.64
10000.6 · WSB - Beeline	0.00	3,700.54
10000.5 · WSB - Programming	168,072.88	162,305.53
10000.4 · WSB - City Link	126,645.63	120,454.52
10000.3 · WSB - Mini Bus	232,648.88	222,820.32
10000.2 · WSB - Meals on Wheels	28,332.47	27,360.26
10000.1 · WSB - Operating	931,596.28	1,191,075.80
10000 · WSB Checking	141,005.71	122,736.69
10100 · Petty Cash	329.08	329.08
Total Checking/Savings	1,638,924.80	1,860,723.38
Total Current Assets	1,638,924.80	1,860,723.38
Fixed Assets		
15161 · Land, at cost	717,668.12	717,668.12
15164 · Bldg & Outside Improvements	914,258.28	930,481.61
15000 · Furniture and Equipment	26,518.07	40,627.07
16400 · Vehicles	881,369.33	285,283.51
Total Fixed Assets	2,539,813.80	1,974,060.31
TOTAL ASSETS	4,178,738.60	3,834,783.69
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	0.00	28.80
Total Accounts Payable	0.00	28.80
Other Current Liabilities		
22000 · Deferred revenues	124,188.85	110,899.11
24000 · Payroll Liabilities	774.94	1,000.86
Total Other Current Liabilities	124,963.79	111,899.97
Total Current Liabilities	124,963.79	111,928.77
Total Liabilities	124,963.79	111,928.77
Equity		
31500 · Temp. Restricted Net Assets	1,058,872.93	735,982.94
32000 · Unrestricted Net Assets	2,842,764.03	2,841,404.24
Net Income	152,137.85	145,467.74
Total Equity	4,053,774.81	3,722,854.92
TOTAL LIABILITIES & EQUITY	4,178,738.60	3,834,783.69

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

August 2025

	SC	MOW	Nutrition	FCT	TOTAL	
	Aug 25	Aug 25	Aug 25	Aug 25	Aug 25	Aug 24
Ordinary Income/Expense						
Income						
40000 · Grants / Contracts	18,310.58	3,809.17	6,011.25	6,821.84	34,952.84	150,559.31
41000 · Local Match	0.00	0.00	0.00	4,727.73	4,727.73	4,462.95
47200 · Program Income	580.00	4,831.60	0.00	2,655.66	8,067.26	9,181.13
43500 · Donation / Memorial Income	742.75	2,107.00	400.00	0.00	3,249.75	2,157.51
44000 · Other Revenue (Nonmatch)	3,313.55	83.97	30.51	1,064.87	4,492.90	12,239.05
Total Income	22,946.88	10,831.74	6,441.76	15,270.10	55,490.48	178,599.95
Gross Profit	22,946.88	10,831.74	6,441.76	15,270.10	55,490.48	178,599.95
Expense						
60000 · Payroll Expenses	11,054.33	8,633.08	6,358.50	112,901.56	138,947.47	131,486.35
60900 · Advertising	105.16	0.00	0.00	360.22	465.38	931.48
62100 · Contract Services	150.00	9,576.00	0.00	0.00	9,726.00	150.00
62800 · Facilities and Equipment	6,144.87	26.26	0.00	5,165.68	11,336.81	8,460.36
63000 · Office Expenses	53.34	0.00	0.00	377.57	430.91	1,792.55
64000 · Vehicle Related Expenses	0.00	59.01	0.00	18,319.72	18,378.73	22,076.87
65000 · Communications	17.50	24.50	17.50	546.53	606.03	803.42
65100 · Other Types of Expenses	0.00	0.00	0.00	80.00	80.00	102.85
66000 · Dept. Expenses	175.50	293.53	210.03	0.00	679.06	789.76
68300 · Travel and Meetings	0.00	0.00	0.00	816.60	816.60	428.80
Total Expense	17,700.70	18,612.38	6,586.03	138,567.88	181,466.99	167,022.44
Net Ordinary Income	5,246.18	-7,780.64	-144.27	-123,297.78	-125,976.51	11,577.51
Other Income/Expense						
Other Expense						
80100 · Capital Purchases	16,385.00	0.00	0.00	0.00	16,385.00	355.18
Total Other Expense	16,385.00	0.00	0.00	0.00	16,385.00	355.18
Net Other Income	-16,385.00	0.00	0.00	0.00	-16,385.00	-355.18
Net Income	-11,138.82	-7,780.64	-144.27	-123,297.78	-142,361.51	11,222.33

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

	SC	MOW	Nutrition	FCT	TOTAL	
	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 24
Ordinary Income/Expense						
Income						
40000 · Grants / Contracts	146,484.64	100,973.32	46,438.00	783,671.75	1,077,567.71	1,151,945.03
41000 · Local Match	0.00	0.00	0.00	8,540.23	8,540.23	11,471.35
47200 · Program Income	2,525.00	42,040.37	0.00	21,476.39	66,041.76	72,952.75
43500 · Donation / Mem Inc	42,592.59	25,388.25	4,200.00	426,369.60	498,550.44	95,996.31
44000 · Other Revenue	30,032.28	799.99	385.13	8,912.89	40,130.29	58,005.00
48095 · Sale of Assets	0.00	0.00	0.00	0.00	0.00	13,490.35
Total Income	221,634.51	169,201.93	51,023.13	1,248,970.86	1,690,830.43	1,403,860.79
Gross Profit	221,634.51	169,201.93	51,023.13	1,248,970.86	1,690,830.43	1,403,860.79
Expense						
60000 · Payroll Expenses	59,204.70	50,780.67	37,176.23	641,466.03	788,627.63	797,753.30
60900 · Advertising	105.16	0.00	0.00	2,711.37	2,816.53	4,556.19
62100 · Contract Services	1,965.21	70,263.08	255.08	55,052.27	127,535.64	91,749.58
62800 · Facilities and Equip	47,428.97	798.44	451.76	31,039.83	79,719.00	77,180.35
63000 · Office Expenses	6,231.35	0.00	0.00	4,717.33	10,948.68	12,004.73
64000 · Vehicle Related Exp	33.00	2,144.90	0.00	102,867.53	105,045.43	140,684.03
65000 · Communications	696.92	208.25	144.90	4,466.60	5,516.67	6,164.68
65100 · Other Types of Exp	22,946.06	17.08	68.32	1,250.90	24,282.36	24,673.52
66000 · Dept. Expenses	3,150.82	3,591.68	1,743.82	0.00	8,486.32	10,107.24
68300 · Travel and Meetings	568.06	0.00	0.00	1,740.51	2,308.57	1,083.88
69010 · Bank / Interest Fees	25.00	0.00	0.00	0.00	25.00	28.41
Total Expense	142,355.25	127,804.10	39,840.11	845,312.37	1,155,311.83	1,165,985.91
Net Ordinary Income	79,279.26	41,397.83	11,183.02	403,658.49	535,518.60	237,874.88
Other Income/Expense						
Other Expense						
80100 · Capital Purchases	64,236.25	0.00	0.00	319,144.50	383,380.75	92,407.14
Total Other Expense	64,236.25	0.00	0.00	319,144.50	383,380.75	92,407.14
Net Other Income	-64,236.25	0.00	0.00	-319,144.50	-383,380.75	-92,407.14
Net Income	15,043.01	41,397.83	11,183.02	84,513.99	152,137.85	145,467.74

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

	SC		MOW		Nutrition		FCT		TOTAL		BUDGET	
	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 25	Jan - Aug 24	Jan - Aug 25	Budget	% of Budget
Ordinary Income/Expense												
Income												
40000 · Grants / Contracts	146,484.64	100,973.32	46,438.00	783,671.75	1,077,567.71	1,151,945.03	1,077,567.71	2,474,554.00				43.55%
41000 · Local Match	0.00	0.00	0.00	8,540.23	8,540.23	11,471.35	8,540.23	10,600.00				80.57%
47200 · Program Income	2,525.00	42,040.37	0.00	21,476.39	66,041.76	72,952.75	66,041.76	119,290.00				55.36%
43500 · Donation / Mem Inc	42,592.59	25,388.25	4,200.00	426,369.60	498,550.44	95,996.31	498,550.44	90,219.00				552.6%
44000 · Other Revenue	30,032.28	799.99	385.13	8,912.89	40,130.29	58,005.00	40,130.29	4,996.00				803.25%
48095 · Sale of Assets	0.00	0.00	0.00	0.00	0.00	13,490.35	0.00	0.00				0.0%
49000 · Prior Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124,300.00				0.0%
Total Income	221,634.51	169,201.93	51,023.13	1,248,970.86	1,690,830.43	1,403,860.79	1,690,830.43	2,823,959.00				59.87%
Gross Profit	221,634.51	169,201.93	51,023.13	1,248,970.86	1,690,830.43	1,403,860.79	1,690,830.43	2,823,959.00				59.87%
Expense												
60000 · Payroll Expenses	59,204.70	50,780.67	37,176.23	641,466.03	788,627.63	797,753.30	788,627.63	1,493,043.00				52.82%
60900 · Advertising	105.16	0.00	0.00	2,711.37	2,816.53	4,556.19	2,816.53	13,500.00				20.86%
62100 · Contract Services	1,965.21	70,263.08	255.08	55,052.27	127,535.64	91,749.58	127,535.64	228,811.00				55.74%
62800 · Facilities and Equip	47,428.97	798.44	451.76	31,039.83	79,719.00	77,180.35	79,719.00	155,963.00				51.11%
63000 · Office Expenses	6,231.35	0.00	0.00	4,717.33	10,948.68	12,004.73	10,948.68	16,950.00				64.59%
64000 · Vehicle Related Exp	33.00	2,144.90	0.00	102,867.53	105,045.43	140,684.03	105,045.43	332,511.00				31.59%
65000 · Communications	696.92	208.25	144.90	4,466.60	5,516.67	6,164.68	5,516.67	13,665.00				40.37%
65100 · Other Types of Exp	22,946.06	17.08	68.32	1,250.90	24,282.36	24,673.52	24,282.36	41,626.00				58.34%
66000 · Dept. Expenses	3,150.82	3,591.68	1,743.82	0.00	8,486.32	10,107.24	8,486.32	26,500.00				32.02%
68300 · Travel and Meetings	568.06	0.00	0.00	1,740.51	2,308.57	1,083.88	2,308.57	6,990.00				33.03%
69010 · Bank / Interest Fees	25.00	0.00	0.00	0.00	25.00	28.41	25.00	0.00				100.0%
Total Expense	142,355.25	127,804.10	39,840.11	845,312.37	1,155,311.83	1,165,985.91	1,155,311.83	2,329,559.00				49.59%
Net Ordinary Income	79,279.26	41,397.83	11,183.02	403,658.49	535,518.60	237,874.88	535,518.60	494,400.00				108.32%
Other Income/Expense												
Other Expense												
80100 · Capital Purchases	64,236.25	0.00	0.00	319,144.50	383,380.75	92,407.14	383,380.75	494,400.00				77.55%
Total Other Expense	64,236.25	0.00	0.00	319,144.50	383,380.75	92,407.14	383,380.75	494,400.00				77.55%
Net Other Income	-64,236.25	0.00	0.00	-319,144.50	-383,380.75	-92,407.14	-383,380.75	-494,400.00				77.55%
Net Income	15,043.01	41,397.83	11,183.02	84,513.99	152,137.85	145,467.74	152,137.85	0.00				100.0%

Finney County Committee on Aging, Inc.
Monthly Expenditures Detail

August 2025

Type	Date	Num	Name	Memo	Debit	Credit
10000 - WSB Checking						
Liability Check	08/01/2025	EFT	EFTPS	48-0867950		12,349.88
Liability Check	08/01/2025	EFT	Kansas Department of...	036-480867950F01		1,784.00
Bill Pmt -Check	08/01/2025	9051	St Catherine Hospital	Senior Center - Nurse...		150.00
Bill Pmt -Check	08/06/2025	ACH	A T & T	Transit - 250621021		117.70
Bill Pmt -Check	08/07/2025	ACH	City of Garden City Uli...	070872-001 Senior C...		320.93
Bill Pmt -Check	08/07/2025	ACH	City of Garden City Uli...	070873-001 Senior C...		2,187.90
Bill Pmt -Check	08/07/2025	ACH	City of Garden City Uli...	070874-004 Senior C...		52.53
Bill Pmt -Check	08/07/2025	ACH	City of Garden City Uli...	072777-002 Transit		1,482.07
Bill Pmt -Check	08/11/2025	ACH	Black Hills Energy	Senior Center - Natur...		59.33
Bill Pmt -Check	08/11/2025	ACH	Black Hills Energy	Transit - Natural Gas		41.38
Bill Pmt -Check	08/13/2025	EFT	Philadelphia Insurance...	80784842		1,845.00
Liability Check	08/14/2025	EFTPS	QuickBooks Payroll Se...	Created by Payroll Se...		30,320.82
Liability Check	08/15/2025	EFT	EFTPS	48-0867950		8,187.08
Liability Check	08/15/2025	EFT	Kansas Department of...	036-480867950F01		998.00
Liability Check	08/15/2025	EFT	Vision Care Direct	480867950		80.00
Liability Check	08/15/2025	EFT	AFLAC			201.62
Bill Pmt -Check	08/15/2025	24867	A & W Lawn Care LLC	Senior Center - Lawn ...		300.00
Bill Pmt -Check	08/15/2025	24868	Baird's Cleaning	Transit - 2 Week Clea...		540.00
Bill Pmt -Check	08/15/2025	24869	Garden City Telegram	3795		66.80
Bill Pmt -Check	08/15/2025	24870	Kansas Truck Equipm...			705.43
Bill Pmt -Check	08/15/2025	24871	Kinney Glass, Inc	FCT - New window for...		108.72
Bill Pmt -Check	08/15/2025	24872	Pur-O-Zone, Inc.	Transit - Paper towels...		512.46
Bill Pmt -Check	08/15/2025	24873	Schiffelbein Auto Rep...	Transit - Lube, Oil, Fil...		288.44
Bill Pmt -Check	08/15/2025	24874	ServiceMaster Rapid ...	SC - August 2025 Jan...		1,950.00
Bill Pmt -Check	08/15/2025	24875	St Catherine Hospital	SC - MOW July 2025 ...		9,576.00
Bill Pmt -Check	08/15/2025	24876	Tatro Plumbing Co., Inc.	SC - Repair leak in cr...		393.96
Bill Pmt -Check	08/15/2025	24877	The Architect, LLC	SC - Architect plans f...		16,385.00
Bill Pmt -Check	08/15/2025	24878	Thryv	Transit - Yellow Page...		48.26
Bill Pmt -Check	08/15/2025	24879	Unger's Heating & Air ...	SC - Fix AC in Pool R...		209.95
Bill Pmt -Check	08/16/2025	ACH	Cox Communications	Senior Center - 8/01/2...		31.47
Bill Pmt -Check	08/16/2025	ACH	Cox Communications	Transit - 8/01/25-8/31/...		423.91
Bill Pmt -Check	08/18/2025	EFT	First Nat'l Bank of Om...	9701		1,403.97
Bill Pmt -Check	08/19/2025	EFT	First Nat'l Bank of Om...	SC 9934		197.77
Bill Pmt -Check	08/20/2025	EFT	Chase Ink Business U...	SC *1249		745.78
Bill Pmt -Check	08/21/2025	24880	Joe Hopkins			605.22
Bill Pmt -Check	08/21/2025	24881	Lanny Pauley	Reimburse fuel for tak...		277.38
Bill Pmt -Check	08/21/2025	24882	Nathan Haack	Reimburse - Used per...		12.00
Bill Pmt -Check	08/21/2025	24883	Overhead Door Co. of ...	FCT - Replace top pa...		1,435.57
Bill Pmt -Check	08/21/2025	24884	Schiffelbein Auto Rep...			1,494.47
Bill Pmt -Check	08/21/2025	24885	Selby, Tommie	Reimbursement for m...		23.60
Bill Pmt -Check	08/21/2025	24886	Unger's Heating & Air ...	SC - Fix AC in Library...		272.38
Bill Pmt -Check	08/27/2025	EFT	WEX Fleet Universal	0496-00-721897-5		9,320.48
Bill Pmt -Check	08/27/2025	EFT	Staples Business Credit			204.51
Liability Check	08/28/2025	EFTPS	QuickBooks Payroll Se...	Created by Payroll Se...		30,598.56
Bill Pmt -Check	08/28/2025	EFT	O'Reilly Auto Parts	Transit - Battery		285.31
Bill Pmt -Check	08/28/2025	EFT	O'Reilly Auto Parts	Transit - A/C Htr Sw		41.51
Liability Check	08/29/2025	EFT	Kansas Department of...	036-480867950F01		1,106.00
Liability Check	08/29/2025	EFT	EFTPS	48-0867950		8,382.80
Liability Check	08/29/2025	EFT	American Funds			1,867.69
Liability Check	08/29/2025	EFT	American Funds			4,369.20
Bill Pmt -Check	08/29/2025	24887	Baird's Cleaning	Transit - 2 Week Clea...		540.00
Bill Pmt -Check	08/29/2025	24888	Buckley Chiropractic P...	Transit - Driver Physi...		80.00
Bill Pmt -Check	08/29/2025	24889	DJ's Lock & Key LLC	FCT - Maintenance o...		381.33
Bill Pmt -Check	08/29/2025	24890	Garden City Tire Cent...	Transit - Replace 8 tires		1,367.80
Bill Pmt -Check	08/29/2025	24891	Prairie Fire Coffee	Senior Center - Coffee		143.08
Bill Pmt -Check	08/29/2025	24892	Pro Tech Spraying Ser...	SC - Weed control		193.11
Bill Pmt -Check	08/29/2025	24893	Schiffelbein Auto Rep...			1,750.68
Bill Pmt -Check	08/29/2025	24894	SouthWest Pesticide, I...			76.28
Bill Pmt -Check	08/29/2025	24895	Taylor Hardware & Wh...	23620		114.27
Total 10000 - WSB Checking					0.00	158,969.97
21000 - Credit Card Liabilities						
21011 - Chase VISA (Senior Center)						
Credit Card Charge	08/20/2025	114228...	Webstaurant Store	SC - Gloves		119.05
Credit Card Charge	08/20/2025	623-90...	Amazon Prime	FCCA - Scoop for MO...		52.00
Credit Card Charge	08/20/2025	08458G	Sam's Club	FCCA - Office and Bu...		177.35
Credit Card Charge	08/20/2025	316628...	Zoom Video Communi...	FCCA - Zoom Membe...		17.42
Credit Card Charge	08/20/2025	103314...	Sam's Club	SC - 1,875 clamshells		269.70
Credit Card Charge	08/20/2025	280-70...	Amazon Prime	SC - Lightbulbs and h...		110.26
Total 21011 - Chase VISA (Senior Center)					0.00	745.78
21001 - VISA (Senior Center)						
Credit Card Charge	08/19/2025	275630	Dillons	SC - Supplies for 4th ...		32.42
Credit Card Charge	08/19/2025	125878	Dillons	SC - Milk for Nutrition		31.93
Credit Card Charge	08/19/2025	Missing...	Dillons	MOW - Fuel		27.00
Credit Card Charge	08/19/2025	401832	Taylor Hardware & Wh...	SC - New keys for em...		9.77
Credit Card Charge	08/19/2025	704053	Dillons	SC - Milk for Nutrition		32.71
Credit Card Charge	08/19/2025	232939	Dillons	MOW - Fuel		32.01
Credit Card Charge	08/19/2025	166854	Dillons	SC - Milk for Nutrition		31.93
Total 21001 - VISA (Senior Center)					0.00	197.77
21002 - VISA (Transit)						
Credit Card Charge	08/18/2025	335768	Traditions Soda & San...	FCT - Working lunch f...		32.82
Credit Card Charge	08/18/2025	837613	Staples	FCT - Dividers		50.81
Credit Card Charge	08/18/2025	997464	Staples	FCT - Dividers		68.04
Credit Card Charge	08/18/2025	144426	Kansas Public Transit ...	FCT - KFTA Conferen...		215.00
Credit Card Charge	08/18/2025	138144	Kansas Public Transit ...	FCT - KFTA Conferen...		215.00
Credit Card Charge	08/18/2025	354066...	Finney Co Treasurer	FCT - Registration for...		470.91
Credit Card Charge	08/18/2025	123912	Staples	FCT - Receipt Books		1.07
Credit Card Charge	08/18/2025		Indeed	FCCA - Advertising fo...		350.52
Total 21002 - VISA (Transit)					0.00	1,403.97
Total 21000 - Credit Card Liabilities					0.00	2,347.52
TOTAL					0.00	161,317.49

FINNEY COUNTY TRANSIT CENTER

FCT MONTHLY REPORT

August 2025

August	2025
11-12	KPTA Conference Wichita
19	FCTA Meeting
20	GCCC Fair
22 – 24	LPGA Golf Shuttle
28	Knights of Columbus Day

September	2025	
3	CTD Dodge	
5	Kansas Workforce1 started	
8	Interviews 2 scheduled 1 walk in	
15	New buses on route	
16	FCTA Meeting	
18	FCCA Board Meeting	
November	2025	
12	RCDC Presentation	
City Link	Mini Bus	
3391—161/day	776 – 36/day	

Joseph D Hopkins
Finney County Transit Director



Finney County Committee on Aging
Hilary Whiteley, Interim Executive Director
September 18, 2025
August Report

Activities Report:

- Homestead Assisted Living brought a group of residents to lunch and an activity. They had a great time and are hoping to come back more often.
- Caroline created a “back to school” week for the seniors full of activities and treats. They even celebrated by having a pizza party with free pizza provided by Little Ceasars.
- Staff worked well as a team to provide smooth operations throughout the month.

Transit:

- Joe and Monica attended the annual Kansas Public Transit Association (KPTA) in Wichita.
- Helped shuttle people to/from the annual LPGA golf tournament.
- Joe completed his first KDOT reimbursement report.

Miscellaneous

- Had one a/c repaired at the Senior Center.
- Personnel Policy committee had our first meeting.
- Continually taking calls and appointments for people starting Medicare. Preparing for Open Enrollment to start in October.

LAST	FIRST	TERM	START	END	TYPE	OFFICE
Haeck	Nathan	2nd	1/1/2021	12/31/2026	True Term	Chairman
Hauschild	Carol	2nd	1/1/2021	12/31/2026	True Term	Vice Chairman
Mongeau	Jennifer	1st	1/1/2023	12/31/2025	True Term	Treasurer
Munyan	Kelly	1st	1/1/2025	12/31/2027	True Term	Secretary
Van Meter	Rick	1st	1/1/2023	12/31/2025	True Term	Member
Hunn	Von	1st	1/1/2025	12/31/2027	True Term	Member
Pool	Kathy	1st	1/1/2025	12/31/2027	True Term	Member

Proposed Executive Director

Job Purpose: The Executive Director is responsible for providing professional assistance and service to the FCCA and to the committees established by the FCCA. This position serves as a resource person to those organizations responsible for serving senior citizens within the county and coordinate with the programs and work of those organizations. This position also sees that senior citizens, including those not served by any special organization, become aware of the services offered by the Senior Center.

Essential Functions include the following. Other duties may be assigned.

1. Meets regularly with the FCCA Board of Directors, assists in implementing and explaining the FCCA decisions and periodically reviews progress of work assigned.
2. Confers with the chairperson of the FCCA Board of Directors and prepares agenda for the monthly committee meeting. Emails agendas to each committee member three (3) days before the meeting and prepares special meeting agendas by meeting time.
3. Presents comprehensive Executive Director's Report for regular FCCA Board meetings to include information of activities and needs of FCCA programs.
4. Develops and assembles the board packet for the month.
5. Directs the work of employed staff for Senior Center of Finney County and Finney County Transit through the Department Directors and Accounting Clerk/Assistant Director
6. Develops job descriptions with employed staff subject to the approval of the FCCA Board of Directors and reviewed annually.
7. Evaluates job performance of all direct reports annually or as needed.
8. Designates employees for counting and receipting money at Senior Center and FCT.
9. Creates annual budgets for Senior Center of Finney County for approval by FCCA Board of Directors.
10. Works with Finney County Transit Director on annual transit budget and submission to FCCA Board of Directors for approval.
11. Reviews bank accounts with Accounting Clerk quarterly for accountability and understanding.
12. Reviews any financial reports requested by the department managers as requested.
13. Approves expenditures for essential office and building items up to \$2,500. Any non-specified expenditures over this amount need FCCA Board approval.
14. Quarterly reviews payroll and check writing processes.
15. Reviews monthly financial statements prepared by Accounting Clerk for regular FCCA Board meetings.
16. Oversees or delegates the opening and closing of the buildings at all times; ensures that a system for checking in and out of keys is established and maintained.
17. Develops a maintenance schedule.
18. Directs staff to oversee maintenance of infectious control cleaning kits.

19. Oversees daily cleaning/maintenance of Senior Center and oversees the exterior and interior maintenance including lawn care, keeping parking lot clean and snow removal.
20. Ensures proper OSHA standards are being met.
21. Prepares a monthly report on the status of the building.
22. Oversees the building usage schedule for the Senior Center and makes sure certain rooms are available for scheduled meetings.
23. Oversees and approves the Garden City Telegram "Senior Showcase" column weekly and any social media postings to promote the senior center.
24. Oversees preparation of monthly newsletter and makes available to the public.
25. Acts as a liaison between the FCCA, the Finney County Commissioners, and the City of Garden City Commissioners.
26. Helps people understand and evaluate the various options available to them.
27. Oversees preparation of the grant application and administration of the 5311 KDOT Grant by developing relationships with KDOT, City of Garden City and Finney County Liaisons.
28. Ensures Transit director reviews and follows KDOT Grantee Policies, ADA and FTA Guidelines and Regulations and KCC Safety Compliance Regulations.
29. Quarterly attends appropriate transportation trainings/meetings.
30. Reviews all Transit bills, reviews monthly KDOT reimbursement reports, and reviews KDOT, Finney County, City of Garden City and City of Dodge City budgets/reports.
31. Is aware of community, state and national programs, legislation and regulations affecting senior citizen programs and public transportation and reports to appropriate groups and individuals as needed.
32. Develops strong positive public relations/image of the Senior Center of Finney County and Finney County Transit.
33. Develop a Building Committee and oversees progress for building improvements as necessary.
34. Handles personnel issues as per written personnel policy.

Additional Responsibilities:

1. Performs additional duties as assigned.

Qualifications and Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or GED; Bachelor's degree. Master's Degree in Business or related field preferred and at least 3 years of experience that is directly related to the duties and responsibilities specified. Minimum 3 years' experience in supervisory/management role.
2. Must complete CPR Certification and First Aid provided by Finney County.
3. Must be able to get to all levels of the building on a regular, on-going basis.
4. Requires a valid Kansas Driver's license, an MVR with good driving record and verifiable insurance.

5. Ability to analyze information and evaluate results to choose the best solution and solve problems.

6. Excellent customer service skills with the ability to interact in a positive and professional manner to develop and maintain strong working relationships with customers, co-workers, and management.

7. Handles issues in the best interest of both customer and senior center.

8. Excellent written and verbal communication skills, to include quality telephone skills, with the ability to clearly communicate information to customers, co-workers and management.

9. Ability to read and interpret documents such as agreements, billing invoices, and job instructions.

10. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

11. Deal with problems involving several concrete variables in standardized situations.

12. Exercise good judgment in decision making and prioritizing.

13. Strong attention to detail and organizational skills.

14. Ability to use basic office equipment, such as copy machine, fax machine, computer, printer, adding machine, and telephone system and operate computer software, to include, Microsoft Office products.

15. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit or stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

16. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually well lit, heated and/or air- conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate. This position requires occasional travel, which may involve exposure to extreme weather conditions.

Proposed Director of Client Services

Job Purpose: The Director of Nutritional Services oversees the Meals on Wheels and Friendship Meals programs as well as Coordinates Senior Center activities.

Essential Functions include the following. Other duties may be assigned.

1. Oversees the Meals on Wheels (MOW) and Friendship Meals programs and makes nutritious meals available to qualified residents of Finney County including all intake information and doctor's orders.
2. Sees that daily menu labels are ready for use.
3. Works in cooperation with community organizations to recruit and train volunteers for the programs and schedule as needed.
4. Oversees preparation of route sheets and labels for meals.
5. Administers the free meal program with financial documentation.
6. Reproduces monthly menu and newsletter and distributes to MOW clients, Friendship Meals clients, and St. Catherine Hospital's dietary staff.
7. Works closely with management at St. Catherine Hospital to deliver clients the best possible service and maintain good working relationships.
8. Prepares monthly reports for committee meetings and monthly report for the Finney County Committee on Aging meeting and St. Catherine Hospital.
9. Keeps accurate and up-to-date records and information on each client.
10. Receives meal fees and billings as required with close collection follow-up, to minimize losses.
11. Takes over job duties in the absence of the Kitchen Aid(s).
12. Hires, trains, and supervises staff as needed.
13. Recruits volunteers.
14. Uses specialized skills for fund raising for the Nutritional Services programs.
15. Completes grant applications to obtain additional funding.
16. Performs public speaking engagements when called upon, to promote the Senior Center programs and activities.
17. Is aware of public needs as related to nutrition and of the state and federal changes that affect nutrition. Brings these needs to program committees and the Executive Director for consideration.
18. Supervises and helps with the serving of the meals when needed; helps clean up after lunches and oversees cleaning of all areas of kitchen including steamtable, stove, outside of refrigerator, other equipment countertops and fronts, carts, and the floor.
19. Completes yearly assessments.
20. Counts and records daily receipts; deposits money into the ElderCare account every Friday and at end of month.
22. Plans and executes new programs based on needs and expressed desires of senior citizens and committees.

22. Provides a central source of reliable and objective information about a broad range of programs and services for older adults in Finney County.
23. Develops strong activities programs for Senior Center of Finney County.
24. Develops strong positive public relations/image of the Senior Center of Finney County and Finney County Transit.

Additional Responsibilities:

1. Performs additional duties as assigned.

Qualifications and Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or GED; Associate's degree in Business preferred and at least 3 years of experience that is directly related to the duties and responsibilities specified. Minimum 2 years' experience in supervisory/management role.
2. Requires a valid Kansas Driver's license, an MVR with good driving record and verifiable insurance.
3. Must complete Defensive Driving and CPR Certification and First Aid provided by Finney County.
4. Needs knowledge of Finney County and Garden City streets and roads in order to prepare route maps.
5. Must have knowledge of other Senior Center programming and be willing to participate as needed.
6. Ability to analyze information and evaluate results to choose the best solution and solve problems.
7. Excellent customer service skills with the ability to interact in a positive and professional manner to develop and maintain strong working relationships with customers, co-workers, and management.
8. Handles issues in the best interest of both customer and company.
9. Excellent written and verbal communication skills, to include quality telephone skills, with the ability to clearly communicate information to customers, co-workers, and management.
10. Ability to read and interpret documents such as customer agreements, billing invoices, and job instructions.
11. Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions and percentages.
12. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
13. Deal with problems involving several concrete variables in standardized situations.
14. Exercise good judgment in decision making and prioritizing.

15. Strong attention to detail, organizational skills, and ability to prioritize.

16. Ability to use basic office equipment, such as copy machine, fax machine, computer, printer, adding machine, and telephone system and operate computer software, to include Microsoft Office products.

17. Data entry skills including speed and accuracy.

18. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit or stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

19. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually well lit, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate. This position requires occasional travel, which may involve exposure to extreme weather conditions.

Proposed Accounting Clerk and FCCA Assistant Director

Job Purpose: The Accounting Clerk and FCCA Assistant Director is responsible for keeping financial records for FCCA. This position also performs development activities in service to the Senior Center and Finney County Transit as required.

Essential Functions include the following. Other duties may be assigned.

1. Prepares all FCCA Board Financials for review by Executive Director.
2. Assigns income and expenses by funding sources by class and job of each department.
3. Matches invoices with statements of incoming bills, enters items into accounting software with a breakdown of appropriate codes listed on each statement. Accounting Clerk will make sure all bills are paid in a timely manner.
4. Prepares reports for 990, W-2, 1099 and Non-Profit Annual Report.
5. Balances petty cash monthly. Replenish up to \$200.00 when needed.
6. Receives deposit receipts and enters into accounting software.
7. Obtains information necessary for investment of funds for the Executive Director and FCCA Board Treasurer and assist as needed.
8. Maintains orderly and accessible vendor/payable files. Provides reporting documents necessary for all organization audits.
9. Reconciles all bank accounts.
10. Prepares financial reports requested by the department managers as needed.
11. Ensures that checks are written and that accounting system is maintained in proper order and ready for audit at proper times.
12. Completes payroll and applicable tax/liability payments on a biweekly basis.
13. Enrolls new employees providing them with all needed forms, Personnel Policy and other documents required. Files appropriate forms. Works with our retirement and AFLAC representatives.
14. Keeps accurate records of each employee: wage, taxes, deductions, etc. Balance these records to the appropriate cash, salary and payroll deduction accounts.
15. Maintains records of optional payroll deductions as directed by individual employees. Processes and pays for respective deductions.
16. Prepares payroll by direct deposit and accounts payable every two weeks. Submit Payroll Summary report with timesheets to Executive Director for approval during payroll week. Direct deposit transfer must be completed by noon Wednesday of payroll week so funds are available for staff on payday morning. Make needed adjustments allowing for holidays.
17. Makes FICA, federal and state withholding payments each payroll week.
18. Makes retirement, AFLAC, and liability payments during the last payroll week of each month.
19. Prepares quarterly reports for federal, FICA and state withholding and state unemployment.

20. Processes Month-end payroll reports for review by the Executive Director.
21. Tracks sick/vacation availability and usage for all employees.
22. Is available to assist employees with paperwork and/or other problems as needed.

23. Attends FCCA relevant meetings in the community/county.
24. Develops strong positive public relations/image of the Senior Center of Finney County and Finney County Transit.
25. Serves as a resource person to community organizations and committees of senior citizens.

26. Assists the Executive Director in the day-to-day operations of the Senior Center.
27. Serves as the go-to person in the absence of the Executive Director.
28. Assists with scheduling and planning programs at the Senior Center.
29. Helps people understand and evaluate the various options available to them; assists in finding resources in the community and make informed decisions about Medicare.
30. Attends FCCA meetings, takes minutes, types up and readies minutes for the board packets and keeps copies of minutes in a permanent file.
31. Schedules FCCA staff for County mandated trainings.

32. Creates and maintains tracking system for mandated trainings and compliance.
33. Ensures that any and all required local, state, and national reports are prepared and FCCA members have copies.
34. Posts the date, time, and place of all regular and special FCCA Board meetings and encourages interested citizens and/or groups to attend, posts minutes and financial report after each meeting. Keeps copies of minutes in permanent file at Center office.
35. Performs any related work which may be assigned for FCCA.
36. Assists with the ElderCare meal program requirements including monthly reports, reimbursement requests, advertising, and continuation of the program.

Qualifications and Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or GED; Bachelor's degree in Business preferred and at least 3 years of experience that is directly related to the duties and responsibilities specified. Minimum 3 years' experience in supervisory/management role.
2. Requires a valid Kansas Driver's license, an MVR with good driving record and verifiable insurance.
3. Must complete CPR Certification and First Aid provided by Finney County.
4. Ability to analyze information and evaluate results to choose the best solution and solve problems.

5. Excellent customer service skills with the ability to interact in a positive and professional manner to develop and maintain strong working relationships with customers, co-workers, and management.
6. Uses standardized and specialized problem-solving skills to resolve issues with customers, vendors or staff. Seeks resolutions that creates win-win situations.
7. Excellent written and verbal communication skills, to include quality telephone skills, with the ability to clearly communicate information to customers, co-workers and management.
8. Ability to read and interpret documents such as customer agreements, billing invoices, and job instructions.
9. Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions and percentages.
10. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
11. Exercise good judgment in decision making and prioritizing.
12. Strong attention to detail, organizational skills, and ability to prioritize.
13. Ability to use basic office equipment, such as copy machine, fax machine, computer, printer, adding machine, and telephone system and operate computer software, to include, Microsoft Office and QuickBooks products.
14. Data entry skills including speed and accuracy.
15. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit or stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
16. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually well lit, heated and/or air- conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate. This position requires occasional travel, which may involve exposure to extreme weather conditions.