



UNION-SNYDER AGENCY ON AGING, INC. BOARD OF DIRECTORS MEETING MINUTES

June 17, 2026, | 3:00 PM
116 N 2nd St, Lewisburg, PA 17837

Board Members in Attendance:

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| ☒ Adam Ewig (Zoom) | ☒ Leslie Osgood, President |
| ☒ Sue Jamison | ☒ Stacy Richards |
| ☒ Susan Jordan | ☒ Jim Richmond (Zoom) |
| ☒ Sharon Leon | ☒ Ed Sigl, Treasurer |
| ☒ Ryan McNally, Secretary | ☐ Wesley Thomas |
| ☐ Tony Michetti | |

Non-Board Member Attendees:

- ☒ Holly Kyle, Agency Executive Director (ED) – outgoing
- ☒ Susie Weller, Agency Executive Director – incoming (Zoom)
- ☒ Kristy Dax, Agency Administrative Manager (AM)
- ☒ Holly Brandt, Blair Senior Services, Agency fiscal team (Zoom)
- ☒ Matt Cravitz, Agency Attorney, Cravitz Law Office (Zoom)

A meeting of the Union-Snyder Agency on Aging, Inc. (hereinafter “Agency”) Board of Directors (hereinafter “Board”) was held on June 17, 2026, at 3:00 p.m. at the Agency’s Lewisburg office and via Zoom Video Communications (available to Board members & staff only).

Notice of the Board meeting was given to the public by publication of the place, date, and time of the Board meeting in The Daily Item newspaper, the Agency’s Facebook page, and by posting a notice of the place, date, time, and agenda of the Board meeting prominently on the Agency website and at the Board meeting site.

CALL TO ORDER

The meeting was called to order by Leslie Osgood (hereinafter “President”).

MOTION to call the 6/17/2026 meeting to order at 3:03 p.m.

- Moved by: Stacy Richards
- Seconded by: Sue Jamison
- **Vote: All in favor**

ROLL CALL/Quorum Verification (Kristy Dax)

Public Comment Period

None

APPROVAL OF BOARD MINUTES

May Meeting Minutes

Amendment requested by Stacy Richards to update the motion on page 2 under Facilities and Properties Committee report to clarify the action item for Attorney Cravitz regarding the Lewisburg property option agreement.

MOTION to approve the minutes of Board meeting held May 5, 2026, as amended and presented in the June Board meeting.

- Moved by: Jim Richmond
- Seconded by: Sue Jamison
- **Vote: All in favor**

DIRECTOR'S REPORT

Holly Kyle, Executive Director

Foster Grandparent Program's 60th Anniversary celebration event was a huge success. Nothing further to report outside of the written Director's Report that was shared with the Board via emails and in the Board meeting packet.

PERSONNEL COMMITTEE REPORT

Leslie Osgood, Chair | *The Committee last met June 3, 2026.*

26/27 Employee Wage Adjustment	Recommendation of 2% approved by the Committee for eligible staff for presentation to the Finance Committee for discussion and approval.
Employee Bonuses	Recommendation of a \$250-300 bonus of 1-year of service staff approved by the Committee for presentation to the Finance Committee for discussion and approval.
Consultation Agreement	Recommendation of a consulting support agreement for Executive Director support with Holly Kyle at 1 year with a rate of \$50/hr approved by the Committee for presentation to the Finance Committee for discussion and approval.
Handbook Revisions	This is currently underway and there will be updates at the August meeting.

FINANCIAL REPORT

Presented by Ed Sigl, Chair | *The Committee last met June 11, 2026.*

April Financial Report Chair/Treasurer	The Agency continues to be in good financial standing with no concerns; sits at a \$650k in reserves balance. Target budget remaining is 17%.
MOTION	to approve the April Financial Report as presented. <ul style="list-style-type: none"> ▪ Moved by: Ed Sigl ▪ Seconded by: Sharon Leon ▪ Vote: All in favor
State Budget Amendments Executive Director	<p>Amendment 2 of the state budget showed deficit of \$205k to Aging. There were formula issues at the state level therefore Amendment 3 was released which now has Aging receiving \$248.5k. These are restricted funds and will be used towards programs.</p> <p>The Agency was told to expect the usual portion of \$67,700 for FY 26/27.</p> <p>It was recommended by the Board to go out to bid on banks.</p>
26/27 Agency Budget Draft Executive Director	<p>Notable highlights:</p> <ul style="list-style-type: none"> • Wage & fringe: 3 positions have been eliminated or were not hired upon vacancy; expected 15% health insurance increase. • Expected 6.8% increase in commercial insurance renewal. • No significant changes in supplies & equipment, transportation & vehicles, and other operating expenses.

<p>MOTION</p>	<ul style="list-style-type: none"> • This will be the first FY where there are no Covid monies are coming in, therefore the Agency was told to build their budget off pre-Covid years. • Contracted services: The agency granted a 3.5% rate increase in contract with Frey's Commissary vendor. No other increases. • Overall 4% reduction in expenditures, 5% reduction in revenue, and overall 8% change in projected revenue over expenditures for 26/27. • Budget assumptions include 2% wage increase, 15% health insurance renewal, 14% cut to consumer services until funding is received, \$112k in reserves needed to balance the budget, and a \$555k reserves carryover for 27/28 budget, which includes county money. • Overall 1% decrease in revenue from last year's budget. <p>to approve the FY 26/27 draft budget as presented today.</p> <ul style="list-style-type: none"> ▪ Moved by: Ed Sigl ▪ Seconded by: Susan Jordan ▪ Vote: All in favor
<p>Commercial Insurance Renewal Executive Director</p>	<p>Expected 6.8% increase in commercial insurance 7/1/2026 renewal.</p>
<p>Employee Wage Adjustment Committee Chair</p>	<p>Recommendation: 2% wage increase for eligible staff (1 or more years of service)</p>
<p>Employee Bonus Committee Chair</p>	<p>Recommendation: One-time bonus of \$350 bonus to all staff.</p>
<p>Consultation Agreement Committee Chair</p>	<p>Recommendation: One-year consulting agreement with Holly Kyle at \$50/hour.</p> <p>Discussion was had regarding a cap on payment amount and number of hours per week. It was decided Susie will report time spent with Holly at every Board meeting for monitoring and discussion.</p> <p>It was recommended Holly Kyle get personal insurance through the Agency's commercial insurance.</p>
<p>MOTION FOR ALL 3 RECOMMENDATIONS</p>	<p>to approve the 2% wage increase to eligible staff as presented effective the first pay of the 26/27 fiscal year (7/4/2026 pay period).</p> <p>to approve the \$350 bonus to all staff as presented.</p> <p>to approve the consulting agreement not to exceed \$26k on an annual basis and reports at every Board meeting from the Executive Director.</p> <ul style="list-style-type: none"> ▪ Moved by: Ed Sigl ▪ Seconded by: Sharon Leon ▪ Vote: All in favor

FACILITIES & PROPERTIES COMMITTEE REPORT

Sharon Leon, Chair | *The Committee last met January 29, 2026.*

<p>Lewisburg Property Atty Matt Cravitz, Executive Director</p>	<p>Attorney Cravitz contacted Attorney Lobos regarding an option agreement with Rural Housing Works as well as the Attorney General's Office due to their involvement with 501c3 nonprofits.</p>
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	<p>He is waiting on a response from Attorney Lobos regarding the updated option agreement proposed and a response from Attorney General's office on whether or not the Agency has to seek their approval prior to a sale.</p> <p>Action item: Attorney Cravitz and Leslie Osgood will have a conversation with Richard Drzewiecki about updating his letter to reflect the clarity of the option agreement.</p>
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PLANNING COMMITTEE REPORT

Presented by Ryan McNally, Chair | *The Committee last met January 28, 2026.*

<p>Results of Union County Senior Center Survey</p>	Survey results were shared in the Board packet.
<p>YMCA Update</p> <p>Committee Chair Executive Director</p>	<p>Holly Kyle, Susie Weller, and Tiffany Snook met with Sue Auman, Angela Haines, and Colin Benfield at YMCA/The Miller Center to see what options there are regarding hosting a senior center. Possible options:</p> <ul style="list-style-type: none"> • 1 day/week rented room with activities and information on Y classes. • Congregate meals would be provided. • Guest passes would be provided. • There would be interest surveys so that attendees can voice their opinions on what activities they want.

NOMINATING COMMITTEE REPORT

<p>Approval of Board Candidate</p> <p>Executive Director</p>	<p>The application of Bette Scott was given to the Board for consideration.</p>
<p style="text-align: right;">MOTION</p>	<p>to approve the Nominating Committee recommendation as presented.</p> <ul style="list-style-type: none"> ▪ Moved by: Stacy Richards ▪ Seconded by: Sue Jamison ▪ Vote: All in favor
<p>Reappointment of Current Board Members</p> <p>Executive Director</p>	<p>Ryan McNally, Leslie Osgood, Jim Richmond, and Sue Jamison (until her retirement) agreed to continue their terms.</p>
<p style="text-align: right;">MOTION</p>	<p>to approve the Nominating Committee recommendation as presented.</p> <ul style="list-style-type: none"> ▪ Moved by: Adam Ewig ▪ Seconded by: Susan Jordan ▪ Vote: All in favor

OLD BUSINESS

<p>Resolutions: Signing Authority Documents</p>	<ul style="list-style-type: none"> ○ Resolution 1: Adds Susie Weller as ED in place of Holly Kyle to allow all accounts to be switched over to her name. Adds a second staff member, Kristy Dax, to sign checks in ED's absence. ○ Resolution 2: Allows for Tiffany Snook to apply for and sign for the Agency Bingo license and Small Game of Chance license.
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MOTION	<ul style="list-style-type: none"> ○ Resolution 3: Allows Susie Weller to submit and sign grant agreements; any Board official would be the second signature. <p>to approve the 3 resolutions as presented.</p> <ul style="list-style-type: none"> ▪ Moved by: Sharon Leon ▪ Seconded by: Stacy Richards ▪ Vote: All in favor
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<u>NEW BUSINESS</u>	
Staff Representation on CAA's Advisory Council	<p>Recommendation by Holly Kyle to approve Tiffany Snook as the Agency on Aging representative, due to her retirement, to serve on the Community Action Agency (CAA) Advisory Board, representing the low-income population in accordance with CSBG requirements. CAA requires Agency Board vote to approve this appointment.</p>
MOTION	<p>to approve Tiffany Snook as the Agency on Aging representative to the Community Action Agency Advisory Board.</p> <ul style="list-style-type: none"> ▪ Moved by: Ryan McNally ▪ Seconded by: Susan Jordan ▪ Vote: All in favor
26/27 Board Meeting Schedule	<p>Discussion was had regarding continuing to rotate meeting locations, or to make a motion to move holding all meetings at the Lewisburg Office.</p>
MOTION	<p>to approve the FY 2026-27 Board Meeting Schedule as presented with the modification of location change to reflect the Lewisburg office for all meetings.</p> <ul style="list-style-type: none"> ▪ Moved by: Susan Jordan ▪ Seconded by: Sharon Leon ▪ Vote: All in favor

<u>ADJOURNMENT</u>
<p>There being no additional matters to bring before the Board, the meeting ended with a Motion to adjourn at 4:51 p.m. by Ryan McNally, seconded by Sharon Leon, and unanimously carried.</p>
<u>NEXT MEETING</u>
<p>The August 19, 2026, meeting will be held at 3:00pm at the Agency's Lewisburg office at 116 N. 2nd Street, Lewisburg. Zoom will be an option for those Board members unable to attend in person.</p>

Minutes Prepared By: *Kristy Dax*

Date: /2026

Minutes Approved By: Secretary Signature: *Ryan McNally*

ACCRONYM KEY

BG:	Block grant	HDM:	Home Delivered Meals
BSSC:	Beaver Springs Senior Center	LSC:	Lewisburg Senior Center
CDBG:	Community Development Block Grant	PCARC:	Penns Creek Adult Resource Center
CSP:	Caregiver Support Program	PDA:	Pennsylvania Department of Aging
FGP:	Foster Grandparent Program	SSC:	Selinsgrove Senior Center
GCSP:	Grandparent Caregivers Support Program	Title XIX:	Title 19; grant for medical assistance programs
H&W:	Health & Wellness		