

March 26, 2025

Manhattan Senior Citizens Council, Inc.
PO Box 5
Manhattan, MT 59741

Dear Rocky Agency on Aging,

Please find the attached Letter of Intent for the FY 2026 Contract with Rocky Agency on Aging. The Manhattan Senior Center has had a bit of a rocky time since separating from the Bozeman Senior Center on July 1, 2022. The Senior Center was closed from Oct 1, 2023 to Jan 23, 2024 for Congregate meals and activities. This allowed the volunteers to maintain the Home Delivered meals and work on rewriting the Bylaws and to create a Board of Directors that purposed to work toward our vision to provide a comfortable place for socialization and meals that are delicious and nutritious so when seniors come to the Center, they feel welcomed, secure, and cared for. Since Jan 23, 2024, the Board of Directors has been making strides to implement policies and procedures towards best practices for the Senior Center. This has been incredibly successful, especially with our clients at the Senior Center. Our Home Delivered clients have increased significantly enough to require an additional route and this has allowed us to serve individuals in more remote locations near Manhattan. Our Congregate clients are enjoying the meals and friendship that they are developing, which is increasingly encouraging additional seniors to attend meals. We have seen so many new faces in recent months! The Senior Center began a Men's Coffee Hour which has been so successful that we have added a Women's Coffee Hour as well. The individuals that come may or may not eat meals with us, but we are increasing the numbers of individuals that are engaging in social activities. We have also begun an exercise class (SAIL) with instructors from the Gallatin County Health Department and again, this has been wildly successful.

The question begs to be asked, then what is the problem plaguing the Manhattan Senior Center? Unfortunately, the Manhattan Senior Center will be reducing its programing and closing its doors again for the Congregate Meal Program beginning April 1st. The Board is committed to maintaining the Home Delivered meals and social activities during this time in hopes of recruiting additional Board members, volunteers, and donations to reopen the Congregate Meal Program. Under the leadership of the Bozeman Senior Center, the Manhattan Senior Center was not responsible for many of the administrative tasks associated with the contracts and payroll that it now is undertaking. The senior volunteers had the ability to pass on the required information to Bozeman but now those responsibilities are more than these volunteers can and want to oversee. This requires our small senior center in Manhattan to employ a director. In the last 2 ½ years, the director has been a part time, much underpaid and mostly volunteer position who is not a senior. Unfortunately, the tasks required for the management of the Senior Center are more than a part-time job and the current mostly volunteer director can no longer work at the Senior Center. The Manhattan Senior Center is faced with not being able to hire a director at a livable wage in Gallatin County (nor anything close to that). Grant writing, fundraising, donation recruitment, etc. has not been enough to fund an ongoing salary.

To this end, the Manhattan Senior Center is appealing that our contract to be renewed at the requested level.

Thank you for your consideration,



Rosanne Kruse
Executive Director, Manhattan Senior Center

LETTER OF INTENT TO APPLY FOR CONTRACT

Under Title III of the Older Americans Act
Fiscal Year July 1, 2025 through June 30, 2026

Summary Sheet

Applicant Agency: Manhattan Senior Center

Mailing Address: PO Box 5

City, State, Zip: Manhattan, MT 59741

E-Mail: manhattanseniorcenter@gmail.com

Project Director: Barb Schneidenbach

Street Address: 102 E. Main St.

City, State, Zip: Manhattan, MT 59741

E-Mail: manhattanseniorcenter@gmail.com

Type of Organization:

☐ City ☐ County ☐ Private Non-Profit ☒ Other (specify): Public Non-Profit

Geographic area to be served: Gallatin County with focus on Manhattan, MT

List services to be provided:

Home Delivered Meals

Congregate Meals

Estimated # of unduplicated *persons*
to be served during project period for
each service type:
40

65

Estimated # of unduplicated *units* of
service during project period for each
listed service type:
2150

1750

Applicant agrees that the project described in this Letter of Intent will be operational July 1, 2025 through June 30, 2026 and certifies that to the best of my knowledge and belief, the information in this application is true and correct and the attached conditions will be complied with if the contract is awarded.

Larry Vanover

Type or print person authorized to sign

President

Title

Barb Schneidenbach

Type or print person authorized to sign

Treasurer

Title

Larry W Vanover

Signature

3/26/25

Date

Barb Schneidenbach

Signature

3/26/25

Date

LETTER OF INTENT TO APPLY FOR CONTRACT
Under Title III of the Older Americans Act
Fiscal Year July 1, 2025 through June 30, 2026

Project Description Sheet

(Please fill out a *Project Description Sheet* for each service provided.
Attach additional pages if necessary to complete the following questions.)

1. Service or Project name: **Home Delivered Meals**

2. Provide a description of how your program will spend the Title III funding.

The Manhattan Senior Center has operated for 51 years in its current location. During that time the Manhattan Senior Center has faithfully prepared and delivered meals for area seniors who wouldn't receive a meal otherwise. The Senior Center is currently delivering a hot meal 3 days a week, Tuesday through Thursday, with an average of 25 meals delivered each of those days. The Meal Program is on track to deliver meals to over 40 unduplicated individuals who will receive approximately 2150 meals for this fiscal year. This is an over 200 meal increase from last year. The Manhattan Senior Center is facing a rocky time with a difficulty of finding volunteers and lack of funding. The Senior Center is planning to be closed to Congregate Meals on April 1, 2025, but the Board of Directors is committed to maintain the Home Delivered Meal Program during that time. We are working diligently to recruit and train new Board Members and volunteers, creating policy and procedure to showcase best practices, as well as, re-branding the Senior Center to recruit younger older adults.

Our Home Delivered Meal Program is thriving and providing meals, social contact, and various educational worksheets and mentally stimulating activities to homebound individuals over the age of 60 who are no longer able to prepare meals on their own or are unable to leave their homes due to health issues or concerns. Meals are delivered by dedicated volunteer drivers Tuesday-Thursday at no expense to the Senior Center. Volunteers provide their own vehicles and gas to make Meals on Wheels successful. We have added an additional route to serve our home delivered meals Tuesday-Thursday.

3. Statement of how your project will coordinate services with other community programs. (Include a description of referral systems.)

The following list reflects resources and sources of referrals for the Manhattan Senior Center demonstrating the collaborative and reciprocal working relationships established in the local community. Many of these agencies work with older adults and refer clients to us for health and wellness, educational, programs or home delivered meals. In turn we rely on these organizations as resources to refer our seniors to when their expertise is required.

Town of Manhattan
Manhattan Chamber of Commerce
Manhattan Bank
Manhattan Public Schools
Bozeman Deaconess Hospital
Manhattan Community Library
Area IV Agency on Aging
HRDC
Gallatin County Health Department
Gallatin Valley Food Bank
Headwaters Food Bank
American Legion Post 87
Ladies Auxiliary Post 87
Parkhaven Retirement & Assisted Living Community
Churchill Retirement Home

Gallatin Conservation District
L&F Market
Bozeman Daily Chronicle
Belgrade News
Local 4H Clubs and Girl Scout Troops
FCCLA club
Montana Red Cross

4. Statement of how your project will fulfill the mission of the Older Americans Act. (Include a description of criteria for selection of clients, outreach and targeting activities and how the project fulfills the objectives of the Older Americans Act.)

The mission of the Home Delivered Meal Program under the Older Americans Act is to provide nutritious meals to homebound individuals over the age of 60. We target individuals 60 and over living on limited incomes, living alone with limited family support and coping with multiple health issues.

Eligibility: The Home Delivered Meal Program is open to homebound individuals living throughout the greater Manhattan area. Individuals may call the Senior Center, fill out the necessary paperwork and have meals delivered to them as needed while they recuperate from surgery or recover from an extended illness.

This year the Home Delivered Meal Program has been expanded to include 2 routes for the Manhattan area.

Goals/objectives of the Home Delivered Meal Program:

To provide nutritious meals to older adults who are homebound because of health issues and lack of transportation.

To have someone check on homebound seniors each day to be sure they are O.K.

To provide a small amount of socialization each day.

To make these homebound seniors aware of other community services that may benefit them.

To keep vulnerable older adults out of the adjusted living and nursing homes as long as safely possible.

To reduce the incidence of malnutrition in older adults.

To especially target the vulnerable elderly; those on low-income, with little family support, living alone, and with multiple health concerns.

To provide meals to individuals in more rural areas who have no access to transportation or resources.

To keep the suggested donation as affordable as possible.

5. If extra funding was available, what would you do to increase services and how would you plan to spend the money?

If extra funding was available, we would be able to increase the compensation the Senior Center's Director. Currently, the Director position is only halftime funded and the individual continues to volunteer the remaining time needed. Our goal is to set up the Manhattan Senior Center to maintain services for the long term. The volunteers at the Manhattan Senior Center have been working diligently to clean, restore, and re-organize the space and business practices at the Senior Center. The Senior Center's many upgrades have allowed it to be ready for future programs and activities. Towards that goal the Senior Center is in need to fully compensate a director. The Senior Center's Director continues to organize prepping of meals, ordering raw food, overseeing the food stocking, organizing volunteers for congregate meals and home delivery, grant and contract writing, reporting, and fundraising, coordinating with local, county, and state groups, and overall problem solving. The Director is also essential building the relationship with the community to keep the Center running smoothly.

The Older Americans Act requirements state that aging providers are supposed to "target resources from all appropriate sources to meet the needs of older persons with the greatest economic or social need, with particular attention to low income, low income minority, those residing in rural areas, and elders who are disabled and frail. Providers are also required to ensure access to service based on certain economic, demographic and geographic factors."

6. Please provide letters of support from other local community-based and/or institutional programs, agencies or organizations involved with older adults.
7. List wage range of all employees funded in full or in part by this contract: \$ 17 to \$ _____.
8. Is this project covered by liability insurance? Yes How much? \$2 Million Aggregate
8. How many years has this project received Title III funds: 43 with Bozeman & 3 in Manhattan
10. Please provide a **detailed** estimated budget for this Title III service for the fiscal year 2025-2026 as follows (list appropriate estimated resources):

PLEASE FILL IN THE FORM BELOW, YOU MAY SUBMIT ADDITIONAL SUPPORTING DOCUMENTATION IF NECESSARY.
(Your expenses should equal your resources)

Expenses:

Personnel and fringe:	<u>26,000</u>
Supplies:	<u>3,640</u>
Raw food/meals:	<u>10,920</u>
Commodities:	<u>884</u>
Communications:	<u>0</u>
Utilities:	<u>1,196</u>
Repairs/maintenance:	<u>520</u>
Travel/training:	<u>364</u>
Building space:	<u>1560</u>
Insurance:	<u>676</u>
Equipment:	<u>1040</u>
Contracted services:	_____
Audit:	_____
Other:	<u>1300</u>
TOTAL:	\$ <u>48,100</u>

Resources:

Area IV Funds:	<u>21,000</u>
Project income:	<u>10920</u>
Other Resources:	<u>9987</u>
Cash in Lieu:	<u>1430</u>
Commodities:	<u>884</u>
Match:	<u>4078</u>
Other:	_____
Other:	_____
TOTAL:	\$ <u>48,100</u>

Application deadline - The electronic application and 2 copies must be received by Rocky before 4 p.m. Friday, March 28, 2025. Applications received after this deadline date will not be considered for funding.

The contractor presentations will be on Zoom again this year.

The date of the Area IV Board Meeting is May 15, 2025 at 9:00am.

LETTER OF INTENT TO APPLY FOR CONTRACT

Under Title III of the Older Americans Act
Fiscal Year July 1, 2025 through June 30, 2026

Project Description Sheet

(Please fill out a *Project Description Sheet* for each service provided.
Attach additional pages if necessary to complete the following questions.)

1. Service or Project name: **Congregate Meals**

2. Provide a description of how your program will spend the Title III funding.

The Manhattan Senior Center Congregate Meal Program has had a much better year. The Senior Center re-opened on Jan. 23, 2024 and has slowly has built a consistent group coming in for Congregate meals. The Senior Center has a new Board, updated Bylaws, and is slowly creating policy and procedures for best practices at the Senior Center. We now have a Board of Directors that support our vision which is to provide a comfortable place for socialization and meals that are delicious and nutritious so when seniors come to the Center, they feel welcomed, secure, and cared for. Since re-opening, the Congregate Meal Program is the foundation for all of our Senior Center programs, services, and activities. Congregate meals are prepared and served 3 days a week at the Manhattan Senior Center, thus making nutrition and healthy living an integral part of the foundation for program and service assessments. Activities are scheduled with the idea that seniors will include a nutritious meal before their participation in programs. The Manhattan Senior Center has a growing congregare meal program with over 65 unduplicated individuals where we are on track to serve 1750 meals. Our seniors were excited to come back to the Center and our numbers are climbing. Unfortunately, the current funding level is not sufficient to maintain administrative employees in Gallatin County. The work load is too high for the part time Director position. We are requesting an increase in funding in hopes to hire a new director.

3. Statement of how your project will coordinate services with other community programs. (Include a description of referral systems.)

The following list reflects resources and sources of referrals for the Manhattan Senior Center demonstrating the collaborative and reciprocal working relationships established in the local community. Many of these agencies work with older adults and refer clients to us for health and wellness, educational, programs or home delivered meals. In turn we rely on these organizations as resources to refer our seniors to when their expertise is required.

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American Legion Post 87
Ladies Auxillary Post 87
Parkhaven Retirement & Assisted Living Community
Churchill Retirement Home

Gallatin Conservation District
L&F Market
Bozeman Daily Chronicle
Belgrade News
Local 4H Clubs and Girl Scout Troops
Montana Red Cross

4. Statement of how your project will fulfill the mission of the Older Americans Act. (Include a description of criteria for selection of clients, outreach and targeting activities and how the project fulfills the objectives of the Older Americans Act.)

The goal of the Manhattan Senior Center is to keep older citizens independent and in their homes, as long as safely possible, provide nutritious meals and offer opportunities for social interaction. The work that the volunteers have been doing to update our space and business practices will allow the Manhattan Senior Center to reach those goals. In the greater Manhattan area, 26% of the population is aged 60 and above. These updates position the Senior Center to better reach these individuals and provide needed services.

Eligibility: Our nutrition program is available to all seniors 60 and over with a focus targeting those over 75, the low income, the frail and lonely and depressed individual trying to remain independent in their home. Seniors are invited to come to the Center for a nutritious meal and social interaction with other seniors. Meals served at the Center in addition to human contact and social activity go a long way in improving a senior's quality of life. Our goal is to keep all our programs and services as affordable as possible since many of our clients are living at or below poverty level. No one is turned away for an inability to pay.

With the use of brochures, newsletters, radio, social media, and focused networking with other organizations with a similar goal, we work to keep the community informed about the Nutritional Program for the Manhattan senior community, surrounding rural areas and Gallatin County. Monthly menus are published in the local newspapers along with current activities offered at the Center.

5. If extra funding was available, what would you do to increase services and how would you plan to spend the money?

If extra funding was available, we would be able to increase the compensation the Senior Center's Director. Currently, the Director position is only halftime funded and the individual continues to volunteer the remaining time needed. Our goal is to set up the Manhattan Senior Center to maintain services for the long term. The volunteers at the Manhattan Senior Center have been working diligently to clean, restore, and re-organize the space and business practices at the Senior Center. The Senior Center's many upgrades have allowed it to be ready for future programs and activities. Towards that goal the Senior Center is in need to fully compensate a director. The Senior Center's Director continues to organize prepping of meals, ordering raw food, overseeing the food stocking, organizing volunteers for congregate meals and home delivery, grant and contract writing, reporting, and fundraising, coordinating with local, county, and state groups, and overall problem solving. The Director is also essential building the relationship with the community to keep the Center running smoothly.

The Older Americans Act requirements state that aging providers are supposed to "target resources from all appropriate sources to meet the needs of older persons with the greatest economic or social need, with particular attention to low income, low income minority, those residing in rural areas, and elders who are disabled and frail. Providers are also required to ensure access to service based on certain economic, demographic and geographic factors."

6. Please provide letters of support from other local community-based and/or institutional programs, agencies or organizations involved with older adults.
7. List wage range of all employees funded in full or in part by this contract: \$ 17 to \$ _____.
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10. Please provide a **detailed** estimated budget for this Title III service for the fiscal year 2025-2026 as follows (list appropriate estimated resources):

PLEASE FILL IN THE FORM BELOW, YOU MAY SUBMIT ADDITIONAL SUPPORTING DOCUMENTATION IF NECESSARY.
(Your expenses should equal your resources)

Expenses:

Personnel and fringe:	<u>24,000</u>
Supplies:	<u>3,360</u>
Raw food/meals:	<u>10,080</u>
Commodities:	<u>816</u>
Communications:	<u>0</u>
Utilities:	<u>1,104</u>
Repairs/maintenance:	<u>480</u>
Travel/training:	<u>336</u>
Building space:	<u>1,440</u>
Insurance:	<u>624</u>
Equipment:	<u>960</u>
Contracted services:	<u>0</u>
Audit:	<u> </u>
Other:	<u>1,200</u>
TOTAL:	\$ <u>44,400</u>

Resources:

Area IV Funds:	<u>19,000</u>
Project income:	<u>10,080</u>
Other Resources:	<u>9,219</u>
Cash in Lieu:	<u>1,320</u>
Commodities:	<u>816</u>
Match:	<u>3,765</u>
Other:	<u> </u>
Other:	<u> </u>
TOTAL:	\$ <u>44,400</u>

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The contractor presentations will be on Zoom again this year.

The date of the Area IV Board Meeting is May 15, 2025 at 9:00am.

March 26, 2025

Dear Mr. Marks,

My son and I have been involved with the Manhattan Senior Center Meals on Wheels deliveries since 2020. This program is extremely important in serving the nutritional and social needs of the elderly in the small community of Manhattan, Montana. Our community has a substantial number of individuals who due to being aged or disabled rarely leave their homes. The Meals on Wheels program provides for their nutritional health, and social well-being along with being checked upon by caring individuals who can provide support from their community.

Please continue the funding for the Manhattan Senior Center and the Meals on Wheels program due to the significant importance it provides to the elderly within our small community. If funding could be increased that would make it possible to serve even more people in need. A decrease in funding will jeopardize the health and well-being of the elderly within this community as the needs of our elderly population are only increasing.

Thank you for your time and attention to this important matter.

Sincerely,

Vicki Henry
Manhattan, MT

March 21, 2025

Jim Marks

RE: Manhattan Senior Center

Manhattan, MT 59741

Dear Jim Marks:

I am writing this letter to express my support for the Senior Center and meal program in Manhattan, MT. This is a community-based resource program for both our aging population in town as well as our youth to foster a close-knit community. This a great venue for our elderly population to get out and see their friends and also provides them with some excellent and well-priced meals. Our senior center program also invites our community to enjoy lunch with their friends and relatives at the senior center. This service is carried out by dedicated community volunteers and is immensely popular. Those that are unable to travel out on their own to receive a healthy meal due to weather, physical condition or other situations on a consistent basis are taken meals by volunteers.

The Senior Center and meals program benefits our community in innumerable ways and serves as a valuable resource for us all. I believe that being surrounded by great people over a delicious nutritious meal is invaluable to our residents. The Senior Center is a source of camaraderie and fellowship for members and all who attend their functions. Most of the members are long-time residents that over the years have shaped, influenced, and built this wonderful community of Manhattan. I feel it would be a great disservice to not return the favor to serve them now.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Traig Howells', followed by a long horizontal line extending to the right.

Traig Howells, Mayor

Town of Manhattan

Manhattan, MT 59741



March 19, 2025

Jim Marks
Area IV Agency on Aging
Po Box 721
Helena, MT 5624

Dear Jim,

I took the time to write this letter to express my support for the senior center meal program in Manhattan MT. This is an amazing resource for both our aging population in town as well as the community at large. What a great place to bring both the old and the young of a community together; the two most special and important segments of any society. Not only is this a great opportunity for elderly folks to get out and see their friends, but it also provides them with some excellent and well-priced meals. In today's economy having affordable meals for those on a fixed income is incredibly important. Moreover those not so ambulatory have their meals delivered directly to their door. This service carried out by dedicated community members is immensely popular. Those that are unable to travel out on their own to receive a healthy meal due to weather, physical condition or other situations on a consistent basis are taken meals by volunteers. Without funding this program may not continue and will eventually shut down which is tragic.

The meal program benefits the Town in many innumerable ways and serves as a valuable resource for our community. I personally attend some of the meals and the quality of the food, the fellowship and social interaction is immeasurable and unrivaled eating at any other restaurant in town. I believe that being surrounded by a bunch of great people over a meal really makes my day. I know it does the same for all the other folks associated with this program. Most of the members are long-time residents that over the years have shaped, influenced, and built this wonderful community of Manhattan. I feel it would be a grave disservice to not return the favor to serve them now that they have grown older. Please consider helping to continue to fund this important program.

Sincerely,

Jeff McAllister
Town of Manhattan
Public Works Director

Hi Jim,

My name is Larry Vanover. I am one of the board of directors at the Manhattan, Montana Senior Center. I know you have expressed interest and even concern about our Senior Center. After Barb Schneidenbach talked with you on the phone she wrote: "I talked with Jim Marks this morning and he is truly concerned with helping us, how cool is that?"

Thank you for the work you do and your interest in Manhattan Senior Center.

You know that we need to cut our services back to Meals on Wheels only. There are many reasons. One is keeping the many volunteer positions filled, 'though we have many good, dedicated volunteers. Another is that we are serving so few seniors even though Manhattan has the largest percentage of seniors of any town in the Gallatin valley. Also, our executive director has been trying to juggle so many details to keep it all going that for her own sanity and health she will be stepping down. Like everyone else, we struggle with funding to keep good, paid staff and put the food on the table. Also, we need to attract some additional people to serve on the board of directors. We need people from different walks of life who are able to think outside of the box with a vision for the future.

I know a prosperous Senior Center here is possible. At a recent member meeting we had around thirty people show up and many were volunteers. Many expressed a desire to help. One said he could write grants, another who comes to our men's Monday coffee time at the Center lives in an area where there are many well-to-do people, and he is willing to talk with them about fundraising when the time is right. Also, the Vice President of our board of directors, Steve Hughes, has spent much of his life working with nonprofit organizations. He has and is able to help us immensely.

I was so pleased to hear from Barb that Tessa from your office has already contacted her about menu planning and that you, Heather, and Tessa want to come in April and meet with our board. There is tremendous potential in Manhattan for a prosperous Senior Center.

Isolation and loneliness are epidemic across the world and seniors are among the neediest. I have been in the homes of some of our seniors and MOW people, there are situations that would bring tears to your eyes. We cannot let our Senior Center stay closed.

I'm looking forward to your input as we anticipate what might lie ahead.

Sincerely,

Larry Vanover



A RESOURCE FOR HEALTHY LIVING FROM THE
GALLATIN CITY-COUNTY HEALTH DEPARTMENT

HEALTHY GALLATIN | 1000 W. Mendenhall, Bozeman, MT 59715
GALLATIN CITY-COUNTY HEALTH DEPARTMENT | 404 W. 11th St., Bozeman, MT 59715
HEALTHY GALLATIN | 1000 W. Mendenhall, Bozeman, MT 59715

healthygallatin.org

Cherie Murbach, PT, DPT, MPH
Health Promotion Specialist
Gallatin City-County Health Department
March 18, 2024

To whom it may concern,

I am writing to express my enthusiastic support for the Manhattan Senior Center, which plays a vital role in meeting the needs of older adults in the Manhattan community and beyond. As a Health Promotion Specialist within the Chronic Condition Prevention Program at the Gallatin City-County Health Department, I have seen firsthand the positive impact the Manhattan Senior Center has on the health and wellbeing within their community.

The Manhattan Senior Center not only offers nutritious meals to community members, but also a wide range of services, programs, and classes that promote both physical health and social connection. I have had the privilege of collaborating with the Senior Center by participating in hypertension prevention classes, arthritis management classes, and fall prevention programs. These initiatives not only improve participants' physical health but also address the critical issue of social isolation and loneliness among older adults.

I wholeheartedly commend the Manhattan Senior Center team for their ongoing dedication and commitment to serving the community, and I am proud to offer my full support for their efforts. I look forward to continuing our partnership and working together to improve the health and wellbeing of older adults within Gallatin County.

Sincerely,

Cherie Murbach, PT, DPT, MPH
Health Promotion Specialist
Gallatin City-County Health Department

215 W. MENDENHALL, BOZEMAN MT 59715

