

KOOTENAI SENIOR CITIZENS BOARD MEETING

January 9, 2012

A regular meeting of the Kootenai Senior Citizens Inc. board was called to order by President Ron Higgins at 1:10 p.m. on January 9, 2012. The following board members were present: Ron Higgins, President; Larry Cummings, Vice President; Warren Robbe, Treasurer; Nancy Trotter Higgins, Secretary; George Graczik and Ray Bucci, Board Members. A quorum was established.

A motion was made by Ray Bucci and seconded by George Graczik to approve the minutes of the December meeting as presented. Unanimous.

Warren presented the Treasurer's report showing balances of \$321.85 in the rental account, \$8,359.53 in the checking account and \$20,702.59 in the savings account. The final payment for the loan was made in the amount of \$16,815.94 out of the savings account but it hasn't cleared yet. The balance of the loan with First Montana Bank is \$61,989.00. He paid \$500.00 on the insurance bill of \$4,972.00. He also paid \$1,074.00 to Polson for contract services. There was no new information on the Medicaid reimbursements. Ron delivered the claim for half the taxes, \$7,500.00, and half the transportation taxes, \$1,700.00, to the Clerk and Recorder. The claim should be processed next week. A motion was made by George Graczik and seconded by Larry Cummings to approve the treasurer's report as presented. Unanimous. Expenditures and revenues were discussed. Warren will pay the remainder of the insurance bill if he has the funds.

Nancy reported that the center's website is back up and running.

Ron contacted the insurance company to see if the sale of the lot and mobile home will make a difference in our insurance costs. It will only be reduced by approximately \$119.00 per year.

Larry put together a job application and job descriptions for the apartment manager, maintenance/custodial and cook positions. Ron asked Bill Bischoff, Human Resources Director for Lincoln County, whether we have to advertise for these positions and the answer was that we didn't have to advertise. There were two people interested in the custodial position but only one filled out an application. A motion was made by George Graczik and seconded by Ray Bucci to offer the custodial position to Shawn Cummings at \$7.65 per hour, 40 hours per month. Unanimous with Larry Cummings abstaining from voting. Board members agreed that Larry will be the point of contact for the custodian. Mike agreed to help with the transition to the new custodian. There will be some maintenance included with the custodial position such as small repairs and salting the sidewalks.

Ray agreed to be the volunteer apartment manager until the board makes a final decision on whether to hire someone to do the job. He proposed that the board create a policy for building usage and costs associated with using the facility. The board also needs to develop a policy for removal of property from empty apartments. Currently there is one apartment available. The center should consider purchasing a carpet shampooer for the rentals. Board members discussed the proposal from Darlene Smith to manage the apartments. This was tabled until the next meeting. Board members discussed pro-rating expenses between the apartments and the center in order to determine if there are any funds available to pay for an apartment manager. Since Ron is familiar with the HOME grant requirements, he and Nancy will work on a job description for the apartment manager position.

Mike has agreed to continue cooking two days a week but would like for the board to find someone to cook the other three days a week. Nancy and Ron will print up and post a notice requesting anyone interested to contact the board.

The annual meeting is scheduled for January 19, 2012 at 5:30 p.m. Larry, Warren and George have agreed to run for their respective positions. Nancy will print up the ballots for the vote. Larry will post a notice of the annual meeting at the center.

Ray reported on the transportation service. The new officers are Earl Messick, President, Ray Bucci, Vice President, Pam Rhodes, Secretary, and Kate Huntsberger, board member. Nancy Todd does the books for the transportation service.

Board members discussed possible ways of funding some of the new positions. Nancy will ask Commissioner Berget about the program he used for placing people in temporary positions. Warren wondered if the grandparent program could be used for this.

With no further business, the meeting adjourned at 2:50 p.m.