

KOOTENAI SENIOR CITIZENS, INC.  
Board Meeting  
June 10, 2021

The regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:14 p.m. on June 10, 2021. Present were Ron Higgins, President, Bonnie Larson, Vice President, Nancy Trotter Higgins, Treasurer, and Denise Whedon, Trustee. Absent were Peggy Smith and Craig Carton. A quorum was established.

Makayla Osterberg asked the board to consider partnering with the family of Mike DeLeo to do a dedication plaque or rename the building. She would like something large enough for all to see when they arrive at the center. She showed the board a picture of a memorial plaque at the school that was done by the metal company at the three mile marker on highway 2. Ron asked whether she would like to include Warren Robbe on the plaque and she said that she had considered doing that also. She believes that the family will donate some of the funds and doesn't intend for the board to cover all the expenses.

George Graczik entered the meeting at 1:23 p.m.

Bonnie Larson made a motion to start the process of looking into a plaque to commemorate Mike DeLeo and Warren Robbe. Denise Whedon seconded the motion. The committee will consist of Makayla Osterberg, Jennifer (Becky's daughter) and Bonnie Larson. Bonnie will report back progress to the board. Makayla left the board meeting.

Bonnie Larson commented that the original group that met to plan the new senior center consisted of Warren Robbe, Paul Rumelhart, Dan Larson, Mike DeLeo and Ron Higgins.

The minutes of the May 13<sup>th</sup> meeting were presented. A motion was made by George Graczik and seconded by Denise Whedon to approve the minutes as amended. Unanimous.

The treasurer's report was distributed. Revenues and expenditures were discussed along with number of total meals served in May. A donation of \$9,399 was given to the center by the Libby Asbestos Medical Program. Bank balances were \$326.86 checking, \$34,905.73 rental and \$42,653.63 savings. A motion was made by Bonnie Larson and seconded by George Graczik to approve the treasurer's report as presented. The board would like to send a thank you note for the donation.

Darla Winn and Kat Taylor joined the meeting. Darla stated that not many people are coming in to eat, only about 3 to 5 in house meals per day. They are not using many volunteers because so few people are eating in house. They get lots of questions about when we will serve buffet style and Thursday night dinners. They are still interested in buying an ice cream machine, getting a mixer stand and blinds/screens for the kitchen windows.

Kat discussed wages. The kitchen assistant/dishwasher makes \$9.00 per hour and works 9:30 to 1:30, 5 days a week. The head cook works 7:00 to 1:30. The assistant cook/baker works 7:30 to 1:30. Kat stated that in a regular 22 working day month that amounts to \$8.77 per hour.

Darla reported that food donations are down. She will be taking July 5, 6, and 7 off. Kat is scheduled to take off June 14 and 15 and a few days at the end of July. Due to the lack of a custodian, Darla cleaned the kitchen bathroom, under the kitchen mats and has been doing the laundry. She wondered whether she should be cleaning the common area bathrooms. Darla thanked all the board members who had been volunteering at the center. Darla and Kat left the meeting.

Denise Whedon stated that it was a pleasure to work with Darla, Kat and Dulcie. They work well as a team.

Denise suggested that there was a local property management company that might be able to help with our custodial and rental management issues.

The job description for the site manager/custodian/maintenance position was discussed. A motion was made by George Graczik and seconded by Denise Whedon to remove the site manager duties from the position and post the job with job service as soon as possible. Unanimous.

Board members decided to make up a list of companies that are used for services so that staff and/or board members will know who to call when needed. They also discussed which holidays we should be open or closed. George stated that we should get a list from Darla and decide at the next board meeting. Ron stated that we need to wait on wage discussions until we adjust the job descriptions.

With no further business, a motion was made by George Graczik and seconded by Bonnie Larson to adjourn. Unanimous. The meeting was adjourned at 2:40 p.m.