

KOOTENAI SENIOR CITIZENS, INC.

Board Meeting

June 15, 2023

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:01 p.m. on June 15, 2023. Present were Bonnie Larson, President, George Graczik, Vice President, Nancy Trotter Higgins, Treasurer, Denise Whedon, Ernie Anderson, and Diane Cotcher, Trustees. A quorum was established. Secretary Craig Carton was unable to attend.

Rocky Bothman representing CHS Propane met with the board to discuss propane service options. They have a local office open from 8 a.m. to 4 p.m. five days a week. The regulator would need to be changed for parts cost. Ten cents off on the first fill. A 1000 gallon tank costs \$315 per year to lease. First year lease is free. Board members thanked Rocky for attending the meeting.

Minutes of the May 11, 2023 meeting were distributed and reviewed. A motion was made by Ernie Anderson and seconded by Diane Cotcher to approve the minutes as presented. Unanimous.

The treasurer's report was distributed. Expenditures and revenues were reviewed. A motion was made by George Graczik and seconded by Diane Cotcher to approve the report as presented. Unanimous. Bank balances were reviewed and discussed. Denise Whedon requested that the bank balances not be included on the agenda. A motion was made by George Graczik and seconded by Denise Whedon to remove the bank balances from the meeting and secure the bank statements. Unanimous. Nancy included copies of the job descriptions in the board packet. Diane mentioned that an effective date on the descriptions would be helpful.

Darla gave the Site Manager's report. She would like to know how many chairs that we need to keep. Nancy has the occupancy formula and will get together with Darla and Ernie to decide what we need to keep and bring it back to the board. There was a question about the quantity of food needed for feeding children for the \$3.00 charge. This would be an Area VI nutritional requirement question. One of the wheel chairs has a flat tire. Ernie volunteered to look at it. There is a leak in the dishwasher line. Darla called the plumber. The dishwasher is also making noise. She will call someone about this. When the power was off the exit sign did not come on. Bonnie will call Gene Rogers regarding this. The front door is still not working correctly. The air conditioning in 201 is not working. Darla called Columbia Mountain Mechanical. They said it was the motor fan and they would order the part and it should be in next week. Our average meals served is between 56 and 57. There were 62 today with 20 plus in house. We have received donations from Mary Ann and the VFW. The new cooler is really quiet. Irgangs took the old cooler and would also like the old ice machine. Darla has been working in the flower bed. The staff researched the issue of styrofoam causing cancer. Apparently it is very rare. Staff members thought that having one more paid person in the kitchen would be very helpful. Darlene, Denise and Lizann have been a big help.

Bonnie explained to staff members that the board is working on implementation of a time card system, job descriptions and the car issues with home deliveries.

Board members discussed old business. Nothing new on the personnel policy. Nancy is waiting on replacing the locks until the front door is fixed or replaced. The front door company was supposed to get in touch with Darla but that hasn't happened. We should call them again. Gene Rogers is

working on the kitchen lights. Ernie is handling the boiler inspection operator training. Bonnie will contact people regarding the building repairs.

Board members discussed the need to get more MAST forms updated. The possibility of an incentive was discussed.

The next meeting is scheduled for July 13th.

With no further business, a motion was made by George Graczik and seconded by Ernie Anderson to adjourn. Unanimous. The meeting was adjourned at 3:19 p.m.