

KOOTENAI SENIOR CITIZENS, INC.

Board Meeting

July 13, 2023

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:03 p.m. on July 13, 2023. Present were Bonnie Larson, President, George Graczik, Vice President, Craig Carton, Secretary, Nancy Trotter Higgins, Treasurer, Denise Whedon, Ernie Anderson, and Diane Cotcher, Trustees. A quorum was established.

Minutes of the June 15, 2023 meeting were distributed and reviewed. A motion was made by George Graczik and seconded by Denise Whedon 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 Ernie Anderson to approve the report as presented. Unanimous. Bank balances were reviewed and discussed. The claim form for the second half of the 2022 taxes has been submitted for payment.

Darla Winn, Kat Taylor and Dulcie Wallace entered the meeting. Darla gave the Site Manager's report. The pilot light has been going out on the grill. Darla will contact someone to look at it. All the lights are working in the kitchen except for one. The air conditioning in apartments 201 and 202 is working. Gene Rogers fixed the broken wire and is going to rewire the two breakers. We have received lots of donations of food items. The dishwasher dispenser isn't working correctly. Darla has called for repair. She is still planning on putting in some plants and ground cover on the front and side of the building. Darla was told that the walk-in cooler unit may be going out and might be undersized. Board members discussed costs for upgrading the lights in the building. If we decide to do any of this we need to be sure that we qualify for the energy rebates. Bonnie Larson will talk to Carson Brothers.

Board members discussed old business. Nancy and Ernie are looking at ways to use a .pdf file to create a new personnel policy. Nancy is waiting on replacing the locks until the front door is fixed or replaced. Bonnie thinks we should work with Clay at the City for door replacement and rebates. Bonnie talked to Spencer Smith regarding repairs to the outside of the building. Josh Moore is going to do the painting. Austin is the person to contact about the continuous gutters. Bonnie will talk to Gene for an estimate on the apartment thermostats. The boiler operator certificate class will be August 28-31 in Libby. A motion was made by Nancy Trotter Higgins and seconded by George Graczik to send Ernie Anderson to the class and pay the fee of \$850. Unanimous.

A motion was made by Ernie Anderson and seconded by George Graczik to approve reimbursing Nancy for the purchase of the portable air conditioning unit in the amount of \$639.99. Unanimous.

New business – Nancy asked whether we needed to reimburse Darla Winn for attending the head cook training in Polson but was told that Darla didn't attend the training.

Board members discussed the propane credits due from Amerigas for three years of payments for the tank that the center owns. A motion was made by George Graczik and seconded by Ernie Anderson to change propane companies to CHS and to include changing the regulator. Unanimous. Ernie will contact Rocky at CHS.

Board members decided to hold off on the job description updates temporarily.

Time card implementation was discussed. Staff will be asked to keep a record of their time until the next board meeting.

Bonnie brought up the idea of offering a soup and salad bar on Mondays since that is normally our slowest day. Ernie Anderson, Denise Whedon and George Graczik will meet with Darla regarding keeping track of staff time and the soup and salad bar idea.

Ernie Anderson and Bonnie Larson will contact Commissioner Jim Hammons to discuss the possibility of obtaining a vehicle to use for home deliveries.

The next meeting is scheduled for August 10th.

With no further business, a motion was made by George Graczik and seconded by Ernie Anderson to adjourn. Unanimous. The meeting was adjourned at 3:50 p.m.