

KOOTENAI SENIOR CITIZENS, INC.
Board Meeting
January 13, 2022

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:06 p.m. on January 13, 2022. Present were Bonnie Larson, President, George Graczik, Vice President, Nancy Trotter Higgins, Treasurer, Denise Whedon and Ernie Anderson, Trustees. Peggy Smith was absent. A quorum was established.

New board member Ernie Anderson was introduced.

Minutes from the December 9, 2021 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 reviewed. Expenditures and revenues were discussed. A motion was made by Denise Whedon and seconded by Ernie Anderson to approve the report as presented. Unanimous.

The Site Manager report was given by Darla Winn. The painting is done and a splash guard installed. The boiler has been fixed. The propane heater is still not working. She is still waiting for someone to come and check the ice maker. The kitchen inspection was performed by the county. There were no findings on the inspection. We are waiting for our grade and hoping for an A+. The cabinets were fixed and work very nicely. Darla has put out sand and ice melt on the parking lot and entrances. The county provided some of both. They also came by and sanded the parking lot. The leak over the window has gotten worse. The coffee machine leaked badly. It is owned by Food Services and was replaced by them. We have received multiple food donations. The plumber fixed the sink in apartment 202 and is going to come back and look at the leak in the kitchen and the valve on the dishwasher. Dulcie noticed some rust on the element and the bottom of the dishwasher.

Due to the cleaning cycle not functioning properly, the board asked Darla to get prices for replacing the ice machine. Bonnie is going to talk to a local contractor regarding doing repairs at the center as needed. They have already looked at the leak in the window and should be working on that soon. She will also look into fixing the rust on the dishwasher.

There was no new information on the Memorial Committee report.

Bonnie was asked whether Mike DeLeo still had property stored at the center. She will talk to the family about that and will ask them about the two payroll checks issued to Mike that are still outstanding.

Bonnie will follow up on getting the tree trimmed when the weather improves. She will contact Moore Painting to get an estimate on painting the remainder of the common areas in the center. She will also work on getting an estimate for fascia and gutter repairs with the possibility of installing leaf guards on the gutters.

The board vacancy was discussed. Denise would like to approach someone to fill the vacancy. She will report back to the board at the next meeting.

Board members discussed the rental application. Applicant meets the age and income limits. Darla will contact the applicant and get the paperwork signed. An inspection of the apartment will need to be done. Ernie and Bonnie expressed interest in following up on that.

Nancy reported that the minimum wage increased to \$9.20 per hour. The board instructed her to check our wages to determine whether we comply with the new regulations. If wages do not meet the minimum wage requirements she will adjust payroll accordingly.

The annual general meeting is supposed to be held the third Thursday of January. Due to Covid restrictions the board decided to do the meeting via mail. Nancy will put together a mailing with a letter, membership form, MAST form, ballot and a stamped, return envelope for all current members.

Bonnie reported receiving complaints about smoke in the building. Board members agreed that this facility is a non-smoking facility and we are required to address these concerns. A motion was made by George Graczik and seconded by Denise Whedon to update the lease with a clear no-smoking policy and send it out with a letter to all residents. Unanimous. Nancy will update the lease and prepare the letter for distribution.

The HOME grant rental recertification is due in March. Nancy volunteered to complete the paperwork and submit it. Inspections will need to be done on all the apartments.

George informed the board that Dulcie was having some problems with home delivery due to the snow berms. The board agreed that if there is no safe way to get to the door of the home then the staff needs to contact the person and ask them to have the snow cleared before deliveries are made.

The next meeting is scheduled for February 10th. With no further business, a motion was made by George Graczik and seconded by Denise Whedon to adjourn. Unanimous. The meeting was adjourned at 3:30 p.m.