

KOOTENAI SENIOR CITIZENS, INC.
Board Meeting
February 10, 2022

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:05 p.m. on February 10, 2022. Present were Bonnie Larson, President, George Graczik, Vice President, Nancy Trotter Higgins, Treasurer/Acting Secretary, Denise Whedon and Ernie Anderson, Trustees. A quorum was established.

Minutes from the January 13, 2022 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 George Graczik and seconded by Denise Whedon to approve the report as presented. Unanimous. Nancy researched the minimum wage change and adjusted wages accordingly. She has to update Quickbooks with new ownership since it was originally set up by Warren Robbe. Bonnie will need to sign documents as the President which Nancy will prepare. Nancy will need to submit a copy of identification for both she and Bonnie, Articles of Incorporation, By-Laws, board minutes and a letter of permission from the "owner" which would be the President of the board of directors. A motion was made by George Graczik and seconded by Ernie Anderson to approve the change in primary contact for Quickbooks from Warren Robbe to Nancy Trotter Higgins. Unanimous.

The Site Manager report was given by Darla Winn. The propane stove is working correctly. She researched ice machines and found one that seems to fit the board criteria. She asked whether there were any other bathroom keys as we only seem to have one set. She will look through the keys to see if there are others. The elevator was inspected. There should be some kind of cover over the overhead light but the inspector thought we should contact the local building inspector. The phone works when tested; however, dispatch doesn't receive information on the location of the elevator. Darla will discuss this with Megan at the dispatch office. The dishwasher rust was removed but it needs new elements. We are waiting to have the kitchen sink leak looked at when the repair person comes back to town. More food was donated by the Food Pantry. A knife sharpener was donated and works great. Residents in the apartments had questions about the updated lease. There were concerns about the use of utilities in moderation, a relative having a dog outside on the property, parking under the overhang while remaining in the car, having personal property in the lobby area, cleaning drapes and carpets yearly and emergency entry into the apartments. Darla reiterated to the residents that no one was questioning any of the items above. If they became a problem, they would be addressed. Darla wondered if there was any extra paint from the kitchen paint job that the staff could get in order to paint the work shelf in the middle of the kitchen. Bonnie will talk to the painter.

Spencer Smith repaired the fascia and the leak in the window. Bonnie asked if he would be willing to do repairs as needed on the center. He agreed to do this.

Darla reported receiving lots of questions about reopening the center. The board hoped that we might be able to open by summer but there are a lot of things to consider prior to reopening.

Board members discussed the ice machine. A motion was made by Ernie Anderson and seconded by Denise Whedon to purchase the ice machine through Food Services for approximately \$2,400.00. Unanimous.

There was no new information from the memorial committee. Bonnie will follow up on the tree trimming as the weather gets better. Josh gave a quote for painting the dining room, lobby and stairways at \$3,500.00. Bonnie will ask him if that includes the hallways upstairs also.

Board members instructed Nancy to put an ad in the Montanan regarding the vacant apartment.

The election results were reviewed and acknowledged by the board.

The COVID policy was read and discussed. A motion was made by Ernie Anderson and seconded by Denise Whedon to approve the COVID policy as updated. Unanimous. Nancy will retype it and give to Bonnie to distribute to the staff.

Bonnie and Ernie will do the apartment inspections in March. A letter needs to be written to notify the residents when the inspections are scheduled.

The next meeting is scheduled for March 17, 2022. With no further business, a motion was made by George Graczik and seconded by Denise Whedon to adjourn. Unanimous. The meeting was adjourned at 2:40 p.m.