

KOOTENAI SENIOR CITIZENS, INC.

Board Meeting

February 15, 2024

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:01 p.m. on February 15, 2024 by President Ernie Anderson. Present were Denise Whedon, Vice President, Nancy Trotter Higgins, Acting Secretary/Treasurer, George Graczik and Mark W. Burns, Trustees. President Ernie Anderson attended via conference call. A quorum was established.

A motion was made by Mark Burns and seconded by Denise Whedon to move the agenda item for board vacancies before approval of the minutes. Unanimous. Mark Burns introduced MaryAnn Gromley to board members. MaryAnn is very active in the community and is interested in filling the vacant trustee position. A motion was made by Nancy Trotter Higgins and seconded by Denise Whedon to appoint MaryAnn Gromley to the vacant trustee position. Unanimous.

Minutes of the January 18, 2024 meeting were distributed and reviewed. A motion was made by George Graczik and seconded by Mark Burns to approve the minutes as presented. Unanimous.

The treasurer's report was distributed. Expenditures and revenues were reviewed. A motion was made by Denise Whedon and seconded by Mark Burns to approve the report as presented. Unanimous. Bank balances were reviewed and discussed.

Darla Winn, Kat Taylor and Dulcie Wallace entered the meeting. Darla gave the Site Manager's report. Several people have contacted the center for medical supplies. Darla changed the light bulbs and the air freshener battery in the men's restroom. She will do that in the women's restroom also. She will get the air freshener replacements thru the Dollar Store. Darla spoke with Debbie Rogers regarding the pallet of supplies that was ordered for the center. There has been some confusion on this but it looks like we were looking at changing out the fluorescent light bulbs to LED bulbs and getting a rebate thru the electric company to help with the cost. Darla is waiting for a call back from Clay with the electric company. We need a new key for the pop machine. MaryAnn Gromley will check to see if they have a key that would work. We have a new sign for the center. It was made and installed by James Thill.

Board members discussed the mix up with the light bulbs that were ordered. A motion was made by Nancy Trotter Higgins and seconded by Denise Whedon to move forward with the lighting project and reimburse Gene Rogers for expenses already incurred. Unanimous. While the board was in session, Clay returned Darla's call and will email a copy of the lighting proposal to Ernie Anderson. Ernie will forward a copy to board members. Ernie will also call Gene Rogers to request that we move forward with the project. He will also ask Gene if he will work on the heater thermostat, the hallway light near the restrooms, a kitchen light and the entry lighting.

Nancy Higgins spoke with Oliver Andrews regarding the siding, fascia, cracks in the apartments and dining room and gutters. She will set up a meeting for Oliver to look at the issues and provide an estimate for repairs.

Board members discussed the new center sign. A motion was made by Nancy Trotter Higgins and seconded by Mark Burns to approve payment of \$350 for the building and installation of the sign. Unanimous.

The board vacancy and the needs survey will be placed on the next board meeting agenda.

Board members discussed striving to get written estimates on all projects for prior approval whenever possible.

HOME grant recertification is due by March 29<sup>th</sup>. Nancy will work on this and present it at the next meeting.

Apartment inspections need to be done yearly. Denise Whedon and Nancy Higgins will schedule them and give all renters 72 hours prior notification.

Due to changes in the board, paperwork to update signors on the bank account needs to be completed. A motion was made by Mark Burns and seconded by MaryAnn Gromley to update the paperwork with First Montana Bank to show Ernie Anderson, Denise Whedon, Nancy Trotter Higgins and Darla Winn as approved signors. Unanimous.

Ernie Anderson would like to get new thermostats for four of the apartments. Ernie will call to get an estimate for the thermostats and installation costs for the next board meeting.

Denise Whedon would like to have crafts, dominoes and card games at the center. She would like to start with one time per month maybe on the third Thursday of each month from noon until 2:00 p.m. She will put up flyers and put on Facebook.

The personnel policy will be distributed to the staff by Vice President Denise Whedon along with time card blanks. Staff members will need to sign that they have received a copy of the policy and sign a confidentiality agreement. Time cards will begin in March.

The next meeting is scheduled for March 14, 2024 at 1:00 p.m.

With no further business, a motion was made by George Graczik and seconded by Denise Whedon to adjourn. Unanimous. The meeting was adjourned at 2:35 p.m.