

KOOTENAI SENIOR CITIZENS, INC.

Board Meeting

March 14, 2024

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:03 p.m. on March 14, 2024 by Vice President Denise Whedon. Present were Denise Whedon, Vice President, Nancy Trotter Higgins, Acting Secretary/Treasurer, Mark W. Burns and MaryAnn Gromley, Trustees. A quorum was established.

Minutes of the February 15, 2024 meeting were distributed and reviewed. A motion was made by Mark Burns and seconded by MaryAnn Gromley to approve the minutes as presented. Unanimous.

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

Ernie Anderson entered the meeting via conference call at 1:28 p.m.

Building repairs were discussed. The board decided to hold off on the lighting repairs and the locks until Ernie Anderson is available. We still owe Chris DeSorcy for plumbing work. A motion was made by Mark Burns and seconded by MaryAnn Gromley to pay Chris DeSorcy what we owe him which is approximately \$100. Unanimous. MaryAnn Gromley will contact K T Plumbing in Bonners Ferry to see if they have a longer snake and would be willing to come and repair the leak in apartment 203. Nancy Higgins asked board members to take a look at the outside of the center and make a list of necessary repairs. She will contact Oliver Andrews to set up an appointment for an estimate. The board vacancy was discussed with no one interested in filling the vacancy. The needs survey is still on hold until Ernie Anderson is available to form a committee. George Graczik has asked that the committee include a question regarding how well clients like the food. The HOME grant recertification paperwork has been completed and submitted. Apartment inspections will be scheduled in April and completed by Denise Whedon and Nancy Higgins. The paperwork to update the bank signatures has been completed and submitted. The replacement of the apartment thermostats will be placed on next month's agenda. Denise Whedon discussed holding crafts and games at the center. She has purchased some small prizes. The first one will be held next Thursday from 12 p.m. to 3 p.m. She hopes to have one the third Thursday of every month.

Mark Burns presented a copy of the issues that staff members have with the Personnel Policy for board review.

Darla Winn, Kat Taylor and Dulcie Wallace entered the meeting. Darla gave the Site Manager's report. Turning Winds contacted Darla regarding the possibility of students doing community service at the center. The students would be covered under the school insurance. Board members felt that the students would need a supervisor from the school with them. Darla will follow up with the school regarding age of the students, number of students and the supervisor issue. The CARD Clinic would like to use the building for wellness checks on July 5, 2024. Board members discussed whether we could claim attendees with Area VI. Someone asked Darla about holding Zumba classes at the center. She will try to get more information about time and days. The boiler quit and Columbia Mountain Mechanical came and fixed it. They ordered a pressure valve and will replace it when it arrives. They also looked at the thermostat on the propane stove and thought they fixed it but it quit

working again. Kat received a call from a client who said the days and hours of operation on the website were wrong. Nancy will take a look at it. Dulcie will be out for at least 4 days, 3/21 thru 3/26. Nancy will do the home deliveries while she is out. Staff members asked about receiving tips. Board members will need to decide whether to change our policy of accepting donations but not tips. Darla spoke with Kent about a key to the pop machine.

Staff members presented their concerns with the Personnel Policy manual. Board members will need to review and discuss the changes needed to the manual. Ernie Anderson will appoint a committee to make recommendations for changes to the board.

The next meeting is scheduled for April 11, 2024 at 1:00 p.m.

With no further business, a motion was made by Mark Burns and seconded by MaryAnn Gromley to adjourn. Unanimous. The meeting was adjourned at 3:25 p.m.