

KOOTENAI SENIOR CITIZENS, INC.

Board Meeting

July 16, 2024

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:03 p.m. on July 16, 2024 by Vice President Denise Whedon. Present were Denise Whedon, Vice President, Nancy Trotter Higgins, Acting Secretary/Treasurer, Mark W. Burns, MaryAnn Gromley and Marsha Stindt, Trustees. A quorum was established. Ernie Anderson was unable to attend. Guest in attendance was Sandy Sullivan.

Board members discussed the current board vacancy. A motion was made by Nancy Trotter Higgins and seconded by MaryAnn Gromley to appoint Sandy Sullivan to the vacant Secretary position on the board. Unanimous. Nancy Higgins will continue to do the work of the Secretary until Sandy is more familiar with board policies and practices.

Minutes of the June 13, 2024 meeting were distributed and reviewed. A motion was made by Mark Burns and seconded by Marsha Stindt to approve the minutes as presented. Unanimous.

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

Darla Winn, Kat Taylor and Dulcie Wallace entered the meeting at 1:27 p.m. Darla gave the kitchen manager report. The pantry air conditioner needs to be cleaned or fixed. We need to do something about the screens. MaryAnn Gromley contacted Bonners Ferry Glass and Windows and asked if they would stop by when they are in Troy to look at the windows and give us an estimate. The freezer temperature is still between 28 and 30 degrees. They have tried to fix it but the part is still not in. Darla suggested that we might consider buying another freezer for the basement. We are still getting some great food donations. Nancy Higgins passed out copies of the most current job descriptions to the staff. They were all done in February, 2021 except for one that was changed in June, 2021.

Ernie Anderson is working on the keys, lighting issues and thermostats. Nancy Higgins is still trying to make contact with the contractor for outside work.

Denise Whedon gave an update on the games and crafts. She usually has between 4 and 6 but hopes for more people attending. MaryAnn Gromley is going to check on the whiteboard.

Mark Burns reported for the committee that was appointed to discuss meal prices and Grab N Go meals. A motion was made by MaryAnn Gromley and seconded by Mark Burns to increase meals prices starting on August 1, 2024 as follows: Over 60 suggested donation \$6.00, under 60 \$8.00, ages 13 to 18 \$6.00, ages 4 to 12 \$4.00, ages 0 to 3 \$2.00. Unanimous. We will put the new prices on the webpage, on the menus and provide them to MaryAnn Gromley to include in the food boxes.

The committee was also tasked with reviewing job descriptions, staff hours and staffing needs including a request for a raise. Mark Burns reported for the committee. A motion was made by Nancy Trotter Higgins and seconded by Marsha Stindt to approve changes to the job description for

Darla Winn to include Site Manager, Kitchen Manager, Head Cook and Custodian and to include “additional duties as assigned” in all other job descriptions. Unanimous.

Mark Burns presented a revision to the PTO policy. A motion was made by Nancy Trotter Higgins and seconded by Mark Burns to approve the PTO policy revision which states “Eligible employees are paid employees that are scheduled to work at least 1000 hours per year. A day of PTO pay is calculated by each employees’ average hours work per day. Each eligible employee will receive 10 paid days of PTO on January 1<sup>st</sup> of each year. PTO days can be carried over to the next year. All PTO days carried over must be used by April 1<sup>st</sup> or will be lost without pay. PTO day scheduling must be coordinated with the facilities manager to prevent overlapping problems. New employees will receive 10 PTO days on January 1<sup>st</sup> or completion of the 6 month probationary period whichever comes last.” Unanimous. Nancy will include the revision in the policy manual prior to printing copies for the staff.

Board members discussed a request from Darla Winn for a raise. A motion was made by Nancy Trotter Higgins and seconded by Marsha Stindt to approve a raise from \$12.74 to \$15.00 per hour for full-time employment at 8 hours per day retroactive to July 1, 2024. Unanimous. The committee will meet with Darla to discuss the raise and expectations for the management of the center.

Board members reviewed the current COVID policy. A motion was made by Mark Burns and seconded by MaryAnn Gromley to delete the COVID policy from the personnel policy manual and include a statement under the sick leave heading stating that the staff will follow the Safe Serve regulations and the Lincoln County Health Department guidelines for illnesses and are allowed to use PTO days for the stay at home days when sick. Unanimous. Nancy will update the personnel policy to reflect this change.

Board members agreed that the staff needs to sign that they have received the personnel policy manual. The policy acceptance form will be updated to reflect that they have received a copy of the policy but the section stating that they agree with the policy will be removed. Whether they agree with the policy or not the staff needs to sign that they received the manual and will be expected to follow the regulations in the manual.

The next meeting is scheduled for August 8, 2024 at 1:00 p.m.

With no further business, a motion was made by Nancy Trotter Higgins and seconded by Marsha Stindt to adjourn. Unanimous. The meeting was adjourned at 4:31 p.m.