

KOOTENAI SENIOR CITIZENS, INC.

Board Meeting

August 8, 2024

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:01 p.m. on August 8, 2024 by President Ernie Anderson. Present were Ernie Anderson, President, Denise Whedon, Vice President, Sandi Sullivan, Secretary, Nancy Trotter Higgins, Treasurer, Mark W. Burns, MaryAnn Gromley and Marsha Stindt, Trustees. A quorum was established.

Minutes of the July 16, 2024 meeting were distributed and reviewed. A motion was made by Denise Whedon 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 Mark Burns and seconded by Denise Whedon to approve the report as presented. Unanimous. Bank balances were reviewed and discussed.

A motion was made by MaryAnn Gromley and seconded by Marsha Stindt to move Old Business ahead of the Kitchen Manager's report. Unanimous.

The locks, keys, thermostats and electrical work are still on hold. The contractor is scheduled to meet with Ernie Anderson and Nancy Trotter Higgins today after this meeting. MaryAnn Gromley checked on having the window screens replaced at the cost of approximately \$65 per window. A motion was made by Mark Burns and seconded by Denise Whedon to approve the replacement of the window screens. Unanimous. MaryAnn will follow up on scheduling. Board members discussed protection for the propane pipe. MaryAnn Gromley volunteered to check into this.

Denise Whedon reported on the game days at the center. She had seven participants at the last one. She hasn't started offering crafts yet.

The freezer is up and running but it needs to be cleaned before refilling. Board members need to ask Darla whether anything was done with the pantry cooler.

Board members discussed the issue of payment to Glacier Wholesalers. A motion was made by MaryAnn Gromley and seconded by Sandi Sullivan to have Nancy apply for a credit card thru First Montana Bank. Unanimous.

The GMC Yukon has a recall notice on it and needs several repairs. A motion was made by Nancy Trotter Higgins and seconded by Mark Burns to have the necessary repairs and recall done on the GMC Yukon. Unanimous.

Nancy Trotter Higgins updated the job descriptions per instructions at the last board meeting and gave them to Ernie Anderson for distribution to the staff. She also updated the personnel policy manual and gave copies to Ernie for distribution to the staff.

The County Council meeting is scheduled for 1:30 p.m. on Monday, August 12<sup>th</sup>, in Eureka. Ernie Anderson will drive if anyone needs a ride.

The HOME grant audit is scheduled for August 15<sup>th</sup> at the center. Ernie Anderson and Nancy Trotter Higgins will be available to complete the audit.

The State elevator inspector came to inspect the elevator. We have an issue with the inspection. Ernie Anderson will contact Schindler and the inspector to see what we need to do.

Board members discussed having children in the building during meal preparation and meal service.

Darla Winn, Kat Taylor and Dulcie Wallace entered the meeting. Darla gave the kitchen manager report. The fire suppression system was inspected. Next year they will need to replace the chemicals and the estimate is about \$900. MaryAnn Gromley offered to check with other companies and what they charge. Someone volunteered to come and play the piano occasionally but he would like to put out a tip jar. Darla reported that we had an elevator violation because Schindler had not done the inspection. Mike with Schindler is going to call the inspector and get back to us. With the new cost of meals Dulcie needs to carry change for payment of home delivered meals. The staff set up a change bag with \$20 in it. This will be counted daily along with the daily meal receipts and included in the deposit. The freezer is up and running and working well. The meal count is up again with an average of 66 per day. Food donations are still being received. Several people are receiving meals for free. We can only tell them what the recommended donation for 60 and over is and have them fill out a MAST form. Darla is going to donate the books downstairs to the Friends of the Library. She stated that she is volunteering to do the watering of the flowers in the front of the building.

Ernie Anderson handed out the updated job descriptions and the updated personnel policy manual. He requested that staff members sign the form stating that they have received the policy.

The next meeting is scheduled for September 12, 2024 at 1:00 p.m.

With no further business, a motion was made by Marsha Stindt and seconded by Denise Whedon to adjourn. Unanimous. The meeting was adjourned at 2:41 p.m.