

KOOTENAI SENIOR CITIZENS, INC.

Board Meeting

September 18, 2023

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:03 p.m. on September 18, 2023. Present were Bonnie Larson, President, George Graczik, Vice President, Nancy Trotter Higgins, Treasurer, Denise Whedon and Ernie Anderson, Trustees. A quorum was established. Craig Carton was unable to attend.

Minutes of the August 10, 2023 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 distributed. Expenditures and revenues were reviewed. A motion was made by Ernie Anderson and seconded by Denise Whedon 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. Roxie Rubier asked if we wanted a bingo game. Board members were undecided. Darla asked whether we should try to get the floors waxed over the Thanksgiving weekend. She will call to see if it can be scheduled. Several of the renters are having problems with the front door lock. The latest information shows that COVID cases are on the rise. The issue of getting a No Parking sign for the parking lot was discussed. Board members thought that it wasn't necessary unless we continue to have problems. The dishwasher is leaking and the plumber is scheduled to come sometime this week. Darla will ask to see if anyone still wants the old ice machine. If not, we should dispose of it. The salad bar is being set up every Monday. The most people we have had use it was 6. Washer is noisy and will not take quarters. It costs \$100 to replace the coin counter. The bearing is no longer made. A new machine at Home Depot online was \$1,300. Darla provided updated time sheets for staff. Staff wages were questioned and discussed. The freezer has frozen up a couple of times. Donations continue to come in for a variety of items.

Ernie Anderson took the boiler certification class. It gives him the certification to take the boiler license test. A motion was made by Nancy Trotter Higgins and seconded by Denise Whedon to reimburse Ernie Anderson \$70 for the cost of the test. Unanimous.

The draft personnel policy was discussed. A motion was made by George Graczik and seconded by Denise Whedon to approve the personnel policy manual effective October 1, 2023. Unanimous. Nancy will sent out a final copy to all board members prior to October 1<sup>st</sup> to give board members a chance to make any changes prior to handing out staff copies.

With the front door repair completed, Nancy will contact the locksmith to get new locks and keys as needed.

Bonnie Larson will check with Rocky on the status of changing propane companies.

Time cards will be implemented after the personnel policy takes effect.

Bonnie Larson will contact Commissioner Jim Hammons regarding a home delivery vehicle.

Bonnie updated board members on the air conditioner condenser and the freezer compressor and condenser. The air conditioner for apartment 201 is going to cost \$6,104. The freezer unit new is \$21,324 or \$16,029 for one that was installed but never used. She negotiated a 5 year warranty on the less expensive unit.

Ernie Anderson will follow up with Milo Rodgers on a sign for the center.

We need to fill the board vacancy created by the resignation of Diane Cotcher.

The next meeting is scheduled for October 26<sup>th</sup>.

With no further business, a motion was made by George Graczik and seconded by Ernie Anderson to adjourn. Unanimous. The meeting was adjourned at 3:42 p.m.