

# Elko Senior Activity Programs

## Public Board Meeting Minutes

Monday August 17, 2020, at 2:00 pm Via Zoom Remote Online

<https://us02web.zoom.us/j/85187518885?pwd=bUo0WVVB5dGwwZWpSQmhmZXRlRnNndz09>

Meeting ID: 850 7745 8522

Passcode: 618991

Unless otherwise stated, items may be taken out of the order presented at the discretion of the chairperson

### I. Meeting Called to Order: 2:01 PM

#### a. Roll Call - Attendees:

**Board Members:** Jennifer Back - Chair, Monica Coscarat – Member, Jon Karr – Member/ County Commissioner, Katrinka Russell – Secretary, Cindy Hyslop – Vice Chair, and Kerry Aguirre – Treasurer

**Staff:** Victoria Torres, ESAP Director

**Guest:** Jaque Orr – Board Applicant

**b. Approval/acceptance of Minutes\*** from the July 27, 2020 Public Board Meeting. Motion to pass 'as written' by Cindy Hyslop and seconded by Katrinka Russell. Motion passed unanimously

### II. PUBLIC COMMENT – Jennifer Back opened the meeting to Public Comment.

*Q: What about the cameras for security?*

*A: Topic will be covered under old business.*

### III. REPORTS\*

#### a. Financial and Program Reports

- i. Bills Paid and Credit Card Transaction Reports – July 2020 – Presented by Victoria Torres. Kerry Aguirre motioned to approve the reports as presented, Cindy Hyslop seconded the motion and the motion passed unanimously.
- ii. Balance Sheet – As of July 31, 2020 and compared to the same period in last fiscal year: Presented by Jennifer Back
- iii. Profit & Loss Compared to Budget – July 2020 / FYTD: Presented by Jennifer Back

Kerry motioned to approve the Balance Sheet and P&L Reports as presented. Monica seconded the motion and the motion passed unanimously.

#### b. Program Report and Director's Report\*

##### i. Status of COVID-19 and Center Operations.

1. 1,458 meals were served as take-out meals (congregate) to qualifying adults during the month of July.
2. 1,751 meals were delivered to qualifying home-bound seniors during the month of July.
3. Victoria mentioned repairs to kitchen equipment, regarding the invoice from Lone Wolf. She also reported that she received the estimate to replace the condensing unit – Total \$6,570. Jennifer provided background information and short-term repairs until we approve our next operating budget.

#### IV. OLD BUSINESS

- a. Tim Hatch of Edward Jones provided a summary overview of investment options regarding how to distribute the cash rolled over from the Capital 360 account. Jon Karr supported recommendations because they were based on current needs, future repairs and other contingencies. This is a diverse approach designed to protect cash assets. As a Board, we will discuss current budget-year needs for capital purchases or repairs, and then decide how much to keep on hand short term and long term.
- b. Discuss quote received from State Fire for intrusion / security system: Jennifer Back, Board Chair shared the State Fire DC Specialties quote with participants for security system. She explained what the quote included/excluded. Said "It is very reasonable." Total \$5,438, plus a 24/7 monitoring service at the rate of \$45. Will be a capital improvement purchase. Kerry Aguirre motioned to approve the capital purchase to include a commitment to \$45 per month for monitoring. Cindy Hyslop seconded the motion and the motion passed unanimously.

#### V. NEW BUSINESS\*

- a. Board Member Application – Jacque Orr: Cindy Hyslop motioned to accept Ms. Orr's application, Kerry Aguirre seconded and the motion passed unanimously.
- b. Christmas Bazaar 2020 – Discuss whether we will hold or postpone the 2020 Christmas Bazaar. Victoria provided a summary supporting her recommendation to postpone this year's event and roll it to the same weekend in 2021. Monica Coscarat and Cindy Hyslop also expressed their own concerns regarding event success or volatility. Based on the current COVID levels in Elko County, comments and opinions of the remaining Board Members, Cindy Hyslop motioned to postpone the event to 2021. Monica Coscarat seconded the motion, and the motion passed unanimously.
- c. Review first draft of 2020/2021 operating budget
  - a. We reviewed the DRAFT line by line with explanations as to how we projected the new Fiscal Year estimates, to include issues which have some effect on **Income Accounts**:
    - i. Legislative changes which may affect our local economy
    - ii. New ownership in major industry and the impact that may have on grants and/or donations
    - iii. The decision to postpone the Christmas Bazaar
    - iv. How COVID has/will affect membership participation and volunteer service
    - v. Plans to continue or discontinue Bingo fundraiser and the Travel Club.
  - b. And the same discussion regarding **Expense Accounts**:
    - i. Capital purchases, major repairs, improvements
    - ii. Changes in maintenance to vehicles used for Meals On Wheels
    - iii. Utilities, cleaning supplies, program supplies and similar costs
    - iv. Dues, subscriptions, fees
    - v. Professional costs for accounting, landscaping and cleaning contracts
    - vi. Food costs (identified as 'raw food' on the budget)
  - c. Also included in the Expense Category: **Payroll Expense and Personnel Benefits**

- i. Victoria walked the Board of Directors through her proposed staffing model which included the same staffing positions as they are but also added a per-diem employee to fill in "on call" for vacation, sick and other days off so staff are able to use their PTO without leaving the kitchen, drivers or front office with a workload that puts their department behind. Victoria added an Executive Assistant to help the Program Coordinator, Kitchen Manager and Director wherever needed. The proposed budget = \$227,240 salaries plus PERS and Insurance benefits = \$309,570.78 (an increase of around \$1,000 over last year's staffing budget). The per-diem will not receive PERS benefits.

Jennifer Back, Board Chair asked if the Board might consider approving the proposed staffing model and corresponding wages so Victoria could begin recruiting for vacant positions. Cindy Hyslop motioned to approve the proposed model and wages, Kerry Aguirre seconded the motion and the motion passed unanimously.

- d. Review under the Expense Category continued to cover discussion under the remaining budget line items.

Once everyone in the meeting today has had an opportunity to ask questions and review the New DRAFT Operating Budget, an updated proposal - including the staffing model breakdown – will be sent to Board Members. The new version will be reviewed as an Agenda Item at the September Board Meeting.

Jennifer will also have Andrea Locuson, our contracted accountant, to look at our budget format to make sure everything carries over properly to the excel spreadsheet.

Katrinka Russell asked for an updated spreadsheet in the excel format so it would be a little easier to review. Jennifer agreed to send that out once Andrea Locuson has a chance to review formulas in the spreadsheet.

**VI. PUBLIC COMMENT** - No action may be taken on a matter brought up under this item until the matter has been specifically included on an agenda as an item on which action will be taken.

- a. Q: Is the Activities Coordinator position open? Are we recruiting? Can we schedule more activities? I see three drivers on the staffing spreadsheet. Do we have three delivery trucks.  
A: Victoria provided updates on recruiting and what we are trying to do to keep members safe and active. She also explained that two trucks are running and the drivers rotate as kitchen helpers when they are not driving.

**VII. DATES TO REMEMBER**

- a. Next Board Meeting – September 21, 2020 at 2:00PM

**VIII. ADJOURN BOARD MEETING\* at 4:19 PM**

Approved:  \_\_\_\_\_

Date: 9/21/2020