

Elko Senior Activity Programs

Public Board Meeting Minutes

December 21, 2020 at 2:00 p.m. PST Via Zoom Remote Online

Join Zoom Meeting

<https://us02web.zoom.us/j/84519853570?pwd=TUpTbnc2NVU4SmdJVnY3WlVPbEl0Zz09>

Meeting ID: 845 1985 3570

Passcode: 125915

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 p.m. December 21, 2020

a. Roll Call - Attendees:

Board Members: Jennifer Back (JB), Monica Coscarat (MC), Kerry Aguirre (KA), Jacque Orr (JO), Cindy Hyslop (CH),

Guests: Laurienne Riley

Staff: Matt McCarty

Guest(s): Liz, Sharon, Lita, Ruby, Emma, Joyce, Frances, Mindy, Lee, Gene

- b. **Approval/acceptance of Minutes*** from the November 2020 Board Meeting. November minutes were approved as presented. Motion to pass KA and seconded by MC. Motion passed unanimously.

II. 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. JB opened the meeting to Public Comment. No Public Comment made.

III. REPORTS*

- a. Financial and Program Reports for November 2020 (accounts payable/paid report, Balance sheet/Profit & Loss) were presented by KA. JB commented that the capital 360 money is still sitting in Nevada State Bank Account, this money will be transferred to Edward Jones by the first of next year. Motion to pass by CH, JO second, passed.
- b. Reviewed bills paid in November. JA reviewed the payroll amount shown on the bills paid, this payroll reflected the payroll for the month of October which included the PTO payout from last fiscal year. Motion to pass by MC, JO second, passed.
- c. Director report by Matt: State fire is complete with the security system installation. The drive thru service has been opened back up. We still have many items available in our pantry for our seniors. Podiatry has started back up and Dr. Patton treated 24 members. Condensing unit was replaced and the walk-in refrigerator is working well. Nevada Gold Mines reached out and the Senior Center has been added to their donation portal, approval process will be completed and determined when donations will be received. Many members have been reaching out about COVID-19 vaccines. To date, the only distribution point for the vaccine is NNRH. If logistics can be worked out the Senior Center would like to host a vaccination clinic. We are waiting to hear what Tier 2 vaccinations will include and will provide additional information in our newsletter or robo calls. No action taken discussion only.

- d. Matt reviewed PTO policy with minor changes; including PTO payment taken during paid holiday is paid at regular straight time. If someone takes PTO on a holiday date that we are normally open, they will only receive straight time pay. CH and JO discussed changing the verbiage of full-time employee to scheduled employee under the carry over section of PTO. No action taken on this item, discussion only.
- e. Matt reviewed the personnel policy for county, state, and federal holidays with minor changes; including those state holidays in which the Center is open, those employees working on those days would receive time and half. The policy confirms the holidays when the Center is closed. JO asked if the verbiage of the last paragraph in the policy could be revised to ensure that only employees working on holidays would receive time and a half, if PTO is used on a holiday straight time is paid. No action taken on this item, discussion only.
- f. Matt reviewed the personnel policy for compensation time, this is a new policy created as there was no other previous policy from which to work. This is a guideline for employees for hours worked over the scheduled time. Director position does not accrue compensation time. JO pointed out that comp time plays into the department of labor restrictions and would like the compensation time we are offering explored in more detail. JB suggested that the current policy be sent to County HR for review and comment. No action taken on this item, discussion only.
- g. Matt reviewed the operations policy of adverse weather and emergency closure. Purpose to provide guidelines regarding closures due to adverse weather or emergencies. Policy ensures that our clients participating in Meals on Wheels receive at least two frozen meals in case of emergency or shut down of the center due to weather. The policy provides direction on how staff and members will be informed of a closure, and also directs that if the city of Elko school busses are not operating the Meals on Wheels busses will not be operating. If the center is closed due to a snow day no employees will be permitted to work. No action on this item, discussion only.

IV. NEW BUSINESS *

- a. Director has asked the board to look at acquiring Google Suites as the Center does not have a shared server. This has created issues in the past due to security, the sharing of documents etc. Google suites is \$6.00 per user, which would be a Gmail management of our addresses and sharing drive. E-mail addresses would not need to change. Costs could be absorbed through the budget line item of office costs. Matt is looking at ways to offset the cost by reducing other office expenses to help with the cost. Board voted to add (5) users total \$360.00 / year. Motion to pass CH, second MC, passed.
- b. Review of re-opening memo. Matt will be sending the plan for review by ADSD, state health dept, and Elko county health board before reopening the center to congregate meals or activities. Board members agreed to move forward with the reopening plan and review a detailed plan at the next board meeting before submitting to state agencies. Laurie Riley has received many re-opening plans from other senior centers, she encouraged us to review reopening guidelines put out by the state and to use other contacts and other plans to use. The Division of

aging is not able to approve our reopening plan however they can offer feedback and are requesting review of the plan.

V. OLD BUSINESS*

- a. Elko Senior Center has been added to the Amazon Smile, all members, staff etc. are encouraged to use it.

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.

Sharon congratulated Matt for doing a great job at the Center, the food has been good.

Lita asked about the payout for the previous Director, JB reviewed the payroll and payout summary for the month of October.

Laurie Riley discussed the cleanup of all data for the state due to COVID she expressed the cooperation of the staff and was appreciative of their support.

VII. DATES TO REMEMBER

- a. Next Board Meeting – January 18, 2021 at 2:00 p.m.

VIII. ADJOURN BOARD MEETING* at 3:40 p.m. Motion by CH, MC second, passed.

Approved  Date 1/25/2020

Action may be taken on * items

*Reasonable efforts will be made to accommodate physically handicapped persons attending the meeting.
Please call Carissa at 738-3030 in advance so that arrangements may be made.*

This notice and agenda has been posted in accordance with NRS 241.020 at the following locations: The Terrace, Elko Senior Activity Programs Inc., 1795 Ruby View Dr., Elko, NV Elko County Court House, 851 Idaho Street, Elko, NV; Elko County Library, 720 Court St. Elko, NV; NV ADSD, 1010 Ruby Vista Drive, Elko, NV **Due to COVID-19 regulations posting locations may change