

Elko Senior Activity Programs

Public Board Meeting Minutes
Feb 22, 2021 02:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82821044094?pwd=eDQvdjdKdVZnYnp0Mi9DNit0aU9Zdz09>

Meeting ID: 828 2104 4094

Passcode: 900930

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

I. MEETING CALLED TO ORDER

a. Roll Call –

Board Members: Jennifer Back (JB), Monica Coscarat (MC), Katrinka Russell (KR), Kerry Aguirre (KA), Jacque Orr (JO), Cindy Hyslop (CH) present, Jon Karr (JK) -Zoom

Staff: Matt McCarty, Carissa Cassadore

Guests: Tim Hatch, Edward Jones, presenter

- b. APPROVAL/ACCEPTANCE OF MINUTES*: January 2021 Minutes KR brought up the following changes: Change attendance to show KR was present, JO was absent, under new business item 4: LL to be changed to LR, action to be changed to reflect KR made the motion, KA seconded. Motion made by KR, 2nd by MC, passed.

II. PUBLIC COMMENT

- a. Discussion: Public Comment – MM discussed providing reports for the public.

III. REPORTS*

a. Financial and Program Reports

- i. Accounts Payable/Paid Report – January information reviewed by KA, transfer of money from Nevada State Bank to Edward Jones account in the amount of \$231,995.00. Motion to approve by CH, 2nd JO, passed
- ii. Balance Sheet – January information reviewed by KA
- iii. Profit & Loss Budget – January / FYTD – Actual Compared to Budget reviewed by KA, MM waiting on advalorem check to be received. MM explained the issue of Worker’s Comp being shown on the payroll invoice, which needed to be “paid back” to county for the last 7 months. The center was supposed to be paying that starting July 2020, it has now being taken out of payroll, this was not a budgeted item. Motion to approve the Balance Sheet & Profit Loss by CH, 2nd KR, passed

b. Program Report and Director’s Report

- i. Meal Report and program update – reviewed the changes in numbers, MOW and how curbside and congregate differ. Hired new MOW/kitchen- background check issues due to what ADSD requires.
- ii. Equipment / building and grounds report – county will sanitize before reopening the dining area. Discussed MOW vehicle not operating, but county was able to make repairs. MM discussed potential risk of having one vehicle down for MOW, work on budgeting new delivery vehicle. MM having discussions with City of Elko Public Works, recommending new striping plan for parking lot which will hopefully be budgeted into city’s master budget, still discussing landscaping and grounds keeping with public works department.

- iii. Vaccine Clinic Update – Clinic that was supposed to be hosted at the Center is being moved to the convention center on the 27th due to adverse weather conditions and vaccines not arriving on time.
- iv. Re-opening update – outlined opening plan for activities on the 23rd, explained re-opening for in house lunch plan would be dependent on many volunteers to accommodate the “restrictions”. Tentative plan for reopening is March 15th.

IV. NEW BUSINESS*

- a. Discuss phone services and contract – MM reviewed the pros/cons of switching over to new system. Would save approx. \$80 month, discussion on reliability of support. Was determined to get more information and postpone to next meeting.
- b. Tim Hatch – Edward Jones. Discussion of moving the funds (\$312,129 from the cash account) starting in February to move \$50K per month over 4 months. JO recommended that we spread it out over a longer period of time. TH suggested transfer \$20K per month and review quarterly. Motion by KA, 2nd KR, passed.

V. OLD BUSINESS*

- a. Discussion and review of floor proposals. JB reviewed the various proposals by Duke Surface Solutions, Desert Design and Alpine Flooring.
 *Dukes would do the main room, halls and overflow room but did not include removal of old flooring, will have to ask for cost of removal to be included. \$23,256.85 estimated for removal would be \$3435.00 total of estimated to be \$26,712.00 *Desert Design provided individual estimates for each of the areas including one to just repair the tiles in main room. Repair main room: \$3,293.74 Estimates for removal and install new: Main room \$43,098 Hallway \$8,012 Overflow room \$10,468 . *Alpine Floors (estimate not provided prior to meeting due to timing when received)\$45,150.
 Discussion of the scheduling timelines, pros cons of the flooring, it was determined that Jennifer would get additional information, provide the Alpine Floor estimate to board members and we would take action at the next board meeting. The budgeted amount for capital improvements for the year included \$78,895.00 year to date budget is \$38,492.00.

VI. PUBLIC COMMENT

- a. MM thanked MC & CH plus the staff for their hard work.

VII. Dates to Remember confirmed next meeting date

- a. Next Board Meeting – March 15, 2021

VIII. Adjourn Board Meeting motion by KA, 2ND MC, passed

Approved: 

Date: ~~2/22/2020~~
3/15/2021 J.P.

Reasonable efforts will be made to accommodate physically handicapped persons attending the meeting.

Please call Victoria Torres 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