

Elko Senior Activity Programs
Public Board Meeting Minutes
Monday, January 13, 2020, at 2:00 pm
The Terrace at Ruby View | 1795 Ruby View Drive | Elko, NV 89801
www.elkoseniors.org

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

Board Members: Jennifer Back, Jon Karr, Kerry Aguirre, Katie Vosburg, Katrinka Russell, Cindy Hyslop, Monica Coscarat, **Staff:** Victoria Torres, Cassie Navarro, Carissa Cassadore, **Public:** Lita Piffero, Laurie Riley, Ruby Gliko, Sharon Schollars, Annie Wright, Christy Theriault

I. CALL TO ORDER at 2:00 pm

- a. APPROVAL/ACCEPTANCE OF MINUTES *: The following changes were made to the November 2019 Board Meeting.
- i. Change Public Board Meeting Agenda to Public Board Meeting Minutes
 - ii. List Victoria Torres under employees as being present
 - iii. Item a. under New Business should be changed to “ The applications will be sent to the County and will need to be approved before both parties can take a seat on the Senior Center Board”.

MSPU; Kerry, Katrinka

II. PUBLIC COMMENT

- a. Discussion: 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.

Lita P- WHEN DO WE EVER SEE THE BUDGET? Certain things are brought up and we don't see financials, or we cannot follow along. Jennifer- We will provide copies to anyone who asks for them. Lita- Visited the courthouse and asked for information in regard to the Senior Center Program, no records from the courthouse and it's a mess. Looking for guidelines and procedures. Jennifer- The board and Senior Center is governed by approved and signed By Laws. The center employees are employed by the County, but the senior center reimburses the County for all costs. The county owns the building and city owns the grounds, and we do get income from the state through grants, but we are not governed by these entities, the program is a nonprofit. Sharon S- Asked if board members were paid employees by the county? Jennifer – Board members are volunteers and are do not receive any type of reimbursement or payment for being a board member.

III. REPORTS*

a. Financial and Program Reports

- i. Accounts Payable/Paid Report – November/December 2019

MSPU; Cindy, Katrinka

Lone Wolf- Thermo was reading 40 and they came in and checked. The reader was not working but the inside thermo had a different reading; Vicki \$200 is to separate the Bingo cash from all other money boxes; Checks to Castoria- reimbursement from Christmas Bazaar.

MSPU; Kerry, Monica

Transaction History November- No comments made Cindy Katie 2nd

Transaction History December- Phones paid another month. No longer have Choice wireless, employees get a stipend of \$10 a month.

MSPU; Kerry, Katie

- ii. Balance Sheet – November/December 2019
 Balance Sheet November- Jon inquired about what our long-term goals are for the center as far as capital gains and what types of improvements need to be done on the center. Jon requested the board have a plan for what our investments are for and what they will be used for. Jennifer commented that Terri Clark will be starting the organizational assessment, once the assessment is complete the board will conduct a board retreat and at this point a long-term plan can be formalized.
 Balance Sheet December-
 Katrinka- wanted to know where that 343.36 Edwards Money Jones account is from? Jennifer will send an email to Tim to figure out where that came from.
 MSPU Kerry, Cindy
- iii. Profit & Loss Budget – November/December 2019 / FYTD - Actual Compared to Budget
 Kerry- was there one contribution or more on line 5127? Jennifer- it was a carry over we got for the podiatry program. Katrinka- why did the budget drop from 20,000 to 2,000? Possibly a data entry error. Ask Andrea what happened and explain.
 MSPU; Cindy, Kerry
- b. Meal Statistics – through December 2019
 November- congregate 1463 had a jump; homebound 1055 went down. December- Congregate 1520; 1156 homebound. Numbers are higher than what is being reported. How can we get this fixed? Having issues with others entering other seniors from other centers being put into our center for numbers.
- c. Program Report and Director's Report*
 - 1. 2019 Christmas Bazaar – Progress Report. Board voted to continue the Christmas Bazaar for next year.
 MSPU; Kerry, Monica
 - 2. Program, Building, Grounds, and Equipment Update
 Vicki- Issues with floor. It is lifting up and a table is on top of it so that it is safe for seniors to walk. No one wants to warranty it because no moisture layer was put down when it was first installed. Moisture test was done.
 - 3. Update on employee positions
 Update on employees we are fully staffed, and kitchen is training new MOW drivers. Jennifer- asked to have the two new employees to come into the meeting and introduce them to the board.
 - 4. Grant update- request for reimbursement. Laurie- ADSD notice of funding for opportunities. Apply for social service grants, can add that program (homemaker program, transportation services, and much more). SIP is the supplement that we get for raw food. It is coming out. EJC Foundation- called and asked for us to write a detailed letter for the \$10,000. Approved us for the \$10,000 for linen, restaurant bowls (food presentation).

IV. OLD BUSINESS*

- a. Discussion of center use by individuals after hours - review of current insurance policies. Talked with Dain Uriarte and wanted to know how the building was insured. The county and City work together. The Center needs to assure that a certificate of insurance is requested by anyone using the building. Update our current policies and procedures to read any employee, board member, or volunteer is to be present during any event or activity in which utilizes the center.

V. NEW BUSINESS*

- a. Discuss changing Board Meeting dates
Wanted to see if there was a different date for board meeting. Suggestion is either Tuesday or Wednesday with same time.

VI. PUBLIC COMMENT

- a. Discussion: 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 S- How important the center is and getting others into the center. Advertisement is needed to help grow the center. Lita- Bazaar was good to network and to advertise. Also, members of the center need to step up when reaching out. Lita- Concerns about Dr. Patton and his prices and how it effects our budget. EJC Foundation has stepped in and has taken that bill and paid the bill for the fiscal year. Sharon- The Legacy is it gone? Vicki- now that they have combined and renamed, they are going to try and match the fund and figure out how they will move forward with employee donations. Vicki- asked about employee Christmas presents. The Board responded with the budgeted amount of \$2,000 and directed Vicki to move forward as she saw fit. Monica- comment cards stated the food was lukewarm and wanted to get the food a little hotter. Laurie (ADSD) responded that there are certain temperature standards that need to be followed and that someone should be checking and reviewing the temp logs and criteria.

Dates to Remember

- b. Next Board Meeting – February 10th, 2020

VII. Adjourn Board Meeting*
MSPU; Cindy, Kerry

Action may be taken on * items

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

ACCEPTED By:  2/10/2020