

Elko Senior Activity Programs

Public Board Meeting Minutes

January 25, 2021 at 2:00 p.m. PST Via Zoom Remote Online

<https://us02web.zoom.us/j/87344664182?pwd=N01wR1UzTDNya0thSXJS1pxd2hWZz09>

Meeting ID: 873 4466 4182

Passcode: 023166

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. January 25, 2021

a. Roll Call - Attendees:

Board Members: Jennifer Back (JB), Monica Coscarat (MC), Kerry Aguirre (KA), Cindy Hyslop (CH), Jon Karr (JK)

Guests: Laurienne Riley

Staff: Matt McCarty (MM)

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

b. Approval/acceptance of Minutes* December 2020 Board Meeting Minutes

Change:

Line B Initials (JA) should read (JB) Motion to pass with changes 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.

Lita asked where meeting minutes could be accessed, JB – the board and staff are working on getting minutes uploaded to the website for access. If any minutes are needed before they are uploaded, they can be requested in writing.

Vaccination clinic went well congratulations to Matt for doing such a great job. Sharon S. asked why we did not charge for the vaccines, MM – will provide additional detail in the director's report.

III. REPORTS*

a. Financial and Program Reports for December 2020 (accounts payable/paid report, Balance sheet/Profit & Loss) Bills paid in December approved as presented.

Motion to pass by MC, CH second, passed.

b. Balance sheet and P&L Statement presented by KA. A transaction took place on January 20, a check was delivered to Edward Jones in the amount of \$231,995.00 from the Nevada State Bank Checking Account. Money to be deposited in money market account, throughout the next six months an amount of \$50,000 each month to be transferred to an investment account. JB commented the account set up specific to the roofing project at Nevada State Bank has been closed, as the final audit took place, and the account was able to be closed. KA presented P&L statement. Total income is showing short from what has been budgeted, however multiple expenses are coming in lower than what has been budgeted. We are under budget year to date.

Motion to pass by CH, KR second, passed.

- c. Director report by MM- Meals: congregate meals for December 1000, Home delivered meals includes frozen meals 1,616. ADSD reporting is different due to COVID-19 three categories include: Congregate- in person inside dining at center, home delivered – includes home bound clients, COVID meals – includes drive thru and pick-up meals, people receiving meals at home that are not home bound.
- d. Director report by MM- Building, Grounds, and Equipment: Alarm System is operating well. There was a minor accident to meals on wheels truck, bumper will need to be replaced. MM would like to discuss new layout for parking lot when we start discussing striping and resurfacing of parking lot. MM to discuss landscaping with the city of Elko.
- e. Director report by MM – Vaccine Cline Update: Data base is being kept from seniors signed up for the clinic for possible future membership. MM gave kudos to staff; great leadership was shown on all levels. The clinic did have a minor impact on operations but nothing major. Very big appreciation for all volunteers there were about 40 people who helped the day of the clinic. Clinic was hosted by Nevada Health Centers and Elko County helped arrange it. The reason we did not ask for donations or charge for the vaccine was because the federal government did announce the vaccine was free to citizens, however health care providers can bill for administration costs through insurance which is why some people were asked for their insurance information. The second dose will be provided at the Center on February 19. Drive thru meal service will not be provided on the 19th.

IV. NEW BUSINESS *

- a. MM recommends opening for activities as soon as possible. Suggests opening for congregate dining on March 1, 2021. This will give staff and vendors time to get set up. We should be able to host 100 people a day. Newsletter will have a poll which will provide us some information on how many people we can expect to attend congregate dining. Members will need to follow our guidelines. Volunteers will be bringing meals to the tables. LL noted that some of the centers are using reservation system for congregate dining. MM believes 7-10 volunteers will be needed for congregate service. We will still offer drive thru services for those members who do not wish to attend congregate meals. Activities that maintain social distance and do not require sanitizing equipment will be opened back up right away. Board agrees on reopening plan but would like to ensure enough volunteers are in place to carry out the service. Motion to pass KA, second CH, passed.

V. OLD BUSINESS*

- a. Policies and procedures will be tabled to receive additional information until a later board meeting.
- b. Discussion on flooring in dining area. The floor is still open where we had moisture issues in the dining area. Board requested to receive quotes for floor polishing and two other quotes for a floor covering. A rug will be used to cover the open area, and a table will be put over the rug, while we wait to receive proposals. Gene and Francis noted they had concerns about the polished concrete being slippery.

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.


MC- Matt is doing an exceptional job and she believes if he is ready to open by March 1, the Center should reopen if there are enough volunteers.

MM – The Center received donated i-pads from Nevada Gold. They will be using these to make calls from home for the COVID-19 vaccine information. If anyone is interested in helping with this to contact him.

VII. DATES TO REMEMBER

- a. Next Board Meeting – February 22, 2021 at 2:00 p.m.

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

Approved  Date 2/22/2021

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