

# Elko Senior Activity Programs

## Public Board Meeting Minutes

Monday July 27, 2020, at 2:00 pm Via Zoom Remote Online

<https://us02web.zoom.us/j/85187518885?pwd=bUo0WVB5dGwwZWpSQmhmZXRIbnNndz09>

Meeting ID: 851 8751 8885

Passcode: 561703

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

### I. Meeting Called to Order: 2:02 PM

#### a. Attendees:

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

**Staff:** Victoria Torres, ESAP Director

**b. Approval/acceptance of Minutes\*** from the June 29, 2020 Public Board Meeting. Motion to pass ‘as written’ by Jon Karr and seconded by Monica Coscarat. Cindy Hyslop abstained. Motion passed unanimously

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

- a. “How do we get an item on the agenda?” Answer: Items presented during the Public Comment period may be added to a future meeting Agenda if requested.
- b. “What are we doing about security cameras?” Answer: This topic will be addressed today under New Business.
- c. “How do we thank our donors?” Answer: The Board will work with Victoria to develop a response to donors. Victoria will also provide a list of donors/contributors (without disclosing the amount of individual donations) to the Board of Directors each month.

### III. REPORTS\*

#### a. Financial and Program Reports

- i. Accounts Payable / Paid Report – June 2020 – Presented by Victoria Torres. Jon Karr motioned to approve the report as presented, Monica Coscarat seconded the motion and the motion passed unanimously.
- ii. Profit & Loss Compared to Budget – June 2020 / FYTD: Presented by Jennifer Back
- iii. Balance Sheet – As of June 30, 2020 and compared to the same period in last fiscal year: Presented by Jennifer Back

Cindy Hyslop moved to approve the reports as presented by Board Chair Jennifer Back, Monica Coscarat seconded the motion and the motion passed unanimously.

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

##### i. Program, Building, Ground, and Equipment Update

1. 1,476 meals were served as take-out meals (congregate) to qualifying adults during the month of June.
2. 1,695 meals were delivered to qualifying home-bound seniors during the month of June.

3. Lone Wolf HVAC has been attentive to make sure our refrigeration and freezing equipment is maintaining proper temperatures.

**IV. NEW BUSINESS\***

- a. Jennifer Back, announced details about the break-in on Monday July 20th. Damage to glass (breaking into the office) and around \$1,300 was stolen from a locked cash drawer. Jon Karr is following up researching available security systems to include cameras and contractors who are experienced to install security systems. Regarding cash sitting in the office prior to bank deposits: The Board will work to develop an internal policy designed to guide and protect staff and volunteers who handle money at the Center. Typically, deposits are made 2 to 3 times per week, so the bagged cash balance doesn't become significantly high over several days. Local law enforcement has responded quickly and are proceeding with appropriate action. **No Action Required**

**V. OLD BUSINESS\* None**

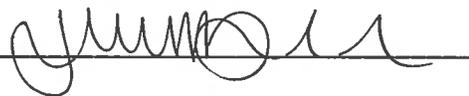
**VI. PUBLIC COMMENT** - No action may be taken on a matter brought up under this item until the matter has been specifically included on an agenda as an item on which action will be taken.

- a. "When will the Center reopen?" Answer: Many of the US and Nevada Centers are still closed. We are one of the few who are still serving meals 'curbside. We must comply with the recommendation of our NV Governor.
- b. "Are we still receiving Grants from the State of Nevada for Home Bound and Congregate Meals?" Answer: Yes, we are currently in the application process for Grants to be awarded in the next fiscal year. Grants for equipment – new and repairs – are available from other private donors. Those will be approached, as in previous years.

**VII. DATES TO REMEMBER**

- a. Next Board Meeting – August 17, 2020 at 2:00PM

**VIII. ADJOURN BOARD MEETING\* at 3:06 PM**

Approved: 

Date: 8/17/2020

**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 \*\*Due to COVID-19 regulations posting locations may change