

# Elko Senior Activity Programs

## Public Board Meeting Minutes

Monday June 29, 2020, at 2:00 pm Via Zoom Remote Online

### Meeting ID

<https://us02web.zoom.us/j/83834879299?pwd=VE1sQndLM3dPNnNXNU5JNktXM0dwZz09>

Meeting ID: 838 3487 9299

Password: 9QrtCu

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

### Attendees:

- **Board Members:** Jennifer Back - Chair, Kerry Aguirre - Treasurer, Monica Coscarat – Member, Jon Karr – Member/ County Commissioner, and Katrinka Russell – Secretary. Absent – Cindy Hyslop
- **Staff:** Victoria Torres, ESAP Director
- **Guests:** Tim Hatch, Edward Jones Financial Adviser

### Meeting Call To Order: 2:04 PM

- I. **Approval/acceptance of Minutes\*** from the May 18, 2020 Public Board Meeting. Motion to pass 'as written' by Jon Karr and seconded by Katrinka Russell. Motion passed unanimously

**Note:** Chair, Jennifer Back proposed that we bring the "New Business Agenda Item" to the top of Meeting topics to allow Tim Hatch, who phoned in during travel on the East Coast, to present financial options in place of the Capital One 360 Savings Account.

### II. NEW BUSINESS\*

- a. Tim Hatch to present financial options to replace the Capital One Online 360 account.

Kerry Aguirre provided a brief background regarding why we needed to discuss options for the money previously held in the 360 account. "The signers listed on the account were no longer affiliated with Elko Senior Activity Programs. Capital One's policy required that new account authorizations, changes or additions must occur inside a branch office. Since there are no Capital One branches in Nevada, we were forced to close the 360 Savings Account and transfer the balance - \$257,852.99 – into the Nevada State Bank Account.

Tim Hatch described the ESAP accounts currently managed under Edward Jones and talked about our options for short, mid-term and long-term holding accounts. His presentation included account flexibility, associated fees, risk levels, average rates of return, any withdrawal penalties and accessibility to the money in short or long terms.

Jon Karr agreed to prepare a list of questions and will follow up with Tim Hatch prior to our next scheduled Public Meeting.

**No Action Required**

- I. **PUBLIC COMMENT** – Previous order of Agenda resumed at this point
- a. **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.

Jennifer Back opened the meeting to Public Comment. No one responded to the invitation.

II. **REPORTS\***

- a. **Financial and Program Reports** – Presented by Kerry Aguirre, Treasurer
  - i. **Balance Sheet** – As of May 31, 2020 and compared to the same period in last fiscal year.
  - ii. **Profit & Loss Budget** – May 2020 / FYTD - Actual Compared to Budget
  - iii. **Accounts Payable/Paid Report** – May 2020
  - iv. **Balance Sheet** – May 2020

Jon Karr moved to approve the reports as presented, Monica Coscarat seconded the motion and the motion passed unanimously.

- b. **Program Report and Director's Report\***
  - i. **Program, Building, Ground, and Equipment Update – No Action Required**
    - 1. 1,444 meals were served as take-out meals (congregate) to qualifying adults during the month of May.
    - 2. 1,692 meals were delivered to qualifying home-bound seniors during the month of May.

III. **OLD BUSINESS\***

- a. **Member's Council:** Katrinka Russell suggested that a Board Member be assigned to represent the senior members. This will take the pressure off of the Director's shoulders yet will still provide a means for the members to effectively express their concerns to the governing board. Although no action was required for this topic, Kerry Aguirre offered to act as a liaison between the Terrace Membership and the ESAP Board of Directors. The idea did not meet opposition from guests or Board Members.
- b. **Review and Identify Board Member Terms** – Jennifer Back asked the Board to review the terms listed for existing Board positions. Specifically, whether the Board felt that a three-year term might intimidate new applicants. All Board Members indicated that three-year terms were acceptable to them and that they did not see need to change anything.
- c. **Center Security** - Jennifer Back said that she and Jon Karr are currently researching available and affordable options for security systems. She and Vicki will include the results as a proposed budget line item for the next fiscal year.

IV. **PUBLIC COMMENT**

**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. Danielle Yroz suggested that we should also budget for landscaping improvements – not just new flowers - on the property.

- b. Jennifer Back mentioned that Vicki would ask Steve Stanfill, of Lone Wolf HVAC, to provide estimates to replace our old evaporative cooler, and to provide estimates for any other equipment that may need to be replaced within the next couple of years.
- c. One of the members mentioned that Cassie Navarro, Activities Coordinator, was leaving her position to take a new job. Board Members and guests all agreed that Cassie's work was appreciated and that we wished her the best of luck in her future endeavors. The job description and application to fill the vacant position will be posted on the Elko County Employment page and on our own website.

V. DATES TO REMEMBER

- a. Next Board Meeting – To Be Determined

VI. ADJOURN BOARD MEETING\*

**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

APPROVED: 

DATE: 7/27/2020