

## Elko Senior Activity Programs

Public Board Meeting Minutes  
Monday, May 18, 2020, at 2:00 pm  
Zoom Remote Online:

<https://us02web.zoom.us/j/81062549157?pwd=cUVFSUptQU8rSFJlRXMxbnpBSzcyUT09>

Meeting ID: 810 6254 9157

[www.elkoseniors.org](http://www.elkoseniors.org)

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 – Board Member, Board Member - Cindy Hyslop

**Absent:** Katrinka Russell, Secretary and Jon Karr, Board Member / County Commissioner

**Staff:** Victoria Torres, ESAP Director, Carissa Casadore, Program Coordinator, Cassie Navarro

**Public:** Ruby Gliko, Danielle Yroz, Judy Strammell, Sharon Scholars, Lita Piffero and Frances Schain (There were others on the call but I, Kerry) could not see everyone and have not personally met everyone. No one was left out intentionally)

### I. CALL TO ORDER at 2:00PM

- a. **APPROVAL/ACCEPTANCE OF MINUTES\***: April 2020. Cindy Hyslop motioned to approve the April Minutes as presented without change. Monica Coscarat seconded the motion and the motion passed unanimously.

### 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.
  - i. Sharon Scholars asked when the Senior

### III. REPORTS\*

- a. **Financial and Program Reports – As of/including April 30, 2020**
  - i. **Accounts Payable/Paid Report** – As of April 30, 2020: Board reviewed Bills Paid and Credit Card Transaction History reports. Kerry Aguirre motioned to recognize the reports as submitted, Cindy Hyslop seconded the motion and the Board voted unanimously to pass.
  - ii. **Credit Card Transactions Report** – Cindy H. motioned to approve as presented. Monica C seconded the motion and the Board voted unanimously to pass.
  - iii. **Balance Sheet – April 30 2020: Profit & Loss Budget – April 30, 2020 / FYTD - Actual Compared to Budget**: Cindy H. motioned to recognize the reports as presented, Kerry seconded the motion and the Board voted unanimously to pass
- b. **Meal Statistics – through April 30, 2020 (Not an Action Item)**
  - i. In April, ESAP served 1657 Congregate meals to qualifying senior adults age 60 and over, with a cumulative total for the fiscal year of 10,956.
  - ii. In April, ESAP delivered/served 1854 meals to registered home-bound seniors, bringing the cumulative total to 8,956 home-delivered meals for the fiscal year. Victoria noted a 300+ increase in home-delivered meals compared end of March /end of April 2020.

- c. **Program Report and Director's Report\***
    - i. Victoria reported briefly on the positive collaboration with Elko County to meet the needs of homebound elderly who have not previously participated as members of the Senior Center.
    - ii. Victoria confirmed the notable increase in cost to prepare and deliver food, largely due to packaging (foam containers, heat-tolerant trays & heat-seal film) for a greater number of meal deliveries and food provided now as 'take out.' Jennifer Back reminded the public, Board and staff that Jon Karr continues to offer his help to order in bulk or fill in any shortages, through his own food business.
    - iii. Victoria also talked about Zoom meetings for exercise, phone calls to check in on members and how the active members are using technology to stay socially active and support one another.
    - iv. At this time, there is one staff vacancy and one open Board position: Staff position is a Kitchen Aide / Meals on Wheels Driver.
- IV. **NEW BUSINESS\***
- a. Resignation letter from Katie Vosburg: Letter dated March, 12, 2020 was read by Chair, Jennifer Back. Although our Board was aware of Katie's intent to resign, the letter formalized the resignation. Kerry A. motioned to respect Katie's wish to resign her position and Cindy seconded the motion. The motion carried unanimously, all expressing what a great support she has been to our Center and our programs.
  - b. Member Council: The original intent of Member Council was repeated for the benefit of guests, staff and board members. The Board agreed, to let Victoria decide whether to formalize a council. (no action required on this item)
- V. **PUBLIC COMMENT** – None of these items are listed as Action Items during public conversation. I (Kerry Aguirre) have recorded a summary of Questions and summary of Answers, informally brought up during this period. Names are not identified with either Q or A, other than "Public or Board" member in most cases. None of the comments or responses are direct quotes, unless indicated.
- a. **Public Question:** "Why is staff not being paid to attend Board meetings?" **Board Answer:** Everyone is able to attend but not paid to attend. In the past, a staff member was paid to attend and take minutes. In order to keep everyone's paid hours within the staffing budget, a Board Member will now record the meeting minutes.
  - b. **Public Question:** Why don't we have a Member's Committee yet? Our members should be represented and have a 'say' in their Senior Center. **Board Answer:** The Terrace Director (position) has been the liaison representative between the Member's Committee and the Board of Directors in the past. We – the Board – have left the decision regarding whether to form committees and manage committees with each Center Director. The current Director receives feedback from members in these public meetings, on comment cards and in daily conversations. The staff also repeat comments to the Director on a regular daily basis, which is helpful. To formalize a committee would add yet another meeting to the day which would not seem to be more effective than what is already occurring through these lines of communication. **Board Chair added:** "We – the Board and the staff - understand how important it is for the members to have a voice. We are here to serve our senior community." Our Board of Directors will *discuss* staffing time and structure to accommodate a formal committee if that is

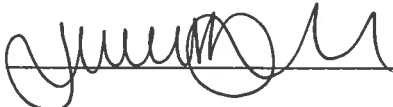
what the members believe is ultimately necessary. Although there is no guarantee that staffing hours or scheduled time allotted to committee meetings will change, be assured that all of us hear your concerns and are doing what we can to address them. You are appreciated.

- c. Public Comment: Quality of meals seem to be lacking. The take-out does not seem to be as good as the congregate meals used to be. Director's Response: We hope people will provide feedback when they do or do not like a meal. Thank you for letting us know. We try to keep things fun (i.e. the Elvis Breakfast) but not everyone likes what the staff come up with. Public Response: Some said they like the meals. Some said that other Centers aren't serving food at all. One member said to "tell a staff member what you need and the staff will get it for you."
- d. Public Question: Does anyone know when the Center might be open again? Director's Response: We are working within State of Nevada guidelines and would have to hire more staff to bring people in for congregate meals or in-house activities. Social distancing limits gatherings to 50 people in the building at a time. We are doing everything we can to keep people safe and continue to provide meals and support to our senior community.

VI. Dates to Remember

- a. Next Board Meeting is Scheduled – Monday, June 15, 2020 at 2PM

VII. Adjourn Board Meeting\* Monica motioned to adjourn and Kerry seconded. Board voted unanimously to adjourn.

Approved:  \_\_\_\_\_

Date: 6/29/2020

**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