

Elko Senior Activity Programs

Public Board Meeting Minutes

September 30, 2020 at 2:00 p.m. PST Via Zoom Remote Online

Join Zoom Meeting

<https://us02web.zoom.us/j/81441275946?pwd=aHlzMU9hdnRRYzQyUCtpZ0JqRDhZUT09>

Meeting ID: 814 4127 5946

Passcode: 409433

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

I. Meeting Called to Order: 2:00 p.m.

a. Roll Call - Attendees:

Board Members: Jennifer Black(JB), Monica Coscarat (MC), Katrinka Russell (KR), Kerry Aguirre (KA), Jacque Orr (JO), Cindy Hyslop (CH), Jon Karr (JK)

Staff: Carissa Cassadore

Guest(s): Frances Schain, Lita Piffero, Sharon Schollars,

b. Approval/acceptance of Minutes* from the September 21,2020 Board Meeting. Motion to pass CH and seconded by MC. Motion passed unanimously

II. PUBLIC COMMENT – JB opened the meeting to Public Comment. JB – Minutes to be posted on website in the future. Issues with storage capacity/additional forms posting on website were figured out but are limited to a certain number.

III. OLD BUSINESS *

a. Review of 2020/2021 Budget

JB did review of what was discussed at the last meeting to bring everyone up to date. Review and discussion of the highlighted items – refer to budget spreadsheet (clinic income, major donor-other, sundae bar, other donations, bingo income, coffee bar etc income, Christmas Bazaar, capital purchases, capital improvements, telephone, office supplies, program supplies, chemical cleaning, raw food, contractual-other, training, bingo expense, coffee bar expense)

Changes made after review/discussion to:

Capital Purchases and Capital Improvements – add back in w/ adding income accounts to income/expense other to account for the “income” for the expenses.

b. Review employee structure and open positions

JB reviewed the employee structure/wages and open positions (refer to Employee Wages spreadsheet. After discussion on the positions and current vacancies, determined to keep to the current positions/wages and let the new director restructure as needed. Will wait to fill the vacant activity coordinator when closer to having the center re-open.

Motion to pass CH and seconded by MC. Motion passed unanimously

IV. NEW BUSINESS*

a. Board accepted resignation from Director Victoria Torres. Motion to pass CH and seconded by JK. Motion passed unanimously.

- b. Removal of Victoria Torres as a signer from all Nevada State Bank Accounts, Nevada State Bank credit card, and Edward Jones accounts. Motion to pass MC and seconded by CH. Motion passed unanimously.
- c. Board approved allowing employees to either roll over or payout any remaining PTO hours from the current fiscal year to the new fiscal year starting October 2020. Motion to pass MC and seconded by JO. Motion passed unanimously.


V. 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.

Discussion by guests on the October Newsletter – words of appreciation and encouragement about the content etc.

VI. DATES TO REMEMBER

- a. Next Board Meeting – October 19, 2020 at 2:00 p.m.

VII. ADJOURN BOARD MEETING* at 3:15 p.m.

Approved  _____

Date 10/19/2020

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