

KOOTENAI SENIOR CITIZENS, INC.

Board Meeting

June 13, 2024

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:00 p.m. on June 13, 2024 by President Ernie Anderson. Present were Ernie Anderson, President, Denise Whedon, Vice President, Nancy Trotter Higgins, Acting Secretary/Treasurer, George Graczik, Mark W. Burns and MaryAnn Gromley, Trustees. A quorum was established.

Board members discussed the current board vacancy. There are two people who are interested in the board position, Marsha Stindt and Sandy Sullivan.

Minutes of the May 9, 2024 meeting were distributed and reviewed. A motion was made by MaryAnn Gromley and seconded by Denise Whedon to approve the minutes as presented. Unanimous.

The treasurer's report was distributed. Expenditures and revenues were reviewed. A motion was made by Denise Whedon and seconded by Mark Burns to approve the report as presented. Unanimous. Bank balances were reviewed and discussed.

Darla Winn, Kat Taylor and Dulcie Wallace entered the meeting at 1:10 p.m. Darla gave the kitchen manager report. She reported on the Nutrition training she attended in Polson. We may get additional funding for the Grab and Go containers. Our center is the only one in Area VI that serves meals 5 days a week. She stated that our center is being held to a higher standard than all the other centers. The state representative told the group that they do not use the same standards as Area VI. We are no longer allowed to drop food at houses without someone being there. She was told that we can have a salad bar if we want. We are required to keep temperatures on all freezers, coolers and walk in coolers. According to the state representative, we are supposed to be taking the food temperature on home delivered meals before they are loaded in the car and again when they are delivered. We are also supposed to give the home delivered individuals 3 extra meals every 6 months that are non-perishable. We are allowed to charge for them but if they don't want to pay we have to donate them. We are allowed to put people on a waiting list. We can accept locally grown produce if we feel it is trust worthy but we should ask if they have had their well tested. We can also use farm fresh eggs. Ernie Anderson added information from the Nutrition training. Salad bars and buffets are acceptable. Other centers make up meals, freeze and sell them. It was recommended that a donation box be provided for over 60 clients who can't pay the full recommended donation. Darla reported that the freezer door seal is defective. The staff provided the IRS regulations on tips for board review. Ernie Anderson thought we should have the regulations for Montana also. Stairway lighting is needed and one of the exit signs isn't working. The knives need to be sharpened. Darla would like to have that done every month or two. The pest control company estimated between \$300 and \$600 for spraying the outside of the building. The renter who was having problems sprayed her own apartment. Darla would like to start ordering Styrofoam products from Glacier Wholesalers. Their minimum is \$250. Staff members would like copies of their job descriptions. Darla requested a wage increase. She would consider volunteering to do the outside yard work if that was legal. All the screens on the ground floor were stolen. The police were contacted. Board members discussed how to keep the home delivered meals at the correct temperature. Mark Burns will research the delivery bags and get back with Ernie Anderson. There is a bird nest in the dryer vent that needs to be removed.

Ernie Anderson has talked to the lock and key person. He has talked to Gene about the lights and is waiting for a call back. Ernie will arrange for the thermostats to be purchased and installed. Nancy Higgins has not been able to make contact with the contractor for an estimate on the outside work.

Ernie Anderson reported on the results of the needs survey. He handed out 110 and 60 were returned. Dine in 32, pickup 33, dine in 2 times per week 33 yes, 26 no, rating 5=45, coffee/tea 30 yes, 27 no, with pastry 28 yes, 30 no, crafts 26 yes, 27 no, games 27 yes, 31 no, games with coffee 26 yes, 31 no, television/movies 22 yes, 35 no. The survey will be filed for review by Area VI.

Denise Whedon gave an update on the games and crafts. She gave out 26 prizes. Participants enjoyed the saran wrap roll. She would like to have a crafts day. We need to advertise in order to get more people to attend. She will get the information on the menu sheets.

The box fan giveaway was successful. They brought 60 and gave away 48.

Board members discussed Grab and Go meals. The center is not required to do Grab and Go meals. Over 60 meal price is a recommended donation and not a requirement. Ernie appointed a committee to look at meal prices. Ernie Anderson, Mark Burns and Denise Whedon will meet to discuss prices.

Job descriptions and staffing needs will be moved to the next board meeting agenda.

George Graczik informed the board that he is resigning his trustee position at the end of this meeting. A motion was made by Mark Burns and seconded by Denise Whedon to accept the resignation of George Graczik. Unanimous.

A motion was made by Mark Burns and seconded by Denise Whedon to appoint Marsha Stindt to the vacant board trustee position. Unanimous.

Annette Galiotta, MSU nutrition specialist, would like to do nutrition classes at the center. A motion was made by Denise Whedon and seconded by MaryAnn Gromley to approve the classes as long as they are during business hours and there is no extra work for the staff. Unanimous.

The next meeting is scheduled for July 18, 2024 at 1:00 p.m.

With no further business, a motion was made by George Graczik and seconded by Denise Whedon to adjourn. Unanimous. The meeting was adjourned at 4:00 p.m.