MINUTES OF THE COALITION FOR SENIOR CITIZENS

155 N. Taylor Street, Fallon, NV 89406
January 28, 2021

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 3:40 PM on January 28, 2021, which was conducted in-person and via Zoom meeting.

Roll Call:

PRESENT: Member Jill Manha, Chair
Member Robbie Lind, Vice-Chair
Member Jamie Hyde, Secretary/Treasurer
Member Karla Kent
Member Julie Richards
Member Carol Seitzinger
Member Justin Heath
Executive Director Lisa Erquiaga
Business Manager Brenda Moore
Program Services Director Buster Pierce
Deputy Clerk to the Board Pamela D. Moore

ABSENT: N/A

Public Comments:

Chair Manha asked if there was any public comment but there was none.

Verification of the Posting of the Agenda:

It was verified by Pamela D. Moore, Deputy Clerk of the Board, that the Agenda for this meeting was posted on the 22nd day of January, 2021, between the hours of 1:30 and 4:30 PM at all of the locations listed on the Agenda, in accordance with NRS 241 and the Governor's Emergency Declaration for posting during the Pandemic.

Consideration and possible action re: Approval of Agenda as submitted or revised:

Member Karla Kent made a motion to approve the Agenda as submitted. Member Jamie Hyde seconded the motion, which carried by unanimous vote.

Consideration and possible action re: Approval of Minutes of the meeting held on:

A- December 17, 2020.

The Minutes of the meeting held on December 17, 2020 are submitted for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Member Robbie Lind made a motion to approve the Minutes of the meeting held on December 17, 2020 as presented. Member Jamie Hyde seconded the motion, which carried by unanimous vote.

<u>Appointments</u>:

A- Consideration and possible action re: Introduction and welcome to Commissioner Justin Heath.
Executive Director Lisa Erquiaga will introduce and welcome the new Churchill County Commissioner, Justin Heath.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: None; Informational Only

Executive Director Lisa Erquiaga introduced and welcomed Commissioner Justin Heath as the county's representative to the Coalition for Senior Citizens Board of Directors.

B- Consideration and possible action re: Establishment of goals for the Executive Director Lisa Erquiaga to work towards from December 2020 to December 2021.
The Coalition for Senior Citizens Board of Directors are asked to discuss and establish goals for the Executive Director to work towards from December 2020 to December 2021. As part of the performance evaluation process, both the board and Executive Director Lisa Erquiaga were given a form on which they were to list potential goals for the next year. These potential goals will serve as a starting point from which the board may discuss and work towards establishing goals for the Executive Director. One useful option for goals is to set SMART goals - goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. (See the accompanying outline supplied with the agenda report for a bit more information.) Also, when setting the goals, it would be wise for the board to determine what its goals are for the Life Center in the next several years. By doing this, the goals for the Director would more likely align with the goals for the Life Center (thus making them Relevant).

Once established, the goals can be used to help measure the Director's performance in December 2021.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Executive Director Lisa Erquiaga said you received a handout with the potential goals that Geof Stark put together after my evaluation and I took them home and reviewed them. I appreciate the time and effort you recently took to provide your comments and constructive feedback for my recent yearly evaluation. I am pleased that the board has decided to put this evaluation process on the yearly calendar for my evaluation to be initiated and processed by the end of December, and no later.

I have gone over your suggested potential goals for the calendar year 2021. I appreciate your suggestions and I have combined them into a true goal setup for better understanding and ease of review. Goals 2021 are attached.

I have a few ideas for the next year that involve some information sessions/workshops/trainings to provide to you all as a board, collaboratively, most likely in conjunction with our regularly scheduled board meetings. I have taken your comments from the evaluation seriously and want to make sure I provide you with the best information I can so that you will be aware of how we operate at WNP Life Center and become a fully informed board member. As I have told all of you many times, if you have any concerns or questions, my door is always open, and I can be found onsite Monday-Friday and have given you my cell number and email also.

The second page has my goals. They are not listed in any particular order, but I will prioritize them.

1. The March for Meals 2021 upcoming fundraiser starts March 1st. The letter campaign mailout, newsletter pieces and other activities to be announced. That will be in conjunction with the national Meals on Wheels (MOW) and I feel that it is very important. They have a big campaign that they are putting out and we want to be part of that. I have the month of February to get this together. One of the biggest things we want to do is a mailout to people who know us, people who don't know us, people who have family members on Meals on Wheels, and people who may not even be old enough for Meals on Wheels. We want to get the word out about the program. We have had a couple of people in the last couple of months that have used it for their parents and with one individual, we were the ones that realized that the father had passed away and so he is indeed a true believer in that well check.
2. The MOW Truck fundraiser that has been going on for the last year. We are almost there. We have $38,045.84 and we need $39,000.
3. Work closely with the newly contracted Accounting Consultant and WNP bookkeeper in regard to the AUP process, ongoing budgeting, and research and implementation of best practices pertaining to the center.
4. Update of WNP Life Center personnel policies and job descriptions.
5. Review of current rental fee structure to assess if cost is too high. (Current rates were set and approved by the board in September 2017).
6. Continue searching for grants that fit our scope of work. Develop new programs and add new employees.
7. Fundraising by outreaching to local and state clubs with presentations.
8. Provide training opportunities to the board at mini workshops (Open Meeting Law, grant operations etc.).
9. Rose Garden/BBQ patio project to start planning with interested groups for funding opportunities to build on south side of WP. Future completion would provide a venue for

community use and rental income.

10. Start Senior Housing Program. (develop informal board for fact collection, funding, etc.) The property on the north side of us is available and it would not just be us, it would be a collaboration of the City and the County or wherever we could get funding. That would be a perfect spot for senior multi-family housing right there in the middle of town so I am hoping we can get a group together. To me that is almost as important as Meals on Wheels for us to be involved in. It is north of the center. The gentleman that lived there recently passed away and the man that owned it offered it to us about 6 months ago and, with the pandemic, we have not been able to talk about it or do anything but he is putting it out there for more money so I feel that I need to get this rolling so we can lock something in with him. That would be for a future Agenda item for us to talk about.
11. Plan to research training opportunities for myself and staff. Most will be online at this time. In the future possible travel to national conferences depending on availability of funding and time.
12. Highlights of our program will be presented in the future at board meetings in the form of a short PowerPoint presentation. Board will receive updates weekly by email if there is any topic of interest and importance. Our remember our "Generations Joined" Newsletter is scheduled to be out the second week of each month.

I believe these items will indeed keep me busy for the rest of the year in addition to my daily duties and operations. I will update this list by adding the activities completed under each number over the next 10 months. Please allow me to share my dislike with COVID 19 and how it has affected myself and my employees. We feel we have been dodging bullets while attempting to protect our employee bubble so that we can continue our essential job functions of feeding the most vulnerable citizens in our community.

As for some of the comments regarding COVID 19, I want you all to know that no one wants the center back open as much as I do, but only as soon as we know it is safe to do so. Beauty shop space will not be offered for rental until this is all over.

As soon as the Life Center is operational again, we will be putting the word out for our rental opportunities for meetings and possible catering. Our plan has always been to build up our rental opportunities to eventually be able to hire the needed individuals to host and cater Christmas parties, wedding receptions, anniversaries, and the like for our community. This has not been an option since we had to close our building due to COVID 19.

I hope these goals will be acceptable to the board and I will do my best to achieve each one to the best of my ability for my next yearly evaluation. I invite each of you to take a turn and come hang out for a couple of hours to experience what we do. Every day is a new day here and there is never a dull moment.

Chair Manha said we were talking about your goals, about measurable goals that we can evaluate you on. I really feel that 12 goals are excessive. These are good goals to have for yourself, but I don't know how the board feels, but to measure you and hold you accountable for these goals, we should maybe limit it to the top 4 or 5. Member Kent said I completely agree. I was going to say between 3 and 6 goals or what everybody else wanted. Chair Manha said can you pick out what you would want for your top 4 goals to be in your evaluation for this year? Lisa Erquiaga said I would go with #1 because it is near and dear to my heart. I feel that #4 is doable and important. Can I only have 4? Chair Manha said just remember this will be your evaluation. You can keep these as personal goals that you can share with the board, we would all be okay with that. You have some really important pieces here, but I think for your evaluation, we would want to try to keep that to a reasonable amount. Lisa Erquiaga said I feel that #8 is also important. I am going to have #9 and #10 out there because those are big ones. I want to start them, and I will work on them but that is not something that would be done by my evaluation next December. I can do #12 with no problem so that would be my #4. I think that #6 is important too; Searching for grants and add new employees. We always want our program to grow. Chair Manha said I think another one that is important and very doable is to work with the newly contracted Accounting Consultant. That would be good to have on there. Maybe what you could do as soon as possible is send via email to the board selecting your top 4 or 5 and say this will be your goals and can we approve them via email. Pam Moore said I think you need to establish them today. Lisa Erquiaga said I would not mind if you just approved the 6 that we just picked. I feel confident with them. Member Hyde said I think that we could narrow it down. While I think #3 that you said is your #6 pick, I am not sure that is completely measurable in an evaluation. It is an expectation of you, and I am sure that will happen, but I am not sure how we would measure that. The rest of them seem fairly measurable. The #12 pick is already being done with the newsletter, so I think having those 5 that are measurable is probably the best.

Chair Manha asked if there was any public comment but there was none.

Member Robbie Lind made a motion to establish the goals as follows: Goals 1, 4, 6, 8, and 12 of Lisa Erquiaga's List. Member Julie Richards seconded the motion, which carried by unanimous vote.

C- Consideration and possible action re: Wage increases for the Executive Director, Business Manager, and Program Services Director retroactive to December 15, 2020

Wage increases were last provided to the administrative staff of Executive Director Lisa Erquiaga, Program Services Manager Buster Pierce, and Business Manager Brenda Moore in December 2019. The Executive Director had her performance evaluation completed in December 2020 but the wage increase was not agenized, nor was it agenized for the other two positions. Executive Director Lisa Erquiaga will provide the results of the performance evaluation for the Program Services Director and Business Manager. The board is asked to consider the wage increases for all three positions, retroactive to December 15, 2020.

FISCAL IMPACT: The budget includes wage increases for all three staff members.

EXPLANATION OF IMPACT: The budget was built with wage increases for all three staff members.

FUNDING SOURCE: General Fund.

ACTION REQUESTED: Accept

Member Hyde said do we have paperwork that show what the requested wage increases would be for the Program Services Manager and the Business Manager? Lisa Erquiaga said my recommendation is on the bottom of their evaluation. POSITION 27.06 LOTS OF TALKING WITHOUT THE MIKE ON. Chair Manha said do we want to do them one by one or how does the board want to do this? Robbie Lind said at our last meeting Brenda Moore explained how she had put in for the raise amount in the grant and all of the paperwork that they have supplied with Lisa Erquiaga's recommendations and their self-evaluations, I feel that I am okay to go ahead and do those as a group. Member Carol Seitzinger said I am not finding the percentage on each of them. Is it 5% across the board for all three of them? Lisa Erquiaga said my recommendation for my 2 staff members are for 5% each and I cannot recommend them myself. Chair Manha said we can present each one and then we will take a vote on it. How about that? Lisa Erquiaga said that is okay. Chair Manha said can you state the name of the employee and then their rating and then we will take a vote.

Lisa Erquiaga said on Brenda Moore's, I commented down below where the numbers are on the different things and then her number totaled up to 26 which the overall rating, you will see 26 there so she got four 4's and two 5's and my recommendation is that she get a 5% raise at this time and to request the board grant this retroactive back to December 15, 2020 because that is what you agreed upon at the last meeting. I don't feel that I need to go over each and every one of her things.

Lisa Erquiaga said the next one is for Buster Pierce and he received a 30. He got all 5's. It is my recommendation that Buster Pierce receive a 5% upon approval by the board. and to request the board grant this retroactive back to December 15, 2020.

Lisa Erquiaga said this is not the normal to have the board do the next two people in public. My salary and my job is in there as the public but theirs has never been so I had them do a self-evaluation, which they loved it as much as I loved doing mine, but I decided now that all of my employees will be doing a self-evaluation upon their next time so that they can get a feel for that They are going to have to do it a another job someday too so if they have never done it then they get to experience it. Having them come and do this is not the norm but if that is what the board asks for, if that is what the board wants, then I will do that. Jamie Hyde said for me, I don't need to see their evaluation, but I think mainly it was for the board because of most of their dollars come out of the General Fund. We are just looking to see if we have the money to cover those increases. Chair Manha said congratulations to the both of you. I think you did an outstanding job last year. Lisa Erquiaga said, and I concur.

Member Kent said I guess at the last meeting we talked about that the 5% increase should not be put into the grant. Bus was the one making that point, and I don't know if it can be left out of the grant or if it has to be in the grant because we felt that the board gets held to what it put into a grant. Brenda Moore said there was a misunderstanding with all of that. In order for me to build a grant, any employee that goes into a grant, we put in a 10% increase. We don't always give them that much. We are not built into the grant. We are built into the General Fund. Our positions are all General Fund positions. When I built the grant, I put the employees in there that we needed. People like a cook, our kitchen staff, and our Meals on Wheels drivers. All of the other office positions are in grants. We have a CGF grant. Anita is in our SNAP ED grant which is our gardening, cooking and healthy eating grant. When I go to build these budgets next year, their increases will be in there. When I built the budget for the General Fund, I built the wages and things like that with our increases built in because that is how I was taught. You include increases that you may want. If you don't want to give them then you don't have to, but they are there, so you know you have the money. I think something was misunderstood when that was said. If we did not have the money for increases for the three of us, I would not have built it in, and we would not be sitting here requesting 5% increases. Lisa Erquiaga said when you are writing a grant, you have to put that in there and if you don't at that time, it does not get noticed, it does not get put in there, so here you have a person that is working for you and when it comes time for their evaluation, there is no money to take from that grant. There is always that future planning of giving that person if they deserve that raise. I have never seen anybody get a raise higher than 5% except last year when we were truing up. Member Kent said so when we see that percentage it is just figure that you put in there, but we as a board would make a decision that would not have any bindings to that figure, it is just a budgetary figure? Brenda Moore said the only numbers you see in the budget is the General Fund money. All General Fund money does not include any of the grant money. When I first started working here, I was told that the board just wanted to see General Fund money. None of the expenses or income or anything like that is included with the grant. So, you have the big picture, which would include the grants and that is one amount. Then you have the non-grant, if you are looking at your profit and loss statement, I was told when Lisa built a budget for the non-grant funds, looking at your profit and loss at the total, that total is everything including the grant and the non-grant money. The budgets you see that we have handed out in the past are only non-grants because that is what was requested previously. Member Kent said that makes sense to me. I was just saying that for budgetary figures, when we budget, it is just a figure we put in there, but we are not bound to it is all I was saying. I was just making that comment.

Chair Manha asked if there was any public comment but there was none.

Member Karla Kent made a motion to approve wage increase for Brenda Moore at 5%, retroactive to December 15, 2020. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

Member Jamie Hyde made a motion to approve a wage increase for Buster Pierce at 5%, retroactive to December 15, 2020. Member Justin Heath seconded the motion, which carried by unanimous vote.

Member Karla Kent made a motion to approve a wage increase for Lisa Erquiaga at 5%, retroactive to December 15, 2020. Member Robbie Lind seconded the motion, which carried by unanimous vote.

D- Consideration and possible action re: Discussion regarding the Agreed Upon Procedures by Lane & Associates for the financial records for the William N. Pennington Life Center for the Fiscal Year Ending June 30, 2020.

Lisa Erquiaga, Executive Director, and Phyllys Dowd, Dowd Bookkeeping Services, will bring forward a discussion related to Lane & Associates associated with the Agreed Upon Procedures

(AUP) for the Fiscal Year Ending June 30, 2020.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: None; Informational Only

Member Kent said this item was discussed in the Coalition's Finance Sub-Committee that Lane & Associates are going to be unable to do the AUP since he has been involved with the Senior Citizen's Center in other type of accounting processes and it is very critical in accounting type atmosphere that they cannot also do the AUP if they have been involved in financial issues with the William N. Pennington Life Center, so they had to step out. It was brought to our attention by Phyllys Dowd who has real good knowledge in accounting and all of these things. She suggested to the board and we made a motion and approved that we are going to forego a AUP for Fiscal Year Ending June 30, 2020 and Phyllys is going to do a AUP in a non-written type of fashion. She is going to review it as if she was giving one but since she is part of the William N. Pennington Life Center, she won't be able to do it as an actual AUP, so we are going to postpone that, and it will be up to Lisa Erquiaga and her group to come up with an accounting firm the first part of July or the end of June 30.

Chair Manha asked if there was any public comment but there was none.

E- Consideration and possible action re: Approval of the Letter of Engagement with Phyllys Dowd to act as a part-time bookkeeping consultant for the William N. Pennington Life Center.

Executive Director Erquiaga provides the Letter of Engagement for approval by the board to engage Phyllys Dowd to act as a part-time bookkeeping consultant for the William N. Pennington Life Center. At the meeting of the Finance Sub-Committee held on December 17, 2020, the committee voted to hire Phyllys Dowd at an hourly rate of $60 for 0-40 hours per month to offer bookkeeping consultant work to the center.
FISCAL IMPACT: $60 per hour for 0-40 hours per month.
EXPLANATION OF IMPACT: Phyllys Dowd will bill the amount of hours that she works providing bookkeeping consultation for the center at a rate of $60 per hour for 0-40 hours per month as approved by the Finance Sub-Committee at their meeting held on December 17, 2020.
FUNDING SOURCE: General Fund.
ACTION REQUESTED: Accept

Chair Manha asked if there was any public comment but there was none.

Member Justin Heath made a motion to approve the Letter of Engagement with Phyllys Dowd, Dowd Bookkeeping Consultants LLC, for her to act as a bookkeeping consultant for the William N. Pennington Life Center. Member Jamie Hyde seconded the motion, which carried by unanimous vote.

F- Consideration and possible action re: Discussion regarding matters associated with the COVID-19 virus and measures being taken to prevent the spread of the virus at the

William N. Pennington Life Center, including a COVID-19 Vaccination Policy for staff.
The Executive Director will provide an update and the board can then discuss matters associated with the COVID-19 virus and measures being taken to prevent the spread of the virus at the William N. Pennington Life Center, including a COVID-19 Vaccination Policy for staff.

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FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: None; Informational Only

Lisa Erquiaga said we tried really hard to protect our bubble at the center and so far, so good until yesterday. I have 2 employees that are out. One is from the kitchen and one is from administration and they both tested positive and will be gone for 10 days. We are in a holding pattern to see what is going happen to the rest of us. Is it true that once you have had it, you cannot get it again? Someone said no, that is not true. Lisa Erquiaga said well, there is some crazy things going on out there. It was a little heartbreaking yesterday to find out that we had 2 positives. To me it is devastating because in the way that I deal with it because we tried so hard to keep it away. I do not have a set policy for what I would like for the next meeting since we have 2 people out. We have had a couple that have been out in quarantine for a couple days, but we did not really have to think about a policy. I think we need to have a staff policy of if you refuse the vaccine, how that does in your work and it keeps you from going and getting or being able to get paid under the protection and all those different things and so before I put a lot of time and effort and things into it, I want to know from the board if you feel that it is something that we need to look at and protect ourselves. Some people are doing it and some people are not. Commissioner Heath said did you just want a policy on the vaccine or a COVID policy altogether? Lisa Erquiaga said I do not know. What do you have? Commissioner Heath said you need to have one for what happens if you are positive or you are sick. That needs to be in place, and it should have already been there. OSHA requires that one to be in place. You can get with Geof because he probably already has one. Lisa Erquiaga said we are not under OSHA because we are a private non-profit. Commissioner Heath said but you still have employees and customers so you still kind of fall under that. The vaccine, that is one you have to think about because right now that still falls under OSHA and that is a discussion for later. Have you been offered the vaccine? Lisa Erquiaga said yes, and half of our people said yes, and half said no. We are supposed to be protecting ourselves. Commissioner Heath said it is going to come down to whether people want it and how may don't and most places are going to just say okay. With a policy for if you are sick, should you come to work, that should already be in place. Lisa Erquiaga said we already have that but just not specific to COVID. Commissioner Heath said you need to actually direct it to COVID because even though you are a non-profit, you still have employees, so you still fall under OSHA. Lisa Erquiaga said my other concern there is the piece where you decide not to take the vaccine and then you get sick and we have to pay for you to be sick, that is the other piece. I wanted some feedback from the board to see if this is something we need. Commissioner Heath said I think it depends on where the funding is coming from and if you fall under the CARES Act. There is a general rule for businesses right now that if they are in the hospital or sick you do not have to pay people. I think they are changing that down the road through. Chair Manha said the vaccine is not available to all people but that policy that Commissioner Heath is referring to is the return-to-work policy so when you talk to Geof Stark, ask him for a COVID return-to-work policy. The county should have one. I would emulate that until such time the vaccine is readily available for everyone. Pam Moore said I have those policies in my office. Member Hyde said they can use their paid leave, correct? Just like vacation, they can use that. If you are requiring a 2-week notice for vacation, maybe not, but I know where I work you can use whatever paid leave you have accrued. Lisa Erquiaga said that was something that came up. They knew we had this money that would pay them for quarantine, and they should not have to use their sick leave or vacation. Commissioner Heath said even with the state it comes down to where did you get it? Member Hyde said I think the difference in the question just asked is before the vaccine was available then yes, they would be covered under the emergency leave, but after the vaccine was available and you decline it, that is a different story.

Chair Manha asked if there was any public comment but there was none.

G- Consideration and possible action re: Discussion regarding any plans for restarting the Homemaker Program.

Lisa Erquiaga, Executive Director, will provide an update regarding any plans for restarting the Homemaker Program. This is a standing Agenda item should conditions warrant restarting the program at any time in the future.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Lisa Erquiaga said at this time, no. We tried it and almost got there and then we changed our minds and then we tried it for 3 weeks and some of our seniors were very bad and went out and were going places where they said they were not going, and we had 2 people test positive, so we shut it down. We should probably take this off of the Agenda until we reopen. When we reopen, the homemaker program is still going to be a program, but we will have to do rehiring because we do not have any homemakers right now. The two that we have left are drivers for MOW. They are happy and I don't think they will go back.

Chair Manha asked if there was any public comment but there was none.

H- Consideration and possible action re: Discussion regarding a change to the schedule of meetings for both the Finance Sub-Committee and Coalition for Senior Citizens board meetings to have the Coalition for Senior Citizens Board meet every month on the 4th Thursday at 3:30 PM and the Finance Sub-Committee to meet quarterly on the 4th Thursday of the first month of every quarter at 3:00 PM.

Executive Director Lisa Erquiaga and Phyllys Dowd will bring forward a discussion regarding a change to the schedule of meetings for both the Finance Sub-Committee and Coalition for Senior Citizens board meetings to have the Coalition for Senior Citizens Board meet every

month on the 4th Thursday at 3:30 PM and the Finance Sub-Committee to meet quarterly on the 4th Thursday of the first month of every quarter at 3:00 PM.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Lisa Erquiaga said the Finance Sub-Committee has already voted on this. Member Kent said the Finance Sub-Committee for our meetings have decided to go quarterly and it will be the 4th Thursday at 3:00 PM. We did ask for financial statements to be sent to us every month for review, but we would only meet every quarter.

Member Hyde said I had brought up to meet quarterly like the Finance Sub-Committee, but I don't know how anybody feels about that. Just because one of the goals on the evaluation is to keep us informed in the interim at that point. We did bring up with Pam that you cannot have a discussion as a board through email. All of it has to be through open meetings so that you have a quorum. If you had any questions for Lisa, it would have to be individually and then you could not discuss it with another board member. Robbie Lind said this month there were a lot of things to discuss but normally with the center still being closed, I do not think there are that many things that we need to meet monthly on so I would be okay to go with quarterly also. Member Seitzinger said I agree with that and if something did come up, we could always call a special meeting. Member Richards said I concur with that. I think quarterly especially during COVID. Lisa Erquiaga said I would be okay with that and I would make sure that I do keep you apprised of what is going on. Today was an extra-long Agenda, there were a lot of items on here. It is not usually like this. Until we open back up, I would like to do it monthly or every other month. At one time we did do it every other month and that seemed to work well too. Quarterly right now would be fine. Anything we can do to make life easier. Chair Manha said I think your newsletter is important to us also so we can keep abreast of what is happening. Lisa Erquiaga said even though it is a little bit more money, I really feel that it has to be in color because you just don't get the gist of it if it isn't and it is worth the extra money for color.

Chair Manha asked if there was any public comment but there was none.

Member Jamie Hyde made a motion to establish a change to the schedule of meetings as follows: Coalition for Senior Citizens Board to meet on the 4th Thursday of the first month of every quarter at 3:30 PM. Member Robbie Lind seconded the motion, which carried by unanimous vote.

I- Consideration and possible action re: Approval for the William N. Pennington Life Center to apply for another Paycheck Protection Program (PPP) Loan from Washington Federal.

Lisa Erquiaga, Executive Director, will ask the board for authorization to apply for another Paycheck Protection Program (PPP) Loan with Washington Federal and will outline her reasons for that.
FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Lisa Erquiaga said our first loan has been spent and we are in the process of changing it over so that it will show that it is spent the way the bookkeeping is done so that money has been expended and we have already started to fill out the next application. I hear the next application is even easier than the first one. It was pretty intense with all the stuff that they needed. It has come in handy that we got that money. It would be about the same or maybe a little less because we have 2 less people now. I would like approval to do that again. Member Kent said has the other loan been forgiven? Lisa Erquiaga said it is in the process. We have to have the other loan spent out for this one to start so we will be doing that tomorrow.

Chair Manha asked if there was any public comment but there was none.

Member Karla Kent made a motion to authorize Lisa Erquiaga to apply for another Paycheck Protection Program (PPP) Loan with Washington Federal. Member Robbie Lind seconded the motion, which carried by unanimous vote.

Reports:

A- Consideration and possible action re: Executive Director's report of William N. Pennington Life Center activities and programs.
Executive Director Lisa Erquiaga will provide an update for the board regarding activities and programs at the William N. Pennington Life Center.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: None; Informational Only

Lisa Erquiaga said I am going to email this organizational chart to all of you. It has all of the positions in the center and of course, the board is at the top. We have 2 individuals that work for us and it just has their titles right now and then their full time or part time status. As for my report for anything else I have said, I will let you know that we have received over $5,000 for the last 23 months of our donations. Some of those donations have gone into the truck fund to make that $38,000 but others have not. This March for Meals program that we will be doing March first, there is a sweet couple that just got on MOW the other day and they had their granddaughter, through PayPal, and I didn't know who she was, so I tracked her down on Facebook and I sent her a message and asked if this was from her or in memory of. Then in the meantime I heard they were on MOW. Then the wife died the night before last, but they had sent us $1,000 and when you get something on your computer that says that much, I get excited when it is $30, so that is what we are kicking off our March for Meals off with. We put it in the truck fund. I asked her where she would like me to put it. We always give that opportunity and she said she did not care, so I told her what we would do is showcase them. The chain of events there was interesting. Besides that, $5,000 has come in from other people over the last 3 months.

We have a gentleman that is just as sweet as can be. Every week he sends a check in an envelope as he drives through to get his blood drawn on whatever day he remembers, but he never misses a week, he gives $100. I kept saying he is going to own this place because the checks just keep coming and coming and I said do you have to write a check every week? Why don't you just do the whole month and he said I don't want to. I keeps him going and I love getting his little check in the envelopes. Every week I get his money and it makes him feel really good.

Even through COVID, the Rotary Club sent us a check last week from Christmas. It was leftover money. It was $1,350. Then the other day, back in November, the Governor had some money and put it together and granted it out to businesses and it was under GOED and I put it for about $12,000 and the other day I got an email that we had received $10,000 from that grant. What I had put it in for was lost revenue of renting our space out and having parties and being able to cater and different things. That is a little nest egg that we will put to the side because it is something I was sure we qualified for and would get. There is also an opportunity for another CARES grant that we had already gotten. We have received $32,000 from the state and we received PPP money of $85,000 and then we received $10,000 and we are not done yet, but with that money, those were things we bought for our building for our process of handing lunch out, everyday things like traffic cones and signs. Then we had Plexiglas to put up too. All those things that we never thought we would have to spend money on. We did not have any money to do that with. Even though we have not been getting as many donations from individual people and lunch money on a daily basis as much, we have been getting other things, so we are in good shape. People are still donating and still coming for lunch. Our numbers are down on lunch; it could be the weather, or we also have double construction going on in our area. We are making it, so I am not going to go over anything else in my report.

Lisa Erquiaga said we have a grant that we bought some gardening stuff with and the pieces came. There are some little arrow gardens, and they are in water. We already have all these plants started. They are upstanding or upright and they have 9 slots on each side, and they are made out of tin, out of metal, and you can plant in them and they are freestanding out in our garden area. We were going to be doing a gardening program, even before COVID. With social distancing we should be able to get people out there to plant their little section. A family is going to take a whole side of this, and they will be responsible to come and water and take care of it and pick the vegetables. We have this other little roll, and I will have pictures next time, that roll in and out every night. If there is sunshine outside, we roll it out. It is like a garden on wheels. It has all different things in it. A gentleman came from Idaho and set them all up. They already have the soil in them and everything. We are going to need gardening tools. Chair Manha said I encourage you to go by and look at those things. They are pretty impressive. It is something for our seniors to do and participate in. They have garden books. It is more than just that, the whole program. It is nice for people to be able to keep their jobs. Lisa Erquiaga said we have moved people around. You might have to move from this thing to this position and so far, they are still working and it is working out well. Member Hyde said I think this is great news. It is a good shift from keeping people inside. You are still keeping them going and giving them activities outside with social distancing. This is a very positive move. Good job. Lisa Erquiaga said it is a little cold yet, but we have started the little veggie-pods inside and then we have a whole bunch more that need to be planted. Whoever comes and wants to be part of this will be social distancing and will wear gloves and masks. Someday we won't have too, but until then.

Chair Manha asked if there was any public comment but there was none.

B- Consideration and possible action re: Approval of the Service-Level Reports for the period ending December 31, 2020.
Brenda Moore, Business Manager, will present the Service-Level Report for the period ending December 31, 2020 for the board's consideration and acceptance.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: None; Informational Only

Brenda Moore, Business Manager, said the Service-Level Reports were sent out. Did everybody get a chance to look at them? I know Lisa said our outgoing of meals are down, but when we put them together, they are up from November by at least 620 meals. Lisa Erquiaga said when I say they are down, it is because I hear a daily total. One day last week was 58 and today was 85. So that is what I say is going down is that daily number. When you put them altogether, it is up. Brenda Moore said we are going to be boosting up the budget for raw food expenses in another 4-6 months or so. Lisa Erquiaga said we are boosting it up because we are going to be getting less food from the Food Bank program, so we need to make sure to up that amount so that we do not feel that we can't feed out people as well as we have been. That has to do with the Food Bank's tearing down of their people. They had 140 organizations that were getting food and now they have to go down to 30 something and it has to do the government. Believe me, we have scored, we have done wonderfully over this time and have no regrets. We have gotten so much food, not only for us to feed people but also the handouts. I was told today that since this started, we have served 342 individual seniors with different items, not counting the food boxes from the summer and not counting the Rotary stuff.

Brenda Moore said did everybody get the congregate report and read the little paragraph at the bottom? There was a letter attached that explains everything.

Page 6 has the home delivered meals. Throughout this process, we will track all of the people that come through the line under the congregate. It is just that when I go to request the funds, it will all be requested from the home delivered grant and all expenses will come from there. We are up in our total meals served from November to December.

Our homemaker grant is the next one. We are still keeping in contact with the people that we had on our homemaker grant. We call them and they are getting checked on to make sure they are doing okay. They love those calls more than anything. They love talking to people. It is hard to get staff off the phone. As soon as we get back up and running, we will go out to the homes. Chair Manha said since we had a pause on the program, how does that affect our grants for that program? Brenda Moore said that grant has been moved to a categorical grant. We can still request funds. It has gone from a unit-based grant to a categorical grant.

Chair Manha asked if there was any public comment but there was none.

Member Karla Kent made a motion to approve the Service-Level Report as presented. Member Justin Heath seconded the motion, which carried by unanimous vote.

Staff or Board comments regarding matters affecting the Coalition for Senior Citizens:

Lisa Erquiaga said I would like to thank Chair Manha for taking on the job as Chairwoman and this was your first meeting and you have done a very good job. You will have it down; you will be dreaming about it and thank you.

Member Hyde said this is the most important age group that we are serving and the most vulnerable. I know you don't want to open the center until it is safe. At what level is it going to be when the Governor says you can open things? It is something that we need to consider, moving forward. Lisa Erquiaga said at this point in time I am going to say it will have something to do with the vaccination rate and we will see how fast that goes unless something else comes up, that is what we will go by. Just because another center opens in the state does not mean that we will, necessarily. Carol Lloyd said she was following what I was doing, and I was wondering how she was doing that because the population that they have come in and out of there, so I guess when we open, she will know it is safe. When she opens then I might know it is safe.

Chair Manha said I am curious about the hair salon in there. Is it possible to have it open and have only one client at a time just like they do any other salon? Lisa Erquiaga said yes, she is, one person. I don't know if any of you came in there and got your hair done, but the other lady that we had in there, Jennie Gray, she recently passed away. She had colon cancer and she quit working about the time that all this was going on and has not been in there. We saved it for her but then there was COVID. To have 2 people in there and have them pass each other and sometimes they bring their caregiver with them, it was really a tough thing to police, and it is better if just one person comes in. She knows what our protocol is what we expect. If you are getting a perm, you are there for 3 hours, you might have to use the restroom, so we let them but otherwise the restrooms are closed to the public. I think it would not be good to have another person to come in there now. We just have the one person. We did have two. Each person pays $400 rent, but we have not had that money from the other person, and we are fine with it. People are happy to be able to come get their hair done but sometimes they want to wander and see if there is anyone to visit with, so we have to send them out the door.

Member Richards said it was really nice to see the segment on KOLO on the center. Both Lisa and Buster did a great job of explaining the services and even though we are closed, we are not. All the activities going on was such a nice thing to see. You did a great job. Lisa Erquiaga said one of her friends said she saw it, but she said there was this guy on there and he kept doing all the talking! They were there most of the morning and had so much footage, but they edit it to this teeny tiny thing. We were just really thankful they came out. They want to come back when we get our garden center going.

Consider Future Agenda Items:

The following future Agenda items were suggested: Senior Housing Project and Grants.

Lisa Erquiaga said I can do a little presentation on grants and then next time do something with Brenda and the General Fund and how you differentiate those things. Chair Manha said that would be a great idea.

Establishment of Next Meeting Date:

The next meeting date will be held on April 22, 2021, at 3:30 PM.

Public Comment:

Chair Manha asked if there was any public comment but there was none.

Adjournment:

The meeting was adjourned at 5:19 PM.

Approved: Karla Kent
Karla Kent, Member

Approved: Jamie L Hyde
Jamie Hyde, Member

Approved: Jill Manha
Jill Manha, Member

Approved: Julie Richards
Julie Richards, Member

Approved: Roberta Lind

Roberta Lind, Member

Approved: Carol Seitzinger

Carol Seitzinger, Member

ATTEST:
Linda Rothery, Clerk/Treasurer

Renae Paholke

Renae Paholke, Deputy Clerk