

MINUTES OF THE COALITION FOR SENIOR CITIZENS

155 N. Taylor Street, Fallon, NV 89406

April 22, 2021

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 3:30 PM on April 22, 2021.

Roll Call:

PRESENT: Member Robbie Lind, Vice-Chair
 Member Jamie Hyde
 Councilwoman Karla Kent
 Member Julie Richards
 Member Carol Seitzinger
 Commissioner Justin Heath
 Executive Director Lisa Erquiaga
 Brenda Moore, Business Manager
 Phyllis Dowd, Dowd Bookkeeping Service
 Deputy Clerk to the Board Pamela D. Moore

ABSENT: Member Jill Manha

Public Comments:

Vice-Chair Lind asked if there was any public comment. Phyllis Dowd, Dowd Bookkeeping Service, said I have reached out to several auditors to find out if there is another firm that is interested in doing the Agreed Upon Procedures (AUP) for the end of June and I have gotten a response from Knott, Pikero & Associates CPAs and they are interested and will get back to us. I have also contacted HintonBurdick, which is the county's auditors and they also do the School District but I have not heard back if they are interested. Lane & Associates would be interested again because their independence is no longer an issue because the organization did not rely on them for any work during 2021, so we will see what comes of that. If I hear of other auditors, I will contact them, but I think, with these three, you will probably get a good representation on work to do this fall.

We had a slight issue with our tax return. The IRS returned the June 30, 2019 form because of a form that needed to be submitted to change our Fiscal Year End, which was an activity that happened before I became a consultant for the center. Joe Lane is working on our June 30, 2020 tax return. I have a list of policies that Brenda and I are working on. We are going to start working on the Policies & Procedures Manual, so we will bring that forward to the Finance Subcommittee for approval sometime this summer.

With regard to the review I have done on the AUP, I have reviewed quite a few transactions. Brenda and I have been working well together on resolving outstanding issues. There were 2

pulled transactions that were not approved by Lisa, which were reimbursements to herself, so it is appropriate that she did not approve for herself. Early on, there were some transactions that were not marked as paid and that was because the Bertrand report was not issued yet, so Brenda did not have a chance to make adjustments. Later on in the year, she is doing very well. We also reviewed the asset list and got that cleaned up for depreciation. I have a good working relationship with Brenda and Lisa. They are open to comments and ideas and I really enjoy what I am doing for the center.

Verification of the Posting of the Agenda:

It was verified by Pamela D. Moore, Deputy Clerk to the Board, that the Agenda for this meeting was posted on the 16th day of April, 2021, between the hours of 2:00 and 4:00 PM at all of the locations listed on the Agenda, in accordance with NRS 241 and the Governor's Directive 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 Julie Richards seconded the motion, which carried by unanimous vote.

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

A- January 28, 2021.

The Minutes of the meeting held on January 28, 2021 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 Jamie Hyde made a motion to approve the Minutes of the meeting held on January 28, 2021 as submitted. Member Carol Seitzinger seconded the motion, which carried by unanimous vote.

Appointments:

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

Executive Director Erquiaga reported that I would like to start off with some highlights of what

we have done since our last meeting at the center, besides our daily lunches and other activities. As you know, and as you will hear later as we go down the Agenda, we have been busy working on the Reopening Plan and setting up programs for the month of May. That will be coming up for your approval on one of the next Agenda items. During the last 3 months, which I believe was the end of January, they did a story on KOLO on our garden at the center and, since then, we have had 2 stories. There was one in *The Fallon Post* and one in the *Lahontan Valley News*, so we have gotten some good press on our programs that we have been doing. The one big program that is really standing out is our gardening program. If you have not been by to see our garden, please come in the back alley behind the museum and you will be able to see it in the enclosed area on the south side of the building. If you come and see it right now, you will be impressed because it is quite a project and our very own place to have a garden there and is looking very well. We have 14 spaces that are filled and 4 big spaces, one of which is filled, so we do have room for maybe 2 more families for the garden. If you have not seen it, there have been a couple of things in our newsletter, so come and see it with your own eyes.

I attended the Legislature related to senior issues on March 30th and that was very interesting because there are a lot of things going on. It is usually a day when you go and visit everybody and everybody gets together and you see all your representatives but, because it was virtual, it was done a little bit differently.

In the last 2 months, I put in for and received from Southwest Gas, an employee donor possibility and it started paying in March. Over the next year, we will be receiving over \$5,000 in increments from the employees of Southwest Gas. Southwest Gas has employees that live here, although they don't have an office here, it is in Fernley, Nevada, but we all pay money to Southwest Gas every month for our bills. We have some employees that have chosen us to receive donations, so for the month of March, we received \$436.00, and, in April, we received \$654.00 from those employee donations. Those funds are going into its own fund, but we have no plans for it. It is going into that fund for now and, when we need it for something, we will make that decision.

I applied for an emergency grant from the Aging and Disability Services through the state. We had received one prior to this, about 6 months ago or longer, and we got that for \$26,000. That money bought a truckload of trays for our Meals on Wheels (MOW), although it's not just MOW anymore. To get 96 trays, it was almost \$25,000. We have got that one and it was extra, and then there was still some money left with this emergency money from the state, so I put in for that and we received \$32,000, once again, to buy trays. There was money left over, so it was used for PPE and for a warming oven so that we can put our lunches in that. That \$32,000 is tied to those trays and property.

We are getting 2 new trucks and we are so excited because we have such an old beater truck, except for that new one we got in 2018. This is 2021 and we got a new one in 2018, so we are receiving 2 new hotshot delivery trucks. The first was from our fundraising efforts that we had for the last year and a big part of that was the \$10,000 that I reported on previously from Enel North and that really put us over and got us started. It also included all of the wonderful people sending \$100 here and there and all of a sudden, we had enough money to buy a truck. We have

that \$45,000 to buy a truck.

Then I put in for a grant with ADSD. We love ADSD and, if you don't know ADSD, you need to because they are wonderful and they are our bread and butter. They must like us too. That grant is also for the same kind of truck and that was for \$49,000. Those trucks have been ordered and I believe that it is 3-6 months that it takes for them to get the trucks and then it goes to California and they put the hotshot box on it, which is a hot and cold box and so, hopefully, when we get those 2 vehicles, we will be seeing confetti and balloons and all kinds of things to let everybody know because that one, indeed, was a fundraiser with the community and we are very, very pleased that the community is that giving.

The next thing, on our March MOW fundraiser that we did, as you all received the packet, I just wanted you to see what was sent out to everybody. We sent out 458 packets with the little envelope that you got in the mail that listed all of the details of MOW itself. We mailed those out and handed those out and we, so far, as of April 21st, have received money from 34 individuals for a total of \$6,675.00 that is earmarked for MOW. So, next time, when we need another truck, we have some money, or we could use it for food if we need it. That is the first time in my time, which will be 5 years next month that I have been the Director, that we have done a mailout for a fundraiser like that and I would say that, so far, and we are not done yet because we get them every day, people keep sending their money, and it has been very promising. I am very happy with the outcome of that and, like I said, we are not done yet. I am pleased with that.

We signed up for Zoom for one of our grants which cost \$149.00. It is going to make a really old lady out of me because it was difficult to learn and was kicking our butts getting it figured out. We have been using it for our exercise class and some of our other things. If you have something that you are interested in doing and if you want to set up, we can help you with that.

I want to take the opportunity to explain to everyone exactly what happened yesterday with the meeting with the Commissioners. You all were invited to that meeting. I had been asked about that meeting, but I had declined because I wanted to present to my board prior to putting it out to everybody else because you guys are the ones that decide on the reopening, but I was forced to do that. They sent it out to all of you and invited you, whether you knew you were invited or not. I know some of you did not know what they were doing, whether you should be there, whether you shouldn't be there, or why. You were all invited but I had declined that meeting because of not wanting to put the information out there until we got a chance to meet. If we would have had a group here yesterday, it would have been a violation of the Open Meeting Law because we work under that law. Luckily, Member Lind thought that there were too many people so she left and Jill had to leave but, otherwise, if we would have had everybody here it would not have been okay. I just wanted people to know that I was looking out for you, as my board, to present to you first so that you would have the opportunity to know what we were going to be doing at the center. That did not happen, so I am just going to leave it at that.

Member Kent said, on that fundraiser you did for the MOW, did you get very many people turning in that they would do it on a repeated basis? Lisa Erquiaga said there were a few.

Member Seitzinger said what is the life span of a MOW truck? Buster Pierce said it just depends on how many miles, because they idle all the time, which is really hard on them. I have a 1999 that has like 109,000 miles on it now and they are getting wore out, but you know they are out on county roads and they are getting beat up. Maintenance, after a while, becomes a liability rather than an asset. We got a new truck in 2013, which now has almost 100,000 miles on it, because it goes over 100 miles a day out in the county, and then we have the 2018 and then the 2 new ones that we are getting, so it just depends. You can run them forever if you wanted to pay that much, you know, until it totally blows the engine or something. Most of them are pretty old and have been out there a long time. They don't owe us anything.

Lisa Erquiaga said I do have one last thing that I just realized that I had written on here. Myself and another staff member, Mercedes Rodriguez, put in for Chronic Disease Self-Management leader training, so her and I are both able to teach that class and we will be setting up some classes at the center both in the open, in-person and virtual, so we will be able to teach the Chronic Disease class. We got cross-trained to do the Diabetes Self-Management class too, so we will have that opportunity to offer those classes to our community. It was offered to us and we will receive a stipend for each class we teach. There will be a contract, as we have had in the past, for each class that we teach. The center receives a stipend, I believe it is about \$300.00, for a 6-week class, so we will be doing that and we just got our certificates today.

Commissioner Heath said do you know how many people a day sign in for the Zoom classes? Lisa Erquiaga said we really have not had classes like I just talked about. We haven't had it yet because we just got trained. Commissioner Heath said how about the other classes? Lisa Erquiaga said, the exercise class, today I believe it had 5 people. We had 5 today for the bingocize and then it has gone out of my head what the other class was. There was a cooking class, so we have them on Zoom and also have people who call in on their phones.

This item was presented for informational purposes only and no action was taken.

B- Consideration and possible action re: Approval of the purchase of an "Out West Buildings" shed for the approximate s of \$4,000.00.

Staff is requesting approval to purchase an "Out West Buildings" shed for the approximate s of \$4,000.00.

FISCAL IMPACT: \$4,000.00.

EXPLANATION OF IMPACT: The cost of the shed from Out West Buildings is approximately \$4,000.00.

FUNDING SOURCE: General Fund.

ACTION REQUESTED: Accept

Executive Director Erquiaga said we are asking for your approval to purchase an Out West Building so that we can put it on our grounds as we have a spot for it. We have to have the county come and look at it to make sure that it can go there but we need it because we have always had a lack of storage in the building for the whole complex. Believe it or not, a new beautiful building like that, but storage was not something that somebody really planned. By getting this shed, it will allow us to take all of the things for the garden equipment and that will

free up space inside in our multi-purpose room and in our dining room so that, when we open, we will be able to use those buildings or those rooms again. Right now, we have just been putting our gardening program in there, so I would like to purchase this building so that we could put shelves in it and then that will be our outside storage of all of our gardening tools, which is a lot. We have tables, chairs, pop-ups, and all these things for the garden program, but we need a place for it all. Commissioner Heath said when did you get this quote? Was it pretty recent? With the cost of wood going up, do we have to raise this maybe? Lisa Erquiaga said it was pretty recent. Commissioner Heath said, with the cost of wood going up I do not know if \$4,000.00 would actually be enough, but, if you just got the quote, then we should be okay. Lisa Erquiaga said Brenda had called and told them what we were thinking about and that is in the ballpark. If that is what is approved, then that is what we would go under. Vice-Chair Lind said they gave that quote to you for a certain amount of time? It is good for a certain amount of time? Ms. Erquiaga said we did not get a date on it, but we are hoping that it will happen fairly quickly. Member Seitzinger said what is the size of it? Lisa Erquiaga said it is a 10x12. Member Seitzinger said why didn't you go for bigger? You never get big enough. Ms. Erquiaga said you and I would drive my husband crazy. I would like to have a 20x20, but we don't have room for it. Also, we probably could not afford it so, for now, we think that this will help us out. Commissioner Heath said that seems like a good price for that size of a shed. Ms. Erquiaga said I hope you are not wrong.

Member Jamie Hyde made a motion to approve the purchase of an " Out West Buildings" shed for the approximate s of \$4,000.00. Member Justin Heath seconded the motion, which carried by unanimous vote.

C- Consideration and possible action re: Discussion for an item to be placed on the July 22, 2021 meeting Agenda for nominations/elections of board members.

Staff will ask for discussion about placing an item on the July 22, 2021 Agenda for nominations/elections of board members.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED:

Executive Director Erquiaga said I have the list of members and when they came on the board but, if I have something wrong, please let me know as I did not have a chance to go back and look at any Minutes. I show:

Jamie Hyde, joined 2018

Robbie Lind, joined 2019

Justin Heath, joined 2021

Karla Kent, joined July 2019

Carol Seitzinger, joined March 2020

Julie Richards, joined 2019

Jill Manha, joined 2018

I wanted to suggest having a discussion at our July 22nd meeting to elect officers if that is what you choose to do. I wanted everyone to be thinking about that prior to that meeting. Member Lind was elected as the Vice-Chair in 2021 at our last meeting. Deputy Clerk Moore reminded Lisa that, when we did the election of the Chair in December 2020, it was listed to have Member Manha serve as the Chair for a year and for Member Lind to serve as Vice-Chair for a year, through December 2021. Ms. Erquiaga said my next question was if you wanted Member Manha to continue serving as Chair in July. The other thing is that Member Hyde has been the Treasurer since 2019 and I think it was a two-year appointment, so we need to think about that. If there is anybody else who plans to remain on the board or who plans to leave the board, we need to know that ahead of time. Please call and talk to me about that. If you know of anyone who might be interested in joining, especially if we have somebody drop off, please let me know. It has been really helpful to have the seven members because we are able to reach a quorum. You guys have done very well attending the meetings in the last two years, but we used to have a really tough time reaching a quorum. It was frustrating. You guys have made it much, much easier. That is my suggestion and I leave it to your desire.

Vice-Chair Lind said we do not have anything to vote on at this time but that will be at the next meeting in July? Deputy Clerk Moore said yes, we can do that at the next meeting. It would be easier if you kept the elections at the same time of year and vote for all of the positions at the same time, rather than doing some in July and some in December. Ms. Erquiaga said our Bylaws state that the elections should be done in July but because we needed to replace Bus Scharmann as Chair, that is why it was done in December. Deputy Clerk Moore said we should have said that the appointment was through July then. Member Kent said, if we said that Member Manha and Member Lind were elected through December, perhaps we could ask Member Hyde to stay on through December, so everyone expires at the same time. Is that okay with you, Lisa? Ms. Erquiaga said whatever you guys decide to do. Deputy Clerk Moore suggested that, if the Bylaws say that the elections should occur in July, then we probably should do the elections for all positions in July, regardless of what was said at our December meeting. We should be following the Bylaws. Ms. Erquiaga said but you can put people in an emergency situation. Member Heath said but you would still have to have an election in July, though. Ms. Erquiaga agreed.

Member Jamie Hyde made a motion to agenzize the election of a Chair, Vice-Chair, Secretary, and Treasurer at the July 22nd meeting. Member Karla Kent seconded the motion, which carried by unanimous vote.

D- Consideration and possible action re: Approval of the draft Reopening Plan for the William N. Pennington Life Center.

Staff will present their draft Reopening Plan for the William N. Pennington Life Center for the board's consideration and possible acceptance.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED:

Executive Director Erquiaga said I am going to hand what I gave to the Commissioners for what we would like to see happen. The other 2 pages are the activity schedule that we have planned for May, starting up small. The other sheet has the centers that we made phone calls to and I asked Buster to make those phone calls. He is the one that chose who to call, he did not call all of northern Nevada, but he called some of the ones that are similar in size and that we knew about, but he didn't pick and choose.

Member Kent said so you are saying that it would not be until June 1st, even the activities would stay on Zoom in the month of May? Ms. Erquiaga said no, we would have them on Zoom but also people coming in for the month of May in small groups. Member Hyde said do you have a capacity number on those small groups that you are thinking? Ms. Erquiaga said we probably would not get anymore than 10 people at a time. Member Hyde said is that an indoor exercise class where they walk around past through the congregate meal area? Ms. Erquiaga said we have not started that one yet. The ladies that do that are volunteers. We have our bingo-cise class right now. We will probably, in the future, put that back together on Monday, Wednesday, and Friday, but not at this time. There is outside walking class and then there is the bingo-cise that, right now, it is on Zoom virtually.

Vice-Chair Lind said, according to how I am reading the May schedule, there is really nothing inside, correct? Ms. Erquiaga said this would all be inside, except for the Seniors Stepping Class outside. The bingo-cise would be inside. The garden club is inside and outside. The cooking class is virtual but, if somebody wanted to come to it in person when we open, they are welcome to do that. We then put the Produce on Wheels and the senior commodities because we wanted everyone to know about those programs. The Produce on Wheels is not our program, they come and do it in our parking lot, but there are at least 100 people or more that do this program, so seniors are getting out and are coming to the center to pick up their commodities. For the art class and the bingo class, we will be contacting the people that head those up and see if they would like to come in to run the class or whatever they want to do.

Member Kent said I just wanted to mention that, at the Commissioners' meeting yesterday, it seemed like the Commissioners were pretty strong about wanting the center to open May 1st when they were letting everything in the community open 100%. I just wanted to get your feelings if that is the impression you got and what your thoughts are. Lisa Erquiaga said I believe that they want to open it up to 100% if they get their plan okayed but I think that, because of the nature of our business and the people that we serve, that is why I am saying that we take it slow and let people come back in but, as for the dining, right now, and this is what I told the group yesterday, is that we are waiting to get guidance from our national affiliates on congregate dining and senior centers. Yesterday, there was some discussion of it being similar to a restaurant, but we are not a restaurant, we are not under the same health department guidelines, but are under our grantor, we have federal regulations that we have to follow, so comparing us to a restaurant is not correct. So, we will wait and see. We will not have the meal program immediately and maybe it is up for discussion what you guys would like to do. We will do it starting in June, depending on what is happening, what is going on, but that is why this is the center's activities. You have the right to discuss and decide what you want to do and there was

some talk yesterday about being consistent with the county. Well, what I have to say to that is that we are not the county. We are a private nonprofit and our services and our programs are from a private nonprofit. We may be in a county-owned building, but we all have a piece in that building, it is not just the county, it is the city, it is the Coalition, and it is the Pennington Foundation when it was all put together. It just happens to be under the guise of the county. The county runs the building, owns the building, but everybody owns the process. The nonprofit is who runs the program but you, as the board, are the ones that should be able to make the decisions on what takes part in the community and I feel very strongly about that.

Member Kent said, with regard to the board that you need to listen to that is over the centers, how often do you hear from them or do they give you updates on what they are doing. Between now and June, would you be hearing from them? Lisa Erquiaga said I hope so, yes. Member Kent said but, if you don't hear from them, would you be saying it will be June 1st? Lisa Erquiaga said they are not going to contact me personally. They are putting the word out there to all those other centers that we are all in contact with to see what we are going to be doing. Commissioner Heath said what are our guidelines right now from that national board? Lisa Erquiaga said that they are not open right now.

Commissioner Heath said Winnemucca is opening May 15th completely, Eureka is already open, Lyon County is now opening May 17th fully, so why aren't we following the other counties here and just following the national guidelines if they are, because it does not sound like the national guidelines are saying to stay closed, so is that what they are saying right now? Lisa Erquiaga said they are still working on and putting the information out there of what is going to be safe because this is not over. Commissioner Heath said it is not just a safety issue, because right now we are seeing seniors with mental health issues now because they are locked in their houses. I have seen cancer left and right now because they are staying home, they are stressed out, so a lot of the seniors want to get back out. They don't want to stay locked up and that sounds like what we are doing now is we are going to stay closed as long as possible because we are thinking about safety, but there is a lot more to it than just safety. There are mental health issues, physical issues that we are seeing, and a lot of these seniors want to get back out and start living their lives again.

Member Hyde said that this population, besides those that are stuck in their house, cannot get out, but they have had 100% chance to get vaccinated if they are concerned about this. Although the vaccination is not a guarantee, they, more than anybody, have had a chance to do something so that they can hopefully not get this, which I do believe will always be ongoing. Commissioner Heath said this age group is about 60% vaccinated and the state did accept our plan to reopen.

Member Hyde said have you polled any of the people coming through the lunch lines to see whether or they want the center to open? I think that would be a good idea to see what they would like. Lisa Erquiaga said no we have not, but we can do that.

Commissioner Heath said before COVID, with an exercise class, how many people did you have show up? Lisa Erquiaga said sometimes as many as 45. Commissioner Heath said, and now we only have 5 on Zoom? Lisa Erquiaga said it is not the same group of people; it is not the same.

Commissioner Heath said it is because they can't show up because we are closed. If we only have 5 on Zoom but we had 45 that would show up on a normal day, is that what it was Buster? Forty five is a great number, but then we only have 5 on Zoom, so we are doing a disservice right now because we are just worrying about safety but there a lot of other issues that are happening with this group of people. Brenda Moore said the Zoom class is not the normal physical class that you are speaking of. The Zoom class is a bingocize class that is put on by our staff but we are trained by UNR. They are 2 separate classes with 2 different exercise routines. Commissioner Heath said so what are we doing right now then? Brenda Moore said we are doing bingocize because they were available, and we have the senior stepping, which is at 9:00 AM and 1:00 PM on Mondays and Wednesdays. We have sent the word out, although they do come in at different times during the day. They will come out and walk with each other. They are getting out and they are coming. There is anywhere between 5 and 10 people out there walking and they are maintaining their distance. We would not be able to afford the distance for safe measures. Member Seitzinger said have you let the walking class use the restrooms? Lisa Erquiaga said we had a plan for when the walking group came to gain entrance into the building. Member Seitzinger said I would think that would increase the numbers. Lisa Erquiaga said I can't speak to how many people show up to do this and, when we do open, I know that there will be people that will be coming back, and we will be there. Right now, whether they really want to come, or they want to get out, or what they want to do, we put a lot of information out to advertise all the different programs that we have. We have our newsletter, and we have the flyers and handouts at lunch every day. We hand out stuff to our MOW people keeping them involved in all the different things that are going on. The traditional class that has been there for 40 years, will probably start back up once we start, but we have not foreseen that yet. We are starting small and the bingocize class is a new program that we actually did with our grantor through the university extension, in just the last few months. Buster Pierce said and also, we have started our Homemaker Program back and I finally got a couple to apply for homemakers. We put it out there for a while at our normal rate where the grant will cover it at \$10 an hour, \$11 tops and everyone else is making more than that. We had to take a hard look at our finances to determine if we could sustain it and we bumped our positions to starting at \$14, which is fair. We have always wanted the pay to be higher, but we never really had that option before. We have 2 hired and I think I have an interview Monday, for a 3rd. We will need 5 total to get the program up to total speed and, after that, we will be providing over 5,000 hours of homemaking service for the year. We started this week and they are happy to have their people back.

Vice-Chair Lind said to Commissioner Heath when you say everything is opening at 100% for the center because of the population, and yes, they should be getting their vaccinations and coming back, do you see any reason that they could still do some social distancing with tables in there or anything like that just to start to get people back in? Commissioner Heath said I think that area is so large they can easily start back up and the same with doing exercise classes because you could put 40 people in that area and social distance pretty well.

Vice-Chair Lind said I'm just throwing things out there. This is just an idea because they are coming and driving through and picking up a meal, to get them accustomed to coming back in, and welcoming people, it is possible that they take that to-go meal and eat it in the facility at socially distanced tables? Something like that where you are not really serving the meal, but it is

all prepackaged for them? Lisa Erquiaga said our funders said we could do both for a very short time but, sad to say, we don't have enough staff to do that and also there is not enough help in the kitchen to do that, so it would be one or the other. We would really like to make the transition back to the dining room. A lot of people love the drive through and are going to be very unhappy to see it go but we can't do both for long-term. Member Kent said I think Vice-Chair Lind is saying it would not be both, it would just be the drive through pick-up-to-go people. Lisa Erquiaga said and then they come and eat in there, no, because that is considered a take-out and there is not take-out in our reservation.

Member Seitzinger said, in determining when to open, will we have a special board meeting for that? Do you know if we are talking July or June 1st maybe? I just didn't know if this was going to happen and we wouldn't have a board meeting. Lisa Erquiaga said we have a board meeting on July 22nd, but, if we were to go by the proposal here and we open softly for activities for May, like I am proposing, and then in June we start doing food. We feel that it would be fair since it has been a year that we have been doing other things and our building is going to take some work to get all these things squared away. One of those things is the cartons and trays. We have had them there and then we also have lots of food from the Food Bank, but we have some work to do in the next few weeks even to open on May 1st.

Commissioner Heath said what would stop you from opening June 1st completely? Lisa Erquiaga said if we had another spike in cases. Commissioner Heath said what do you mean by spike? Do you have a number set? Lisa Erquiaga said no, if we have another outbreak of people or have to close down, if you will, that would stop us, but if we discuss it and we decide June 1st, my staff and I will be ready to open on June 1st. Commissioner Heath said so would you go with advice from the Health Board, is that how you would do it? Lisa Erquiaga said yes. Member Kent said so, in May you would do a soft opening of just the activities and then June 1st it would be 100% open with everything inside? Lisa Erquiaga said, but we are still going to be doing masks and disinfecting and all those safety measures. Some people seem to think that May 1st that we are all said and done with masks, but we will be still enforcing those. Member Hyde said when you say masks, are you going to be turning away people if they are not wearing a mask? Is that the plan? Lisa Erquiaga said possibly. Vice-Chair Lind said will you need help getting the room ready because you do have a lot of things there that need disinfecting. Can your group handle that or do you have to call in an outside vendor to disinfect for you? Lisa Erquiaga said no we will be able to handle it.

Vice-Chair Lind asked if there was any public comments but there were none. I think we would need a plan from Lisa maybe by email of what she is discussing with her mask mandate and things like that.

Member Jamie Hyde made a motion to follow the draft plan and do a soft opening of the exercise classes on May 1, 2021 with the reopening of the congregate dining on June 1, 2021. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

E- Consideration and possible action re: Approval of the Budget for Fiscal Year 2021-2022.

Staff will present the Budget for Fiscal Year 2021-2022 for consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Executive Director Erquiaga said before Brenda gets started I would like to thank her for having this together. She has had it together in the last couple of years but when we were hired, we were instructed that it wasn't due until after July in September, so we were going with that. We have such a strong hold on what we are doing now and we know where we are and what we are doing and getting the budget this first year early on before our July meeting is something that we were supposed to be doing prior to and we have it done now and I thank Brenda for working on that.

Member Hyde said the income looks fine to me but, for the wages and taxes, because this is just for the general monies, why did it go up so significantly because I have the profit and loss by class for July through February and it is about \$60,000 for General Fund monies for that profit and loss by class. If you annualize that out, it is significantly more than that. Brenda Moore said that is adding the 22% of the homemaker wages in there. Member Hyde said so you gave them a 22% increase? Is the \$10 or \$12 that Buster was starting them out at included in the grant? Brenda Moore said the \$10 or \$12 is in the grant. Everything else, the General Fund had to make up for, so I stuck it in there and worked it out and prayed. Member Hyde said how many homemakers do you have? Brenda Moore said 5 plus the supervisor, and that is each of them working 25 hours a week, actually 25-30 hours a week. Member Hyde said so, correct me if I am wrong, I have the \$2 an hour, I will do \$3 with taxes and we have 5 people times 25 hours a week times 52 is \$26,000. And we have, at this point in the year, \$60,000 in wages and taxes out of the General Fund. Brenda Moore said right, and we also had a savings from our PPP funds. Does that make sense? Member Hyde said yes, I understand that, but when you have the profit and loss by class and it has the non-grant activity in there, that should be the full complete expenses. It should not be a net with the PPP funds. Is that how you are showing them on the profit and loss is a net with a revenue change? I am going to ask Phyllis. Phyllis Dowd said I believe what Brenda has posted during this Fiscal Year is anything that was allocatable to the PPP funding line. All of those expenses are that way so they are not included as expenses this year in the non-grant activities but, next year, the organization is not going to get any kind of PPP funding, so those expenses will have to go back into the non-grant activity. Member Hyde said okay, so I can't really look at this budget and compare it to these funds because the PPP information is in here. I can't do a comparison between actuals and the budget? Phyllis Dowd said you are correct.

Member Hyde said the shed is in the facility upgrades and improvements that we just said that we were going to do so, we can actually take that out of this next year's budget because it is already in for this year. That grant funding you were talking about for the program supplies and the trees and stuff, that is going to be included in this year? That is not going to be received and included in next years budget, correct? Brenda Moore said correct. Member Hyde said I am seeing the vehicle maintenance and repair here is about \$10,000. Is that a good estimate since we

are getting 2 new vehicles, will we be retiring the old ones and will those decrease? Brenda Moore said that does include vehicle maintenance and repair, but it also includes fuel.

Vice-Chair Lind asked if there were any public comments but there were none.

Member Karla Kent made a motion to approve the Budget for FY21-22 as amended. Member Julie Richards seconded the motion, which carried by unanimous vote.

Reports:

A- Consideration and possible action re: Approval of the Service-Level Reports for the period of January through March 31, 2021.

Brenda Moore, Business Manager, will present the Service-Level Report for the period ending March 31, 2021 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 you have your first report, but these reports are all going to change, just to let you know. These will be coming to you in a different and more user-friendly mode. At this point, in our Homemaker Program, we have a total of 2,936 hours. Our year-to-date participants for that is 78. Of course, we have not had a lot of participant contributions. We are at a little under the 2,517 hours for our grant but that is because it was closed down and the state is working with us to draw funds categorically instead of by unit with that grant.

In regards to raw food, in March we served 7,440 meals. February was 6,272 and January was 6,806 meals, for a total of 40,780 meals. Our budget for this grant was \$117,000 and our actual expense, at this point, is \$47,955. Our 50% mark is \$58,500, so we have a savings at \$10,544. Member Hyde said why did the food expense increase so much and then we had so many ineligible meals this March? Brenda Moore said we received NSIP funds this February. In February, we received NSIP grant, which is the only grant we can use for raw food expenses. That is why it increased. Our ineligible meals, we possibly could thank our gentlemen that are working on our street in front of us. That is that increase. Member Hyde said so you don't believe it's going to be a trend to be an increase with the prices of food going up? I am not asking for you to stick to that answer. Brenda Moore said yes food prices are going to go up. Yes, there is a good chance that our raw food budget is going to go up. There is always that, and that's always going to be. It doesn't matter if it's today or tomorrow or 20 years from now, but we have a savings. Cris is a wonderful person; she is just really good at the budget for her raw food expenses.

Moving on to home delivered meals, of the 40,000 meals that we have served, 22,931 of them are our home delivered meals and, if you include your frozen, 38,677 of them are home delivered meals, which is our MOW Program. We should be sitting at 27,807 meals; however,

we are sitting at the 30,677, which is over by 2,870 meals for the 6 months from October to March. You can see where I have put what our reimbursement rate is and what we request for that. I had not put in my request for funds so, in that spot, that is why that spot is blank, I believe the request for funds was \$17,000 for home delivered meals. Member Hyde said I have a question, and this might be for Buster, do you guys believe, if we open the dining room, that these numbers will go back down to fit into that? Brenda Moore said yes. As you can see below for the congregate meals, ADSD advised us not to request congregate funds and to add them to the home delivered meals until further notice. We have yet to hear from them on that call so, hopefully, we will be hearing from them in the next month or so, but out the front door, we served 10,033 meals with our year-to-date participants being 383. That side is still home delivered. At 50%, we should be at 11,674 and our actual served is 10,033 meals. A lot of those have gone to the MOW, so that is just switching that number. Any funds requested from January to present were put on the request for funds for home delivered. It is just a way of me tracking the difference between home delivered and congregate when funds come in. That is it for your Service-Level Reports. Again, this report will be completely different the next time you see it and it will be more user friendly.

Member Karla Kent made a motion to approve the Service-Level Reports as presented. Member Jamie Hyde seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Approval of the Financial Reports for the period of January - February 28, 2021.

Staff will present the Financial Reports for the period through February 28, 2021 for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Brenda Moore, Business Manager, said Karla came to me with questions yesterday so thank you, Karla. I want to extend an invitation to everyone. If you have questions about the profit and loss when you get it in an email or any other time you are thinking of a question about financials, come on into our office and I am more than happy to answer those questions for you. It is easier for me to find an answer with my computer sitting in front of me than if I am looking at it with you here where I can't give you an answer. I want to be able to give you a very educated answer and not look like a bimbo. With the February profit and loss and year to date, when February went out, there was a keystroke there and I compared year to date, my comparison dates I put in July 2020 to February 2021, so it compared itself, so I have a corrected version that I can email out to everybody if you would like that. If you have any questions about profit and loss or the balance sheet or the year-to-date comparison, ask them or write down your questions and I will get back to you as soon as possible.

Member Kent said if there are no questions of this committee, I just want to let you know that the sub-committee went over these reports and we did have a couple of questions, so it was

approved in our meeting. Member Hyde said to Pam Moore, if somebody comes in and asks questions or individually asks questions of Brenda by email, can she address the rest of the group? Pam Moore said no. Member Hyde said okay, so it would be better for me if I wasn't asking you the same questions that I guess you can answer in a public meeting if I am asking the same question that somebody is asking individually. I just wanted to make sure that it was not a possibility. Brenda Moore said, I could keep the questions that were asked and go over it in a meeting, if that is possible. Member Hyde said I don't think we need to unless they are asked of you. I would probably bring in those notes in case that question does get asked again but, other than that, it would only need it to be shared if they want it to be shared.

Member Karla Kent made a motion to approve the Financial Reports as presented.

Member Jamie Hyde seconded the motion, which carried by unanimous vote.

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

Member Kent said I want to thank Lisa for the organizational chart. Getting that to us and the newsletter is very informative and I am sure the seniors are all very happy with that having it in color like you do. Lisa Erquiaga said it costs a lot to do it in color but, if we are not going to do that, I am not going to send it out because the color has so much more readability to it, so it is worth it.

Vice-Chair Lind said do you have an update on the road work that is happening, as to when that might be completed? Lisa Erquiaga said they had said 4 months, but this is 4 months. They were supposed to have been doing asphalt, but I don't think there are going to get to it because they are laying the footwork and the fancy stuff. Once it gets done it is going to be beautiful and alleviate a lot of headaches for everybody but, you know, we have made it work. Vice-Chair Lind said yes you did. You came up with great ideas to get those people through the line. Thank you.

Do you think that you would like to have a meeting between now and June 1st to update the board or ask the board any questions or do you just want to send out an email if you feel you need a meeting and we can call one? Lisa Erquiaga said I don't feel that we need to have a meeting between now and then. If you guys feel that you want a meeting, I am not sure what the purpose of that would be. Vice-Chair Lind said it is just help you out if you have any questions with your opening or anything we could assist with. Lisa Erquiaga said I will let you know. I appreciate the offer.

Consider Future Agenda Items:

The following items were suggested for the upcoming Agenda: election of officers, an update on how the soft reopening went in May, and the hard opening in June, and also how things are going with being fully opened back up in July.

Member Seitzinger said did you get far enough with Out West Buildings for when they might be able to deliver that? Lisa Erquiaga said no we have not ordered it. We have not gotten that far yet. I am hoping it will happen quickly.

Establishment of Next Meeting Date:

The next meeting will be held on July 22nd at 3:30 PM.

Public Comment:

Vice-Chair Lind asked if there was any public comment. Executive Director Erquiaga said I would like thank you Robbie for chairing the meeting today for Jill. I know that Jill felt bad that she was going to miss this meeting but she was going on a very important mission to visit her son and, when she sprung it on me, we weren't sure how it was going to go. I would say, and I hope everyone agrees, you did a wonderful job and we would have you again. Vice-Chair Lind said thank you. There were some interesting points here on the Agenda, so thank you for that.

Adjournment:

The meeting was adjourned at 4:56 PM.

Approved: _____

Jill Manha, Chair

Approved: _____

Karla Kent, Member

Approved: _____

Jamie Hyde, Member

Approved: _____

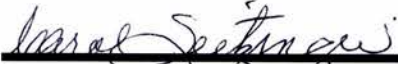
Justin Heath, Member

Approved: _____

Julie Richards, Member

Approved: _____

Roberta Lind, Member

Approved: 
Carol Seitzinger, Member

ATTEST:
Linda Rothery, Clerk/Treasurer


Renae Paholke, Deputy Clerk