

Negaunee Senior Citizens Center

Negaunee Commission on Aging
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Negaunee, MI 49866

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MINUTES

Negaunee Commission on Aging
Regular Meeting • March 5, 2015

Members Present: Larry Dillman, Debbie Filizetti, Jake Holappa, Joy Holman, Lee Johnson, Ernie LaJoie and Mary Parkkonen

Members Absent: Joel Jarvi and Earl Pleau

Others Present: Kristy Basolo-Malmsten, center director

- I. Call to Order—The meeting was called to order at 1:07 p.m. by chairperson Jake Holappa.
- II. Approval of Agenda—Joy Holman made a motion to approve the agenda as presented; Larry Dillman seconded the motion, and it passed unanimously.
- III. Approval of Minutes—Joy Holman made a motion to approve the minutes of February 2015 as presented. Mary Parkkonen seconded the motion, and it passed unanimously.
- IV. Public Comment—None.
- V. Financial Reports
 - A. Finances from the City—The board accepted this report for its files.
 - B. Approval of Bills—Joy Holman made a motion to approve the bills as presented; Mary Parkkonen seconded the motion, and it passed unanimously.
 - C. Finances by Program—The board accepted this report for its files.
 - D. Programmatic Report—The board accepted this report for its files.
 - E. 2014 Final Budget Numbers—No reports were provided.
- VI. Unfinished Business
 - A. Divider Curtain Update—Kristy noted the divider curtains had been ordered and installation should begin in mid- to late-March. Insulation repairs are in progress.
 - B. Annual Report—Joy Holman made a motion to accept the report as presented. Debbie Filizetti seconded the motion, and it passed unanimously.
 - C. Apple Computer Donations—The board discussed and decided this was not a donation it was interested in at this time due to the permanent installation and the fact that a quick survey of the clients indicated they were not comfortable with Mac computers. Kristy will send a thank you letter to Negaunee Cable.

Approved 4/2/15

- VII. New Business
 - A. Policy Manual
 - 1. Bed Bug Policy—An updated policy was brought to the board. Lee Johnson made a motion to approve the policy as presented; Mary Parkkonen seconded the motion, and it passed unanimously.
 - 2. Emergency Policy—Joy Holman made a motion to approve the policy as presented. Mary Parkkonen seconded the motion, and it passed unanimously.
 - 3. Illness and Injury Policy—Debbie Filizetti made a motion to approve the policy as presented; Mary Parkkonen seconded the motion, and it passed unanimously.
 - B. Outreach Worker—Kristy brought up the idea of a part-time outreach worker addition to the staff. She asked the board how they would like to proceed. A job description and financials will be presented for discussion at the May meeting.
 - C. Rental Applications
 - 1. Sands Graduation—Debbie Filizetti made a motion to approve the rental, charging \$50. Larry Dillman seconded the motion, and it passed unanimously.
 - 2. Marion Party—Mary Parkkonen made a motion to approve the rental for Marion Olson for no charge, with thanks for her years of service to the center. Debbie Filizetti seconded the motion, and it passed unanimously.
 - 3. Cannon Memorial—Mary Parkkonen made a motion to approve the rental for \$100, plus catering costs. Larry Dillman seconded the motion, and it passed unanimously.
- VIII. Correspondence & Personnel
 - A. Secretary search—Kristy noted that the center is still seeking applicants for the secretary/receptionist position, and will be testing some more applicants this week.
- IX. Upcoming Events & Fundraisers
 - A. Bread Sale—Kristy noted that the center is having a Paesano Bread Sale this month.
- X. Public Comment—None.
- XI. Board Member Comment—Kristy noted that she will be taking on duties at the Marquette Monthly again, but that will not affect her job at the center. Lee Johnson said he will not be in town for the April meeting.
- XII. Adjournment—Ernie LaJoie made a motion to adjourn at 1:48 p.m. Lee Johnson seconded the motion, and it passed unanimously.