

Negaunee Senior Citizens Center

Negaunee Commission on Aging
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MINUTES

Negaunee Commission on Aging
Regular Meeting • August 4, 2016

Members Present: Debbie Filizetti, Joy Holman, Lee Johnson, Kate Peterson and Al Rautio

Members Absent: Larry Dillman, Grace Jalonen, Earnest LaJoie and Earl Pleau

Others Present: Kristy Basolo-Malmsten, center director

- I. Call to Order—The meeting was called to order at 1:00 p.m. by chairperson Joy Holman.
- II. Approval of Agenda—Kate Peterson made a motion to approve the agenda as presented Al Rautio seconded the motion, and it passed unanimously.
- III. Approval of Minutes—Debbie Filizetti made a motion to approve the minutes of June 2016 as presented. Kate Peterson seconded the motion, and it passed unanimously.
- IV. Public Comment—None.
- V. Financial Reports
 - A. Monthly Financial documents from the City—The board accepted this report for its files.
 - B. Approval of Bills—Debbie Filizetti made a motion to approve the bills as presented; Kate Peterson 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. Kristy explained the new section with the clients served numbers that was added.
 - E. 2017 Budget—Joy Holman presented the budget on behalf of the finance committee and discussed the increases in wage due to minimum wage going up, as well as compensation for fulltime employees and budgeting for special senior center improvement projects. Kate Peterson made a motion to approve the recommendation of the NCOA finance committee as presented, and pass that budget on to the city. Al Rautio seconded the motion, and it passed unanimously.
- VI. Unfinished Business
 - A. Bathroom Remodel—Kristy noted that construction should begin this week, and that both contractors have the senior center on their schedule.
 - B. Bed bug situation—Kristy said that she did follow up regarding this topic last month, letting the Lakeview Apartments staff know of the board's discussion via email. She had no response yet. Also, she checked into the Housing Commission

Approved 9/8/16

board and who is on it, but she and Joy discussed the findings, and they did not feel it would be fruitful to address that board.

- C. Group Travel policy update—Kristy presented a small modification to the group travel policy that allows the staff to limit the number of single travelers to maximize the profit and availability of the trips. Al Rautio made a motion to approve the updated policy as presented. Kate Peterson seconded the motion, and it passed unanimously.
- D. Director evaluation—Lee Johnson made a motion to go into Closed Session to discuss the director’s evaluation. Debbie Filizetti seconded the motion, and it passed unanimously. Results were presented to the director. Debbie Filizetti made a motion to come out of Closed Session. Al Rautio seconded the motion, and it passed unanimously.

VII. New Business

- A. Group Travel—The board discussed some group travel concerns, including traveling out of the country. Larry Dillman wrote a note expressing his opinion on group travel in his absence. The board asked that the trip choices be brought before the board for approval prior to committing and promoting them, and that a quarterly report (or after a trip) be presented to the board to keep them apprised of the program. Kristy noted that those decisions are made more than a year in advance, but that she will bring the traveler selections to the board in advance. A report showing revenue and participation numbers from the trips was presented.

VIII. Correspondence & Personnel

- A. UPCAP chore funds—Kristy noted that UPCAP has offered some chore dollars for the centers to spend. Only two centers agreed to take funding, which has to be spent by September 30.
- B. Quality Assurance Review—Kristy noted that the county conducted their period review of files and policies, and while the written report has not come back, verbal reports were positive.

IX. Upcoming Events & Fundraisers

X. Public Comment—None.

XI. Board Member Comment—Kristy asked if the board would like to take action on contracts for phone service, internet, etc., and they noted that the day-to-day operations should be up to the director.

XII. Adjournment—Lee Johnson made a motion to adjourn at 2:00 p.m. Al Rautio seconded the motion, and it passed unanimously.