

ALPENA *Senior* *Citizens* CENTER

Board Meeting Minutes
April 25, 2018

Members Present: Wendy Servia, Bill Forbush, Ann Lange, Tim Moran, Mary Jo Oke, Lorri Rondeau Pat Rondeau, Josh Viegelahn

Excused: Jerry Broad

Staff Present: Annie Hepburn, Joette Putkamer, Elizabeth Cavanaugh, Annie Hepburn, Cindy Josey, Mike Stauffer, Tracy Niedzwiecki, BJ Sander, Joette Putkamer Catherine Glomski

Guests: Penny Anderson, Maria Ware, Michael Ware, Annette Zinke, Kenneth Zinke

The meeting was called to order at 8:31 am by Wendy Servia.

Acceptance of March Board Minutes: Motion by Tim, second by Mary, everyone supports.

Public Comment: N/A.

Executive Director Report:

- Euchre Tournament going well.
- Ken's March Against Hunger fundraiser for March and April is up and running will be collecting Funds until April 26th. So far, have raised about \$14000.00 and still have many packets around the community as well as Ken's family packets.
- KINSHIP support group Presentation on Trauma and its effects on children with Carlene Przykucki was a great Presentation.
- Highlights on MMAP for the month of March served 100 275 clients total to date. Total March savings \$38705.00 total to date is \$422205.00
- March update on Meals on Wheels 4017 Congregate 1209. March update for In Home Service numbers – new clients 24- most since August 2015.
- New Programs Starting: Music Event April 5th, Sock Hop April 14th, Volunteer Appreciation Luncheon April 21st. far
- Upcoming Trainings; BJ and Annie doing an intermediate Excel Training last class Wednesday. We will be having a joint Board Staff Meeting May 11th from 2:30-4pm with Training on Blood Bourne Pathogens, First Aide and Customer Service by Bill Forbush

and Team. Last CPR Training April 25th. Leadership Training for Mike, BJ and Annie May 4th. Mike going to an Alzheimer's training with two providers free NEMCSA putting it on. Luxury Event from 4-7 pm at the HOM office, Celebrate Ken's March Against Hunger Fundraiser.

- Update on Grants: United Way Grant for MOWS on 2/7/18 for \$5000.00 MAX. PIE&G turned in 2/1/18 for boost approved for \$1000.00. Michigan Health Endowment Fund for second Grant opportunity of \$100000.00 for Bakery received Grant. Working on partnering with CMH Partners in Prevention to work on Mental Health issues and trainings. Will pursue Grants in May through NEMCSA and OPC.

Financial Report: Acceptance of Minutes: Motion by Bill second by Mary Jo

- NEMCSA: We should be at 50% for homemaking and respite but are running at approximately 64%. Respite is at 61% and personal is a 51%. County of Alpena OPC: Submitted invoice for \$58,453.58. Year to date invoiced \$146,325.48. Grant balance is \$309,488.52. Senior programs running high, services for 6 months is \$4,137.50 providing 1098.25 hrs with average donation of \$3.77 per hour. Meal counts for March: MOW 4017 average donation \$1.82 Congregate 1209 average donation of \$2.96, Special Events 72 for a total of 5298 meals served.
- Foundation Grant Opportunities: Motion made and passed to go ahead with the purchase
- of the Foundation Grant Funding Information. The Board agrees that grant writing is what has to be done in place of continuous fundraising.
- Purchase of New Chairs: Motion made to purchase 250 new chairs that retailed at \$70.00.
- Oak City Construction giving quote for the installation of the new Walk-In Freezer.

Old Business: Millage delayed making plans.

New Business:

- Purchased 200 chairs cost \$4000.00. Selling old chairs \$5.00 a piece. Motion made by Bill, seconded by Ann. Need quote for installing Freezer. Emergency lighting ordered Thunder Bay Electric to install. No parking signs will be put up in front oval.
 - Motion by Jerry, seconded by Bill, motion passed
- Board is updating employee handbook and PTO time
 - Changes should be approved at NPP next month
- Two open positions on the board

Public Comment: None

Adjournment: Motion by Tim, second by Mary Jo, motion passed, meeting adjourned at 9:00 am

Submitted by Joette Putkamer

Approved as submitted: Wendy Servia, President

Date: _____

Signature: _____