

HOMER SENIOR CITIZENS, INC.
BOARD OF DIRECTORS MEETING

February 21,2024

PRESENT: Sharon Wilson (telephonic), Tiffanie Story, Milli Martin, Bruce Barnes, Steve Mueller (telephonic), Sharm Setterquist, Brian Zak (telephonic)

EXCUSED/ABSENT: Mike Jimmerson (absent)

STAFF: Keren Kelley, Executive Director

MEMBERS OF AUDIENCE: See sign in sheet.

- I. CALL TO ORDER: President Milli Martin, called the meeting to order at 1:30p.m.
- II. ESTABLISHING A QUORUM: President, Milli Martin, determined a quorum was present.
- III. PLEDGE OF ALLEGIANCE: Fully respected.
- IV. APPROVAL OF AGENDA: Sharm Setterquist moved to approve the minutes from the last board meeting. Bruce Barnes seconded the motion. Motion was approved. Motion carried.
- V. Approval of Minutes:
 - a. November 15, 2023, Board Meeting –Bryan Zak moved to approve the minutes and Sharm Setterquist Seconded Motion. Minutes were approved, with amendment. Motioned carried. Vote was approved by 6 and 1 nay (T.S)
 - b. January 17, Board Meeting – Submitted Separately
- VI. COMMENTS FROM THE AUDIENCE:
 - a. Kenneth Casady Family Member Thank You. Keren spoke about the family and how much their loved one who passed away. He loved it here. His Family members will attend the Annual Meeting to share their experiences here at Homer Senior Citizens, Inc.
- VII. RESIDENT COUNCIL MINUTES: none
- VIII. COMMITTEE REPORTS
 - a. Finance- We need 3 more residents, Grants- Bryan said Grants are looking good, & Funding Committee –The policy met February 8th and discussed 9 policies.
- IX. PRESIDENT’S REPORT: Gave at beginning of meeting. Unable to hear the audio.
- X. EXECUTIVE DIRECTOR’S REPORT – Keren stated that we are fully staffed. Keren also stated that she wants to do an analysis of staffing before and after COVID. She will also be in Grant Writing World. There is funding from Homeland Security to help with installing the new security cameras. Steve Mueller moved to certify the approval and Sharon Wilson seconded. Motion Carried. The vote was unanimous.
- XI. Department Reports: Adult Day, Assisted Living, Food Services it was reported that we can’t afford Food Services Manager, HR-Nothing to report., Facilities nothing to report on. Keren stated she supervises all the managers and other departments, and the other departments have their own managers. She also explained what the Nurses duties and her staff are.
- XII. CONFLICT OF INTEREST – None
- XIII. INFORMATIONAL ITEMS – None
- XIV. Unfinished Business - None

- XV. New Business:
 - A. Executive Committee Poll Vote – Authorize Mold Remediation Expenditure
 - B. Board Poll Vote – Authorize Executive Director to Research and Write Grant for Terrace Elevator Upgrade - Steve Mueller motioned to approve; Tiffanie Story seconded. Motion carried. The vote was unanimous.
 - C. FY25 Organization Chart – See chart Keren explained the Nurse’s duties.
 - D. RF Technologies Call System Upgrade – Millie Martin motioned to approve and Sharm Setterquist 1st , and Bruce Barnes seconded, motion carried. The vote was unanimous.
 - E. Siemens Annual Contract – Millie Martin motion to approve and Steve Mueller 1st and Bruce Barnes seconded, motion carried. The vote was unanimous.
 - F. Policy Committee Recommendations – Attorney has reviewed all policies.
 - a. Board Conduct of Meetings Policy – Millie Martin motioned to approve, Sharon Wilson 1st and Steve Mueller seconded, Motion carried. The vote was unanimous.
 - b. Board Communication Policy – Millie motioned to make no changes. Tiffanie seconded. Motion carried. Tiffani discussed the process of contacting the members of the Board. Steve Mueller challenged Tiffaine’s concerns. Keren will send this back to the Policy Committee.
 - c. Board Public Attendance Policy – Steve Muller asked how we can know who a member is. Keren shared that Bonny has printed out membership cards that are ready for pick up.
 - d. Emergency Authorization for Accounts Payable Checks Policy – Sharon Wilson motioned to approve, Steve Mueller 1st and Bruce Barnes seconded, Vote was taken 7 yay and 1 Nay (T.S)
 - e. Employee Grievance Policy – Sharon Wilson 1st and Steve Mueller 2nd with changes. motion to approve. The process was explained to the board and members of the audience. Keren explained the difference between grievance and complaint. Sharon Wilson motioned to approve with changes. Sharm Setterquist 1st and Bruce Barnes seconded Motioned carried Vote was not unanimous 7 yay and 1 nay.
 - f. Payroll Advance Policy – Changed verbiage to included, based on case by case. Steve Mueller moved to approve the motion and Bryan Zak seconded. Motion carried. The vote was unanimous.
 - g. Rental Policy – Sharon Wilson stated that HSC Rental rates are reviewed every year by the Board of Directors and that approved Fee schedule are maintained in Administration. Millie Martin Moved to approve Sharm Setterquist 1st and Bruce Barnes seconded. Motion carried.

XVI. Executive Session – 2:50 pm It was determined that no Executive Session was needed.

XVII. Comments of the Board of Directors - None

XVIII. Moment of Silence - respected

XIX. Adjournment–Next Meeting Date: March 20,2024

Respectfully submitted by Rosalyn Rose, Administrative Assistant - Housing

I was unable to hear most of Millie’s comments due to her speaking too softly.

