

**CLARENCE SENIOR CITIZENS, Inc.
4600 THOMPSON ROAD
CLARENCE, NY 14031**

**REGULAR BOARD MEETING
Date: August 13, 2020**

Meeting called to order at 9:00 am by Chair Violet Oldenski.

ROLL CALL

PRESENT: Lori Adams (out 10:00 am), Jim Blum, Jeff Buckley, Carol Gettings,
Mary Anne Kermis, Violet Oldenski, Rosemond Ruhland, Paul Schulz,
Wayne West (in 9:10 am), Bill Westley.

EXCUSED: Dave Meacham

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Rosemond Ruhland

SECRETARY'S REPORT- Jim Blum

July 9, 2020 Regular Board meeting minutes draft.

Motion to approve draft minutes of July 9, 2020 made by Jim Blum.

Second by Bill Westley.

Voting to approve draft July 9 minutes aye (6) Adams, Blum, Buckley, Gettings, Ruhland,
Westley.

Voting nay (0). Voting abstain (2) Kermis, Schulz .

Motion carried.

TREASURER'S REPORT - Mary Anne Kermis

Treasurer's Report - Report covering July received and referred for audit. Stipend was
received last week. Accounts are now Bank on Buffalo.

Vanguard Funds - Recent status of Vanguard Funds was reviewed. Format of information has
been revised and reduced. We've done well with our investments. Finance looks over these
every meeting.

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BOARD CHAIR REPORT - Violet Oldenski

Election of Officers - Bill Westley, who agreed to be Vice Chair as a temporary measure, has decided to resign from that position at this time.

Chair offered to receive nominations for the position of Vice Chair. Mary Anne Kermis nominated Lori Adams. Second by Carol Gettings. Lori Adams indicated willingness to serve. Chair asked are there any other nominations (3 times). Since there were no other nominations, Chair directed the Secretary to cast one vote electing Lori Adams as Vice Chair of CSCI.

Chair then offered to receive nominations for the open position of Assistant Treasurer vacated when Mary Anne Kermis became Treasurer. Mary Anne Kermis nominated Bill Westley to be Assistant Treasurer. Second by Rosemond Ruhland. Bill Westley indicated willingness to serve. Chair asked are there any other nominations (3 times). Since there were no other nominations, Chair directed the Secretary to cast one vote electing Bill Westley as Assistant Treasurer of CSCI.

We now have a full slate of (five) officers.

Board Meetings - Chair stated that Board meetings will continue on the regular schedule of second Thursday of each month.

EXECUTIVE DIRECTOR'S REPORT - Debb Sabbatis

As of 7/31/2020: Members 819 (last year 1037) Probably down due to closure.

Month of July - Center closed.

Upcoming Programs and Events:

Reopening Center - Coronavirus (COVID-19) - Planning for opening the Center with Covid-19 related adjustments in procedures on Monday, August 17, 2020. Our reopening plan in the Board packet is made up of two parts and will be available for review by government and public. The first part is the New York Forward Health Department recommended content and the second part is our specific details. Doors, except lavatories, will be kept open as much as possible avoiding need for contact.

Waivers - are being used by some senior centers. Three waiver samples were included in the Board packet for review. The plan could be to sign a waiver once and keep it on file. A list of people with approved waivers would be available for screening. Such a form discloses the responsibilities of the Corporation and visiting people. Following discussion on various options for short or longer more legal forms, motion for the Director to implement a long form, more legal waiver release for Covid made by Jim Blum. Second by Mary Anne Kermis. Comment that people who do not sign the waiver cannot be allowed to come in. Comment that all Clarence recreation participants must provide a signed release. Some releases cover Covid and communicable diseases.

Voting to adopt a long form waiver release aye (8) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, Schulz, Westley. Voting nay (1) West. Voting abstain (0).

Motion carried.

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Masks - We can require people to wear masks. Americans With Disabilities Act (ADA) requires reasonable accommodations but in this case we can't do accommodation that puts other people at risk. Since we are non medical, we can ask about the medical need to attempt accommodation.

Reopening - Executive Director requested Board approval of reopening start on Monday, August 17, 2020.

Motion to reopen the Center on Monday, August 17, 2020 made by Lori Adams. Second by Jim Blum. Discussion covered Town has said ok if we meet Erie County Health Department rules. Erie County Health Department has said ok to reopen following all guidelines as to reopening plan and following all other guidelines. Town of Clarence Code Enforcement Officer has helped to come up with the number of people allowed in each room to meet the current rules.

Voting to approve reopening Monday, August 17, 2020 aye (8) Adams, Blum, Buckley, Gettings, Ruhland, Schulz, West, Westley. Voting nay (0) Voting abstain (1) Kermis. Motion carried.

Members Information - Member impact of reopening plan was covered in the newsletter. The plan will be posted and available to all.

Office Computers - Computer hardware and computer programs software for the Center could possibly be awarded an Erie County Block Grant.

COMMITTEE REPORTS

EXECUTIVE & PEC - Violet Oldenski COF Exec 08/06/2020, PEC 08/06/2020

Executive Committee - Met to set agenda for this meeting.

Performance Evaluation Committee (PEC) - Met to briefly review Executive Director performance.

FINANCE - Mary Anne Kermis

Financials - February, March, April, May, June approved.

Operating Budget - Proposed 2021 Operating Budget is virtually same as this year with a 1.56% increase in Town stipend. Chair gave overview of the proposed budget plan. Some slight changes and deficit will be covered by our cash fund balance reserves. On that basis this is a balanced budget.

The bus will have coordinated pickups 2 to 3 times in morning and in afternoon. We expect 2 to 3 riders per trip which would not exceed socially distancing. Covid-19 related supplies will be covered within current budget lines.

We will probably have fundraisers at some time next year.

Comment that the Town may have to reduce cost next year due to lower sales tax revenues. If things change the Finance Committee will get back together and adjust.

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Finance Committee makes motion to approve the proposed 2021 Operating Budget to be sent on to the Town of Clarence.

Voting to approve the Proposed Operating Budget aye (9) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, Schulz, West, Westley.

Voting nay (0). Voting abstain (0).

Motion carried unanimously.

Vanguard Investments - We need to establish signatures for the Vanguard investments since the death of the Treasurer. Comment that fewer signatories are better.

Motion by Mary Anne Kermis, seconded by Paul Schulz, that the Board approve the following officers to be signatories on the Corporation Vanguard accounts.

Treasurer, Mary Anne Kermis

Assistant Treasurer, William C. Westley

Chair, Violet R. Oldenski

Voting to approve the signatories aye (9) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, Schulz, West, Westley.

Voting nay (0). Voting abstain (0).

Motion carried unanimously.

Annual Audit - Bound copies of the Annual Audit are available. A copy will be going to the Town of Clarence.

MEMBERSHIP & PROGRAMS - Rosemond Ruhland

No Report.

NOMINATING - Lori Adams

No report.

PERSONNEL - Mary Anne Kermis

Safety Plan - Made up of NYS Health Department recommended section and CSCI supplemental pages. Motion to approve the Safety Plan in two parts made by Mary Anne Kermis. Second by Wayne West.

Voting to approve the Safety Plan aye (9) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, Schulz, West, Westley.

Voting nay (0). Voting abstain (0).

Motion carried unanimously.

Employee Policy Manual - Committee Chair reviewed proposed revisions in the Employee Policy Manual, a job title in the Administrative Manual , and NYS Sick Leave. Motion to approve the changes to the Employee Policy Manual, the job title in the Administrative Manual, and the NYS Sick Leave made by Mary Anne Kermis. Second by Carol Gettings. Some discussion regarding hours of leave rules of the NYS Sick Leave Law.

Voting to approve the proposals aye (9) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, Schulz, West, Westley. Voting nay (0). Voting abstain (0).

Motion carried unanimously.

LEGISLATION & BYLAWS - Jim Blum

No report.

PLANNING - Jim Blum

Capital Plan - A proposal for a Five Year Capital Plan was distributed for Board comments and approval to be submitted along with the 2021 Operating Budget proposal to the Town.

It is the prior plan adjusted for removal of the bus and to the revised years. Comment that security coverage and wireless capacity are something we are very interested in.

Motion to approve the Proposed Five Year Capital Plan made by Jim Blum.

Second by Bill Westley. Voting aye (9) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, Schulz, West, Westley. Voting nay (0). Voting abstain (0).

Motion carried unanimously.

OLD (unfinished) BUSINESS

Paycheck Protection Program (PPP) - We received \$44,804.

NEW BUSINESS

None.

EXECUTIVE SESSION

None.

TOWN BOARD LIAISON - Bob Geiger

Meetings - Town Board only meeting in mornings, Planning Board not meeting

New bus/van - Ready. Finalizing stenciling

Town Park - New field

Youth bureau - All laid off

Undetermined Issues - Town, Youth, Schools, Senior Center

Safety Plan - Sent to Town Attorney

Student Community Service - Waived, School meeting with Town delayed

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PUBLIC COMMENTS (received in writing)

Chair Comment - Public Comments were received and reviewed. Anything that needs to be done will be. There is a folder here for questions and comments for anybody who would like them. Comments from July 9 are available for Board members if any of you would like to see the comments.

ADJOURNMENT - There being no other business Chair adjourned the meeting at 10:17 am .

TRAINING SESSION - None.

TOWN HAPPENINGS - Bob Geiger -

No report.

Next Regular Meeting - September 10, 2020

Jim Blum, Secretary