

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

**REGULAR BOARD MEETING
Date: November 12, 2020**

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

ROLL CALL

PRESENT: Lori Adams, Jim Blum, Jeff Buckley, Carol Gettings, Mary Anne Kermis,
Dave Meacham, Violet Oldenski, Rosemond Ruhland, Wayne West, Bill Westley.

EXCUSED: Paul Schulz

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Bill Westley

SECRETARY'S REPORT- Jim Blum

October 8, 2020 Regular Board meeting minutes draft.

Motion to approve draft minutes of October 8, 2020 made by Jim Blum.
Second by Bill Westley.

Voting to approve draft October 8 minutes aye (8) Adams, Blum, Buckley, Gettings,
Kermis, Ruhland, West, Westley. Voting nay (0). Voting abstain (1) Meacham
Motion carried unanimously.

TREASURER'S REPORT - Mary Anne Kermis

Treasurer's Report - Report covering October received and referred for audit.

Paycheck Protection Program (PPP) - Forgiveness has been filed. Town will decide what to
do with PPP after answer is received. Payroll account relatively high because PPP funds
are in it.

Operations Savings - Amount is low as we have not received stipend for this quarter.

BOARD CHAIR REPORT - Violet Oldenski

Holiday Luncheon - Awaiting State rules to determine if Luncheon at Brookfield is possible.
Maybe give up guests to allow lower number.

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EXECUTIVE DIRECTOR'S REPORT - Debb Sabbatis

As of 10/31/2020 - Paid members 866; Total bus mileage 2,018

Month of September - New members ; Total Attendance 940; Activities 589; Special Events 69; Off-Site Events ; Meals 311; Bus riders 50; Bus miles 741

Comments - Current results are not what we'd like.

October Highlights: Drive-Thru Dinner (23 served), Halloween Scavenger Hunt

Upcoming Programs and Events:

Thanksgiving Luncheon - November 24. Center closed on Thursday, November 26 and Friday, November 27.

Limiting Numbers - We are now code yellow with new rules set by New York State as 25 people maximum in a gathering in one area. This does not change our day to day operation. Because we spent time thinking about options we are better prepared for what comes next.

Exercise Classes/Air Filtration - We need Erie County certification on air filtration to allow exercise classes. They cannot certify us because we cannot use proper filters in our heating, ventilation, and air conditioning (HVAC) system. Portable air filtration systems are an option. We would need four units in the dining room and one unit in room 7. The cost estimate is about \$500 per portable unit or a total of about \$2,500. The Town is also looking at replacement of the Senior Center HVAC system using grant money.

We could possibly get a donation to cover the portable air filtration systems we would need.

Exercise classes are an important part of our programs. All exercise classes including the resistance class are also limited by gathering size.

Portable filtration units could still be used as additional protection even after a new HVAC system was installed. The units are smaller than a chair and plug in to 110 volts. Filters would need to be replaced about every three years at a cost about \$300 each. There is concern that if we delay a decision the availability of portable units will stretch out in time.

Motion to approve purchase of portable air filtration systems for a cost of up to \$3,000 made by Mary Anne Kermis. Second by Rosemond Ruhland.

Voting to approve purchase of portable air filtration units aye (9) Adams, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, West, Westley. Voting nay (0). Voting abstain (0).

Motion carried unanimously.

Office Computers - Waiting for proposals.

COMMITTEE REPORTS

EXECUTIVE & PEC - Violet Oldenski COF Exec 11/05/2020, PEC 11/05/2020

Executive Committee - Met to set agenda for this meeting.

Performance Evaluation Committee (PEC) - Met to discuss ED performance.

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FINANCE - Mary Anne Kermis

COF 11/05/2020

Financials - September approved.

Vanguard Investments - The Vanguard status report for October was reviewed and Committee Chair commented that we are doing quite well.

Town Stipend - We expect it to be normal next year.

Activities Budget - Committee chair explained that the Activities Budget is discussed and approved by the Membership Committee and then reviewed and approved by the Finance Committee prior to submission for approval by the Board.

The Finance Committee offers a motion that the Board approve the Activities Budget proposal. Voting to approve the proposed Activities Budget aye (9) Adams, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, West, Westley. Voting nay (0). Voting abstain (0). Motion carried unanimously.

Audit - The annual audit will begin in January. The bookkeeper will contact the audit firm early in the year and get needed information ready.

PPP Loan - Forgiveness paperwork has been submitted.

Sub Committee - Finance Committee suggests considering a sub committee on investments. Suggested responsibilities would include creating an Investment Policy Statement, recommending how the investments should be made, oversee and provide ongoing monitoring of the investments.

Following extensive discussion on various aspects of possible subcommittee operation, particularly issues related to NYS Non Profit Corporation Law and Open Meetings Law regarding committees and access to the accounts allowing changes, it was consensus to have selected individuals handle the responsibilities without forming a subcommittee.

MEMBERSHIP & PROGRAMS - Rosemond Ruhland

Activities Budget - Accepted and approved.

Suggestion Box - Three suggestions answers will be on bulletin board.

Dining (Nutrition) Program - No shows have caused food to be wasted so we ask people to please call when they will not make it.

CSCI/Town Agreement - Committee motion regarding a request for clarification of wording in the contract that may relate to non resident membership or participation at the Clarence Senior Center. Extensive discussion covered meaning of the wording, County programs requirements, CSCI Guest Policy, could we be in violation of the agreement, non issue for the Town, services to non residents, non residents may fill open space in programs, other senior centers in Erie county allow non residents with differing policies and prices, not a good issue for this moment, don't see need for our Board to meet with the Town about it, and other issues.

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Voting on the motion to request clarification from the Town aye (0). Nay (9) Adams, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, West, Westley. Abstain (0).
Motion denied.

Comment that Membership Committee should review the existing Guest Policy.

Suggestion that, with some concerns about possible contract violation, this matter be considered regarding language in future contracts (maybe use members rather than residents).

NOMINATING - Lori Adams

COF 9/24/2020

Committee met today (11/12/2020).

Board Officers Slate - Committee recommends the following nominations for Board officers:
Chair - Violet Oldenski, Vice-Chair - Lori Adams, Treasurer - Mary Anne Kermis, Assistant Treasurer - Wayne West, Secretary - H. James Blum.

Board Appointments Recommendation - Committee motion to recommend James Blum, Jeff Buckley, and Carol Gettings for three year appointments to the CSCI Board of Directors by the Clarence Town Board.

Voting to approve the recommendations for Board appointments aye (9) Adams, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, West, Westley.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

PERSONNEL - Mary Anne Kermis

No report.

LEGISLATION & BYLAWS - Jim Blum

No meeting. Considering possible Bylaws amendment covering change in number of Board members required on a committee for future consideration.

PLANNING - Jim Blum

No report.

OLD (unfinished) BUSINESS -

None.

NEW BUSINESS -

Board Meeting Date - Thursday meetings may not work for some possible Board candidates.
Thursday has been the date since 1985.

Employee Year End Bonus - Following brief discussion that began to involve specific individuals
subject deferred to after Executive Session.

EXECUTIVE SESSION

Motion to go into Executive Session under NYS Public Officers Law, Article 7, Section 105 (1f) of the Open Meetings Law to discuss the work history of specific individual(s) made by Violet Oldenski. Second by Lori Adams.

Voting aye (9) Adams, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, West, Westley.

Voting nay (0).

Motion carried unanimously.

Motion to go out of Executive Session made by Violet Oldenski. Second by Lori Adams.

Voting aye (9) Adams, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, West, Westley.

Voting nay (0).

Motion carried unanimously.

NEW BUSINESS -

Employee Year End Bonus - Comment that the motion wording is same as last year and \$50 higher. Motion to authorize the Executive Director to determine amounts for each employee, review the plan with the Board Chair, Finance Chair, and Personnel Chair; and distribute up to \$1,550 from the payroll account as salary bonuses made by Jim Blum. Second by Mary Anne Kermis.

Voting to approve Employee Year End Bonus recommendation aye (8) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, West, Westley.

Voting nay (1) Meacham. Voting abstain (0).

Motion approved.

Staff Salary Increase Pool - Motion to allocate an amount up to \$4,100 as a pool for salary increases to be allocated to employees by the Executive Director and the proposed increases to be reviewed by the Board Chair, Finance Chair, and Personnel Chair and tied with the year end evaluation of each employee made by Jim Blum. Second by Mary Anne Kermis. Comment that this amount is about 2% of the 2020 budgeted amount for salaries.

Voting to approve Staff Salary Increase Pool recommendation aye (9) Adams, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, West, Westley.

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

Motion approved unanimously.

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TOWN BOARD LIAISON - Bob Geiger

Town Code Yellow - Compliments to the Center. This year difficult for everybody.

Air Purification - Suggests ask Town Engineer about the HVAC issues.

Portable Air Purification - Is there any NYS recommendation?

Town Budget - Approved for next year. CSCI stipend included.

PUBLIC COMMENTS (received in writing)

Chair Comment - One Public Comment was received last meeting, reviewed, and included in the Board packet.

Public Comments - Enter in the yellow folder on the reference cart.

ADJOURNMENT - There being no other business, Chair adjourned the meeting at 10:35 am

TRAINING SESSION - None.

TOWN HAPPENINGS - Bob Geiger - No report.

Next Regular Meeting - December 10, 2020

Jim Blum, Secretary