

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

**REGULAR BOARD MEETING
Date: October 8, 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,
Violet Oldenski, Rosemond Ruhland, Wayne West, Bill Westley.

EXCUSED: Dave Meacham, Paul Schulz

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Wayne West

SECRETARY'S REPORT- Jim Blum

September 10, 2020 Regular Board meeting minutes draft.

Motion to approve draft minutes of September 10, 2020 made by Jim Blum.
Second by Bill Westley.

Voting to approve draft September 10 minutes aye (8) Adams, Blum, Buckley, Gettings,
Kermis, Ruhland, West, Westley. Voting nay (0). Voting abstain (0).
Motion carried unanimously.

TREASURER'S REPORT - Mary Anne Kermis

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

Paycheck Protection Program (PPP) - Probably going to the Town by a reduction in last quarter
stipend.

Vanguard Funds - Covering during Finance Committee report.

BOARD CHAIR REPORT - Violet Oldenski

Holiday Luncheon - There is enough interest that we will plan on having it on Friday,
December 11, 2020.

CSCI Board October 8, 2020 - Board Approved 11122020

EXECUTIVE DIRECTOR'S REPORT - Debb Sabbatis

As of 09/30/2020 - Paid members 853; Total bus mileage 1,277

Month of September - New members ; Total Attendance 806; Activities 393;
Special Events 173; Off-Site Events ; Meals 314; Bus riders 51; Bus miles 1,630

Comments - Last year at this time we had about 1,100 members. We are reaching out to members for renewal. Currently taking membership dues for 2021. Maximum meals we can serve is 24 per day. Some people are reluctant to come out.

Capacity in building is down to 25%. We have not had a single case of Covid-19.

September Highlights - We are open. Final picnic for 2020 with a capacity crowd.
Serving nutrition program lunches from bulk is working ok.

Upcoming Programs and Events:

Drive-Thru Dinner October 28 with chili, salad, roll, and dessert.
Halloween Scavenger Hunt

Office Computers - One company putting together a proposal. Town supplier has not yet responded. Trying to keep this with Clarence company.

Sign up System - Register in advance working ok. Some come in without reservation which may lead to a problem. If they show up without advance sign up, they may not be able to come in. We may be able to handle some regular reservations like sew-sew.

Limiting Numbers - Set by New York State as 50 people maximum. The State is now reducing the maximum number in hot spots.

County Nutrition Program - Is not holding us to minimum numbers.

COMMITTEE REPORTS

EXECUTIVE & PEC - Violet Oldenski COF Exec 10/01/2020

Executive Committee - Met to set agenda for this meeting.

Performance Evaluation Committee (PEC) - Did not meet. Will meet in November.

FINANCE - Mary Anne Kermis COF 10/01/2020

Financials - July & August approved.

Vanguard Investments - We needed to establish signatures and access for the Vanguard investments since the death of the Treasurer. This took a great deal of effort to meet their requirements. Vanguard transfer and security procedure were reviewed. The Vanguard status report for October was reviewed and Committee Chair commented on selected items. Committee Chair stated that nothing would be sold without Committee and Board approval.

MEMBERSHIP & PROGRAMS - Rosemond Ruhland

No Report.

NOMINATING - Lori Adams

We met and got organized. We are looking for Board candidates..

PERSONNEL - Mary Anne Kermis

COF 10/01/2020

Motion to approve revisions to the Employee Policy Manual regarding NYS Sick Leave made by the Committee. Copies of the portions of the Employee Policy Manual involved were distributed for review. Revisions were discussed.

Voting to approve revisions to the Employee Policy Manual regarding NYS Sick Leave aye (8) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, West, Westley.

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

Motion carried unanimously.

Motion to approve a revision to Employee Policy Manual regarding the Retirement Plan made by the Committee. Comment that the Retirement Plan revision also affects the Retirement Plan Policy in the Policy Manual. Copy of the Employee Policy Manual page involved was distributed for review. Revision involves change in item 2 to "Accrual will begin" from "Years in Service" as defined in the Personnel Committee minutes for 10/01/2020. This revision is to make the application of the Plan more clear

Voting to approve a revision to the Employee Policy Manual regarding the Retirement Plan aye (8) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, West, Westley.

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

Motion carried unanimously..

Committee will probably not meet again until next year with a new Committee and new Chair.

LEGISLATION & BYLAWS - Jim Blum

No report.

PLANNING - Jim Blum

No report.

OLD (unfinished) BUSINESS

None.

NEW BUSINESS

BOARD CANDIDATES - Board Chair commented on need for Board candidates.

RECORDS ACCESS OFFICER - Motion that the Board approves the assignment of the Office Administrator as Records Access Officer who will receive and respond to NYS Freedom of Information Law (FOIL) requests for CSCI made by Jim Blum. Second by Lori Adams. Comment that this is on the job description for the position.

Following discussion covering reasons for this and relationship to NYS Freedom of Information Law (FOIL), Voting aye (8) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, West, Westley. Voting nay (0). Voting abstain (0). Motion carried unanimously..

PUBLIC COMMENTS POLICY - Proposal distributed in Board packet reviewed in detail . Discussion on almost every point considering the intent and alternatives. Written comments replaced verbal comments in the Public Comments item of the Board agenda. . Consideration that as a policy the content can be changed at any Board meeting to adjust items or all of the policy.

Proposal for Public Comments Policy follows:

Public Comments are intended as a way for members of the public to comment on matters involving the CSCI Board of Directors at the Board meeting.

- 1) Comments may be placed in the folder for public comments at the meeting. The public comments folder will normally be on the cart of Board folders or on a table at the meeting. Public comments will not be accepted at other places or times.
- 2) The public comments may only be submitted by a person making the comment at the meeting. No person can collect and submit "Public Comments" for anyone else.
- 3) A person may submit no more than one page of comments at a meeting.
- 4) There will be no formal verbal or written response to any questions contained in public comments.
- 5) Public comments will be reviewed by an Executive Committee member for an evaluation to the Executive Committee. Depending on evaluation the Board Chair or the Executive Committee may report on individual public comments at a Board meeting. There will be no formal verbal or written response to the public offered. The public may observe any related actions that occur.
- 6) Forms are available by or in the folder at the meeting. The public may submit their written comments on a single 8 ½ x 11 inch or smaller paper sheet of their choice.
- 7) Copies of Public Comments will be distributed to Board members in their folder or in the meeting packet.
- 8) Each Board member will decide the extent of their interest in each public comment.

CSCI Board October 8, 2020 - Board Approved 11122020

Motion to approve the Public Comments Policy proposal made by Jim Blum. Second by Jeff Buckley. Voting to approve the Public Comments proposal aye (8) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, West, Westley. Voting nay (0). Voting abstain (0).
Motion carried unanimously..

WAIVER/RELEASE POLICY - Proposal distributed in Board packet reviewed. Comment that the content is what was discussed at previous Board meeting. This would apply to any waiver we ever need including possibly on the membership application.

Proposal for Waiver/Release Policy follows:

The purpose of the Waiver/Release document is to protect CSCI from liability claims.

- 1) Required Waiver/Release document must be signed and submitted for file or the individual cannot attend or participate in the CSCI program or activity.
- 2) The CSCI Release/Waiver document must not be modified in any way. There can be no additions, changes, or comments on the CSCI Waiver/Release submitted.

After some discussion, motion to approve proposed new Waiver/Release Policy made by Jim Blum. Second by Bill Westley. Voting to approve the Waiver/Release Policy proposal aye (8) Adams, Blum, Buckley, Gettings, Kermis, Ruhland, West, Westley.
Voting nay (0). Voting abstain (0).
Motion carried unanimously..

KEY ACTIONS By MONTH - Distributed in Board packet. Board Chair commented on some items and removed an item regarding the Activities Budget.

NOMINATING PROCESS - Comment regarding need to consider expertise that is needed on the Board. Discussion on various experiences regarding the value of expertise to Board activities. A set of information for potential Board members was developed last year. It included a list of experience and expertise needed as follows:

- 1) Banking, finance, and accounting
- 2) Law and legal services
- 3) Human Resources and personnel
- 4) Insurance and insurance services
- 5) Marketing, public relations, and effective communication
- 6) Strategic planning and organization development
- 7) Business Management

Further discussion on the needs of various committees and the load on Board members for committee participation when we are short of Board members.

Nominating Committee will be considering all of the items discussed.

EXECUTIVE SESSION

None.

CSCI Board October 8, 2020 - Board Approved 11122020

TOWN BOARD LIAISON - Bob Geiger

Town State of Emergency - Still the case. Youth Dept closed, no youth activities.

Town Planning Board - Has not met partly due to need to accommodate crowds.
. Town Board taking care of important items.

PUBLIC COMMENTS (received in writing)

Chair Comment - One Public Comment was received.

ADJOURNMENT - There being no other business, Chair adjourned the meeting at 10:15 am

TRAINING SESSION - None.

TOWN HAPPENINGS - Bob Geiger -

No report.

Next Regular Meeting - November 12, 2020

Jim Blum, Secretary