

**DAVISON AREA SENIOR CENTER AUTHORITY BOARD MINUTES**

**REGULAR MEETING**

**MONDAY, June 15<sup>th</sup>, 2020**

**MEMBERS PRESENT:** Barb Arsenault, Tim Elkins, Dona Jenks, Charm Healy

**ABSENT MEMBERS:** Jacqui McKellar

**EX- OFFICIO PRESENT:** Kathy Davis, Senior Center Executive Director

**CALL TO ORDER:** Chairperson Jenks called the business meeting to order at 3:00pm.

**APPROVAL OF AGENDA:** MOTION BY Elkins, SUPPORTED BY Healy

to accept the agenda with one addition. To add Consumers Energy bill for the past year. Motion Carried.

**MINUTES OF THE May 18<sup>th</sup> 2020 Meeting**

Minutes were read, MOTION BY Healy SUPPORTED BY Arsenault to accept the minutes. Motion carried.

**SENIOR CITIZENS AUTHORITY BOARD FINANCIAL REPORT**

Treasurer, Elkins presented the REPORT OF May 2020, MOTION BY Arsenault, to file report, SUPPORTED BY Jenks, to accept the report along with budget amendments to the budget for Custodial supplies, Contract labor, Capital outlay, & Building Maintenance **(see attached) Roll Call:**

Jenks yes, Healy yes, Elkins yes, Arsenault yes, Motion Carried

**DIRECTORS REPORT**

MOTION BY Jenks, SUPPORTED BY Healy, to accept the Director's report. Motion carried.

**UNFINISHED BUSINESS**

**MOTION BY Jenks, SUPPORTED BY ELKINS, accept Goyette for \$11,465.00 to install heating & cooling units for 6 & 7 at the same time. Motion Carried.**

**Discussion on installing gutters** was tabled for questions on size. Motion made by Jenks, SUPPORTED BY Healy. Motion Carried.

**Today, June 15<sup>th</sup>**, 2020 was a soft opening of the Senior Center per Genesee Co.

### **NEW BUSINESS**

**Discussed Employee Handbook** along with any revisions that we must make.

**Janitor** has already did deep cleaning on most of the building. Kathy will instruct him to return July 5<sup>th</sup>, 2020.

**Master Gardener** will not be returning. Kathy will ask Jack & the Beanstalk to trim bushes.

**Unused vacation time for staff** was discussed. MOTION BY Elkins, SUPPORTED BY Healy, to allow staff to roll over ½ of unused & pay Kathy for 50% of her unused & roll over the rest. Motion Carried.

**Treasurer Elkins requested** a budget amendment of \$2,650.00 for the payout of Unused vacation days along with FICA expense line items. **ROLL CALL:** Jenks yes, Arsenault yes, Healy yes, Elkins yes. Motion Carried.

**Discussion on** the official name of the Senior Center. Tim will research...

**Proposal from Smith & Klaczkiwicz, Certified Public Accountants was received for 2020-2021.** Audit would be done in conjunction with the County & not cost us.

Kathy will double check on the particulars with the county as far as our millage reimbursement.

**CHAIRMAN JENKS passed out a cost sheet on our electric usage** for the past 12 months. We definitely have savings since our new lights have been installed.

MOTION BY JENKS, SUPPORTED BY Arsenault to adjourn. Motion Carried

**ADJOURNMENT 4:45PM**

**Next Meeting July 20<sup>th</sup>, 2020.**