

## **DAVISON AREA SENIOR CENTER AUTHORITY BOARD MINUTES**

**Monday, December 17, 2018**

**MEMBERS PRESENT:** Barb Arsenault, Tim Elkins, Dona Jenks, & Joan Snyder

**ABSENT MEMBERS:** Maxine Koch

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

**CALL TO ORDER:** Chairperson Joan Snyder called the business meeting to order at 3:05 p.m.

**APPROVAL OF AGENDA:** MOTION BY Elkins, SUPPORTED BY Arsenault, to accept the agenda.

Jenks made a motion move Plante Moran to this slot. All good on audit.

### **MINUTES OF THE, November 19, 2018 MEETING**

Minutes were read, MOTION BY Jenks, SUPPORTED BY Arsenault, to accept the report. Motion carried.

### **SENIOR CITIZENS AUTHORITY BOARD FINANCIAL REPORT**

Treasurer, Elkins presented the REPORT of November 30, 2018.

MOTION BY Jenks, to file report, SUPPORTED BY Arsenault, to accept the report. Motion carried.

### **DIRECTORS REPORT**

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

### **UNFINISHED BUSINESS**

#### **A) Employee Handbook (Personnel Policies & Procedures Manual)**

MML documents regarding employee handbook. Also did some research, found sites that will help.

MOTION to table till 1<sup>st</sup>. of the year. SUPPORTED BY, Arsenault. Motion carried.

B) Snow Removal

Find paper work and agreements Senior Center/ Ballard. Invite Ballard Board for discussion after research.

Tim & Kathy compiled documents – will make contact with Independent Management Services. Snow Removal & Electrical of the street lights. Snow removal contract to have Kathy sign.

MOTION BY Arsenault, SUPPORTED BY Jenks. MOTION passed.

**NEW BUSINESS**

A) January 2019 – Elect Officers.

**ADJOURNMENT**

MOTION BY Elkins, SUPPORTED BY Jenks, to adjourn the meeting at

3:53 p.m. Motion carried

Next Meeting will be Monday, **January 28, 2019**