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

REGULAR BOARD MEETING
Date: January 10, 2019

INSTALLATION - 2019 Officers were installed by Clarence Town Supervisor Patrick Casilio prior to the meeting.

Meeting called to order at 9:05 am by Chair Violet Oldenski.

ROLL CALL

PRESENT: Taha Bat (in 9:09am, out 10:58am), Jim Blum, Mary Anne Kermis, Dave Meacham, Violet Oldenski, Bob Poczik, Rosemond Ruhland, Bill Westley, Darrell Young.

EXCUSED: Barbara Anderson, Judith McCauley, Paul Schulz.

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Violet Oldenski

SECRETARY'S REPORT- Jim Blum

December 13, 2018 Regular Board meeting minutes draft. No corrections. .
Motion to approve draft minutes of December 13, 2018 made by Jim Blum.
Second by Darrell Young.
Voting to approve draft December 13 minutes aye (7) Blum, Kermis, Meacham, Poczik, Ruhland, Westley, Young. Voting nay (0). Voting abstain (0)
Motion carried unanimously.

TREASURER'S REPORT - Darrell Young

January Treasurer's report covering December reviewed, received and referred for audit.

Investments - Review of Vanguard investments report information. Values changing on a daily basis. All positive last night. Total dividends have amounted to over $11,000 since the initial investments. Treasurer reviewed an end of year (2018) report on the status of the investments.

Credit Line - We have a total credit line at the Bank of Akron with a maximum of $7,000. The Executive Director and Program Coordinator each have credit cards with a $2,500 maximum for a maximum exposure of $5,000

BOARD CHAIR REPORT - Violet Oldenski

Contract with Town of Clarence - Has been received and stipend is $231,762. Even payments paid on a quarterly basis.

Annual Meeting - The Annual Meeting for the Board to report to members of the Clarence Senior Citizens Center will be on Thursday, March 28 at 1:30pm. Annual Reports are due in the office on Monday, March 11, 2019. Current year Chair to see that reports are available and make the report or defer to prior year chair for presentation.

University Express - Letter has been sent to Erie County.

Committee Appointments - Motion from the Executive Committee to name members of the 2019 Nominating Committee to include Darrell Young, Chair; and members Bob Poczik, Barbara Anderson, Carol Barron, Stan Kozlowski. Same members as last year.
Voting to approve Nominating Committee recommended appointments aye (8) Bat, Blum, Kermis, Meacham, Poczik, Ruhland, Westley, Young. Voting nay (0). Voting abstain (0)
Motion carried unanimously.

Chair read complete list of other proposed committee appointments and without objection to consider as a whole, submitted for Board approval. List was distributed to the Board.
Motion to approve by Bob Poczik. Second by Mary Anne Kermis. Voting to approve complete list of committee recommended appointments aye (8) Bat, Blum, Kermis, Meacham, Poczik, Ruhland, Westley, Young.
Voting nay (0). Voting abstain (0)
Motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT - Debb Sabbatis COF 01/10/2019

As of 12/31/2018 - Paid members 1,133; Total bus mileage 137,993

Month of December - New members 8; Total Attendance 1,418; Activities 1,514; Special Events 380; Off-Site Events 173; Meals 692; Bus riders 150; Bus miles 1,238

Comments - Transition to new Executive Director going very well. Reviewed the monthly statistics.

December Program Highlights: Annual Tree Trimming; Holiday Marketplace; Holiday Luncheon with Michael Nugent singing; BPO Concert Trip; Clarence Middle School Orchestra Concert; New Year's Gala @ Salvatore's; New Year's Luncheon.

Upcoming Programs - Various Health Presentations; An Afternoon of International Music with Danielle DiStefano; Oldies Music Trivia with "Ritchie the G".

Wednesday Hours - Continuously open from 9am to 8:30pm starting in February.

Other Program Dates - Working to consider with dates of other community events.

COMMITTEE REPORTS

EXECUTIVE & PEC -Violet Oldenski COF Exec 01/03/2019, PEC 01/03/2019

Executive Committee - Met to set agenda for this meeting.

Performance Evaluation Committee (PEC) - Met to consider Executive Director 2019 plans and objectives.

FINANCE - Mary Anne Kermis

Will be meeting in two weeks.

Investments - Check is in the mail for the additional investment.

MEMBERSHIP & PROGRAMS - Bob Poczik COF 12/10/2018

Coupon Program - Board approved up to $5,000 for the coupon program. It is a Committee challenge to get members to use the coupons and also to avoid overburdening office staff. Suggestion to provide coupons in office to cover anyone missed in distribution.

Committee Name - Considering Membership, Program and Publicity.

Publicity - Coverage in Bee has been light but had nice coverage of Executive Director retirement and start of new Executive Director.

Health and Cultural Program Ideas - Thanks to Dr. Bat for ideas.

Advice from Retiring ED - Be cautious of getting too involved in details/ micromanaging,
Can't please all the people all the time
Don't let little decisions overshadow the broad view
Entry of new ED provides opportunity for renewal of Center

NOMINATING - Darrell Young

No report.

PERSONNEL - Mary Anne Kermis

Employee Policy Manual - Proposed revisions have been incorporated into a review document that was distributed to Board members last month. Every line has been reviewed by the Committee. Our Retirement Plan, NYS Family Leave, and the new NYS Sexual Harassment requirements have been added. Family Leave information changes annually. The 5% employer contribution to the Retirement Plan being stated in the policy offers stability of expectation for employees. Family Leave and Sexual Harassment are appendices which are presented exactly as the package provided as a recommendation by the State. Approval of the whole document makes approval of all sections on the same date rather than have separate dates on sections.

Discussion on categories of family members qualified for Bereavement Leave.
Comment that performance of the Executive Director is responsibility of the Board PEC (Performance Evaluation Committee). (all other employees have performance appraised by the Executive Director).
Motion by the Committee to approve revisions and modifications and to proceed to arrange outside review with final look at next Board meeting.
Voting to approve revised Employee Policy Manual with modifications aye (8) Bat, Blum, Kermis, Meacham, Poczik, Ruhland, Westley, Young. Voting nay (0). Voting abstain (0) Motion carried unanimously.
Committee to send for outside review by our Insurance agency.

Board Harassment Training - CSCI Board members who haven't completed harassment training need to arrange for it through the Town. It may be possible to arrange to take an on-line version.

LEGISLATION & BYLAWS - Jim Blum

No report. Hope to have no need for meetings this year.
Committee name change mentioned would affect the Bylaws.

PLANNING - Jim Blum

No report. Expect more meetings this year.

OLD (unfinished) BUSINESS

Members Computer and WiFi - Availability is less than expected. Not all computers operational.
WiFi not available at times.

Travel Account - Finance will look at elimination.

NEW BUSINESS

None.

TOWN BOARD LIAISON REPORT - Bob Geiger

Current items:

1) State of the Town - Program will be put on by the Supervisor at Samuel's Grande Manor on Thursday, January 24, 2019 at noon. Tickets available at Clarence Chamber of Commerce.

2) Clarence Bee - Free copies available at Senior Center again.

3) Across from High School - Work was stopped for facade not being up to Town expectations. Work now proceeding. Similar to Goodrich and Main. Access will be across from Gunville Road. There will be apartments in rear building.
Single family lots behind accessed from Goodrich.

4) Veterinary Clinic - Starting in former restaurant near Pine Ledge

5) Red Mill - BarBill project is proceeding.

6) Goodrich Road - Repaving and drainage north of County Road is done

7) Main and Westwood - DEC issue to remove gas tanks. Adjacent property also for sale.

8) Eastern Hills - On Town agenda for future review. Changing zoning rules to accommodate, New owner bought Sears building and auto repair shop, previously bought Macy's.

PUBLIC COMMENTS (received in writing)

Public Comments - Location and color of folder for submitting comments was identified.

Chair comment that something was received on a suggestion form.

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 possible discipline of a center member made by Jim Blum.
Second by Darrell Young.
Voting aye (8) Bat, Blum, Kermis, Meacham, Poczik, Ruhland, Westley, Young.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Motion to approve a second letter as corrected and modified to Clarence Senior Citizens Center member Lawrence Vito regarding recent incidents at the Center made by Dave Meacham.
Second by Bill Westley.
Voting aye (8) Bat, Blum, Kermis, Meacham, Poczik, Ruhland, Westley, Young.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Motion to go out of Executive Session made by Bob Poczik. Second by Darrell Young.
Voting aye (7) Blum, Kermis, Meacham, Poczik, Ruhland, Westley, Young.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

ADJOURNMENT - Motion to adjourn at 11:01am made by Violet Oldenski.
Second by Darrell Young.
Motion approved by unanimous consent.

TRAINING SESSION - None.

Next Regular Meeting - February 14, 2019 Jim Blum, Secretary