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

REGULAR BOARD MEETING
Date: March 14, 2019

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

ROLL CALL

PRESENT: Barbara Anderson (out 10 am), Jim Blum, Mary Anne Kermis, Dave Meacham, Judy McCauley, Violet Oldenski, Bob Poczik, Rosemond Ruhland, Paul Schulz (out 11 am), Bill Westley, Darrell Young.

EXCUSED: Taha Bat.

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger (in 9:15 am)

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Judy McCauley

SECRETARY'S REPORT- Jim Blum

February 14, 2019 Regular Board meeting minutes draft. No corrections known.
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Motion to approve draft minutes of February 14, 2019 made by Jim Blum. Second by Darrell Young.
Voting to approve draft February 14 minutes aye (9) Blum, Kermis, McCauley, Meacham, Poczik, Ruhland, Schulz, Westley, Young. Voting nay (0). Voting abstain (1) Anderson. Motion carried.

TREASURER'S REPORT - Darrell Young

March Treasurer's report covering February reviewed, received and referred for audit.

Special Gifts - Do not Include Dash's contributions.

Investments - Review of Vanguard investments report information. We have made over $11,000 since the initial investment. We are doing well and should be pleased.

BOARD CHAIR REPORT - Violet Oldenski

Annual Meeting - The Annual Meeting for the Board to report to members of the Clarence Senior Citizens Center is coming up (Thursday, March 28 at 1:00pm). Annual Reports should all be in the office.

EXECUTIVE DIRECTOR'S REPORT - Debb Sabbatis COF 03/14/2019

As of 02/28/2019 - Paid members 1,184; Total bus mileage 140,300

Month of February - New members 7; Total Attendance 1,382; Activities 1,188; Special Events 234; Off-Site Events 56; Meals 587; Bus riders 108; Bus miles 1,053

Comments - Reviewed the monthly statistics. Bad weather days affected attendance in February.

February Program Highlights: AARP Tax Prep; Valentine's Day Luncheon with Johnny Dee; "Theodore Roosevelt: Icon of the Century" by rep from the Theodore Roosevelt Inaugural Site; Initial Travel Committee Meeting for 2019; "One on One Tech Support" by Youth Bureau volunteers; Inaugural Movie Night (with dinner).

Upcoming Events:

Annual Senior Health & Fitness Fair - Wednesday, May 22 from 10am to 1pm at Town Park Clubhouse. Center regular programs will remain open. A joint event with Akron/Newstead. Comment that this event makes us look good. We'll have a table there. Usually gain members at this event.

Flea Market - Saturday, June 8

Annual Basket Raffle & Chicken Barbecue - Saturday, July 20 - 11 am to 3 pm. Town Park Clubhouse. Attended by many public non Center members. This location is somewhat larger and more accessible to the public.

Bus Driver - Have two new hires pending physicals.

Member Surveys (comment) - Members want more day trips, better food, and more food events.

COMMITTEE REPORTS

EXECUTIVE & PEC -Violet Oldenski COF Exec 03/07/2019

Executive Committee - Met to set agenda for this meeting.

Performance Evaluation Committee (PEC) - Did not meet.

FINANCE - Mary Anne Kermis COF 02/28/2019

Financials - January approved.

Ethics Forms - Finance Committee non Board member ethics forms have been filed at the Center. Board member forms go to the Town.

Audit - Auditor reviewed reports with the Finance Committee. He commented that we need tighter control over Erie County Nutrition program payments which were quite late. He also offered to help improve handling of Activities reporting during his slower time during the summer.

Committee Chair commented on the process involved in doing the audit.

Committee Chair reviewed the auditor's report, the Federal (990), and New York State (CHAR500) financial reports for year 2018. Many detail items were explained.

Travel will not be reported separately in the future. Participants now pay directly to the travel providers rather than the center collecting the funds and then paying the provider. The travel provider handles all details like cancellations and refunds.

Investments have paid much more than we would get from bank interest. We are able to get funds out quickly, if needed.

Retirement Plan entry and exit fees are too high for many of our employees who are entitled to a small pension based on hours and salary. We are looking for an alternate for the plan.

We are economically dependent on the Town of Clarence.

Required unemployment reserves are handled by an insurance arrangement.

We could do a financial review rather than an audit for somewhat less cost but the auditor signs for the audit and we prefer that.

Auditor's Management Report comment was about unpaid Erie County nutrition amounts owed to us. We have arranged for the checks that were not cashed to be replaced. The Erie County nutrition contract is about 50 pages long. Although the Management Letter is a recommendation that could be restricted from public access, the Board agreed by consensus to release it to the public.

Motion to approve the audit and financial reports for the year 2018 made by the Finance Committee.
Voting to approve aye (10) Anderson, Blum, Kermis, McCauley, Meacham, Poczik, Ruhland, Schulz, Westley, Young. Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Comment that recent Town increases in stipend have been based on the NYS tax cap.

MEMBERSHIP & PROGRAMS - Bob Poczik COF 3/04/2019

Projector - Committee Chair commented on status of projection equipment at the Senior Center in terms of features and obsolescence. Executive Director commented on features needed, current trends, and agreements possibly needed to show some items. We need both mature and current projection technologies available to support presenters we may schedule.

The Membership & Programs Committee moves that the Board authorize the purchase of a new projector at a cost not to exceed $2,000, to replace the existing outdated projector, with the purchase to be based on an investigation by the Program Coordinator and the recommendation of the Executive Director.
Voting to approve aye (9) Blum, Kermis, McCauley, Meacham, Poczik, Ruhland, Schulz, Westley, Young. Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Motion that the Board approve up to $2,000 for purchase of an appropriate computer and related equipment for use with the new projector, with the purchase to be based on an investigation by the Program Coordinator and the recommendation of the Executive Director made by Bob Poczik. Second by Mary Anne Kermis.
Voting to approve aye (9) Blum, Kermis, McCauley, Meacham, Poczik, Ruhland, Schulz, Westley, Young. Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Special gifts could be the source of funds for projection equipment maybe with acknowledgement of a donor. Also Dash's donations could be a source.

Comment that portability of projection equipment is a benefit to us and multiple fixed locations like the Town Hall would not work well for the Senior Center.

Office Equipment - Other office and Library equipment is becoming old and obsolete and will need to be replaced.

Student Express - We are considering asking the school system whether they could offer student presentations at the Senior Center. Public speaking or other performance experience may be valuable to students. Comments to approach the community service faculty member. Comment that the seniors are a great audience with interest and questions.

NOMINATING - Darrell Young

No report.

PERSONNEL - Mary Anne Kermis COF 02/28/2019

Employee Policy Manual - Committee has a couple things to wrap up to finish the Employee Policy Manual. We are adding an alternative to Bereavement Leave at the discretion of the Executive Director in terms of categories and number of days. We will make a few changes and bring back for final Board approval.

LEGISLATION & BYLAWS - Jim Blum

No report. Hoped to have no meetings this year but may need a short meeting sometime.

PLANNING - Jim Blum

No report. Will be meeting soon. Probably review our prior work on facilities we would like in a new building which would apply to the community center proposals.

OLD (unfinished) BUSINESS

None.

NEW BUSINESS

None.

TOWN BOARD LIAISON REPORT - Bob Geiger

Current items:

1) Eastern Hills/Uniland & Mountain Development - Purchased Sears property and now control about 100 acres. In good preparation stage with lease lengths under control.

2) Humbert House next to M & T in Hollow - Old Antique building being restored. Expect Salvatores to run coffee house in it. Rendering picture displayed.

3) Red Mill - BarBill project is proceeding. New roof, kitchen, and other rooms being added.

4) Buildings in Memorial Park - Both girls softball and boys baseball looking to build needing water and electric.

5) Bozannas - Main at Cameron by Dash's. Possible septic and fuel tank issues.

6) WiFi - Broadband - Erie County may do something.

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 a specific individual made by Violet Oldenski. Second by Bob Poczik.
Voting aye (9) Blum, Kermis, McCauley, Meacham, Poczik, Ruhland, Schulz, Westley, Young.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Motion to approve a statement on the December situation resulting in a membership revocation made by Bob Poczik. Second by Mary Anne Kermis.

Statement:
The Clarence Senior Citizens, Inc. Board of Directors has been made aware of concerns being expressed by some Senior Center members regarding the revocation of a particular individual's membership. Because of the confidentiality required of discussions that have occurred while the Board was in executive session, we have not publicly named any of the individuals involved, and have not made public statements about the situation. However, to address these concerns, the Board believes it is appropriate to provide some background and clarify the reason it took this action.

The revocation was based on an incident that occurred in the Center in December 2018. Based on its review of the incident, in which an extremely derogatory anti-Semitic comment was made to a Center employee, the Board concluded that the member in question had violated the Clarence Senior Center's Code of Conduct.

In addition to the Code of Conduct violation, the Board also believes that the incident constituted harassment of one of its employees, who appropriately reported the incident. The Board is committed to providing a workplace free of inappropriate harassment, including harassment based on race, color, religion, or national origin. The Board clearly communicated to the individual the potential consequences of the action and attempted to find a resolution through a written apology, but that did not prove to be successful.

Last, the Board points out that Senior Center membership is renewed on an annual basis at the beginning of each calendar year. The revocation of membership in question will remain in effect through the calendar year that ends on December 31, 2019.

This statement in full will be included in the minutes of this Board meeting and made available to Senior Center members.

Voting on the statement aye (8) Blum, Kermis, McCauley, Poczik, Ruhland, Schulz, Westley, Young. Voting nay (1) Meacham. Voting abstain (0). Motion carried.

Motion to go out of Executive Session made by Bob Poczik. Second by Mary Anne Kermis.
Voting aye (8) Blum, Kermis, McCauley, Meacham, Poczik, Ruhland, Westley, Young.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

PUBLIC COMMENTS (received in writing)

No items received.

ADJOURNMENT - Motion to adjourn at 11:06 am made by Violet Oldenski.
Second by Darrell Young. Motion approved by unanimous consent.

TRAINING SESSION - None.

Regular Meeting - April 11, 2019 Jim Blum, Secretary