

Cook County Council on Aging Board of Directors

Monthly Board Meeting Minutes

Monday, March 13, 2023

Jan Smith (Chair) called the meeting to order at 1:33 PM.

Present: Jan Smith (Chair); Gwen Lenz (Vice Chair); Audrey Stattelmann (Secretary); Mary Charlier (Treasurer); Roger Linehan (Member at Large); Todd Smith (Member at Large); and Larry Dean (Member at Large) establishing a quorum. Also present Debra White (Cook County Board Liaison).

Absent: None.

Visitors: Ann Mershon (GM First and Second Store Coordinator).

Additions or Changes to the Agenda: Motion by Mary Charlier to make the change that the Otto Bremer Grant is due on April 6, 2023, add the PHS Grant to the agenda, and add emergency phones to the agenda; second by Audrey Stattelmann. Motion carried.

Public Comments: None.

Executive Board of Directors minutes of February 8, 2023; Board of Directors minutes of February 13, 2023; and Executive Board of Directors minutes of March 9, 2023 presented. Motion to approve by Todd Smith; second by Roger Linehan. Motion carried.

First and Second Thrift Store:

Ann Mershon reported the IRS 501c3 status for the GM First and Second Thrift Store has been received. Financials of the First and Second Thrift Store were presented.

Motion that upon bank reconciliation of all checks, CCCoA will transfer \$23,000 from the First and Second Thrift Store reserve account to GM First and Second Thrift Store's checking no later than March 17, 2023 by Gwen Lenz; second by Roger Linehan. Motion carried.

The Financials for the First and Second Thrift Store is on file in the Main office for public review.

Financial Report:

The Cook County Council on Aging Financial report was presented. Motion to accept the CCCoA financial report by Gwen Lenz; second by Todd Smith. Motion carried.

All the financial reports are on file in the Main office for public review.

Donations and Grants:

\$10 for use of medical equipment: Carol Seglem

Pancake breakfast foods for fundraiser: Upper Lakes Foods

Programs and Services Manager Report: None as Chris Bautch is on leave.

Committee Reports:

Food Committee: Working on comparison study of food costs.

Marketing Committee: Pancake breakfast fundraiser was successful earning \$1,100.

Safety Committee: Mary Charlier conducted a tour of the Hub facility to the CCCoA Board highlighting the safety features.

Grant Committee: Meeting will be scheduled soon. Roger Linehan and Mary Charlier volunteered to help with the Otto Bremer Grant.

Policy Committee: Handed out copies of policies that have been approved by the CCCoA Board within the past 6 months. They are; Guidelines for Public Comment policy; Hub Rental policy; Adverse Weather policy; and Smoke-free policy.

Building/Maintenance Committee: Request by the CCCoA Board that the Building/Maintenance committee prepare of list of outside contractors and handymen to be used as issues arise and an annual maintenance plan for The Hub. Todd Smith reported that HVAC bids are expected soon as a HVAC problem arose last week.

All the Committee reports are on file in the Main office for public review.

Old Business

The 2023 AEOA transit lease is now signed.

Roger Linehan and Ann Sullivan are working on the 2022 Otto Bremer Grant Response which is due on May 19, 2023.

The Empty Bowl Grant has been submitted.

The keys for The Hub have been re-keyed. 32 keys (do not duplicate keys) cost \$274.50 – paid. All three doors to The Hub use the same key now.

The updated Quickbooks program will be purchased on March 17, 2023.

New Business:

A discussion regarding the 2023 Farmer's Market rent for May – October 2023 was conducted. It was determined that one spot will no longer be available for rent and will now be The Hub outdoor spot.

Motion to not include the stall by the garage with the rent remaining the same by Larry Dean; second by Gwen Lenz. Motion carried.

Jan Smith will email spread sheets to the CCCoA Board and then will determine a date for discussion of the 2024 Budget.

The 2023 Otto Bremer Grant is due March 18 – April 6, 2023. A meeting to work on the grant will be held March 16, 2023.

Mary Charlier and Audrey Stattelma presented the updated Conflict of Interest policy. Motion by Roger Linehan to approve; second by Todd Smith. Motion carried.

Discussion regarding the 2023 PHHS Grant Designation of Funds was “tabled”.

Discussion regarding the emergency phones was conducted. Various CCCoA Board members have volunteered to service the emergency phones which currently are in need of new batteries.

Board Member Comments: None

Chair Jan Smith adjourned the meeting at 3:43 PM.

The next meeting of the Cook County Council on Aging Board is scheduled for

April 10, 2023 at 1:30 PM.

Respectfully submitted:

Audrey C. Stattelma, Cook Council on Aging Secretary