

Cook County Council on Aging Board of Directors

Monthly Board Meeting Minutes

Monday July 11, 2022

Mary Charlier (Chair) called the meeting to order at 1:30 PM.

Present: Mary Charlier (Chair); Larry Dean (Vice Chair); Audrey Stattelmann (Secretary); Gwen Lenz (Treasurer); Jan Smith (Member at Large); Ann Sullivan (Cook County Board Liaison); Chris Bautch (Programs and Service Manager); and Ann Marie Mershon (First & Second Store Coordinator). Introduced Carmen Kivi-Grogan, the new cook, who started early on July 6, 2022.

Additions or Changes to the Agenda:

First and Second Thrift Store: new passwords and Workers Compensation Insurance.

Delete approval of the June 8, 2022, Cook County Council on Aging Executive Board of Directors minutes as the minutes were approved at the Cook County Council on Aging Board of Directors minutes on June 13, 2022.

Motion to approve the additions/change to the agenda by Audrey Stattelmann; second by Jan Smith. Motion carried.

Public Comment: No public comment.

Board of Directors minutes for June 13, 2022; Board of Directors Special Meeting minutes for June 28, 2022; Board of Directors Special Meeting minutes for June 14, - July 1, 2022

Motion to approve by Gwen Lenz; second by Jan Smith Motion carried.

First and Second Thrift Store: Ann Marie Mershon presented her report.

Motion to approve a permanent procedure that the closing shift put \$150 in the cash bag and the remainder be deposited. Any donations taken during the month will be placed in a special bank bag until Square reports are compared with deposits after month end. If short or over after comparison with deposits then a non-tax sale and/or refund will be entered into Square to reconcile with the deposits. Square reports are what will be used for reporting Gross sales and sales tax to the Minnesota Department of Revenue. Motion by Gwen Lenz; second by Audrey Stattelmann. Motion carried.

The SQUARE passwords have been updated and given to the Board Treasurer and Board Chair to be updated in the CCCoA Operational Manual.

Workers Compensation Insurance for the First and Second Thrift Store is tabled for further research.

All the Coordinator's reports are on file in the Main office for public review.

All the financial reports of the First and Second Thrift Store are on file in the Main office for public review.

Treasurer's report was presented by Gwen Lenz.

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

Donations & Grants:

Otto Bremer \$25,000

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Geri Jensen \$200.00

Audrey will mail a thank you card to Geri Jensen.

Programs Managers Report:

Chris Bautch (Programs and Service Manager) is working on a plan to have a meal available for the public to purchase at Fisherman's Picnic. She will email the specific plan to the Cook County Council on Aging Board. Then there will be an email vote on the plan.

Committee Reports:

Food Committee

The Food Committee is comprised of Chris Bautch; Jan Smith; Becky Isabel; Larry Dean; and Carmen Kivi-Grogan will be invited to join. No report. A meeting will be set for later this month.

Marketing Committee

Larry Dean and Chris Bautch comprise the Marketing committee. Marketing includes advertising and fund raising. No report.

Safety Committee

Ann Sullivan, Chris Bautch, and Mary Charlier make up the Safety Committee.

Ann Sullivan submitted the report of their June 30, 2022 meeting.

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

Old Business:

Mary Charlier reviewed the Restricted Grant Funds from 2021.

We are awaiting a quote for the repair/replacement of our flower boxes in the parking lot, dirt, and perennials to be planted in all flower boxes. Also, for a lighthouse display/cover to be placed on the sewer access point. Once the quote is received, we will contact the Chamber/Great Place Project to see if this will be an acceptable use for the \$707.88, the remainder of the funds from 2021.

The remainder \$159.70 of the North Shore Health Care Foundation Grant was used to purchase two commodes. The Cook County Council of Aging made up the difference of \$2.08 for the order.

An emailed offer for the van was sent at the price of \$50,000.00. Motion to counter at \$52,000 to the emailed offer with the authorization to sell the van at \$50,000 if deemed necessary by Audrey Stattelman; second by Gwen Lenz. Motion carried.

Gwen Lenz and the Marketing committee to work on the article for the Newspaper about the activities of the Hub and other uses of CCCoA funding.

The Adverse Weather Policy will be written by Ann Sullivan with Jan Smith's suggestions. Draft copies will be given to Ann from Mary Charlier.

Audrey Stattelman wrote regret letters to the cook applicants and Mary Charlier will be signing them before sending the letters out.

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New Business:

Steve and Mary Kay Fleace of Cook County Tax and Accounting came to the Hub on July 7, 2022. They will need to repair and fix the Quickbook program before entering any new billing and payments. Therefore, items for June may be delayed. Steve Fleace will need the adjustments from the audit for the period previous to December 31, 2021. He will be making corrections from January 01, 2022 to present.

At the departure of our Director on June 27, 2022, not all logins and passwords were accurately given to Gwen Lenz and Mary Charlier.

Bank Signers:

North Shore Federal Credit Union CCCoA Accounts: Removal of Beverly Green

Security State Bank: Removal of Beverly Green

First & Second Thrift Store North Shore Federal Credit Union: Removal of Beverly Green

Motion by Audrey Stattelman to remove Beverly Green as bank signer at NSFCU, Security State Bank, and the First & Second Thrift Store NSFCU; second by Gwen Lenz. Motion carried.

Visa Credit Card North Shore Federal Credit Union: Removal of Beverly Green and add Gwendolyn Lenz

Motion by Audrey Stattelman to remove Beverly Green from the NSFCU Visa Credit card and add Gwendolyn Lenz; second by Jan Smith. Motion carried.

Motion by Jan Smith for the formation of the Website Committee to include Tom Novotny, Chris Bautch, and Mary Charlier; second by Gwen Lenz. Motion carried.

The Blood Drive will be held at the Hub on July 9, 2022. Gwen Lenz volunteered to assist Chris Bautch with registration.

Mila Horak was contacted to discuss painting a mural on the Hub garage and will be coming to view the garage and meet with Chris Bautch, Ann Sullivan, and Mary Charlier on July 12, 2022

Overhead Door from Duluth came on July 8, 2022. They will be contacting CCCoA with two quotes; one to replace the track and one to fix the track. The Arrowhead Bus has not been able to park in the garage since June 17, 2022 due to the broken door issue; therefore, the loss of their use of the garage will be taken into consideration.

The locks at the Hub will need to be changed. Motion by Audrey Stattelman to have the locks changed by Janet Effler of Grand Marais, MN in early Fall to include: \$80 for trip charge, \$20 per door for the 3 doors, \$4 per key or \$8 per key if use a "do not duplicate key" (number of keys to be determined at the time of installation; second by Jan Smith. Motion carried.

Chair Mary Charlier adjourned the meeting at 4:15 PM.

The next meeting of the Cook County Council on Aging Board is scheduled for August 8, 2022 at 1:30 PM.

Respectfully submitted:

Audrey C. Stattelman, Cook Council on Aging Secretary.