

# Cook County Council on Aging Board of Directors

## Monthly Board Meeting Minutes

Monday, November 14, 2022

Mary Charlier (Chair) called the meeting to order at 1:32 PM.

Present: Mary Charlier (Chair); Larry Dean (Vice Chair); Audrey Stattelmann (Secretary) via Zoom; Gwen Lenz (Treasurer); Jan Smith (Member at Large); Ann Sullivan (Cook County Board Liaison); Roger Linehan (Member at Large) via Zoom; Chris Bautch (Programs and Service Manager); Ann Marie Mershon (First & Second Store Coordinator); establishing a quorum. (No members Absent)

Additions or Changes to the Agenda: Add snowplowing for the Hub; Holiday hours for the Hub under new business. Motion to approve with additions by Audrey Stattelmann; second by Jan Smith. Motion carried.

Public Comments: None

Meeting was moved to a closed session All non-board members were asked to step out for a moment and Zoom was muted to Roger Linehan. Executive Board members gave their recommendations based upon their interview with him during the Executive Board meeting on Nov. 9, 2022. Motion to accept Roger Linehan's membership to the Cook County Council on Aging by Gwen Lenz; second by Jan Smith. Motion carried.

Meeting was reopened to a Public meeting including Roger Linehan as a new Board member.

Executive Board minutes of November 9, 2022 presented. Motion to approve by Jan Smith; second by Gwen Lenz. Motion carried.

Board of Directors minutes of October 10, 2022 presented. Motion to approve by Jan Smith; second by Gwen Lenz. Motion carried.

### First and Second Thrift Store

Ann Marie Mershon presented her report.

The GM First and Second Thrift Store is now registered; DBA First and Second Thrift Store. A tentative agreement has been made for a 5-year lease at the location of the previous Birchbark Books and Gifts location for \$50,000/year rent including sewer and water. Utilities are not included. They will have the south store front area.

The First and Second Thrift Store will remain open to the public through December 31, 2022. GM First and Second Thrift Store will rent the current location for the month of January 2023 in order pack and remove merchandise/equipment for storage until they are able to open at the new location. Once the EIN is received, GM First and Second Thrift Store will open an account with North Shore Federal Credit Union. The Internet to the current location will be disconnected January 1, 2023.

Arrowhead Legal Services has been retained for legal guidance and filing of paperwork for the ending of the DBA First and Second Store. CCCoA will continue to pay rent, insurance, and internet through Dec. 31<sup>st</sup> 2022 at the current location. CCCoA will retain funds for the payment of the final quarter 2022 sales taxes as they cannot be paid until January 2023. As soon as GM First and Second Thrift Store has their NSFCU Banking set-up CCCoA can begin to close their First and Second accounts if all checks have cleared for payment and all December bills have been paid. Retaining \$5,000 for any later bills and sales tax mentioned in another motion

below. Motion by Gwen Lenz; second by Larry Dean to close the First and Second Thrift Store accounts at North Shore Federal Credit Union and transfer the money to the newly established GM First and Second Thrift Store at the North Shore Federal Credit Union by December 15, 2022. Motion passed.

Motion by Larry Dean for the Cook County Council on Aging to keep \$5,000 from the First and Second checking account to be set-up in a Fund by our Accountant in our Quickbooks to pay for any outstanding bills that may occur after Dec. 31<sup>st</sup> (Sales tax, and any other bills, etc.) and upon payment of all outstanding bills, any remaining funds will then be transferred to GM First and Second Thrift Store; second by Roger Linehan. Motion passed.

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

### Financial Reports

The First and Second Thrift Store financial report was presented. Motion to accept the First and Second Thrift Store financial report by Larry Dean; second by Gwen Lenz. Motion carried.

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

We are still in the "clean-up" mode and anticipate more accurate financial reports in 2024.

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

### Donations and Grants

\$300 from Margaret Joyne for the General Operating fund.

\$200 from Peter and Carol Harris for the General Operating fund.

\$100 from Beverly Denyes in memory of her friend "Harvey Morck" for the General Operating Fund.

\$179.84 from Donna and Orvis Lunke for purchasing baby back ribs for the Veteran's Day meal.

### Programs and Service Report

Chris Bautch presented her report as to the month's activities. She has completed the November 2022 "Hub" newsletter. She wrote a grant with Kim Nelson for \$1300 for monthly theme events/supplies. Awaiting response. The Hub is in need of wheelchairs-for our medical equipment loan closet. Jake Jacobson will be helping with the volunteer Tech Support at the Hub. Carmen Kivi-Grogan has passed her ServSafe Class, thus will be receiving a salary increase which was determined at time of hire.

### Committee Reports:

Food Committee: No report.

Marketing Committee No report.

### Safety Committee

The committee met on October 28, 2022. Chris Bautch and Ann Sullivan were present. Report was submitted. Recommendation made that the exit signs be professionally installed. There will be a meeting in November to determine recommendations for rental pricing policy and policy for distribution of keys.

Website Committee No report.

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

### Old Business

Gwen Lenz will schedule a working session to work on the rental policy, agreement and pricing.

Terry Olson will be installing the new door locks after completion of the new rental agreement.

Distribution of donations to the various schools for school supplies are as follows:

Oshki Ogimaag Charter School -\$80; Cook County Public School - \$1,705; Great Expectation School - \$582.50; and Birch Grove Community School - \$282.50. Calculations were done based on student enrollment to distribute the final \$2000 that was donated for the school drive.

Motion by Mary Charlier to have two signers obtain visa cards from NSFCU in the above amounts and then distributed to the schools by Chris; second by Jan Smith. Motion carried.

#### New Business

The HUB is donating instant mashed potatoes for the community Thanksgiving dinner. The HUB is donating soup for the Empty Bowls program.

After reviewing the HUB unemployment Audit evaluation, it has been determined that Bethany Bautch will become a salaried employee rather than a contract employee as she utilizes the HUB cleaning products and equipment. She will receive a 1099 form for the time worked at the HUB until she becomes a salaried employee.

Motion by Jan Smith to hire Mr. Kivi-Grogan to install the exit lights for the amount \$80 and repair the screen for the amount of \$20; second by Roger Linehan. Motion carried.

Audrey Stattelman volunteered for the Ad Hoc Committee to prepare a slate of officers for the Cook County Council on Aging Board at the December 2022 meeting for the upcoming year.

Motion by Gwen Lenz to give authorization to Chris Bautch, Programs and Service Manager, to spend up to \$500 per transaction (excluding food expenses) for the HUB; second by Jan Smith. Motion carried.

Audrey Stattelman volunteered to send all volunteers of the HUB Christmas cards in appreciation of their time. Chris to provide Audrey with the List of names and addresses.

Chris Bautch will send EvaLyn Carlson's family a sympathy card. EvaLyn Carlson was a member of the CCCoA Board. An actual memorial will be determined at a later date.

Snowplowing costs have increased to \$40 per visit from \$30 per visit. If a larger machine is required due to heavy snowfall, there will be an additional charge.

Based on the HUB employee paid Holiday policy, the HUB will be closed December 23, 2022 through December 26, 2022 for Christmas and December 31, 2022 through January 2, 2023 for the New Year.

Chair Mary Charlier adjourned the meeting at 3:51 PM.

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

**December 12, 2022 at 1:30 PM.**

Respectfully submitted:

Audrey C. Stattelman, Cook Council on Aging Secretary.