

**SANTA CRUZ COUNCIL ON AGING
125 MADISON STREET
NOGALES, AZ
(520) 287-7422**

**BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JUNE 10, 2015 @ 1:30 p.m.**

I. CALL MEETING TO ORDER

The meeting was called to order at 1:22 P.M.

II. ROLL CALL OF MEMBERS

PRESENT:

Dr. Varona
Dr. Montiel
Mr. Ramirez
Ms. Jennifer St. John
Ms. Elvia Rodriguez
Ms. Linda Rushton
Ms. Lora J. Zeinun

EXCUSED:

Ms. Norma Ahumada
Ms. Irma Bachelier
Ms. April Batriz
Ms. Cecilia Kory
Ms. Esther Morales
Ms. Marta Valenzuela

SPECIAL GUEST – Ms. Diana Cruz

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Lora J. Zeinun

IV. ADOPTION OF AGENDA

**MOTION: MS. LINDA RUSHTON
DISCUSSION – NONE**

**SECONDED BY: MR. HECTOR RAMIREZ
MOTION CARRIED**

V. CALL TO THE PUBLIC

NONE

VI. APPROVAL OF MINUTES (MAY 13, 2015 and JUNE 10, 2015)

The minutes to be approved on the agenda was dated April 15, 2015, whereas the minutes in the packet were dated May 13, 2015. Therefore the approval of the May 13 minutes was tabled until the next meeting (July 8, 2015).

VII. TREASURER'S REPORT

A. PRESENTATION OF CURRENT FINANCIAL STATUS – Ms. Jennifer St. John

Ms. St. John stated that a check had been received from SEAGO for the amount of \$8,000.00 plus. The report was favorable as the budgeted revenues of \$98,652 has been exceeded at \$14,025 as well as the expenses are well in line as the budgeted amount exceeds the actual expenses by only \$1,484.00 (See Treasurer's Report attached.)

Dr. Varona entertained a motion to accept the Treasurer's Report as presented.

**MOTION: DR. ARNOLDO MONTIEL
DISCUSSION – NONE**

**SECONDED BY: MR. HECTOR RAMIREZ
MOTION CARRIED**

B. PRESENTATION OF SCCOA 2015-2016 BUDGET FOR BOARD APPROVAL

This item was tabled until the July 8th meeting.

VIII. PRESIDENT'S REPORT

- A. Dr. Varona introduced Ms. Cruz, the Center Manager who will work from 9:00 a.m. to 3:00 p.m. five days per week, with an hourly rate of \$9.50 per hour. He also stated that Ms. Cruz is a very compassionate person and works well with the elderly.
- B. On July 2, 2015 @ 11:30 a.m. a celebration of the first anniversary of the new Board membership, management and staff will take place. This Board has experienced many successes and seen marked improvement at the Center.
- C. There will be a grant application workshop at the Chamber of Commerce office on June 26, 2015 at 11:00 a.m. given by "Delta".
- D. Mr. Silva, County Attorney has donated a stove to the Center with the value of approximately \$3,652.00. The Center will be closed when this installation takes place.
- E. Dr. Varona requested that Ms. Cruz be included on the future agenda to update the activities of the Center.

IX. BOARD MEMBER ANNOUNCEMENTS

There were no announcements made by the Board.

X. OLD BUSINESS

- A. Update on grants submitted and up-coming
This item was tabled until the July 8, 2015 meeting.
- B. Update on Articles of Incorporation
This item was tabled until the July 8, 2015 meeting.
- C. Fingerprint Clearance Card
All Board Members and Volunteers must have their Fingerprint Clearance Card by September 1, 2015. If anyone has any questions or problems, they should contact Ms. Cruz.
- D. Food Committee/ Board Member Participants
The Food Committee/Board Member Participants will reconvene at the next Board meeting, and for that reason, the Board will meet at 1:00 p.m. in order to include MariCruz from the food staff.

XI. NEW BUSINESS

- A. REPORT ON FORM 321 – IT'S GOOD FOR THE WORKING POOR TAX DEDUCTION
Ms. Linda Rushton gave a summary of the Form 321. She has the forms and information to proceed to make an application for the Senior Center. She will work with Ms. Cruz.
- B. Formation of a Nominating Committee
This item was tabled until the July 8, 2015 meeting.
- C. Setting up staggered terms on the SCCOA Board

This item was tabled until the July 8, 2015 meeting.

D. Volunteer protocols re: handwashing, volunteer sign-in, etc.

Mrs. Zeinun reviewed the Policy on Handwashing, emphasizing the Clean/Dirty and when each principle should be used. Also, she addressed Volunteer responsibility including signing in each time a volunteer assists at the Center . Ms. Cruz will attend to these issues. (Hand Washing Policy Attached)

E. Activity Schedule

Mrs. Zeinun reviewed the results of the survey that the members of the Center participated in, in March. (See Attached). She reviewed each item and especially the knitting activity which has now approximately 10 participants. Ms. Cruz will continue to work with the members to establish new activities that they are interested in.

F. Presentation of 2015-2016 Agreement to Provide Meals between SCCOA & NUSD#1

Dr. Montiel presented the 2015-2016 Agreement to Provide Meal between SCCOA and NUSD #1 for Board approval. Dr. Varona excused himself from this vote due to conflict of interest.

MOTION: MS. ELVIA RODRIGUEZ

SECONDED BY: MS. LINDA RUSHTON

DISCUSSION : There will be an increase from \$5.00 to \$5.50 for each meal served, paid to NUSD #1, and \$6.00 will be charged to Board Members and guests.

MOTION CARRIED.

XII. EXECUTIVE SESSION

A. THE BOARD MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF POSSIBLE LITIGATION

There was no Executive Session held.

XIII. FUTURE AGENDA ITEMS

- A. Update of grants submitted and up-coming – April Batriz and Cecilia Kory
- B. Update on Articles of Incorporation – April Batriz
- C. Formation of a Nominating Committee – Cecilia Kory
- D. Setting up staggered terms on the SCCOA Board – Cecilia Kory

XIV. NEXT MEETING

The next monthly meeting of the SCCOA Board of Directors will be held on Wednesday, July 8, 2015 at 1:00 p.m. at the Center.

XV. ADJOURNMENT

MOTION: DR. ARNOLDO MONTIEL

SECONDED BY: MR. HECTOR RAMIREZ

DISCUSSION – NONE

MOTION CARRIED

The meeting was adjourned at 2:03 p.m.

Respectfully submitted (as dictated by Lora Zeinun who recorded the minutes in Marta Valenzuela's absence),

Marta Valenzuela
SCCOA Board Secretary

