



Senior Resource Center for Douglas County, Inc., Board Meeting Minutes – January 23, 2018

Location: SRC @ Peaslee Technical Training Center

Present: Carol Bowen, Kay Brada, Ernesto Hodison, Doni Mooberry, Janet Prestoy, Steve Tesdahl, Dr. Maren Turner, Dr. Marvel Williamson

Not Attending: Hank Booth, Dr. Judy Wright

Steve Tesdahl, Chair *pro tempore*, called the meeting to order at 4:35 p.m. and welcomed a guest, Bonnie Uffman, to the meeting.

Steve reviewed the proposed 2018 SRC board officer slate and asked if there was any discussion. Maren made a motion to accept the officer slate and the motion carried. Following the vote, Steve turned the meeting over to Janet Prestoy, the incoming board Chair.

Marvel distributed new board binders for 2018 which included board member bios and orientation materials. She requested the old binders be returned.

Janet asked the board to review the December 19, 2017, board meeting minutes. Maren indicated she was present at the December meeting. Ernesto made a motion to accept the minutes with the noted attendance correction and the motion carried.

Doni provided the Treasurer's report and commented on several Profit & Loss line items for the full year financial statements. Line 5100 - NSIP payments are always delayed by a month but 12 months of revenue is still included, line 5120 – original budget of \$85K for two new vans was incorrect since the revenue is actually amortized (earned) over the life of the vehicles. After removing the \$85K, the full year came in very close to budget. Line 5400 - \$11,541 total revenue included the year-end appeal as well as requests for donations from clients receiving services. The only financial entry missing is the DCCF investment account earnings for the fourth quarter. As soon as the report is received from DCCF, the books can be locked for the year. Carol asked how to evaluate the negative bottom line for the year. Doni indicated the board had previously approved a few expenditures out of reserves which accounted for the loss. Ernesto made a motion to accept the financials and the motion carried.

Doni discussed the status of the Investment Policy. A draft is currently being reviewed by the Finance Committee and will be sent out to the full board prior to next month's board meeting.

Doni left the room for discussion of the agenda item regarding Ali Rosenblatt as SRC bookkeeper, as Ali is an employee of Doni's firm. Ernesto recapped the prior board discussion of a potential conflict of interest. At the time, it was anticipated Ali would only serve as bookkeeper on a temporary basis until a replacement was found. However, after further consideration, Marvel would like to keep Ali on as bookkeeper on a permanent basis since she



has been highly efficient and the agency has struggled in the past with finding someone with the right qualifications. The Finance Committee supports this direction and contacted the auditors to ask their opinion on the conflict of interest question. They indicated there were adequate controls and checks and balances in place, including Ali not being an authorized check signer, and that it should not be a problem. Kay made a motion to approve Ali continuing to serve as bookkeeper. Maren then asked about the cost difference of an outside contractor versus an agency employee. Although Ali's hourly rate is higher, it has taken her less time to complete tasks and is therefore believed to be close to budget neutral. Carol asked if we could incorporate a letter from the auditor into the minutes to document no conflict of interest [see final page of these minutes]. After a vote, the motion carried.

Kay reported for the Marketing and Development Committee. The committee is looking for ideas for money making events. Marvel would like the board to sponsor two events in 2018. Marvel distributed a new form to board members asking them to indicate a commitment to three areas of support for 2018. The forms are requested to be returned by the end of January. A few preliminary fund raising event ideas were shared. The goal for the year is to raise awareness. Carol asked if there were efforts underway to enhance the website and also to further the education of the City and County Commissioners in Lawrence and Baldwin City.

Marvel reviewed the Executive Director's report issued with the agenda. She shared that starting next week the entrance to the agency will be restricted to the main Peaslee entrance. The agency received a matching grant from the Kauffman Foundation based on a personal contribution by a former board member. The next Senior Summit will be Thursday, March 22. Because of the large number of donations through the annual appeal, Marvel decided to ask the board to send out personalized "Thank You" notes only to the top donors. Marvel reported the grant request submitted to the Rice Foundation for \$75,000 had been turned down; as a result, she distributed a summary of steps taken to shore up the financial position of the Senior Meals program, including a proposal for (favorable) budget revisions. Major items included renegotiating the Arterra food service contract cost down from \$7.15/meal to \$5.96/meal. Also, the number of budgeted meals were reduced from 36,000 to 32,500. The board expressed strong support and appreciation for the proposed changes. A request was made for a report from the Executive Director showing the % of meal recipients making a meal contribution along with the average contribution amount per meal (suggested contribution amount is \$4.50/meal). Kay moved to accept Marvel's proposed budget changes and the motion passed.

On behalf of the Governance Committee, Janet distributed the annual board Conflict of Interest forms and requested each board member sign and return them at the end of the meeting.

A request to consider moving the start time for board meetings up by 30 minutes, from 4:30 to 4:00, was tabled until the open board positions were filled to make a final decision. An updated board list with board term information was distributed.





The annual meeting will be held on February 27, starting at 4:00. The regular February board meeting will immediately follow.

Janet adjourned the meeting at 5:39 p.m.

Respectively submitted,
Steve Tesdahl

From: Michele Hammann [<mailto:MHammann@sccpas.com>]
Sent: Friday, January 19, 2018 3:10 PM
To: Marvel Williamson <mwilliamson@YourSRC.org>
Cc: Janet Prestoy <jprestoy@msn.com>
Subject: RE: Question

Hi Marvel, Yes, it shouldn't be an internal control issue. Just make sure that your review is documented as you indicated previously so it is 'auditable'.

Michele
Michele Hamman, CPA, CVA, Summers, Spencer & Company, PA

From: Marvel Williamson [<mailto:mwilliamson@YourSRC.org>]
Sent: Friday, January 19, 2018 2:33 PM
To: Michele Hammann
Cc: Janet Prestoy
Subject: RE: Question

Thank you for your reply. Ali does not have check signing authority. She does set up electronic bill payments by the bank through our checking account, but those all have to be approved by me before the bank releases the payments. Does that satisfy possible concerns?

Kind regards,
Dr. Marvel Williamson, Executive Director
Senior Resource Center for Douglas County, Inc.

From: Michele Hammann [<mailto:MHammann@sccpas.com>]
Sent: Friday, January 19, 2018 12:26 PM
To: Marvel Williamson <mwilliamson@YourSRC.org>
Subject: RE: Question

It should be fine with one qualifying question....Does Ali have authority to sign checks or issue payments from the SRC bank account?

From: Marvel Williamson [<mailto:mwilliamson@YourSRC.org>]
Sent: Thursday, January 18, 2018 4:48 PM
To: Michele Hammann
Subject: Question

My Board and I want to assure we have in place sufficient safeguards to address a potential conflict of interest. We have had considerable difficulty finding and retaining a competent bookkeeper, and are pleased with the work of our temporary person fulfilling those duties, Ali Rosenblatt. She is an employee of the Board's Treasurer, Doni Mooberry, though. We have systems in place whereby all financial transactions are reviewed by myself and at least one other person, in addition to the monthly review by the Board's Finance Committee, the full Board at its monthly meeting, and the annual audit conducted by your company. The Board has authorized using Ali temporarily, with full public disclosure of the potential conflict of interest, placed on record in the Board minutes. In your professional opinion, is this sufficient? If you prefer to discuss this by phone, I will be available most of tomorrow (Friday) afternoon at 785-727-7880 (my direct line). Thank you.

Kind regards,
Dr. Marvel Williamson, Executive Director