

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTOR'S MINUTES
Thursday, April 17, 2025

PRESENT: Frank Schmidt, Peggy Wagner, Dorothy Palen, Dianne Kirk, Evia King, Sharon Phillips, Barb Wojtczak, Sandy Rosenthal, Marilyn Griffiths, Ellie Rogers, Director Hawkins. Absent: Elizabeth Palulis (family illness), Curtiss Alvarez (illness), Sue Rogers (family emergency). Guests: Donna Pydle, Reggie Curtis of PC Consultants, Vytenis Zygas & wife. The meeting was called to order at 10:02 am by President Wojtczak. **QUORUM** was established. **MINUTES:** Motion by Member Griffiths, supported by member Kirk to approve the minutes of the March 20, 2025 meeting as presented. Motion passed. **PUBLIC COMMENTS:** Mr. Zygas asked permission to record the meeting. He asked what happened with the bread that was being delivered to the center weekly. Member Rosenthal explained that it is now being delivered to the Neighbor by Neighbor office on Red Arrow Highway. **AGENDA:** Motion by Member King, supported by Member Phillips to approve the Agenda as presented. Motion carried. **COMMUNICATIONS:** Director Hawkins thanked Member Rosenthal for the magazine subscriptions for Birds in Bloom and Midwest Living that were donated. They will be placed in the lobby. He read a letter from Neighbor by Neighbor announcing that they had received a \$100,000 Grant from the Pokagon Fund and are asking for community support to match the grant to assist with the expansion of their food program and housing support for clients in the area. Donations are tax deductible. He also gave an update on employee, Brian Rochon who fell on the ice 2-14-25. Forms were submitted to our insurance agent on 4-15-25 to file a claim with Workers' Comp. Director Hawkins has been in contact with the Health Department regarding the license to prep, cook and heat food in the kitchen. Mary McCormick is the current site manager and the license is through SNS. She is the advisor to RVSC. Chikaming Township has evaluated the mechanics and state we do not need a Fire Suppression Hood over the stoves. RVSC would need to submit a Standard Operation Procedure Manual from the Michigan Department of Agriculture for approval to do on-site cooking and food prep. RVSC will work on the S.O.P. Manual to become compliant and obtain approval. **FINANCIALS:** Member King presented the March 2025 Financial Report which shows the Beginning Cash Balance \$449,840.12, Revenue \$130,325.42, Expenditures \$32,352.15, Ending Cash Balance \$547,813.39. The Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Solutions for March 2025. Director Hawkins stated we are at 50% of the annual budget and have spent 37.13%. Motion by Member Schmidt, supported by Member Phillips to approve the financial report as presented. Motion carried. **OLD BUSINESS:** **EXECUTIVE DIRECTOR'S REPORT:** Director Hawkins is working with the Health Department and Chikaming Township on the kitchen update. He stated Donna Pydle has submitted her case studies to Area Agency for the MMAP Program.. He heard many positive comments from clients on the recent Mobile Secretary of State visit. Mary McCormick, Ashlei Jones along with the other volunteers completed 157 tax returns and volunteered a total of 762 hours. Motion by Member Palen, supported by Member Wagner to approve the Director's Report as presented. Motion carried. **COMPUTER UPDATE:** Reggie Curtis from PC Consultants gave an update on the new computers recently purchased and the new requirement for security measures for client data. He and Alex Ott of FixIT Computing have been working with the Tech Team to see what new equipment we will need to become compliant. He recently installed new equipment at North Berrien Senior Center. To become compliant we need a new Server, secure fire wall and networking so information can be secure and not able to be shared with others. Our present system does not meet these guidelines. He has tried to obtain numbers from PC Services on some of our current software so it can be transferred to the new computers but has been unable to get those numbers. Our budget for computers/software was \$7,000 and on 3-20-25 we approved an additional \$7,000. The quote from FixIT Computing for a new server plus service and installation for total cost of \$11,895.21 and total for PC Consultants of \$6750 for a

service contract of 50 hours at \$135/hr for one year from start date. Member Wojtczak stated we need an additional \$10,000 to move forward with the project. Member King made a motion we approve an additional \$15,000 for the project to account for any other expenses that might be required. Motion supported by member Phillips. Motion passed. Motion by Member Wojtczak, supported by Member Schmidt that we use Alex Ott of FixIT Computing as our computer services professional for all our current and future computer needs including service calls etc. Motion passed. **AUDIT:** Member King announced that members of the Finance Committee met at Horizon Bank and set up the CD for 5 months at 4.15% interest. **FACILITY:** Director Hawkins discussed the storage shed and approximate cost for Concrete of \$3400 plus up to \$2000 to level the area. Discussion was held about Matt Deeds and insurance coverage. Motion made by Member Phillips, supported by Member Wojtczak that we go ahead with the quote from Matt Deeds pending his insurance approval and approve \$12,500 total for the project. Motion passed. Motion by Member Phillips, supported by Member E. Rogers to approve the quote from Dale Layman for the railing down the driveway of \$2400. Motion passed. Director Hawkins discussed the quotes for the rear driveway expansion. \$65,000 was approved for the project and Arndt came in with a quote of \$49,950 which included more parking spaces and total area was 30' wide with vertical parking. It was agreed to have the Facility Committee make the final decision on selecting the company after Chikaming Township approval. **GRANTS:** No report. **HOSPITALITY:** Member Wagner announced that Potluck Bingo is scheduled for April 25, Mother's Day Luncheon will be on May 9, trip to Turkeyville set for June 5 and Father's Day breakfast for June 13. **HR/PERSONNEL:** Member Wojtczak announced that four of the six employee job descriptions have been completed and the Committee will meet to do the other two for the Director and Maintenance Technician. **MARKETING:** Member Rosenthal reported the Committee met with the Hospitality Committee. We have ordered T-shirts with RVSC Logo which will be available for purchase by our clients & used for door prize drawings at Bingo. The Committee is also planning to start Euchre in June. They are also looking into sponsoring a Trivia game day. The Committee suggested the June picnic not include bingo and encourage clients to socialize and play outside games. They will meet again on April 28 at 11:30. **POLICY & PROCEDURE:** No Report. **TECH TEAM:** Members of the committee, Donna Pydle and Dennis Wojtczak, are working with Reggie Curtis & Alex Ott on a draft for the Information Technology Policy and Procedure Manual. They will submit it to the Policy & Procedure Committee to finalize. **TRIPS:** Trip to Turkeyville on June 5 will need 30 to sign up for break even cost. It was announced that Sherry Curry and Dick Hedman were winners of the recent drawing for sign in on the Kiosk. They will each receive a \$10 Meijer Gift Card. The announcement will be in the May newsletter **TIME CHANGE FOR MEETINGS:** Member Wojtczak sent an email to board members for feedback on the request for a time change for board meetings and she received a lot of feedback on the issue. **PUBLIC COMMENTS:** Vytenis Zygas asked why there was no longer bread available at RVSC. Director Hawkins stated he regretted retaliating when the issue of canned goods in the garage was discussed and also the comment he made on the bread. The canned goods may be transferred to Water's Edge UMC and/or distributed to clients. Motion by Member Schmidt, supported by Member King to go into closed session at 11:44 am. Motion carried. Motion by Member Phillips, supported by Member Rogers to resume regular board meeting at 11:50 am. The meeting resumed at 11:51 am. Motion by Member Schmidt, supported by Member Griffiths to adjourn at 11:52 am. Motion passed. Next meeting scheduled for Thursday, May 15, 2025 at 10:00 am.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary

