

Senior Resources

**Board of Director's Meeting
March 6th, 2007**

Members Present: Bill Koellner
Lauren Smith
Bob Foster
Nancy Etnier
Karen Hintermeister
Barb Krall, Executive Director

Members Absent: Neva Baker
Diana Gradert
Mike Johannsen, ex-officio

Bill Koellner called the meeting to order

AGENDA

Nancy Etnier moved to approve the agenda for the March 6th board meeting, seconded by Bob Foster and the motion carried.

MINUTES

Lauren Smith moved to approve the minutes from the January 23rd board meeting, seconded by Karen Hintermeister and the motion carried.

FINANCE REPORT

Jane Reischauer reported on the January 2007 financial statements. Bob Foster pointed out that the salaries were lower than budgeted. Barb Krall explained that was in large part due to not having an Adult Day Director. There were no other questions. Bob Foster moved to approve the January 2007 financial statements, seconded by Lauren Smith and the motion carried.

DIRECTOR'S REPORT

Barb Krall explained the new tracking report that has been implemented by Generations for Senior Resources to use for the waiver clients. At the end of the month, signature sheets that the clients are required to sign at the time of delivery will need to be matched to the daily tracking sheets for verification. In order to comply with the new tracking standards, additional time had to be added to Diane McCleary's schedule.

Barb Krall reported that the state fire marshal from the Iowa Department of Public safety inspected the Adult Day Center. To comply with state code, the Adult Day Center will need to go to quarterly sprinkler inspections and bi-annual fire detector inspections. The current sprinkler inspection fee is \$347.75 and the fire detector inspection is \$863.00. Bob Foster asked whom the fire marshal reports to. Barb Krall explained that he is employed by the state and the state sets the rules for inspections. Bill Koellner recommended that Barb email state legislators about the burdensome high cost for non profit organizations to comply with the state rules and to see if there is any relief available. Barb explained that the standards apply to the Adult Day Center and not the entire building and she would inquire with the inspection company if there were a way to coordinate the different inspections to save money.

Barb Krall reported that the Iowa Department of Inspections and Appeals was in on March 5th to re-certify the Adult Day Center's two-year license. Multiple things were cited as needing corrected within 30 days. The things that needed corrected were mostly related to nursing charts and procedures and can easily be corrected. The new nurse has already implemented steps to prevent any future errors. The inspector was very impressed with staff and client satisfactions. The only complaint from the clients was that the rotisserie chicken they had for lunch was tough to chew.

OTHER BUSINESS

Barb Krall suggested a sign be put on Mulberry and at the back entrance before the open house this summer. Karen Hintermeister and Lauren Smith will work on different sign options that could be made before the open house. Barb Krall suggested they look at the Clark House's sign for an idea.

The open house date was decided to be Wednesday, June 27th, from 4-7pm.

Barb announced that the Volunteer Tea would be April 19th at Gannon Hall. The Clark House has put in a pool table at their meal site and there was a concern that there will not be enough space. Barb said that it is possible that less people will attend at Gannon Hall, since the seniors from the Clark House may not attend. Bob Foster suggested having MuscaBus run people from the Clark House to Gannon Hall. Nancy Etnier also suggested the Muscatine trolley.

Bob Foster moved to adjourn the meeting, followed by Karen Hintermeister and the motion carried.

	Feb-07	Budget	July-June 07	YTD Budget	Annual Budget
Ordinary Income					
Title III					
B Outreach	\$ 427.00	\$ 427.00	\$ 3,416.00	\$ 3,416.00	\$ 5,124.00
B Adult Day	\$ 240.00	\$ 240.00	\$ 1,920.00	\$ 1,920.00	\$ 2,880.00
C Nutrition	\$ 4,963.00	\$ 4,963.00	\$ 39,704.00	\$ 39,704.00	\$ 59,554.00
			\$ -	\$ -	
			\$ -	\$ -	
Title V Senior Employment	\$ 830.00	\$ 1,256.00	\$ 4,804.00	\$ 10,048.00	\$ 15,071.00
State Eldercare of Iowa			\$ -	\$ -	
Adult Day Center	\$ 360.00	\$ 360.00	\$ 2,880.00	\$ 2,880.00	\$ 4,320.00
Outreach	\$ 152.00	\$ 152.00	\$ 1,216.00	\$ 1,216.00	\$ 1,824.00
Home Repair	\$ 584.00	\$ 584.00	\$ 4,672.00	\$ 4,672.00	\$ 7,008.00
Medicaid			\$ -	\$ -	
Handyman		\$ 292.00	\$ 2,109.00	\$ 2,336.00	\$ 3,500.00
Nutrition	\$ 1,537.00	\$ 1,172.00	\$ 11,829.00	\$ 9,376.00	\$ 14,060.00
Adult Day Center	\$ 4,052.00	\$ 4,271.00	\$ 36,348.00	\$ 34,168.00	\$ 51,253.00
Chore	\$ 945.00	\$ 542.00	\$ 10,395.00	\$ 4,336.00	\$ 6,500.00
State of Iowa-CACFP	\$ 604.00	\$ 433.00	\$ 4,953.00	\$ 3,464.00	\$ 5,200.00
			\$ -	\$ -	
Project Income			\$ -	\$ -	
Fundraising		\$ 767.00	\$ 5,188.00	\$ 6,136.00	\$ 9,200.00
MOW	\$ 2,156.00	\$ 2,953.00	\$ 19,452.00	\$ 23,624.00	\$ 35,430.00
Rent	\$ 30.00	\$ 30.00	\$ 240.00	\$ 240.00	\$ 360.00
Handyman		\$ 208.00	\$ 1,596.00	\$ 1,664.00	\$ 2,500.00
Adult Day Center	\$ 3,787.00	\$ 3,000.00	\$ 26,709.00	\$ 24,000.00	\$ 36,000.00
Chore	\$ 401.00	\$ 475.00	\$ 3,443.00	\$ 3,800.00	\$ 5,700.00
Trips/special projects	\$ 608.00	\$ 583.00	\$ 6,122.00	\$ 4,664.00	\$ 7,000.00
			\$ -	\$ -	
Cities	\$ -	\$ 1,383.00	\$ 23,025.00	\$ 11,064.00	\$ 16,600.00
Muscatine County		\$ 3,271.00	\$ 39,250.00	\$ 26,168.00	\$ 39,250.00
Musc Co-Chore	\$ 431.00	\$ 583.00	\$ 4,644.00	\$ 4,664.00	\$ 7,000.00
United Way Muscatine	\$ 9,040.00	\$ 9,398.00	\$ 70,322.00	\$ 75,184.00	\$ 112,778.00
United Way others		\$ 453.00	\$ -	\$ 3,624.00	\$ 5,435.00
Contributions	\$ 1,520.00	\$ 3,293.00	\$ 22,813.00	\$ 26,344.00	\$ 39,516.00
Clinics		\$ 1,333.00	\$ 16,000.00	\$ 10,664.00	\$ 16,000.00
Magnus			\$ 11,066.00	\$ -	
Interest Income	\$ 461.00	\$ 238.00	\$ 2,396.00	\$ 1,904.00	\$ 2,860.00
Don's wage & taxes reimbursed	\$ 206.00	\$ 233.00	\$ 1,804.00	\$ 1,864.00	\$ 2,801.00
Hershey wage & taxes reimbursed	\$ 551.00	\$ 626.00	\$ 4,467.00	\$ 5,008.00	\$ 7,510.00
Hershey Insurance reimbursement			\$ 2,428.00	\$ -	
Generations office supplies	\$ 13.00		\$ 514.00	\$ -	
Office Rent	\$ 260.00		\$ 1,040.00	\$ -	
Total Income	\$ 34,158.00	\$ 43,519.00	\$ 386,765.00	\$ 348,152.00	\$ 522,234.00

	Feb-07	Budget	July-June 07	YTD Budget	Annual Budget
Ordinary Expense					
Gross Wages	\$ 21,571.00	\$ 25,440.00	\$ 176,706.00	\$ 203,520.00	\$ 305,282.00
Hershey Wages	\$ 512.00	\$ 626.00	\$ 4,236.00	\$ 5,008.00	\$ 7,510.00
Payroll Taxes	\$ 1,690.00	\$ 1,946.00	\$ 14,006.00	\$ 15,568.00	\$ 23,355.00
Employee Health Insurance	\$ 1,828.00	\$ 2,529.00	\$ 13,788.00	\$ 20,232.00	\$ 30,350.00
Training & Conference	\$ 25.00	\$ 121.00	\$ 265.00	\$ 968.00	\$ 1,450.00
Program Expenses			\$ -	\$ -	
Other	\$ 20.00	\$ 592.00	\$ 5,674.00	\$ 4,736.00	\$ 7,100.00
Supplies	\$ 1,584.00	\$ 1,195.00	\$ 12,874.00	\$ 9,560.00	\$ 14,342.00
Activities	\$ 137.00	\$ 126.00	\$ 742.00	\$ 1,008.00	\$ 1,511.00
Food	\$ 3,252.00	\$ 4,283.00	\$ 32,165.00	\$ 34,264.00	\$ 51,392.00
			\$ -	\$ -	
Well Elderly Clinics		\$ 1,083.00	\$ 12,622.00	\$ 8,664.00	\$ 13,000.00
			\$ -	\$ -	
Fundraising Expense		\$ 250.00	\$ 2,652.00	\$ 2,000.00	\$ 3,000.00
Miscellaneous Expense	\$ 219.00	\$ 93.00	\$ 4,235.00	\$ 744.00	\$ 1,113.00
Contract Services	\$ 1,830.00	\$ 1,073.00	\$ 14,773.00	\$ 8,584.00	\$ 12,870.00
Trips/Special Projects	\$ 125.00	\$ 267.00	\$ 5,275.00	\$ 2,136.00	\$ 3,200.00
Marketing	\$ 334.00		\$ 522.00	\$ -	
Meal Site Premise Expense		\$ 83.00	\$ 56.00	\$ 664.00	\$ 1,000.00
Mileage	\$ 490.00	\$ 772.00	\$ 5,560.00	\$ 6,176.00	\$ 9,258.00
Cash Match		\$ 104.00	\$ 2,507.00	\$ 832.00	\$ 1,253.00
Equipment Purch/Maint	\$ 1,084.00	\$ 145.00	\$ 4,882.00	\$ 1,160.00	\$ 1,740.00
Office/computer Supplies	\$ 555.00	\$ 507.00	\$ 5,016.00	\$ 4,056.00	\$ 6,080.00
Printing/Advertising		\$ 167.00	\$ 1,130.00	\$ 1,336.00	\$ 2,000.00
Subscriptions/Membership	\$ 242.00	\$ 83.00	\$ 1,136.00	\$ 664.00	\$ 1,000.00
Postage	\$ 296.00	\$ 169.00	\$ 1,156.00	\$ 1,352.00	\$ 2,032.00
Telephone	\$ 539.00	\$ 556.00	\$ 4,295.00	\$ 4,448.00	\$ 6,670.00
Insurance	\$ 460.00	\$ 902.00	\$ 8,185.00	\$ 7,216.00	\$ 10,826.00
Audit		\$ 325.00	\$ 4,100.00	\$ 2,600.00	\$ 3,900.00
			\$ -	\$ -	
			\$ -	\$ -	
Total Expenses	\$ 36,793.00	\$ 43,437.00	\$ 338,558.00	\$ 347,496.00	\$ 521,234.00
				\$ -	
				\$ -	
Ordinary Net Income	\$ (2,635.00)	\$ 82.00	\$ 48,207.00	\$ 656.00	\$ 1,000.00
				\$ -	

SENIOR RESOURCES

BOARD OF DIRECTOR'S MEETING

**March 27, 2007
11:45 A.M.**

AGENDA

- 1.) Call to Order and Approval of the Agenda**
- 2.) Approval of the Minutes of the March 6, 2007 Board Meeting**
- 3.) Finance Report – Bob Foster**
- 4.) Director's Report**
 - A. Rebuilding Together**
 - B. Health Insurance Renewal**
- 5.) Sign Committee Report**
- 6.) Open House Plans**
- 7.) Next Meeting Date: April 24, 2007**
- 8.) Adjourn**