

## Milford Senior Center Board Meeting Minutes

June 18, , 2025; 7:00pm

Roll Call: Marian Eicher, Mary Wiese, Marianne Pasho, Kelli Keib, Kelly Haney

Others in attendance: Mystii Lauer, Mike Moritz, Larry Teselle

Open Meeting Act Requirement met, Marian reminds everyone this is posted in the hallway.

Minutes from May 1, 2025: Motion to approve minutes as written by Kelli K/Marianne P; approved

### Reports:

Manager's Report: Mystii adds E&R will be doing additional tile work after the dishwasher is repaired, we will not be doing the tiles while the dishwasher is leaking. Mystii will be putting this on the agenda for a vote next month.

Terry at Redigers is working on the Chrysler LHS now, he suggested the value to be \$1000

Motion to approve Managers report a written by Kelly H/Kelli K; Approved

### Financial Report:

Mystii shares that the Upholstery of the chairs is showing under 23-5610 but should be taken out of 24-5590. Mystii relays information from Jeanne: The board needs to budget for

the year and take before city council for what and when we are wanting to use the Memorial funds

Motion to approve the financial report as written by kelli K/Marianne P; Approved

New Business:

Kelly H relays the information obtained regarding questions the board had after a meeting with Jeanne and Marian to the board:

Q: When Mystii (Senior Center administrator) is sick, what is the protocol for her calling in sick? Who has the responsibility of finding coverage for the center? What happens if there are not enough volunteers to cover the total hours for the center to be open?

A: Jeanne said that if the board creates a plan then brings it to city council then we would have a protocol. Jeanne wasn't sure who Mystii's supervisor is, she said that she herself does time cards only. Jeanne also said that Mystii should be working on a procedure manual for her position. Maybe with the assistance of a committee of 2 or less.

Q: Is there anything we (the board) need to be doing that we aren't currently doing? Are there any concerns from Jeanne regarding the board not doing something appropriately? Do any corrections need to be made in how we are conducting board meetings etc?

A: Jeanne said she is not aware of anything that we should be doing that we aren't. She did say that everything we need to be doing as far as meetings go should be in the openings meeting act. She did say that we should always stick to the agenda, if something that is being discussed isn't on the agenda it is the chairperson's responsibility to stop the discussion, it is the chairperson's job to keep control of the meetings, keep it on track according to agenda items etc. As far as public comments go, she said anyone can speak on any topic, doesn't have to be agenda related but the board is NOT to respond during public comment and we should keep everyone to 2-3 minutes.

Q: How do new board members get trained? Who has that responsibility?

A: Current board members. The terms are staggered to ensure that not everyone is new.

\*\*Jeanne did say it is the job of the board to vote on policy and recommendations as well as building and financial. She said then it is up to the board to determine what needs to be brought to the city council.

\*\*In regards to the financial report the board members decided to see if Mystii has time to go over the report with all of us, explaining what some lines/abbreviations stand for etc. We understand Mystii has a cheat sheet that will assist us. If there are further questions Marian will see if Jeanne would have time to go over the report and explain to all current board members to ensure all board members know how to read and understand the financial report.

Motion to approve Potato Bake for 8/15/25 5pm-7pm Mary W/Kelli K; Approved

Motion to table FOSC request to open the center for fun days while more information is being obtained. Kelli K/Marianne P; Approved

Fundraisers Ideas/concerns, Mystii mentions people just don't want to or can't volunteer. She never knows how many people she can count on for help, not everyone uses the sign up sheet, it seems like the same 5 people are always the ones that show up. Mary suggests mentioning it in yoga classes/paid activities to see if people can help as well as asking in the weeks leading up to the fundraiser rather than the day of. Kelli K suggests FB posting multiple times asking for volunteers from the community.

Budget consideration, Mystii said she will email next week to put together a small committee to work on the budget.

Old Business:

Update on Parking Maran shares that the city will not be entering in contract with JEO due to \$17,000 cost. Kelly shares that she had asked Jeanne about the phone call Mystii received regarding ordering signs. Jeanne said the city had an order they were placing so they were just trying to be efficient and order some for the senior center at the same time to save on shipping. Marian and I both let Jeanne know we hadn't decided on getting the signs yet. Kelli K volunteers to get temporary signs to place for reserved parking when needed. If the temporary signs seem to work then the board will vote on getting something more long term. Kelli K will have signs before the next potato bake in July.

Motion to put temporary sign plan in place and revisit it at the August meeting. Marianne P/Kelli K; Approved

Public comment: Larry suggesting we put times on the signs for when you can and can't park in designated spots.

Mary W shares that the by laws state that we as a board should be voting on board positions every January. We did not do that this past January, Mary suggests doing this tonight. Marianne P/Kelli K nominates Kelly H to continue as secretary, board approves, Kelly H accepts.

Marianne P nominates Marian to continue as chairperson, Kelly H/Kelli K nominates Mary W for chairperson. Marian withdrawal, board approves Mary W as new board chairperson, Mary W accepts.

Motion to adjourn Kelli K/Marianne P