PUTNAM COUNTY ACHIEVEMENT SERVICES, INC.

P.O. BOX 208 - 128 First Street

Standard, IL 61363

December 8, 2017

Themeeting was called to order at 9:36 by Linda Bean.

**ROLL CALL**

**PRESENT:** Helen Aimone, Linda Bean, Sheila Haage, Jim Reno, Lorraine Terando, and Sandra Woest

**EXCUSED:** Bob Cofoid, Mary Crook, Donna Forney, Ona Rehn

**ABSENT:** Jody Piccinelli, Gloria Skerston, Angie Troglio

**GUESTS:**  Mike Terando

**Due to the lack of a quorum, no business was conducted.**

**MINUTES:**

**TREASURER’S REPORT:** Reports for November, 2017, were reviewed and placed on file for audit.

**CORRESPONDENCE:**  None

**PC SENIOR CITIZENS REPORT:** An “In Loving Memory” tree is being sponsored by the committee. People can purchase an ornament and hang it on the tree in memory of someone and then get the ornament after Christmas.

**ADVISORY COUNCIL**: Loretta Schrowang, Chr., absent; no report

**NOMINATING COMMITTEE:** Mary Crook, Chr., absent; no report

**RESOURCE COMMITTEE**: Ona Rehn, Chr., absent; no report

**BUILDING COMMITTEE:**  Bob Cofoid, Chr., absent; no report

* Michelle reported the following:
	+ the furnace (2-stage from Grasser’s who had the lowest bid) is installed and working well;
	+ some tuck-pointing and mortar work has been completed;
	+ the bannister on the south side of the stairs to the community room fell off the wall; it has been reattached but needs further attention. It is marked, “Do not use.”

**PERSONNEL COMMITTEE:**  Sheila Haage, Chr., no report

**PROGRAM COMMITTEE:** Executive Director, Chr. reported the following:

* Nutrition programs have been scheduled for January, February, and March.
* Caregiver Stress program was scheduled for February but the presenter had to reschedule so the date is TBA. The program will be presented by the Alzheimer’s Association.

**EXECUTIVE DIRECTOR REPORT:**

* Michelle will be attending the BPART provider meeting this month.
* Open Enrollment is over; Sherry and Janice had approximately 40 appointments, enrolled 20 individuals, and saved them over $27,000.
* Michelle will be attending the mandatory nutrition provider meeting at WIAAA on January 10.

**OLD BUSINESS:**

None

 **NEW BUSINESS:**

* Upon reviewing PCAS policies, Michelle found that there is no policy regarding Sexual Harassment/Misconduct. She researched and put together a draft of a basic policy to be reviewed by board members for discussion and action at the January board meeting. The draft will be mailed to board members who are not at today’s meeting.
* Staff Annual Appeciation Gifts were discussed. Action was tabled until the January meeting.
* Raffle winners:
	+ $50 Maria Balestri
	+ $25 Scott Shore
	+ $10 Richard Fiedler

No other business appearing, the meeting was adjourned at 10:25 a.m.

**Next regular Board Meeting is on January 12 at 9:30 a.m.**

Respectfully submitted,

Sandra Woest, Secretary Linda Bean, President