

PUTNAM COUNTY ACHIEVEMENT SERVICES, INC.
P.O. BOX 208 - 128 First Street
Standard, IL 61363
January 12, 2018

The meeting was called to order at 9:35 by Linda Bean.

ROLL CALL

PRESENT: Helen Aimone, Linda Bean, Donna Forney, Sheila Haage, Jody Piccinelli, Ona Rehn, Jim Reno, Lorraine Terando, and Sandra Woest

EXCUSED: Bob Cofoid, Mary Crook, Angie Troglio

ABSENT: Gloria Skerston

GUESTS:

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

MINUTES: The minutes for the regular December 8, 2017 meeting were approved. Motion: [Reno/Rehn]; motion passed.

The minutes for the regular November 10, 2017 meeting were approved. Motion: [Aimone/Reno]; motion passed.

The minutes for the special meeting on November 15, 2017 meeting were approved. Motion: [Aimone/Reno]; motion passed.

TREASURER'S REPORT: Reports for December, 2017, were reviewed and placed on file for audit.

CORRESPONDENCE: None

PC SENIOR CITIZENS REPORT: No Report

ADVISORY COUNCIL: Loretta Schrowang, Chr., no report

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

RESOURCE COMMITTEE: Ona Rehn, Chr., no report

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

- Michelle reported the following:
 - When Ken Keegan came to fix the bannister he attended to several other repairs that were waiting until he had the time; this work came to a total of \$967.⁰⁰ which comes out of the building maintenance money from the Durley Boyle trust. The payment was approved by the Executive Committee.

PERSONNEL COMMITTEE: Sheila Haage, Chr., no report

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

- Nutrition programs have been scheduled: Mindful Eating, Jan. 18; Meals for a Healthy Heart, Feb. 15 & 22; Pass the Pink Packet Please, March 22, all at 10:00 A.M. These programs are provided by the U/I Extension.

- The Caregiver Stress program is scheduled for February 8. The program will be presented by the Alzheimer's Association.

EXECUTIVE DIRECTOR REPORT:

- Michelle will be attending the BPART provider meeting and Region 3 Transportation meeting this month.
- Michelle will attend the mandatory nutrition provider meeting at WIAAA on January 10 where upcoming changes and best practices were reviewed.
- Donor Letters for 2017 are in the works and will be out by Jan. 31.
- Looking into more professional brochures (using SHAP money).
- MOUs to partner agencies go out this month.
- Michelle and Janice are developing an Outreach plan to be implemented through the PC libraries.
- At a WIAAA meeting, the director said that bylaws should be reviewed every 3-5 years; she suggested that electronic voting might be considered and addressed in the bylaws.

OLD BUSINESS:

- The policy addressing Sexual Harassment in the work place was reviewed.

Motion to adopt the Sexual Harassment policy as reviewed; [Terando/Woest]; motion passed.

- Holiday bonuses were discussed at the December meeting; action could not be taken due to the lack of a quorum.

Motion to approve Staff Annual Appreciation Gifts of \$75 for all staff; [Aimone/Forney]; motion passed.

NEW BUSINESS:

- Additional small maintenance to be completed by Ken Keegan as time and weather permits will include priming and painting the south doors (\$225.⁰⁰) and stain the storage shed (\$250.⁰⁰).
- The date for the Donor Recognition event was tentatively set for April 6, 2018.
- Raffle winners:
 - \$50 Bryan Haage
 - \$25 Brooks Whitney
 - \$10 Karen Karczewski

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

Next regular Board Meeting is on February 9 at 9:30 a.m.

Respectfully submitted,

Sandra Woest, Secretary

Linda Bean, President