



**Sacramento Mountains Senior Services
212 Glorietta Ave. Cloudcroft, NM 88317**

BOARD OF DIRECTORS MEETING MINUTES

August 19, 2024

Call to Order: Mike Shinabery, President called the meeting to order at 5:29 pm

Establish Board Quorum: In attendance Mike Shinabery, Chris Burton, Hans Steinhoff, Dan Miller (via phone), and Cary Bell. A quorum was present. Also in attendance, Elaine Lynch June Olson, and Janice Hewitt

Approved Notice of Meeting: Dan motioned to accept; Hans seconded.

Agenda Changes: Additions to the Agenda were requested by Hans:

4. Vehicle Update
5. New Board Member
6. Complainant

Approve minutes 7/8/24 Board meeting: Hans motioned to accept the minutes, seconded by Cary; carried by unanimous consent.

Financial Report: Elaine Lynch presented the July statement

- Received \$155k from Otero County
- Received \$30k from AAA

Chris motioned to accept the Financial Report; Hans seconded; carried by unanimous consent.

Old Business:

1. Interview questions and scoring matrix will be used for Finance Manager interviews. Two applications were received. Elaine and Janice will set up interviews.

2. Capital Outlay Projects – The two projects that were submitted for prior years are no longer active. We are researching the option of submitting an emergency request.

3. The Apple Festival will be 28-29 September. We will sell apple and cherry pies; ice cream for all a mode; tea and coffee.

4. Fire Alarm repairs – it was suggested that we prepare a letter to the Village of Cloudcroft to outline what we've been told by Village personnel and what is happening currently.

5. Mayhill – We are currently transporting Mayhill residents to/from the Cloudcroft center on Tuesdays and Thursdays for congregate meals.

6. Roadrunner – the High Rolls Contract with the County states we will support the Roadrunner distribution.

New Business:

1. Both building contracts are coming up for renewal. The Village is working on the contract for the Cloudcroft Center and the County is working on the Request for Proposals (RFP) for the High Rolls Center. The Thrive contract is due by 27 September. Elaine is finalizing the contract now and will be signed by Michael and Elaine. The Board will review the contracts prior to signing. We are working on the inventory list for equipment located at the Mayhill center and proper disposition rules for the equipment.

2. Inspections – Both centers recently received inspections from the NM Environment Department and received very positive reports. Our next inspection from AAA is scheduled for January 2025.

3. Volunteer Update – All volunteers will receive the required training (food handlers, driver safety, CPR, first aid).

4. Vehicle Update: There was discussion about the vehicle repair expenses for our aging vehicles, and the need to complete the Capital Outlay requests for new vehicles.

5. New Board Member – June Olson was nominated as a Board Member. Hans motioned to approve; Cary seconded; carried by unanimous consent.

6. Complainant – Mr. Smales at Bug Scuffle did not like the food options in our home delivered meals. Our menus are approved by AAA and we do not have the resources to provide individually prepared meals for consumers. Elaine has been working with him.

The Board went into Executive Session from 6:15-6:18. The Board agreed to raise the Program Coordinator salary.

Next Meeting: September 16, 2024, 5:00 pm

Adjourned: Hans motioned to adjourn at 6:21; Cary seconded; carried by unanimous consent.

Janice Hewitt, Secretary