

**MINUTES OF THE REGULAR MEETING  
SENIOR CENTER ADVISORY BOARD  
TOWN OF CHINO VALLEY**

**TUESDAY, APRIL 10, 2018  
9:00 A.M.**

The Senior Center Advisory Board of the Town of Chino Valley convened for a regular meeting at the Chino Valley Senior Center, located at 1021 W. Butterfield Road, Chino Valley, Arizona.

**1) CALL TO ORDER**

Chair Kathy Farber called the meeting to order at 9:14 a.m.

**2) INVOCATION**

Board Member Best led the invocation.

**3) ROLL CALL**

Present: Chair Kathy Farber; Vice-Chair Nancy Mitchell; Board Member Anita DeMello; Board Member Joyce English; Board Member Nancy Best; Board Member Mary Johnson

Absent: Board Member Elaine Erb

Staff Assistant Community Services Director Cyndi Thomas

Present:

**4) APPROVAL OF MINUTES**

- a)** Consideration and possible action to approve March 13, 2018 regular meeting minutes.

MOVED by Board Member Nancy Best, seconded by Board Member Mary Johnson to approve the March 13, 2018 minutes.

**Vote:** 6 - 0 PASSED - Unanimously

**5) REPORTS FROM SENIOR CENTER DIRECTOR, CHAIR, AND MEMBERS OF THE BOARD/LIAISONS**

- a)** Executive - Kathy Farber
- b)** Activities - Elaine Erb
- c)** Transportation - Anita DeMello, Mary Johnson

Board Member Johnson reported that the annual schedule of trips was received and the first trip will be April 19 to the Grand Canyon Caverns. She requested more copies of the annual trip schedule to pass out to seniors. The signup sheet just went out today for the May 11th Laughlin trip.

**d) Nutrition - Joyce English**

Board Member English reported that the senior center cook was back and would be reviewing the monthly menus and ensuring favorite menu items are occasionally served. The number of people attending meals was stable with occasional high numbers at 80-90 people served. There were also some local workmen that had attended and paid for their meals. The Yavapai Exceptional Industries (YEI) volunteers were coming every Monday to help with anything that needed to be done.

**e) Community Services**

Assistant Director Thomas provided a recap on the March 19th dance, with 88 tickets sold for a total of \$1200.00, an additional \$15.00 in donations, and expenses at \$661.68. Ms. Thomas would like to see more of a profit margin in the future by cutting event expenses such as providing in-house copying and cutting down on the event food by serving only coffee and cookies. She explained that she received a very discounted price on the pizza but Safeway would not donate items. She clarified that if the event had cost them the entire \$1215.00, it was worth money to be able to see so many people enjoying it. She also stated she was very impressed with the event musician Brian Keith, who would be coming back for another dance in October. Although there were 88 tickets sold, the most people counted at one time was 62 and there would have been space to fit 100 people comfortably.

**6) CALL TO THE PUBLIC**

*Call to the Public is an opportunity for the public to address the Board concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Board action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.*

**7) UNFINISHED BUSINESS**

**8) NEW BUSINESS**

- a)** Discussion and possible action regarding increasing the Senior Center's suggested donation price for congregate meals.

Assistant Director Thomas explained she had compiled numbers for the region and explained the following data information:

- CNG Eligible – Eligible Congregate Inhouse Members; People that had completed a registration and were eligible for the four-dollar donation.
- CNG - Non-Eligible Congregate Members; People that had not completed the registration form and should be charged five dollars for a meal or a person who is under the age of 60. This process has not been regulated because there was no procedure in place.
- HDM – Home Delivered Meals Eligible; If a NACOG recipient, the suggested donation would be four dollars. If not a NACOG recipient and a private pay recipient, it is a five-dollar charge.

- CASA – Central Arizona Senior Association (Prescott Valley), Mayer Area Meals on Wheels Incorporated, and Prescott Meals on Wheels were the three closest neighbors offering the same product as Chino Valley.

The Board discussed raising the donation price to five-dollars. Ms. Thomas explained that there was a required annual review of prices, but it was not necessary for the Board to take any action. The last time the fees had been increased was 2007 and the price was raised from three dollars to four dollars. With that increase, they lost ten to twenty people a day but they also were closed on Fridays. She reminded the Board that the fee is a suggested donation and if a person was eligible for the meal, they can put in any amount they want to contribute. She also stated she would rather have 80 people at four dollars than 60 people at five dollars. The average donation per day per person was under three dollars. The Board discussed keeping the four-dollar suggested donation fee for eligible people.

Ms. Thomas also explained there is no reimbursement on meals for people that do not complete the registration form (non-eligible people) and the total cost of the meal is approximately \$12.00. The Board could consider raising the price for non-eligible people to five dollars. There should be a 90-day notification of the increase, which would put the price increase at the beginning of the fiscal year when staff is re-doing all the registration forms.

- The Board discussed how to track those that are not eligible and the need to have an alphabetical master list available onsite; the importance of the meal staff being informed of the process and the need for registration forms to be available to handout to patrons; and how much the fee should be raised, who the increase would affect, and raising it one dollar at a time per year.

Ms. Thomas stated she thought the suggested donation should remain at four-dollars, the non-eligible should be raised to six-dollars, and the to-go meals should be five dollars for people over 60 and six-dollars for a person under 60.

MOVED by Board Member Nancy Best, seconded by Board Member Mary Johnson to leave the suggested meal donation at \$4.00, to-go orders for over 60 at \$5.00 and under 60 in-house meals or to-go orders at \$6.00.

**Vote:** 6 - 0 PASSED - Unanimously

**9) FUTURE AGENDA SUGGESTIONS**

- Discussion and possible action for special days and events during dining hours.

**10) ADJOURNMENT**

MOVED by Board Member Nancy Best, seconded by Board Member Anita DeMello to adjourn the meeting at 10:00 a.m.

**Vote:** 6 - 0 PASSED - Unanimously

Submitted: April 17, 2018.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: May 8, 2018.