



Joseph M. Polisena, MAYOR
Johnston Senior Citizens' Center Advisory Board
1291 Hartford Avenue
Johnston, Rhode Island 02919
 TEL (401) 944-3343 FAX (401) 944-3560

Gena Bianco - Chair
District 5

Joseph Quartino-
District 4

----- *Vice Chair District 3*

MINUTES

Marsha Cotter-
District 1

Rhonda Sasa - Secretary
Town Wide

Peter Susi-
Town Wide

Peter Lombardi, Jr-
District 2

The Johnston Senior Citizens Advisory Board held a special meeting on August 20th, 2014 at the Johnston Senior Center Board Room, 1291 Hartford Avenue, Johnston, RI 02919.

I. Meeting Called to Order & Pledge of Allegiance

The August 20th, 2014 meeting of the Town of Johnston Senior Citizens Advisory Board was called to Order at 4: 00 pm at the Johnston Senior Center. The meeting was called to Order by the Chair, Gena Bianco, who led the meeting in the Pledge of Allegiance.

I. A roll call vote of the members was taken.

- Gena Bianco, Chair, Present
- Rhonda Sasa, Secretary, Present
- Stephanie Gesualdi, Present
- Marsha Cotter, Not Present Peter Susi, Present
- Peter Lombardi, Jr., Not Present Joseph Quartino, Not Present

The Chair declared that a quorum was present.

Guests: William J. Conley, Jr. Esq. (Town Solicitor)
 Douglas Jeffrey (Chief of Staff)

I. Personnel Policies & Procedures

- a. Releases for all members and guests
 - i. Legal review of the documents including policies and procedures
 - ii. Record Retention
- b. Background Checks for all Volunteers & Employees

II. Financial Administration

- a. Cash Register for Bingo
- b. Defined policy and procedure must be drafted to align with state regulations for selling of bingo cards and markers, along with any additional chance items sold at the Bingo(s). State Regulations highlighted and provided to Director & Assistant Director. Board Members will assist with drafting of said policies and procedures in conjunction with Center's employees, legal, and the Town.
- d. Gift Shop
 - i. Inventory vs. Sales
 - ii. Record Keeping/ Accounting

III. Policy and Procedure Hand book for Center

- a. Samples provided to Director & Assistant Director
- b. Board Members will assist with drafting of said policies and procedures in conjunction with Center's employees, legal, and the Town.

IV. Adjournment

Attest:

Rhonda Sasa
Secretary of the Johnston Senior Center Advisory Board