

MONTMORENCY COUNTY COMMISSION ON AGING

MINUTES FOR OCTOBER 17, 2024

PRESENT: Don Edwards - Commissioner, Corleen Proulx (Corky) – Treasurer, Jacqueline (Jackie) Lardie – Atlanta Trustee, Joseph (Joe) Bouchey - Hillman Trustee, Tom Cox – Lewiston Trustee At Large

STAFF: Beverly Crawford – Executive Director, Linda Kline – In Home Coordinator (Minutes), Vicki Goodburne – Accountant, Jeanne Steele-Brady, RN.

GUESTS: Dennis Davis - Atlanta Chair, William Huston - Atlanta, Tyler Sluck from NEMCSA, on Zoom Yvonne Swager from the Tribune, Jim Madison - Lewiston

A. **Election of Officers for the Board:** Chair – **Motion by Corky** for Jackie to be Chair no one seconded the motion, **Motion by Tom** for Joe to be Chair **Jackie seconded the motion;** Vice-Chair – **Motion by Corky** for Jackie to be Vice-Chair no one seconded the motion, **Motion by Joe** for Tom to be Vice-Chair **Corky seconded the motion;** Secretary – **Motion made by Tom** for John to be Secretary **Corky seconded the motion;** Treasurer – **Motion made by Jackie** for Corky to be Treasurer **seconded by Joe.** All motions were voted on as they were made and passed at the time, for each office position.

I. **Call to Order:** The meeting at MCCOA office was called to order at 5:30pm by **Joe Bouchey - Chair.**

II. **Roll Call:** Quorum established; Five members present.

III. **Pledge of Allegiance:** The Pledge of Allegiance was led by **Joe Bouchey.**

IV. **Mission Statement:** Proulx read the statement.

V. **Approval of the Agenda:** Proulx motion to approve agenda. Lardie seconded motion. Motion carried 4-0.

VI. **Approval of the Minutes:** From September 19, 2024, Cox motion to approve minutes. Proulx seconded motion. Motion carried 4-0.

VII. **Public Comment:** William Houston presented the Board with a spreadsheet that he composed of financial information from MCCOA on MCCOA Financials.

VIII. **Financial Report:** Monthly financial information presented by Goodburne. The report was presented Donations are up, Home Delivered meals were Atlanta 855, Hillman 1300, and Lewiston 1004, decrease and Congregate meals are Atlanta 302, Hillman 455, Lewiston 685, increase in Hillman and Lewiston, decrease in Atlanta.

IX. **Nurse's Report:** Nursing report presented by Steele-Brady. There was a decrease in program clients by 2 clients, 10 discharges, and 13 re-certifications. Decrease in homemaking. Increase in personal care. Increase in respite care by double. Waivers increased 1 client.

X. **Director's Report:** Presented by Director Crawford.

Lewiston Walk-In, possible need for box replacement and refunds from PIEG no 2nd quote for the walk—in box. Audit from NEMCSA was released back to MCCOA; passed and released from NEMCSA further action needed. Visual Edge – Copier will be installed on October 18th, new contract savings of \$105.00. EVV – 7” tablets were purchased for use by the DCWs for EVV. Extensions of the contract were signed by each center. Extension of contracts until November 29, 2024. Dan Smith CPA will be doing MCCOA Audit on November 12, 2024.

Christmas and New Year's Day Holidays, the Kitchen staff and Drivers will be off during the Period of 12/24/24-01/01/25, Return to work on January 2nd. Meals will be sent out ahead of time for the HDM clients. The Kitchen in the Centers will be closed for this duration also. **Motion made by Proulx seconded by Cox. Meal costs – Suggestion** raising the price of the meals. NEMCSA process for changing costs of meals is lengthy. **Motion made by Lardie to start the process seconded by Proulx.**

- XI. Motion to go to closed meeting about employee actions made by Lardie, seconded by Proulx @ 6:15, Motion carried 4-0. Motion to leave closed meeting @ 7:15 by Proulx, seconded by Lardie. Closed meeting notes.**
- XII. Adjournment: Motion was made for adjournment made by Proulx and seconded by Lardie. Motion carried 4-0.**

Minutes recorded and submitted by Linda Kline, In-Home Coordinator.