

MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
WEDNESDAY, JANUARY 16, 2013

PRESENT: William Houston, Chairperson; Mary Lou Foster, Trustee (via telephone); Darlene Fisher, Treasurer; Carol Athan, Vice-Chairperson

GUESTS: Anna Rogers, Executive Director; Dan Smith, Auditor; Yvonne Swagger, Tribune

- I. Call to Order:** The meeting was called to order at 1:05 p.m. by Chairperson William Houston at the Montmorency County Commission on Aging.
- II. Roll Call:** Present: Mary Lou Foster, Carol Athan, Darlene Fisher, and William Houston. Quorum established.
- III. Pledge of Allegiance:** The Pledge of Allegiance was led by Anna Rogers.
- IV. Mission Statement:** The MCCOA Mission Statement was read by William Houston.
- V. Agenda:** William Houston would like to move new business item XII A to follow the secretary report VI A; Mary Lou Foster would like to add new business item XII D for an Atlanta at Large Position, possible appointment. **Motion** by William Houston, **second** Mary Lou Fisher to approve agenda with additions. **Motion passed 4-0.**
- VI. Secretary's Report**
- A. **Minutes:** **Motion** to approve the Regular Minutes of November 16, 2012 by Mary Lou Foster; **second** by Carol Athan. **Motion passed 4-0.**
- VII. Correspondence**
- A. Anna asks for direction on Balloting for Community Financial on how to cast the ballot. Mary Lou suggestion is the three incumbents and candidate from Lewiston.
- B. Current 2013 calendar of dates.
- C. Articles of Old Age in regards to Meals on Wheels Program.
- D. Lewiston Chamber of Commerce calendar of events.
- E. Montmorency County Board of Commissioners reappointed Bert LaFleche as they Montmorency County Commission on Aging representative.
- VIII. NEMCSA Representative:** Representative was not present.
- IX. Public Comment:** None.
- X. Financial Reports**
- A. **Accounts Payable:** Accounts payables were presented for November, December and part of January for a total of \$21,256.17. **Motion** by Mary Lou Foster to approve accounts payable as stated; **second** by Carol Athan. **Roll Call Vote:** Carol Athan-yes, Darlene Fisher-yes, Mary Lou Foster-yes, William Houston-yes. **Motion passed 4-0.**
- B. **Payroll, Mileage & Liability Report:** Reviewed by Anna Rogers and the board.

- C. Bank Balances & Payroll Summary: Information was reviewed and it was reported that a millage payment of about \$30,000 has been received after the report was prepared.

XI. **Committee and Staff Reports**

A. Food Service, Client Intake and Financial Reports:

1. Add/drop report: Report provides an overview of the number of clients served. Comparisons for December 2011 to December 2012 reflect a change. Last year in 2011 we had 172 clients this year 2012 we have increased to 208 clients.
2. Units of Service Breakdown: The breakdown shows congregate and waiver clients who are respite clients/waiver, HDM clients/waiver, homemaking clients/waiver and personal care clients/waiver. Our numbers have increased from last year significantly.
3. Current Budget: Three months revenue is 16.40% and expenditure is 25.22%
4. Assessment/Reassessment: We are current with the assessments and reassessments. October 19 assessments, 13 for November and 2 for December 2. In October we had 16 new intakes, for November 10, and December 11, all were completed.
5. Food Reconciliation Report: This report shows what was spent and the revenues for the month. The report also shows that November's expenses were higher than December's expenses. This was due to decreasing inventory for year-end purposes.

B. Senior Center Reports:

1. Atlanta Senior Center: William Houston reported that the parking lot lights are fixed. The new emergency exit signs have been installed, new letters purchased for the inside memorial board and outside sign. Ice maker, new kitchen faucet, floor and wall cabinets in employee bathroom will be installed on January 18. The new LED lights will only be replaced in main dining room at this time and they are waiting to hear from the Sno Drift Rally.
2. Hillman Senior Center: Nothing at this time.
3. Lewiston 50 Plus Club: Carol Athan reported that Evelyn White will be working to correct the computer problems. The Center will be open all day from 10-8 on January 25th for the Sno Drift Rally. Earl Oswald bought a small refrigerator to store pop and they are checking into handicap toilets for the restrooms.

C. Executive Director Report:

1. ServSafe Certification: Karen Balcom, office assistant, has successfully completed her ServSafe training. The certification is valid until 10/01/17.
2. Unemployment Tax Rate: We have received notice that the 2013 tax rate will be at 9.42%. In comparison to 2012's rate of 11.65%, this is a reduction of 2.23%. This is attributed to changes that were made with having services available during the holidays and our successful challenge of former employees that resigned.
3. Mileage Reimbursement Policy/Rate: Effective January 1, 2013 the IRS standard mileage rate has increased from \$0.555 to \$0.565 per mile.
4. Snow Day, Cancelled Meals: On December 20 the Atlanta, Hillman and Lewiston Centers were closed, in addition to the HDM delivery. On December 21, the Lewiston Center was closed but the HDM meals were delivered. There were a total of 76 HDM clients that were contacted multiple times throughout the storm, in addition to our homebound clients that receive in-home services. The contact was made to verify that everyone was safe and accounted for. Our MCCOA staff, and especially Evelyn White, the In-Home Coordinator, went above and beyond in this difficult situation and should be recognized for their caring attitudes and dedication to our staff.

5. CPR Instructor Certification: Maureen Kent, RN has completed the mandatory training to allow her to provide CPR training to our staff. The training was through the American Heart Association. In turn, Maureen can reduce our costs by providing staff training.
6. Communities Against Hunger Ornament Sale: As of January 9 a total of \$1,240.00 was raised for this event. In comparison to the 2012 fundraiser of \$777.00, we experienced a 37.34% increase. These funds will be submitted to the Food Bank of Eastern Michigan, and in turn, we will receive a credit for the full amount toward future purchases.
7. MMAP: Barb Whalen, MMAP Counselor, will be retiring from Hillman and Atlanta. Barb will continue to serve the Lewiston area. Karen Balcom will be taking training to provide services for the people in Hillman and Atlanta.
8. Alpena Health Fair: Anna will be meeting with this group on January 30th to get information. This is a great way to get information out to our seniors about our services.
9. Left Over Meal Policy: NEMCSA has informed us that due to recent changes, congregate attendees may take home the leftover food on their plates if the Board approves. In addition, education must be provided, a notice posted and meal attendees must complete a new Congregate Client NAPIS registration form that says they understand the center will not be responsible for the meal when it is taken from the center. The Board approved this policy.
10. General In-home Assessment: Scheduled for February 8, 2013.
11. NEMCSA Community Needs Assessment: NEMCSA provided surveys for community needs going out to all clients. We are working on the distribution plan for the project to meet the August 2013 deadline.

XII. Old Business

- A. NEMCSA Fiscal Assessment, 10/01/11-09/31/12: On September 28, 2012 Curt Reppuhn conducted the fiscal assessment which included the following areas: Organizational Structure; Organizational Activity; Budget; Financial Management System; Cash Receipts Program, Income, and Match; Fiscal Control; Payroll Activity; Bank Accounts; Procurement and Property Management; and Other procedures agreed upon. All areas were with no findings this year and items from the previous assessment were resolved. **Motion** by Darlene Fisher, **second** by Carol Athan to accept the report as presented. **Motion passed 4-0.**

XIII. New Business

- A. 2011/2012 Financial Audit Presentation by Dan Smith, CPA: Auditor's Opinion: The financial statements are fairly stated in all material respects. Dan commented on Segregation of Duties and Reporting Financial Data which are common risks with this size organization. Dan is recommending the following: (1) Remind employees/volunteers of the cash control policies annually. (2) Discussed possible credit card usage instead of acceptance of cash. Dan reported there was an Internal Control Review last February 2011 with William Houston, a few board members, Anna Rogers, and Annie and Natalie from our accounting support group resulting in changes being made and documented in the Policies and Procedures.

Dan also reviewed the following reports: Statement of Financial Position, Revenues and Expenditures, and Statement of Cash Flow.

Dan advised the Board that the Auditor's responsibility is to primarily place an opinion on the audited financial statements. Dan would indicate any significant estimates or accounting adjustments or difficulties that he encountered through the process and he was happy to report that there were none this past year.

Motion by Mary Lou Foster, **second** by Carol Athan to accept Dan Smith's financial audit ending September 30, 2012. **Roll Call Vote:** Carol Athan-yes, Darlene Fisher-yes, Mary Lou Foster-yes, William Houston-yes. **Motion passed 4-0.**

B. Staff Changes:

1. New Hires:
 - a. Lisa Herbert, In-Home Provider, \$8.50/hour effective 11/29/12, full-time.
 - b. Jennifer Kenyon, In-Home Provider/Backup Cook-Aide/HDM Driver, \$8.00/hour effective 11/30/12, full-time.
 - c. Kelley McDowell, In-Home Provider, \$8.00/hour effective 11/16/12, part-time.
 - d. Lance Welsh, **Backup** Cook-Aide/HDM Driver, \$8.00 hour effective 11/30/12, part-time.
2. Termination:
 - a. Debra Wells, In-Home Provider, effective 11/27/12.
 - b. Lisa Herbert, In-Home Provider, effective 01/02/13.
3. Change of Status:
 - a. Debbie Reno, Cook-Aide, \$0.25 increase to \$8.25 retroactive to 10/09/12. **Motion** by Carol Athan, **second** by Darlene Fisher to approve the pay increase of \$0.25 per hour retroactive to 10/09/12 for Debbie Reno. **Motion** by Carol Athan, **second** by Darlene Fisher to amend the previous motion to approve the new hires and terminations as stated. **Roll Call Vote:** Carol Athan-yes, Darlene Fisher-yes, Mary Lou Foster-yes, William Houston- yes **Motion passed 4-0.**

C. **Financial Policies: Procurement and Credit/Debit Card:** Kurt Reppuhn from NEMCSA completed a fiscal assessment and suggested that we include additional language in regards to procurement and credit/debit card usage. **Motion** by Mary Lou Foster, **second** by Carol Athan to approve the financial policy changes as provided. **Roll Call Vote:** Carol Athan-yes, Darlene Fisher-yes, Mary Lou Foster-yes, William Houston-yes. **Motion passed 4-0.**

D. **Atlanta At Large Position:** Discussion held on the appointment for the Atlanta at large position. Research will be done to determine if the Bylaws allow and discuss at the February meeting.

XV. **Adjournment.** Regular meeting adjourned at 2:30 p.m. **Motion** by Carol Athan, **second** by Mary Lou Foster. **Motion carried 4-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary