

MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
THURSDAY, FEBRUARY 21, 2013

PRESENT: William Houston, Chairperson; Mary Lou Foster, Trustee (via telephone); Judith Roth (via telephone), Secretary; Carol Athan, Vice-Chairperson; Bert LaFleche, County Commissioner

GUESTS: Anna Rogers, Executive Director; Yvonne Swagger, Tribune; Corky Proulx

- I. **Call to Order:** The meeting was called to order at 1:07 p.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Present: Mary Lou Foster, Carol Athan, Judith Roth, Bert LaFleche, and William Houston. Quorum established.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Bert LaFleche.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by William Houston.
- V. **Agenda:** Anna Rogers would like to add as an addendum under new business XII D; Experience Works. **Motion by Bert LaFleche, second by Carol Athan to approve agenda with additions, motion passed 5-0.**
- VI. **Secretary's Report:**
 - A. **Minutes:** **Motion** to approve the Regular Minutes of January 16, 2013 by Carol Athan; **second by Judith Roth. Motion passed 5-0.**
- VII. **Correspondence:**
 - A. NEMSCA standard meeting dates.
- VIII. **NEMCSA Representative:** Kelly Robinette, representative was not present. Anna Rogers discussed a guide for NEMSCA annual reports and programs that they assist with.
- IX. **Public Comment:** None
- X. **Financial Reports:**
 - A. **Accounts Payable:** Accounts payables were presented for January 23, 2013 to February 20, 2013 for a total of \$39,846.57. **Motion by Mary Lou Foster to approve financial report and accounts payable as stated; second by Carol Athan. Roll Call Vote:** Carol Athan-yes, Judith Roth-yes, Mary Lou Foster-yes, Bert LaFleche-yes, William Houston-yes. **Motion passed 5-0.**
 - B. **Payroll, Mileage & Liability Report:** Reviewed by Anna Rogers and the board.
 - C. **Bank Balances & Payroll Summary:** Reviewed by Anna Rogers and the board.
- XI. **Committee and Staff Reports:**
 - A. **Food Service, Client Intake and Financial Reports:**
 1. **Assessment/Reassessment:** January 36 reassessments were due; 34 reassessments were completed leaving 2 reassessments to complete at this time. We provided 5 new client intakes.

2. Add/drop report: Report provides an overview of the number of clients served. Home delivered meals, personal care and respite decreased while homemaking increased.
 3. Units of Service Breakdown: The breakdown shows congregate and waiver clients who are respite clients/waiver, HDM clients/waiver, HMK clients/waiver and personal care clients/waiver. Our numbers have increased from last year significantly.
 4. Current Budget: October thru January we have received 35.71% of revenue and expenditure is 36.32%.
 5. Budget vs. Year to Date: Compact version of the current budget.
 6. Food Reconciliation Report: This report shows what was spent and the revenues for the month. Comparing December to January our loss in each center has improved.
- B. Finance Committee: The Finance Committee met on February 5 and reviewed cash and money handling policy, double signatures on checks. No action required
- C. Food Committee: Carol Athan reported on the meeting of February 5 with the Food Committee recommending the reinstatement of the soup and salad bar for Lewiston at a cost is a \$1.00 per person, per serving. **Motion by** Carol Athan, **second by** Bert LaFleche to reinstate the soup and salad bar at the Lewiston 50+ Club for the month of March, 2013. **Motion passed 5-0.**
- D. Senior Center Reports:
1. Lewiston Senior Center: Carol Athan reported that the new lights have been approved for installation. For the month of March the soup and salad bar will be reinstated. The new doors in the front with handicapped accessible have been installed.
 2. Hillman Senior Center: Bert LaFleche reported that everything has been going good.
 3. Atlanta Senior Center: The new lights have been installed. Discussing rummage sale for Memorial Day weekend and prizes for the Elk Fest.
- E. Executive Director Reports:
1. Food Service Health Department Inspections: Atlanta and Hillman have received their annual inspections. Atlanta had no issues. Hillman completed repairs and Health Department re-inspected with all issues resolved.
 2. MDSA Spring Meeting, 03/31/13: Anna Rogers will be attending this meeting in Lansing for the day.
 3. Community Foundation COPD Respite Grant: Waiting on a reimbursement for grant monies of \$807.00.
 4. MMAP Performance Award: We have received notification of a one time \$1000.00 performance award for MMAP. Anna Rogers and Barb Whalen are working together to determine how the funds will be spent. **Motion by** Mary Lou Fisher for Anna Rogers to be approved to sign and date the papers for the \$1000.00 grant, **second by** Carol Athan. **Roll Call Vote**: Carol Athan-yes, Mary Lou Fisher-yes, Judith Roth- yes, Bert LaFleche-yes, William Houston-yes. **Motion passed 5-0**
 5. Thunder Bay Transportation Authority: Anna Rogers has received information that the TBTA is working towards a dedicated bus in the Atlanta area one to two times per week.
 6. 2013 Business Directory: The business directory listing has been renewed at the cost of \$170.00 for a ½ page color ad plus business card listing.
 7. DTE Energy Foundation: Information was received from Kelly Robinette about a possible grant to provide holiday meals. Anna Rogers will be looking into requesting assistance for a one day hdm delivery along with that day's congregate meal program in the amount of \$1500.00.

8. Unemployment Filings: Anna Rogers contested three requests for unemployment; two were determined “Fired for a deliberate disregard of your employer’s interest”. One claim is pending and we are awaiting that determination.
9. NEMCSA General and In-Home Assessment: The assessment was moved to February 28, 2103.
10. Staff Training: NEMCSA provided training on Person Centered Thinking on January 28 and HIPAA/Privacy Training is scheduled for February 19. Both trainings are required per OSA and AAA guidelines. The Food Staff (cooks, cook-Aides, HDM Drivers and office staff have completed the “Food Safety on the Go” training that consists of five different modules. The modules assigned are based on positions.
11. Personal Property Taxes: Anna Rogers spoke with Kevin Keller, Equalization Director regarding the impact on revenue with the recent changes to the program. Kevin had positive information.
12. Income Tax Preparation: MCCOA has partnered with NEMCSA to provide free tax service for those who qualify with information being disseminated. The three centers will be utilized on weekends during the month of March for this purpose and appointments are being made.

XII. New Business:

- A. Statement of Grant Award: **Motion** by Bert LaFleche, **second** by Mary Lou Fisher giving Anna Rogers permission to sign and date the Statement of Grant Award and return to NEMCSA for funding. **Roll Call Vote**: Carol Athan-yes, Mary Lou Fisher-yes, Judith Roth-yes, William Houston-yes, Bert LaFleche-yes. **Motion passed 5-0.**
- B. Staff Changes:
 1. New Hires:
 - a. Dawn Bunch, In-Home Provider, \$8.00/hour effective 2/04/13, part-time.
 - b. Julie Jones, In-Home Provider, \$8.00/hour effective 02/22/13, part-time.
 - c. Lori Byrne, Volunteer, 02/21/13.
 - d. Lisa Baumgarten, In-Home Provider, \$8.00/hour effective 2/20/13
 - e. Gary Donnelly, Volunteer, 02/21/13.
 2. Terminations:
 - a. Mary Wooten, In-Home Provider, effective 01/21/13.
 - b. Dawn Bunch, In-Home Provider, effective 02/08/12.
 3. Change of Status:
 - a. Sally Wineman, In-Home Provider, 02/11/13, part-time to contingent (on-call)
 - b. Cathy Wylin, expand to include In-Home Provider and increase of \$0.50 effective 02/27/13 due to annual evaluation.
 - c. Audrey Kinney, In-Home Provider, \$.24 increase effective 12/16/12. **Motion** by Bert LaFleche to accept all staff changes as stated, **second** by Judith Roth. **Motion passed 5-0.**
- C. Atlanta Member at Large Board Position: **Motion** by Carol Athan, **second** by Judith Roth to recommend Corleen Proulx as the new the Board Member at Large for Atlanta. **Motion passed 5-0.**
- D. Experience Works: A resume has been received from an individual that is part of the Experience Works Program through Michigan Works. This program is for individuals ages 55 and over and the program will pay for 20 hours per week at 100%. **Motion** by Bert LaFleche, **second** by Carol Athan to investigate the program from Experience Works. **Motion passed 5-0.**
- E. Board Meeting Date Changes: **Motion** by Carol Athan to move the meeting date from Wednesday to the 3rd Thursday of each month at 9 a.m. at the MCCOA office, **second** by Mary Lou Fisher. **Motion passed 5-0.**

XIII. **Old Business:**

A. Financial Polices, Two Signature Requirement: **Motion** by Mary Lou Foster, **second** by Carol Athan to revise the language for clarification purposes pertaining to the signing of checks by the Executive Director and one other signer. **Roll Call Vote:** Carol Athan-yes, Mary Lou Fisher-yes, Bert LaFleche-yes, Judith Roth-yes, William Houston-yes. **Motion passed 5-0.**

XIV. **Adjournment:** **Motion** by Bert LaFleche, **second** by Mary Lou Foster to adjourn the meeting at 2:16 p.m. **Motion passed 5-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary