

MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
THURSDAY, MARCH 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; Corky Proulx, Trustee

GUESTS: Anna Rogers, Executive Director; Kelly Robinette, NEMCSA

- I. **Call to Order:** The meeting was called to order at 9:00 a.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, Corky Proulx 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:** Corky Proulx would like to add as an addendum under new business XII C; Joint functions to fund raise; Anna Rogers would also like to add under new business XII D; disposal of computer equipment. **Motion by** Bert LaFleche, **second by** Carol Athan to approve agenda with additions. **Motion passed 6-0.**
- VI. **Secretary's Report:**
 - A. **Minutes:** Carol Athan has an amendment to Senior Reports under D 2 that lights were installed at the Lewiston Center. **Motion** to approve the Regular Minutes with amendments of February 21, 2013 by Carol Athan; **second by** Corky Proulx. **Motion passed 6-0.**
- VII. **Correspondence:**
 - A. Chemical Bank out of Hillman would like to do a fraud seminar at the Hillman Center. **Motion by** Bert LaFleche, **second by** Corky Proulx for Carol Athan to attend the seminar and report back to the other centers. **Motion passed 6-0.**
- VIII. **NEMCSA Representative:** Kelly Robinette, representative announced a public directors meeting in Mio and several leader trainings coming up.
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Accounts Payable:** Accounts payables were presented for February 26, 2013 to March 13, 2013 for a total of \$15,352.89. **Motion by** Corky Proulx 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, Corky Proulx-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:** Added new column for new client assessments completed but who declined services.
2. **Current Budget:** October thru February we have received 46.24% of revenue and expenditure is 42.97%.
3. **Budget vs. Year to Date:** Compact version of the current budget.
4. **Food Reconciliation Report:** This report shows what was spent and the revenues for the month. Comparing January to February our loss in each center has declined. Salad bar in Lewiston is helping revenue since starting in March. **Motion** by Carol Athan to continue with the soup and salad bar at the Lewiston 50+ Club, **second** by Judith Roth. **Motion passed 6-0.**
5. **Kitchen Budget:** Raw foods and kitchen supplies. Over on Congregate meals and under on Home Delivered meals.

B. **Senior Center Reports:**

1. **Lewiston Senior Center:** Carol Athan reported that the new lights have been installed in the kitchen. Will be finishing up the lights in the main area today. There were 50 people at the Birthday dinner. They are looking for officers and board members.
2. **Hillman Senior Center:** Bert LaFleche reported that the lights are in and working good. They had 30 some people for breakfast last Sunday. Everything seems to be running steady.
3. **Atlanta Senior Center:** Attendance is down 13-15 on average. They are looking for new officers and a trustee. Planning the raffle for Elk Fest: will be raffling a 10,000 watt generator, a \$200 gas card and \$100 in cash, one ticket \$2.00, three tickets for \$5.00. Application in process.

C. **Executive Director Reports:**

1. **Unemployment Filings:** The final contested determination benefits for a discharged employee were ruled in MCCOA's favor.
2. **Food Service Health Department Inspections:** All three centers have been inspected and have current licenses.
3. **Thunder Bay Transportation Authority:** Anna Rogers met with Kristy Bailey from TBTA last week about a dedicated bus every day in the Montmorency County Area expanding from Hillman. Surveys are being distributed and community is encouraged to complete.
4. **NEMCSA General and In-Home Assessment:** The assessment was conducted on February 28, 2013. We are waiting the final, written report.
5. **Experience Works:** The program is a good opportunity for MCCOA for future references. Former applicant was declined.
6. **NEMCSA Nutrition Assessment:** The assessment will be April 18, 2013 at the Hillman Center. This will be for the full food program.
7. **Luau:** Pig roast need to begin preparing for this year's event at Hillman. Possible dates June 1 or June 8.
8. **Mobile Food Pantry:** Begin preparing for a May date.

XII. **New Business:**

- A. **Community Plan for fiscal Years 2014-2016:** Anna Rogers put together a new Community Plan for fiscal years 2014-2016 for services and needs for our seniors. **Motion** by Corky Proulx, **second** by Carol Athan to approve the Community Plan authorizing William Houston to sign and be presented before the County Commissioners. **Motion passed 6-0.**

B. Staff Changes:

1. New Hires:

a. Nicole Klein, In-Home Provider, \$8.00/hour effective 03/13/13, part-time.

2. Terminations:

a. Kelley McDowell, In-Home Provider, effective 03/06/13.

Motion by Corky Proulx, **second** by Judith Roth to accept the new hire and termination. **Motion passed 6-0.**

C. Joint Function to Fund Raise: Corky Proulx suggests joint functions with other organizations in the community. Kelly Robinette explained because of government funding the centers cannot join in with other organizations. Corky also asked about possible ads on television to help support the centers. Anna Rogers suggested a quarterly newsletter due to the cost and limited exposure for TV ads.

D. Disposal of Computer Equipment: Anna Rogers asks permission to be able to dispose of the five old computers. **Motion** by Bert LaFleche, **second** by Carol Athan to authorize the disposal of the old computer equipment, and request authorization to dispose from AAA. **Motion passed 6-0.**

XIII. Old Business:

A. None.

XIV. Adjournment: **Motion** by Carol Athan, **second** by Bert LaFleche to adjourn the meeting at 10:09 a.m. **Motion passed 6-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary