

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES OF THURSDAY, MAY 24, 2012
HILLMAN SENIOR CENTER

PRESENT: William Houston, Chairperson; Darlene Fisher, Treasurer; Mary Lou Foster, Secretary; Sharon Dice, Trustee; Judith Roth, Trustee County Commissioner

EXCUSED: Albert LaFleche

GUESTS: Anna Rogers, Executive Director; Marv McLaren, President, Hillman Senior Center; Kelly Robinette, NEMCSA; Ron Lounsbery; and Carol Athan

- I. **Call to Order:** The meeting was called to order at 9:00 a.m. by Chairperson William Houston.
- II. **Roll Call:** Present: Mary Lou Foster, Sharon Dice, Darlene Fisher, Judith Roth, and William Houston. Quorum established.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by William Houston.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Mary Lou Foster.
- V. **Agenda: Motion** by Mary Lou Foster, **second** by Sharon Dice to approve agenda with additions of 211 letter of support for application to the Michigan Public Service Commission (MPSC), insurance renewals and quotes, and HPS dues renewal. **Motion passed 5-0**
- VI. **Secretary's Report: Motion** to approve minutes of Regular Meeting on April 24, 2012 by Mary Lou Foster, **second** by Sharon Dice. **Motion passed 5-0.** **Motion** to approve minutes of Closed Meeting on April 24, 2012 by Sharon Dice, **second** Mary Lou Foster. **Motion passed 5-0.**
- VII. **Correspondence:** A letter of support request was received from the 211 Board in support of the 211 Northeast Michigan Project. The program allows people to call 211 to get referrals and resource information at no cost. Anna Rogers is requesting the board authorize her to send a letter of support to the MPSC in support of the program. **Motion** to authorize Executive Director to submit letters of support to the MPS and 211 board attorney for the 211 Northeast Michigan Project by Mary Lou Foster, **second** Sharon Dice. **Motion passed 5-0.**
- VIII. **NEMCSA Representative:** Kelly Robinette reported on the food show in early May for the cooks and directors. Information was shared on menu preparation and guidelines for fat and salt intake, and fruit and vegetables requirements. The memo from Kelly regarding menus and nutritional requirements was reviewed and noted that MCCOA is well within the guidelines of the recommended calorie intake of the daily diet.
- IX. **Public Comment:**
 - A. Paul Wolne from Hillman has created a program inviting veterans recently returned from war to attend dinner at the center through a donation basis. This group has collected donations to pay for the veteran with a receipt being issued and flyers have been generated at no cost by Staples. MCCOA Board members will approach the Atlanta and Lewiston Center's to inquire if they would like to adopt the program through their center. **Motion** by Mary Lou Foster to support the program for veterans at MCCOA congregate meals to be paid for through donations, **second** Darlene Fisher. **Motion passed 5-0.**

- B. Ron Lounsbury would like a Preventative Maintenance Program implemented for equipment at each center and convection ovens used to reduce cook time. Anna commented that it is the Head Cooks responsibility to advise when equipment is in need of repair or replacement and this should be included in the annual budget request. The PM Program will be reviewed to determine potential needs.

XI. Financial Reports:

- A. **Accounts Payable:** A motion was made by Judith Roth to approve the Accounts Payables for the period of May 9 in the amount of \$8,471.32 and May 23, 2012 in the amount of \$9,596.42, second by Sharon Dice. **Roll call vote, Motion passed 5-0.**
- B. **Payroll, Mileage & Liability Reports:** The payroll, mileage, and liability reports were reviewed by Anna Rogers with the Board, no action required.

XII. Committee and Staff Reports:

- A. **Food Service, Client Intake and Financial Reports:** Executive Director supplied statistical documents in regards to the congregate and home-delivered meals. Home-delivered meals have increased, congregate meals have decreased, but the total meals have run consistent. The Director also supplied statistics on personal care, homemaking, and respite while highlighting the increased number of clients. Areas of note show that Personal Care has increased dramatically, homemaking is consistent and respite has increased. Assessments and reassessments are being completed on a timely basis. One area of concern is pre-registration for congregate meals where people do not attend and other people wishing to attend that do not meet the reservation cutoff time. This topic will be referred to the Food Service Committee as a joint meeting with the Head Cooks.
- B. **Senior Center Reports:**
1. **Atlanta Senior Center:** William Houston noted that the congregate meal attendance has increased, a rummage sale will be held on May 26 from 9 a.m.–2:00 p.m. with hot dogs, chips, and pop being sold.
 2. **Hillman Senior Center:** Judith Roth reported that the pancake breakfast was well attended. The May outside/indoor sale of May 25-26 still needs volunteers. This sale will also have tables available for crafters and bake goods will be sold.
 3. **Lewiston 50 Plus Club:** Mary Lou Foster reported that a “Five Wishes” presentation was made by Maureen Kent, R.N.
- C. **Food Service Committee:** The committee met recently to review several issues, consider the use of surveys and food selections.
- D. **Personnel Committee:** Mary Lou Foster introduced Carol Athan to those in attendance. Ms. Athan has submitted a letter of interest for the Lewiston Board position. This potential appointment will be referred back to the Lewiston 50 Plus Club for consideration.
- E. **Millage Committee, 05/22/12:** William Houston reported that the Committee met to strategize on advertising, signage and other ways to communicate to voters the upcoming millage renewal. The “Support our Seniors” bank account has been opened and all financial information is being tracked. Participation in various parades and functions was also discussed.
- F. **Executive Director Report:**
1. **Senior Project Fresh:** Executive Director provided information on the Senior Project Fresh which allows qualifying seniors to receive \$20 in coupons to go to farmers markets and purchase fresh fruits and vegetables. The coupons are good June 1 to October 31.
 2. **Thumbs Up For Charity:** MCCOA received the 3rd place prize of \$2,500. A thank you was extended to everyone that showed their support by voting.

3. Former Director: There have been issues with the former director's behavior when she has entered the MCCOA office unannounced. Request was made by Anna Rogers that the Board considers communication from our attorney to Ms. Carroll to not enter MCCOA premises without prior contact and scheduling of an appointment. **Motion** made by Mary Lou Foster to have the MCCOA attorney draft a letter to former Director Stacy Carroll not to enter MCCOA premises without prior contact and scheduling of an appointment, **second** by Sharon Dice. **Motion passed 5-0.**
4. Mobile Food Pantry: On May 10 a group of 21 volunteers assisted in distribution of 8,687 pounds of food to approximately 380 residents in need. Funds for this event were paid through fundraising efforts. Through this event there was approximately **105 hours** of volunteer time.
5. June 20 Luau Fundraiser: The First Annual MCCOA Luau is set for June 20th at the Atlanta Senior Center. This event will host a pig roast, and various salads and desserts. The cost to attend is \$5.00 for adults and \$3.00 for 12 and under. Funds for the purchase of the products will be paid for through the CFCU Thumbs Up For Charity Contest and all revenues will be returned to MCCOA for future services. To accommodate home delivered clients, a frozen meal will be delivered on the 19th and the congregated meals for Hillman and Atlanta will be replaced with this event. **Motion** made by Judith Roth to notify NEMCSA that the Hillman and Atlanta Senior Centers will be closed June 20th for this event, **second** Mary Lou Foster. **Motion passed 5-0.**
6. NEMCSA Annual Implementation Plan Funds for 2013: On May 11 Anna attended the Pre-bidders conference in Alpena. MCCOA must submit a Request for Proposal to NEMCSA by June 15, 2012 at 4:30 p.m. to qualify for these funds. The Director is working on the RFP and what programs and assistance she will be recommending for submission.
7. Project Connect: MCCOA has been invited to participate in the Project Connect program on June 26 from 10:00 a.m.–1:00 p.m. at Atlanta Elementary gymnasium. This will provide MCCOA with an opportunity to display and distribute information to the community. Anna will be participating and volunteers are needed.
8. Exterior Door: The old door to the office is stored in the shed and Anna is recommending that it be sold or donated to Habitat For Humanity. **Motion** by Darlene Fisher to donate the door to Habitat for Humanity, **second** Mary Lou Foster. **Motion passed 5-0.**
9. Memorial Donation: A donation was given in memory of Mark Huston and Anna used the funds to purchase plants and a tree, along with a plaque to be placed by the tree as a memorial. **Motion passed 5-0.**

XIII. Old Business:

- A. **Personnel Policy Revisions:** Mary Lou Foster, Sharon Dice and Anna Rogers have worked for several months updating the current policy with assistance from our attorney. The committee is recommending that we eliminate FMLA language and direct deposit from the first draft. Additions include one paid personal day for part time employees after 1300 hours on an annual basis and the Employment At Will language remains. The Wage Schedule has been removed and is a separate document. The committee is recommending adoption effective June 1, 2012. **Motion** to adopt the MCCOA Personnel Policy effective June 1, 2012 by Mary Lou Foster, **second** by Sharon Dice. **Motion passed 5-0.**
- B. **IRS 2008 W2 Issue Resolution:** Anna Rogers reported that the 2008 amended W2 issue has been resolved. This occurred when the former finance director amended W2's but did not file with the proper entity. MCCOA received a \$5,800 bill that was paid and we have now received reimbursement from the IRS for those funds.

XIV. New Business:

A. New Hires, Change of Status, Volunteers and Termination:

1. New Hires:
 - a. Laurie Jones—Cook Aide/HDM Driver on contingent basis effective 05/09/12 at \$8.00/hour.
 - b. Vikki Tabacchi—Secretary/Receptionist on a part-time basis effective 05/07/12 at \$8.00/hour.
 - c. Mary Gates—In-Home Provider on a part-time basis effective 05/08/12 at \$8.00/hour.
 - d. Sandra Hoard—Volunteer.
 - e. Judith Porter—Volunteer.
 - f. Thelma (Pat) Straugh—Volunteer.
2. Terminations:
 - a. Faye Burnham: Effective 05/18/12 due to voluntary resignation.
3. Change of Status:
 - a. Deborah Boldrey—Cook Aide/HDM Driver/In-Home Provider, increase from \$7.75 to \$8.00 effective 05/21/12.
 - b. Pamela Kott—Head Cook, increase from \$12.00 to \$12.25 effective 05/21/12.
4. Further recommendations by the Executive Director were:
 - a. Hire a cook aide for Lewiston which is a contingent, part-time at \$8.00 per hour.
 - b. Eliminate Food Service Coordinator position, absorb within office.
 - c. If employee on leave of absence does not return, approve replacement for cook aide/HDM driver.

Motion made by Mary Lou Foster, **second** Judith Roth to approve all of the above listed actions.

Motion carried 5-0.

- B. **Pickin' For People Fundraising for Meals on Wheels:** Sharon Dice provided an overview of the program with a request to host a monthly fundraiser rotating through each center. The only cost to MCCOA would be \$50 for gas per event. More research should be conducted and approval sought from all centers. **Motion** made by Darlene Fisher to continue research, **second** Sharon Dice. **Motion passed 5-0.**
- C. **NEMCSA Multi-Year Contract:** The current three year contract with the Region 9 AAA ending September 30, 2012, is being extended to September 30, 2013. Approval from the board is sought by the Executive Director to execute the extension for funding. **Motion** by Mary Lou Foster, **second** Sharon Dice to authorize Executive Director to enter into contract extension with NEMCSA for the period ending September 30, 2013. **Motion carried 5-0.**
- D. **June MCCOA Board Meeting:** Due to a schedule conflict, the Board was requested to reschedule from June 21 to June 14 and Board approved.
- E. **Insurance Renewals:** Our current carrier, Lappan Insurance gave a quote for public risk \$100 less than last year at the cost of \$5220.00. Concerns were raised on the lack of lead time for the renewal; we did not receive until one week prior to the renewal date. In addition, Anna Rogers has requested a new bid from Lappan's on the workers compensation quote with an anticipated decrease in premium along with a quote from MAC Insurance. The Workers Compensation Insurance will be placed on the June agenda for MAC Insurance to present. **Motion** by Mary Lou Foster to approve the Public Risk and Liability Insurance policy through Lappan Insurance, in addition to transferring the Workers Compensation to the Accident Fund through Lappan Insurance, **second** Judith Roth. **Roll call:** Sharon Dice-yes, Darlene Fisher-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes.

F. HPS Dues and Costs Savings: The annual renewal has been received from HPS for membership at the cost of \$700. Anna requested and reviewed the annual reports for purposes of comparisons to determine if the membership does provide MCCOA with a cost savings. For fiscal year 2011 we saved \$3,166.54 and for 2012 (projected) \$3,676.74. **Motion by** Mary Lou Foster, **second** Sharon Dice to authorize payment of \$700.00 to HPS. **Roll call:** Sharon Dice-yes, Darlene Fisher-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes.

XV. Adjournment: Meeting adjourned at 11:08 a.m. by **motion** of Mary Lou Foster, **second by** Sharon Dice. **Motion passed 5-0.**

Minutes transcribed by,

Vikki Tabacchi
Acting Recording Secretary