

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES OF TUESDAY JULY 17, 2012**  
**ATLANTA SENIOR CENTER**

**PRESENT:** William Houston, Chairperson; Darlene Fisher, Treasurer; Mary Lou Foster, Secretary; Sharon Dice, Trustee; Bert LaFleche County Commissioner

**EXCUSED:** Judith Roth

**GUESTS:** Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Carol Athen

- I. **Call to Order:** The meeting was called to order at 9:00 a.m. by Chairperson William Houston.
- II. **Roll Call:** Present: Sharon Dice, Darlene Fisher, Mary Lou Foster, Bert LaFleche and William Houston. Quorum established. Absent: Judith Roth.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mary Lou Foster.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Mary Lou Foster.
- V. **Agenda: Motion** to approve agenda with **Additions:** of **XI-F** Millage Committee Report; **XIII-D** Bert LaFleche request to change date and time of meetings; **XII-B** Update on Gaylord Refrigeration invoice; **Deletions:** **XIV** Closed Meeting. **Motion** made by Mary Lou Foster, **second** Bert LaFleche. **Motion passed 5-0.**
- VI. **Secretary's Report: Motion** to approve minutes of Regular Meeting on June 14, 2012 by Mary Lou Foster, **second** by Sharon Dice. **Motion passed 5-0.** **Motion** to approve minutes of Closed Meeting on June 14, 2012 by Mary Lou Foster, **second** Darlene Fisher. **Motion passed 5-0.**
- VII. **Correspondence:** Anna Rogers, Executive Director received communication for the NEMSCA July Regional Council on Aging Meeting to be held on Monday July 23, 2012. Anna and Mary Lou Foster will be attending.
- VIII. **NEMSCA Representative:** Kelly Robinette reports NEMSCA employees attended a Path Training Program in June held in Grand Rapids. She states there will be classes offered for Caretakers and Chronic Pain Self-Management.
- IX. **Public Comment:** No Comments
- X. **Financial Reports:**
  - A. **Accounts Payable:** A **Motion** was made by Bert LaFleche, **second** Sharon Dice to approve the Accounts Payable in the amount of \$14,543.71. **Roll call vote, motion passed 5-0.**
  - B. **Payroll, Mileage & Liability Reports:** Reviewed with the Board and Anna Rogers, no action required.
- XI. **Committee and Staff Reports:**
  - A. **Food Service, Client Intake and Financial Reports:** Anna Rogers reported that

the increased costs for Food Program is due to discontinued Wal-Mart/Caring Place Program. This program currently requires the highest amount of millage funds to support the program. Actions are being taken to review and changing menus to help contain cost yet attract more participants.

**B. Senior Center Reports:**

1. Atlanta Senior Center: William Houston reports that the Elk Festival Raffle tickets for the center are on sale with the following prizes: 1st place is a grill, 2nd is \$200.00 and 3rd is a \$100.00 gas card. Volunteers are signing up for the County Fair to work the booth, and meal attendance counts have varied based on menus. They have started the "Got Your 6" program with no attendees to date.
1. Hillman Senior Center: Darlene Fisher reported that the Hillman Center has a new president, Jim Bowerman. Everything has been going well.
1. Lewiston 50 Plus Club: Carol Athen gave the following report: The Pancake breakfast for Timberfest will be held on August 4, from 8 to 12. It was also noted that the congregate meal numbers are increasing.

Anna requested notification from each center as to current officers and board members along with a schedule of meetings.

- C. Millage Committee:** Sharon Dice, Bill Houston and Anna Rogers discussed activities. Sign permits have been pulled from Albert, Hillman and Rust Township at the cost of \$50.00 each with this fee reimbursed upon removal of the signs. Testimonials will be collected for marketing purposes; Bill commended the participants of the Atlanta and Lewiston parades. Additional advertising was suggested via the Hillman School's local television station, radio and television stations and to advertise.

- D. Finance Committee:** On June 19 a meeting was held with Dan Smith CPA; Anna Rogers, Bill Houston and Darlene Fisher of MCCOA; Annie Mayer and Natalie Chick of OCCOA. Dan reviewed financial programs and procedures and made recommendations to suggested changes. Many of the recommendations are in place and the remainder are in the process of implementation.

**E. Executive Director Report:**

1. Project Connect: On June 26 the Project Connect Program was held at the Atlanta Community School. Program information and flyers were provided as outreach and the event was well attended.
1. Alexander Business Machines: The ongoing invoice dispute from 2011 was discussed by Anna Rogers and Mr. Alexander with Bill Houston present. The owner will reduce from \$554.35 to \$375.00. Anna recommends payment of \$375.00 to resolve the issue. **Motion** by Mary Lou Foster to make final payment of \$375.00 for invoice #FC3603 with notation of "final payment", **second** by Darlene Fisher. **Roll call vote, motion passed 5-0.**
2. Staffing Issues:
  - a. New Hires: Lisa Glen and Heather Benac- Herndon, In Home Providers; Kathleen Lucas, Volunteer Atlanta Senior Center; Debbie Reno, Cook Aides for Atlanta; Evelyn White, Secretary/ Receptionist.
  - b. Terminations: Formal acceptance of resignation Laura Jones

effective June 19, 2012 and termination of Mary Gates effective June 13, 2012.

- c. Change of Status Requests (due to new wage schedule): Tammy Oberski, \$0.50 raise (capped), effective June 20, 2012; Sally Wineman, \$0.50 increase effective June 21, 2012.

**Motion** made to accept all new hires, terminations and change of staff as presented by Mary Lou Foster, **second** Sharon Dice. Suggestion made to review the current wage schedule for the next fiscal year as a means to retain and attract better employees. **Roll call vote, motion passed 5-0.** Bert LaFleche exited at 9:25 a.m.

4. Pig Roast Luau: Over 400 were in attendance at the Luau Pig Roast on June 20. Entertainment by "Pickin' for People" band, two pigs roasted, and all home cooked food. There were 42 donated door prizes and the event was considered a great community success. There was a small financial loss, approximately \$300.00 and the next event fee will be increased.
5. 2012/2013 Budget: Anna has begun preparation for the next fiscal budget and a meeting of the Finance Committee will be called shortly.
6. Computer Issues: Due to some recent issues with a delay in response time from the current provider, Alpine Computers of Gaylord was contacted to submit proposals on hosting the website and emails. Proposed charges would be \$25.00 per month for web and unlimited email hosting, \$72.00 hour labor and travel of \$1.00 per mile for onsite computer repairs. **Motion** made by Mary Lou Foster to retain Alpine Computer Services as noted above and authorize purchase of refurbished computer with file transfer and updated operating system, **second** Sharon Dice. **Roll call vote, motion passed 4-0.**
7. ServSafe Program: The Board congratulated Jennifer Jacks, Hillman Cook and Cathy Wylin, Atlanta Cook Aide on their success in obtaining certification. The certificate is valid for five years.
8. Change in Food Service Coordinator: The Food Service Coordinator position has been absorbed within the office to reduce expenses. Evelyn White and Anna Rogers will assume the program to allow the In-Home Coordinator more time to focus on her duties.

## **XII. Old Business:**

- A. Alexander Business Machines: Covered under Directors Report.
- B. Gaylord Refrigeration: An invoice was received via fax at MCCOA from the Lewiston 50+ Club for a September 12, 2010 service by Gaylord Refrigeration for emergency air conditioning repair. Anna has determined that the 50 + Club is responsible for the bill for the "after hours" repair and a letter was sent to the club president regarding the situation. No response to date has been received.

**XIII. New Business:**

- A. Atlanta Senior Center Representative, William Houston, III:** Motion made by Mary Lou to recommend for appointment William Huston, III as the MCCOA Atlanta representative, **second** by Sharon Dice. **Motion passed 5-0 with Bill Houston abstaining.** A letter will be sent to the Montmorency County Board of Commissioners to have this appointment placed on the July 25 agenda for action. This item was addressed and voted on before Bert LaFleche exited.
- B. 2012 Fiscal Statement of Grant Award:** Due to a small decrease in funds a new contract was presented. Darlene Fisher made a **Motion** to authorize Anna Rogers to execute the contract on behalf of the board, **second** by Mary Lou Foster. **Roll call vote, motion passed 4-0.**
- C. New Hires, Change of Status, Volunteers and Termination:** This was addressed in the Executive Directors Report.
- D. Change in Board Meeting Dates:** Bert LaFleche has requested the board meetings be changed to the 3rd Wednesday of each month. **Motion** was made by Mary Lou Foster to change the board meetings to the 3rd Wednesday of each month at 9:00 a.m. Hillman and Lewiston meeting will remain at their centers, the Atlanta meeting will be held at the MCCOA office as the center is not available that day. Motion was **seconded** by Darlene, **Motion passed 4-0.**
- XV. Adjournment:** Meeting adjourned at 10:14 a.m. by **motion** of Mary Lou Foster, **second** Sharon Dice **and motion passed 4-0.**

Minutes transcribed by,

Evelyn White  
Acting Recording Secretary