

MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
WEDNESDAY, AUGUST 15, 2012

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

GUESTS: Anna Rogers, Executive Director; Marvin McLaren; Paul Bays

- I. Call to Order:** The meeting was called to order at 1:00 p.m. by Chairperson William Houston at the Hillman Senior Center.
- II. Roll Call:** Present: Sharon Dice, Darlene Fisher, Mary Lou Foster, Judith Roth, Bert LaFleche 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** to approve agenda with additions: Old Business: Fiscal year 2013 Award from NEMSCA; XI-D: Report on OCCOA Board Meeting; XI-E: Brief synopsis of NEMCSA meeting on July 23, **second by Bert LaFleche. Motion passed 7-0.**
- VI. Secretary's Report**
 - A. Minutes: **Motion** to approve the Regular Minutes of 07/17/12 by Mary Lou Foster; **second** by Sharon Dice; **Roll call:** Yes: Athan, Dice, Fisher, LaFleche, Foster, Houston, Roth. **Motion passed 7-0.**
- VII. Correspondence**
 - A. Letter from Susan Bowen of NEMSCA, recognizing Denise Parrot of Presque Isle as the MMAP Coordinator of the Year.
 - B. Martha Mansey donated a recliner and electric lift chair. Both chairs were distributed the day they were received.
 - C. Wanda Rogers donated a portable electric lift that has been loaned to a gentleman with Parkinson's.
 - D. Notification from MediLodge of a Golf Scramble Fundraiser, to be held in Hillman.
 - E. Elder Abuse Neglect and Financial Exploitation Prevention Conference on September 12 in Alpena. Anna will attend and the program is free but pre-registration is required.
 - F. Reminder that volunteers for the Better Training/Better Quality research program to train personal care aides is still in need of volunteers.
 - G. Notification received that the 211 program is up and running. The official kick off is August 20 from 10:00 – 11:00 a.m. in Bay City. Interested attendees should contact Anna.
 - H. An invitation to the Aging and Disability Resource collaboration of NE Michigan has been received. Anna will be attending the meeting on August 24 from 1:00 – 3:30 p.m. to learn more on the program and community partnership.
- VIII. NEMCSA Representative:** Not Present
- IX. Public Comment:** Paul Bays took a moment to thank the Board and COA for what they do.

X. Financial Reports

- A. Accounts Payable: Accounts payables were presented for July 17 at \$2,378.51, August 7 for \$15,686.03, and August 15 at \$2,071.34 for a total of \$20,135.88. **Motion** by Mary Lou Foster to approve accounts payable as stated; **second** by Carol Athan; **Roll call**: Yes: Athan, Dice, Fisher, LaFleche, Foster, Houston, Roth. **Motion passed 7-0.**
- B. Payroll, Mileage & Liability Report: Reviewed by Anna Rogers and the board.

XI. Committee and Staff Reports

- A. Food Service, Client Intake and Financial Reports: Assessments and reassessments are right on track with staff working diligently to catch up and remain so. Respite hours have increased in order to meet the 90% requirement from NEMSCA. Ahead in revenue based on expected expenditures. NEMSCA is about two weeks to one month behind in payments.
- B. Senior Center Reports:
1. **Atlanta Senior Center**: William Houston reports Elk Fest raffle tickets are on sale with sales slow and Bill thanked Marv McLaren for helping out with this. A booth has been set up at the county fair. Some issues with the center arose at last in-service on birthday/turkey day. These issues will be discussed at the next Atlanta Senior Center Executive Board Meeting and Bill will report back to the board on that.
 2. **Hillman Senior Center**: Judith Roth reported that the pancake breakfast last Sunday had a good turnout and recent fundraisers with a garage sale, bake sale and hotdog stand at the car show. Judith also informed the board that she will be attending the Diabetic Path Class in Alpena.
 3. **Lewiston 50 Plus Club**: Carol Athan reported that the pancake breakfast during the Timberfest was a success with 104 served and a profit of \$548. A committee has been formed to brain storm ideas to get people to come to the center. There are 111 members for the current membership drive.

Anna again requested notification from each center as to current officers and board members along with a schedule of meetings with note that the Lewiston 50+ Club provided immediately.

C. Executive Director Report:

1. Michigan Loan Closet: MCCOA was recently contacted by a nationwide organization to inquire if we had an equipment loan program. I confirmed that we did and we have registered with the on-line, free service. The site directs viewers to MCCOA for inquiries.
2. Educational Offerings/Outreach:
 - a. Diabetes Path Training, Living a Healthy Life with Chronic Disease: MCCOA will be partnering with the MSU Extension Office and NEMSCA to offer the training beginning on October 3. This is a six session, 2 ½ hours per class to be held in Atlanta. Detailed information is attached.
 - b. Timberfest: Anna, Mary Lou and Carol recently represented MCCOA at the event on August 4.
 - c. Montmorency County Fair: MCCOA will have a booth at the fair with information and resources available to the public. Volunteers were requested to staff the booth and note made that a new display board, banner and tablecloth bearing the MCCOA logo are being used.
 - d. Affordable Care Act Presentations: Barbara Whalen, MMAP Counselor, will be at the three centers to present information. These dates are scheduled for August 8 in Atlanta, August 23 in Lewiston and August 29 in Hillman.

- e. Volunteer Activity, “50’s Sock hop”: A 50’s sock hop themed event is planned for September 13 in Atlanta, September 14 in Lewiston and September 19 in Hillman. This should be a fun filled dinner with themed food, prizes for best costume and goodies for attendees.
- f. National Diabetes Month: November marks National Diabetes Month. Promotional materials and pamphlets will be available for distribution in support of our outreach efforts.
3. Food Establishment Inspections: Atlanta, Hillman and Lewiston recently had their annual inspections. One minor deficiency was noted for Lewiston with immediate resolution.
4. 2012/2013 Budget: I am in the early stages of preparation of the annual budget with OCCOA’s assistance. The payroll projections have been completed and we are working on fine tuning the remainder of the budget to present to the Finance Committee to review with recommendations to the full board in September.
5. In Home Service Providers Dress Code: In order to present the most professional appearance to our clients and the community, I will be incorporating a more stringent dress code for our IHS providers. Scrubs will be required of those employees while conducting MCCOA business. We will be providing three sets to each employee (currently 10) with the requirement that they launder on their own and upon employment termination, the scrubs be returned or the purchase cost deducted from their final paycheck. Staff is aware of the recommendation and is receptive.
6. Food Service Training: A new “Food Safety on the Go” training for our food service staff is being implemented. These are setup in modules with both pre and post testing requirements.
7. Food Bank of Eastern Michigan: The Purchasing Policy that allows employees and senior centers to utilize the FBOEM resources for reduced cost food products is recommended for rescission due to the additional time expended by office staff and volunteers. **Motion** by Mary Lou Foster to discontinue the purchasing policy for Food Bank, employees only, purchases effective September 6, 2012, **second** by Bert LaFleche **Roll call**: Yes: Athan, Dice, LaFleche, Foster, Houston, No: Roth, Fisher. **Motion passed 5-2.**
8. Pickin’ for People Fundraiser: Anna has been approached by Jack Williams to offer an additional fundraising opportunity for MCCOA on September 8 or 9 (Saturday or Sunday) as a day that the group would be available. Due to short time to prepare, Anna will contact to inquire on October dates and alternate locations in either Hillman or Lewiston.
9. Mobile Food Pantry: The Board authorized a fall Mobile Food Pantry with location to be determined at the cost of \$800.00 for a semi of food. Additional volunteers need to be recruited to assist since the last was short staffed.
10. Millage Committee: The August 7, 2012 Primary Election shows two townships that were lost by two votes each. The millage renewal was successful for an additional nine years. Note was made that the next millage vote will be 2014.

XII. Old Business

- A. OCCOA Board Meeting: Mary Lou Foster and Bill Houston attended the OCCOA Board Meeting of August 8 to observe how they conduct their meetings. OCCOA has a timed agenda, capped at 1 ½ hours. Would like to explore the agenda further focusing on the Consent Agenda format. To be revisited after New Officers Board appointment in September.
- B. Aging Disability Resource Consolidation (ADRC): Mary Lou will be attending the August 16 to get more information regarding their program. Mary Lou feels that they want MCCOA to help disabled under 60, but millage does not allow those services.

- C. Budget: A Finance Committee Meeting will be scheduled to work on budget with presentation to the Board at the September board meeting for adoption prior to October 1, 2012.
- D. Alpine Computers: The e-mail and website transition is still in process with computer technician scheduled to be at the MCCOA office on August 21 to assist board members and staff with setting up the accounts for laptops, personal computers, iPhones, iPads, etc.
- E. Legal Fees: The balance will be paid in full in September 2012.
- F. NEMCSA RFP Award: MCCOA has received confirmation that the four requested funds were granted in full: \$1050 for Matter of Balance/Fall Prevention; \$2000 to Health Resource Room to supplement computers and Internet at the centers; \$2025 for the Kinship Fund/Grandparents Raising Grandchildren to help with unexpected expenses; and \$450.00 for Respite.

XIII. New Business

- A. New Hires, Change of Status, Volunteers and Termination:
 - a. James Bowerman: Volunteer.Terminations/Resignations:
 - a. Lisa Glenn, HIS effective 07/26/12. Resignation due to relocation.
 - b. Heather Herndon-Benac effective 07/26/12 due to termination.Change of Status Requests (annual evaluations):
 - a. Ed Pumphrey: Increase from \$8.50 to \$9.00 per hour effective 08/18/12.
 - b. Judy Benac: Increase from \$8.25 to \$8.50 per hour effective 08/18/12.

Motion made by Mary Lou Foster to accept changes as stated, **second** by Judith Roth.
Roll call: Yes: Athan, Dice, Fisher, LaFleche, Foster, Houston, Roth. **Motion passed 7-0.**
- B. 2012 Nonprofit Corporation Information Update: Update is due October 1st.
- C. MMAP Memo of Understanding, 04/12-03/13: **Motion** by Mary Lou Foster to authorize Anna Rogers to execute the contract with MMAP, **second** by Judith Roth. **Motion Passed 7-0.**

- XIV. **Closed Session (Attorney communications, Executive Director evaluation)**: Regular meeting adjourned at 2:33 p.m. **Motion** by Mary Lou Foster to go into closed session, **second** by Judith Roth.

Motion passed 7-0. Closed session convened at 2:36 p.m.

Regular meeting reconvened at 3:23 p.m.

- A. Executive Director Evaluation: **Motion** was made by Albert LaFleche, **second** by Sharon Dice to approve the Personnel Committee's recommendations with amendments for Executive Director Anna Rogers. **Roll call**: Yes: Athan, Dice, Fisher, LaFleche, Foster, Houston, Roth. **Motion passed 7-0.**
- B. Secretary/Receptionist Position: Discussion held on the recommendation by the Executive Director to transition the part-time position to full-time status. **Motion** made by Judith Roth, **second** by Sharon Dice to made the secretary/receptionist position full time and increase the rate of pay to \$8.50 per hour effective August 20, 2012. **Roll call**: Yes: Athan, Dice, Fisher, LaFleche, Foster, Houston, Roth. **Motion carried unanimously.**

- XV. **Adjournment**. Regular meeting adjourned at 3:26 p.m. by **Motion** of Carol Athan, **second** by Judith Roth. **Motion carried 7-0.**

Minutes transcribed by,

Evelyn White
Acting Recording Secretary