

MONTMORENCY COUNTY COMMISSION ON AGING
PROPOSED BOARD AGENDA
WEDNESDAY, SEPTEMBER 19, 2012 AT 1:00 P.M., LEWISTON 50+ CLUB

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

GUESTS: Anna Rogers, Executive Director; Bill Sieloff; Earl Oswald; Kelly Robinette

- I. Call to order:** The meeting was called to order at 1:02 p.m. by Chairperson William Houston.
- II. Roll call of members, acknowledgment of guests.**
- III. Pledge of Allegiance:** Led by Bert LaFleche.
- IV. Reading of Mission Statement:** Read by Mary Lou Foster.
- V. Approval of agenda, additions and/or deletions:** Change new business prior to #11 Committee and Staff Reports. **Motion by Mary Lou Foster** to accept changes as presented, **second by Carol Athan. Motion passed 5-0.**
- VI. Secretary's Report:**
 - A. Minutes: Approval of minutes; Regular Minutes, of August 15, 2012 with the following changes: addition of Section C for MMAP. **Motion by Bert La Fleche** to accept regular minutes August 15, 2012 as amended, **second Carol Athan. Motion passed 5-0.**
 - B. Closed Minutes: **Motion by Mary Lou Foster** to approve with paragraph 6 to be reviewed and change of date from August 17 to August 15, **second by Bert LaFleche. Roll call vote:** Yes: Foster, LaFleche, Houston, Roth, and Athan. **Motion carried 5-0.**
- VII. Correspondence:**
 - A. Press Release for Blue Cross Blue Shield.
 - B. Letter from NEMCSA regarding ADRC Business Plan Development Meeting on September 25. Anna Rogers and Mary Lou Foster to attend.
- VIII. NEMCSA Representative** (Kelly Robinette): Advised the Board that there will be MICafe training on October 18. NEMCSA is waiting to see if they will receive funding for the Evidence Based Grant for another three years. Lansing states decisions will not be made until after the election. The Evidence Based Conference was held in Alpena and was a success.
- IX. Public Comment:** No Public Comment.
- X. Financial Reports:**
 - A. Accounts Payable: Financial packet was revised with current information as of September 18. **Motion by Judith Roth** to approve Accounts Payable as presented at \$2,521.77 and \$11,014.06 for a total of \$13,535.83, **second by Bert LaFleche. Roll call vote:** Yes: Foster, LaFleche, Houston, Roth, and Athan. **Motion carried 5-0.**
 - B. Payroll, Mileage & Liability Report: Mary Lou Foster questioned mileage to Debra Boldrey on September 11 with Anna Rogers explaining that Debra is a HDM Driver as well as IHS Provider. Mary Lou also questioned two checks issued to Edward Pumphrey. Anna explained due to an accounting error by OCCOA a second check had to be issued.

C. Bank Balance and A.P., Payroll Summary: Information reviewed.

XI. New Business:

A. 2012-2013 Fiscal Budget: Anna Rogers reported that while working on the new budget Darlene, Bill and Anna had extensive conversations with OCCOA to develop the budget. Annie Mayer provided an overview to them on the methods used to help create the budget and providing a three year comparison. Anna made note that on page 43 of the proposed 2012/2013 Budget; MCCOA will be \$36,327.00 in debt, this reflects a very conservative estimate of revenue. Anna also explained that many measures are in effect to negotiate costs with vendors to help decrease costs with one such negotiation saving \$7,000 annually on Workers Compensation insurance. **Motion by Bert LaFleche** to approve the budget as presented with a \$37,000 transfer from the fund equity, second by **MaryLou Foster**. **Roll call** Yes: Foster, LaFleche, Houston, Roth and Athan. **Motion carried 5-0.**

B. Resignation/New Hires:

1. Judy Benac, In-Home Provider, resignation effective September 29, 2012 due to retirement.
2. Melissa DuBois Part Time In-Home Provider, effective August 22, 2012.
3. Lisa Herbert In-Home Provider/CNA, effective September 17, 2012 at rate of pay of \$8.50 per hour.

Motion by MaryLou Foster to approve new hires and accept resignation, second by **Carol Athan**. **Motion carried 5-0.**

4. Community Service: Anna also addressed with the board an applicant required to provide 60 hours of community service who wished to do that service with a MCCOA client. The applicant has felony convictions and based on this information Anna is not recommending acceptance of this applicant. **Motion by MaryLou Foster** to support this recommendation, second by **Carol Athan**. **Motion carried 5-0.**

C. Election of Officers: Current chairperson Bill Houston polled members to determine level of interest in positions with MaryLou Foster declining an office. Based on this information the slate of officers is as follows: Chairperson William Houston, III; Vice-Chairperson Carol Athan; Treasurer Darlene Fisher; Secretary Judith Roth. **Motion by Mary Lou Foster and second by Bert LaFleche to approve the officers for 2012/2013. Motion carried 5-0.**

D. Committee Appointments: Appointments were made by Chairperson Houston. The Bylaw/Resolutions Committee was combined with Policy and Procedures to resolve and equalize committee assignments. Appointments are attached to these minutes.

E. Organizational Chart: The food service coordinator position was eliminated; the position was absorbed within the office. No other changes made. **Motion by Judith Roth** to adopt the revised organizational chart, second by **MaryLou Foster**. **Motion carried 5-0.**

F. 2012 Nonprofit Corporation Information Update: Non Profit Corporation paperwork must be filed by October 1st with newly appointed officers: William Houston Chairperson; Carol Athan Vice Chairperson; Darlene Fisher Treasurer; Judith Roth Secretary; Trustee Mary Lou Foster and Trustee Bert LaFleche. Board authorized Anna Rogers to sign and file the 2012 Nonprofit Corporation paperwork.

G. **Equipment Disposal:** Postponed to Directors Report.

XII. Committee and Staff Reports:

A. Food Service, Client Intake and Financial Reports: Statistical information was reviewed for Home Delivered, Congregate, and Waiver clients. The add/drop reports reflected 30 new Personal Care clients, 116 Homemaking, 115 Home Delivered and 21 Respite clients being served. Nursing assessments and re-assessments show 23 re-assessments delayed due to client unavailability. MCCOA is on target with budget year to date and all of these figures were factored into creation of the 2012/2013 budget.

- B. Finance Committee, Equipment Purchase: Anna Rogers reported that the Hillman Center has been operating with only one convection oven, the other cannot be repaired and is over 20 years old. After making cost comparisons Anna recommends the purchase of a Southbend double unit. Southbend is the model most used by hospitals and schools systems, therefore allowing for a more cost effective price of \$5,551.00. In comparison the Vulcan is \$7,774.00 and Blodgett at \$8,576.00. The only additional charge would be for an electrician to hook up the ovens. **Motion made by** Judith Roth to purchase the Southbend model convection oven at \$5,555.00, **second by** Carol Athan. **Roll call:** Carol Athan yes; MaryLou Foster yes; Bert LaFleche yes; Judith Roth yes; Bill Houston yes. **Motion carried 5-0.**

C. Senior Center Reports:

1. **Lewiston Fifty Plus** reports they are putting in a new door opener to become ADA compliant. The door is \$2,400.00 with installation at \$1,950.00. A consultant was brought in to provide an estimate to change lights to LEDs at a cost of \$55.00 per bulb. The question was posed as to whether Atlanta and Hillman would be interested in doing the same to try to get bulk pricing. MCCOA was asked if there might be any funds to assist with the cost. Additional cost savings considered would be separating the appliances from the lighting to get a true cost factor.
2. **Hillman Center** reports receiving an \$800.00 grant to put toward lighting repairs with an additional \$1,500 needed to complete the repairs so they will be applying for another grant. The decision was made to change the pancake breakfast pricing to \$6 for adults, 6-12 \$3.00 and children under five free. Repairs were made to the fluorescent bulbs to T-8's with note that the T-8's will be phased out in approximately five years. An application to the Community Foundation Grant will be made to defray the cost.
3. **Atlanta Center** reports 37 people attended the Sock Hop and 67 attended the last birthday/turkey dinner. A new group has been formed, "Knit Pickers" with 14 participants. Atlanta continues to work on lighting issues and on restroom upgrades. Atlanta Seniors are also preparing a booth for the Elk Fest with a bake sale. Analysis shows LEDs for the center would cost \$8,000.00 but would pay for themselves in eight years.

D. Directors Report:

1. ServSafe Training: Employees Tabitha VanSickle and Debbie Reno will be attending the training on October 1 in Gaylord and Evelyn White on November 7 in Alpena to become ServSafe certified.
2. Educational Offerings/Outreach:
 - a. Diabetes Path Training, Living a Healthy Life with Chronic Disease: Cancelled due to lack of interest.
 - b. 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.
 - c. Pickin' for People Fundraiser: We have confirmed Sunday, October 14 from 3-5 p.m. at the Atlanta Center for this fundraising event in support of MCCOA.
 - d. Prescription Drug Disposal Contest: MCCOA is once more partnering with the Montmorency County Sheriff Department and Catholic Human Services for the event in September at the three centers.
 - e. Elk Festival: MCCOA will have an informational booth at the Elk Fest on September 29 and 30. Volunteers were requested.
3. Mobile Food Pantry: The date for the event has been confirmed for Thursday, October 4 at 11:30 a.m. at the Montmorency County Fairgrounds. The Fair Board has graciously offered the use of their facilities at no cost to MCCOA. Letters will be going out shortly to other organizations and the schools seeking volunteers beginning at 10:00 a.m.

4. Food Bank of Eastern Michigan: The mandatory annual meeting for organizations participating with the program was held in Alpena on September 11 with Evelyn White and Anna in attendance.
5. Staff Training: NEMCSA requires that we provide training to our staff on “Person Centered Training” and “HIPAA”. Policies are in place but training will be offered through NEMCSA in the next several weeks. In addition, the annual CPR training for staff is being scheduled.
6. Gordon Food Show: This year’s event is scheduled for October 2 and 3 in Grand Rapids. Since the office has assumed the menu planning and purchasing, Evelyn White and I will be attending if schedules allow.
7. Mission Statement: Referred to Policy Committee in addition to Snow Day Policy and consent agenda format
8. Fiscal Year 2011/2012: September 30 marks the end of the current fiscal year with the Food and Equipment inventory complete. Curt Reppuhn is scheduled for October 5 for the Fiscal Assessment on behalf of NEMCSA.
9. PSA’s and News Articles: In an attempt to attract additional attendees to the centers for meals, ads are being run for several weeks, in addition to our Medication Set-up Private Duty Program. Information was recently distributed to HDM clients inviting them to attend the meals.
10. Statistical Information: Analyzing where MCCOA is at from one year ago, July 2011, congregate and home delivered meal clients have increased by 28.2% and in-home services (personal care, homemaking and respite) at 47.4.
11. Security Issues: Based on recent concerns from office staff, security mirrors and camera (camera donated) will be installed with postings that the premises are monitored. When staff is alone in the office the front door will be locked and a doorbell installed.
12. Kinship Program: Contac has been made to the three schools in the county and Probate Court to provide information on the “Grandparents Raising Grandchildren” grants that are available and a flyer distributed.
13. NEMCSA Contract: Anna reported attendance at the mandatory meeting of September 18 at NEMCSA regarding the 2012-2013 contract extension. The program remains the same (reimbursement does not change) with the exception of the requirement that MCCOA must provide proof of insurance that NEMCSA has been named as an additional insurer on the policy. Anna requested authorization from the Board to execute the contract prior to the September 27 deadline and permission was granted.
14. Activities/Trips: At the request of a Board member, information was researched on color tours via the AuSable River Queen and Michigan AuSable Valley Railroad.
15. Michigan Triad Program: Information was gathered on this program and discussed with the Board in partnership with the Michigan Sheriff’s Association.

E. Equipment Disposal: An inventory of equipment in the shed/office not in use or in operational use was conducted with Anna Rogers requesting authorization to donate or dispose of per NEMCSA protocol **Motion by Judith Roth** to donate at Anna’s’ discretion to other nonprofits and dispose of broken equipment, **second by Bert LaFleche Motion carried 4-0**

XIII. Adjournment. Regular meeting adjourned at 2:46 p.m. upon motion of **Bert LaFleche, second by Judith Roth. Motion carried 4-0.**

Minutes transcribed by,

Evelyn White
Acting Recording Secretary

MCCOA 2012/2013 PROPOSED SLATE OF OFFICERS AND COMMITTEE APPOINTMENTS

CHAIRPERSON: William Houston, III
VICE-CHAIRPERSON: Carol Athan
TREASURER: Darlene Fisher
SECRETARY: Judith Roth

Standing Committees:

By Laws/Resolutions/Policies and Procedures:

Mary Lou Foster, Judith Roth and Carol Athan.

Finance:

Darlene Fisher and Bill Houston.

Personnel:

Bill Houston, Judith Roth and Darlene Fisher.

Ad Hoc Committees:

Food Service:

Darlene Fisher and Judith Roth.

Nominating:

Darlene Fisher and Bill Houston.

Public Relations:

Bill Houston, Mary Lou Foster and Carol Athan.

Technology:

Bill Houston and Mary Lou Foster.

Millage:

Bill Houston, Carol Athan and Judith Roth.

NEMCSA:

Mary Lou Foster, Judith Roth and Carol Athan.