

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES OF THURSDAY, MARCH 15, 2012
LEWISTON 50 PLUS CLUB

PRESENT: William Houston, Vice-Chairperson; Darlene Fisher, Treasurer; Sharon Dice, Trustee; Judith Roth, Trustee; Albert LaFleche, County Commissioner; Mary Lou Foster, Secretary (via telephone at 9:10 a.m.)

ABSENT: Mark Huston, Chairperson.

GUESTS: Anna Rogers, Executive Director; Dale Gehman, Otsego County Commission on Aging Director; Bill Sieloff; Steve Wonderly; Earl Oswald, President, 50+ Club.

- I. **Call to Order:** The meeting was called to order at 9:02 a.m. by Vice-Chairperson William Houston.
- II. **Roll Call:** Present: Sharon Dice, Darlene Fisher, Judith Roth, Albert 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 William Houston.
- V. **Agenda:** **Motion** to approve agenda by Albert LaFleche, **second** by Sharon Dice. **Motion passed 5-0.**
- VI. **Secretary's Report:** **Motion** to approve minutes of the Regular Meeting on February 16, 2012 by Sharon Dice, **second** by Darlene Fisher. **Motion passed 5-0.**
- VII. **Correspondence:** NEMCSA's Newsletter, communications with the Food Bank, and correspondence with the Lewiston Chamber were all reviewed. William Houston also shared correspondence concerning the new energy efficient florescent bulbs (T12) that will be required in the future for all florescent lighting systems. This replacement cost would be the responsibility of the building owners for their new florescent lighting systems.
- VIII. **NEMCSA Representative:** Not present. Comment made by Bert LaFleche that \$50 Million in Title I money has lost in Detroit for preschool programing due to fiscal mismanagement. Bert also stated that he was removed from the NEMCSA Board and replaced by Stacy Carroll by the Montmorency County Commission. Bert is still on the MCCOA Board.
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Payroll, Mileage & Liability Reports:** The payroll, mileage, and liability reports were reviewed by Anna Rogers with the Board, no action required.

- B. Accounts Payable:** In Accounts Payable, Check #23779 to the I.R.S. was paid upon the advice of our CPA along with a letter of protest filed for our refund. This refund could take up to three years. This was due to the 2008 amended W2 and W3 issue. A **motion** was made by Bert LaFleche to approve the Accounts Payables for February 28, 2012 in the amount \$81.09 and March 20, 2012 in the amount of \$17, 632.75 for a total of \$17,713.84, **second** by Sharon Dice. **Roll Call vote:** Sharon Dice-yes, Darlene Fisher-yes, Mary Lou Foster-yes, Judith Roth-yes, Bert LaFleche-yes and William Houston-yes. **Motion passed 6-0.**

XI. Committee and Staff Reports:

- A. Policy Committee, Personnel Policy Revisions:** Waiting for legal response with recommendations. **Motion** made by Darlene Fisher to table the Personnel Policy revisions pending legal review, **second** by Sharon Dice. **Motion passed 6-0.**
- B. Updated Committee Appointments:** **Motion** made by Judith Roth to approve the updated Committee Appointments, **second** by Albert LaFleche. **Motion passed 6-0.**
- C. Food Service, Client Intake and Financial Reports:** Executive Director reviewed the reports with the Board. Increased client numbers have precipitated the need for additional hiring. We have also experienced an increase in Home Delivery Meals and a decrease in Congregate Meals.
- D. Senior Center Reports:**
1. Atlanta Senior Center: William Houston reported on the birthday/turkey dinner and Valentine's Day gathering. New computers are purchased and due to be installed March 19. Bunco and exercise classes are down in numbers, and horseshoe & pool tournaments are being studied. The Atlanta Executive Board passed a resolution in opposition to Senate Bill 34 regarding personal property taxes. The projected loss for MCCOA would be around \$32,000. He asked the other centers to consider a similar resolution with copies to Peter Pettalia and John Moolenaar. Mary Lou Foster, as Region 9 Representative, stated her opposition to Senate Bill 34 and has forwarded those oppositions to the appropriate representatives and senators involved.
 2. Hillman Senior Center: Judith Roth reported that the Pancake Breakfast date has been changed to March 25. Raffle tickets are being sold for a crocheted afghan as a fundraiser.
 3. Lewiston 50 Plus Club: Earl Oswald stated that the exercise, crafts, and bingo are all doing well. Earl Oswald is moving to Arizona the end of April and the Lewiston community is hosting a potluck "going away" gathering on April 21. A concern raised was keeping the center open and talks are ongoing with Albert Township and the possibility of the building becoming a community center under their guidance. This change would not impact MCCOA with the exception of change of landlord/tenant status.
- E. Millage Committee:** William Houston reported that the millage vote will be on Tuesday, August 7, 2012 for a one-quarter mill for eight years. Following that, on Tuesday, August 5, 2014 the second millage proposal will be on the ballot for one-quarter mill for four years. Members were encouraged to contact their district commissioner to request their support of senior millage. After determining their position, MCCOA can decide how to handle any opposition. The meeting with

Arnie Morse, former Executive Director of Otsego County Commission on Aging, has been postponed due to the recent storm. We will be meeting the latter part of this month or early April.

F. Technology Committee: Anna Rogers reported that the Lewiston and Hillman computers are up and running and Atlanta's computers will be installed on March 19. We will be scheduling staff training on the Dovico software for our in-home providers in addition to some basic computer classes for senior citizens.

G. Executive Director Report:

1. Report from General and In-Home Service Assessment NEMCSA:

- a. Financials being submitted on a timely basis: We are in compliance now; issues cited were prior to assistance of OCCOA. **MCCOA received a commendation on the improvements and compliance.**
- b. In-Home Services Assessment: The Registered Nurse is required to sign one form in two locations as both the Assessor and R.N. Again, this was a prior employee issue that has been rectified.
- c. Some documentation issues were noted, we are reviewing these. When new staff was hired, we had approximately 100 reassessments that were behind schedule. That number has reduced to less than ten. The reviews are labor intensive and require the R.N. to go to each home to do an assessment which is between two to four hours per client. This does not include the new clients which we have been receiving. The Executive Director commends the R.N. for working so diligently to update client files and is confident she will continue to do so.

The Executive Director informed the Board that a written report must be filed in response. **Motion** made by Bert LaFleche to receive and accept the General and In-Home Service Assessment of February 24, 2011, and authorizes Executive Director to file a response, **second** by Darlene Fisher. **Motion passed 6-0.**

2. Unemployment Administrative Hearing: The former employee has until March 26, 2012 if they wish to appeal. The duration of the hearing was four minutes. The Judge found in favor of MCCOA.
3. MDSA Spring Meeting: Permission was granted for the Executive Director to attend the quarterly MDSA meeting on May 17 in Mt. Pleasant. To allow for attendance, the Board meeting was rescheduled to May 24 at 1:00 p.m. Mary Lou Foster noted that she will be attending the Older Michigianian Day in Lansing. **Motion** made by Sharon Dice to reschedule the Board Meeting in May to the 24th at 1:00 p.m., **second** by Mary Lou Foster. **Motion passed 6-0.**
4. Mobile Food Pantry: The Executive Director would like the Board's permission to coordinate a Mobile Food Pantry through the Food Bank of Eastern Michigan. Funds from the Ornament Sale (\$777 generated) will cover the cost of this event. It includes up to 12 pallets of food that are transported by semi and dropped off. **Motion** made by Judith Roth to proceed with the Mobile Food Pantry, **second** by Darlene Fisher. **Motion passed 6-0.**

5. Wal-Mart Food: The Executive Director was approached by John Williams on behalf of the Caring Place with a request to assist in cost-sharing for mileage expenses for transportation of the food. The Director suggested \$25 per week to cover the cost, or \$8.33 per day of delivery. **Motion** made by Sharon Dice to commit to a payment of \$25 per week on the weeks of delivery for receiving food products from The Caring Place, **second** by Albert LaFleche. Roll Call Vote: Sharon Dice-yes, Darlene Fisher-yes, Mary Lou Foster-no, Judith Roth-yes, Albert LaFleche-yes, William Houston-yes. Motion passed 5-1.
6. Employee Raises: Will be covered later in meeting.
7. April 17, Board Meeting: There will be an Unemployment Training Session that the Executive Director would like to attend in Gaylord conflicts with the April Board Meeting. **Motion** made by Mary Lou Foster to authorize the Executive Director to attend the UIA training and change the April Board Meeting to April 24 at 1:00 p.m., **second** Judith Roth. **Motion passed 6-0.**
8. Discounted Drug Prescription Cards: Available to the community.
9. Medicare/Medicaid Eligible: Executive Director provided information on the Integrated Care for People who are Medicare-Medicaid Eligible Program and the public hearing.
10. Private Duty Fee Schedule: Discussion centered on the increased need for private duty services and the related fee schedule. We are expanding our services to include elder-care in the homes, chores service, foot-care clinics in the centers, homemaker, personal care and registered nurse visits, in-home foot care and medication set-up by the R.N., transportation, wake-up/tuck-in services and other potential services. This fee schedule would be for those who wish to utilize the private duty route. The cost would be \$15 per hour for staff and \$30 per hour for the registered nurse. This is significantly less than other private duty fee schedules in our area. In addition, for the chore and transportation services the cost of transportation would be required. We have a multitude of requests for chore services. The Board was in continued support of this concept.
11. Emergency Weather Update: During the recent weather incident we contacted approximately 160 clients to determine his/her level of need during this weather event. We made arrangements to deliver extra food and drinking water. Wellness checks were reported to law enforcement and the fire departments.
12. Application for Bridge Card: Executive Director requested permission to submit applications for the SNAP or Bridge Card Program. One application would be for the congregate meal program at the three Centers, the other for home delivered meal clients. **Motion** made by Judith Roth to authorize Executive Director to apply for a Bridge Card through the SNAP Program for home-delivered and congregate meals, **second** Darlene Fisher. **Motion passed 6-0.**

13. Shelf Stable Meals: The Executive Director would like to have shelf-stable meals available for our home-delivered meal, homebound clients to provide food for up to three days. We would order bulk food, box it up, and deliver it to our clients for emergency purposes. We may be able to accept donations for this purpose. During the latest snow storm, we were having trouble getting to some clients. They had adequate emergency frozen meals on hand but shelf-stable would not require refrigeration in case of a power outage. Funding source could be using the “Keep the Wheels Rolling Program” donations. The Board was in support of this concept.
14. Volunteer Hours: Volunteers have donated over 220 hours of service to MCCOA since October 2011.
15. Volunteer Activities: We had 42 people who went on the March 9, 2012 Casino Trip. MCCOA will receive \$6 per person from the tour group for a total of \$252.00. A new activity we would like to plan is a day trip on July 13 to Alpena to the NOAA Center with a glass-bottom boat tour and possible lighthouse tour. The trip would be paid 100% by the participants but a \$200 deposit is required to hold the charter bus for the recommended date. **Motion** made by Bert LaFleche to allow the Executive Director to organize a July 13 trip to NOAA and the glass-bottom boat excursion, **second** Sharon Dice. **Motion passed 6-0.**

XII. Old Business:

- A. **Job Descriptions**: The In-Home Service Provider Homemaker, Personal Care and In-Home Service Coordinator job descriptions were revised with minor changes. Discussion centered on client transportation with Dale Gehman commenting that OCCOA does not allow transportation due to increased insurance rates and potential liability. Dale will provide Anna with a sample of their policy that requires employees to report traffic tickets and accidents, during work and outside of work. **Motion** made by Mary Lou Foster approve the addition of three job descriptions as presented, **second** by Sharon Dice. **Motion passed 6-0.**
- B. **Older Americans Month Proclamation, May 2012**: The Executive Director would like the approval of the Board for this Proclamation so that it can be distributed to the community and media. **Motion** made by Judith Roth to approve the official Proclamation of the Older Americans Month, **second** by Albert LaFleche. **Motion passed 6-0.**
- C. **Food Service/Second Meal Update**: Upon Kelly Robinette’s direction from the last meeting, we can allow a person who has become homebound to receive a second meal up to three days. The person they are residing with must attend the meal, call in the order confirmation, and take a shelf stable, frozen, or sack lunch meal home for the homebound senior. The donation criteria would remain the same. After three days, the client would need to be transitioned to temporary or permanent home-delivered meal client status. To qualify for the second meal, the requesting party must be a regular participant of the meal program and have a NAPIS registration on file. The Executive Director and food service staff has met to discuss the implementation of this program in addition to information being sent to the Senior Center Presidents.

XIII. New Business:

- A. New/Updated Hires/Evaluations & Termination:** The Executive Director explained her staffing recommendations to the Board. **Motion** made by Mary Lou Foster to approve the recommendations made by the Executive Director as follows: (Increases)--Cathy Abair, \$0.60 per hour effective 02/14/12; Gina Clozza, \$0.18 per hour effective 03/21/12; Mary Wooten, \$0.28 per hour effective 03/25/12; Therese Comfort, \$0.35 per hour effective 03/15/12; Tabitha VanSickle, \$1.00 per hour effective 12/18/11; Claudia David, \$0.25 per hour effective 02/28/12. (Change of Status)--Mary Wooten and Patricia Smith will transition to full-time status. (New Hires)--Catherine Wylin—Cook Aide at \$7.40 per hour effective 02/27/12; Melissa Minielly—In-Home Provider at \$8.00 per hour effective 03/02/12; Richard Schmidt—Volunteer effective 03/06/12, and (Termination)--Sandra Nichols effective 03/01/12, **second** by Judith Roth. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Mary Lou Foster-yes, Judith Roth-yes, Bert LaFleche-yes, William Houston-yes. **Motion passed 6-0.**
- B. General Policies, Food Service Procedures:** Minor revisions were noted prior to final approval. **Motion** made by Bert LaFleche to adopt this package with amendments, **second** Darlene Fisher. **Motion passed 6-0.**

XIV. Regular meeting adjourned at 11:10 a.m. to go into closed session for the purpose of privileged client/employer/attorney communication by **motion** of Darlene Fisher, **second** by Judith Roth. **Motion carried 6-0.**

X. Regular meeting reconvened at 11:40 a.m. During our closed session we reviewed and discussed privileged client/employer/attorney communications.

In the matter of the previous Executive Director's legal claim, it is the Montmorency County Commission on Aging Board's position to authorize legal counsel to conduct legal research on the matter without entering into mediation. **Motion** made by Bert LaFleche, **second** by Sharon Dice. **Motion passes by a vote of 6-0.**

The MCCOA Board further directs Anna Rogers, Executive Director, to submit communication to NEMCSA stating opposition to former Executive Director, Stacy Carroll, from being confirmed for placement on the NEMCSA Board upon **motion** of Darlene Fisher, **second** by Judith Roth. **Bert LaFleche abstains. Motion passes by a vote of 5-0, 1 abstention.**

XI. Adjournment: Meeting adjourned at 11:50 a.m. upon **motion** of Sharon Dice, **Second** by Judith Roth. **Motion passes by a vote of 6-0.**

Minutes transcribed by,

Therese Comfort
Acting Recording Secretary