

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR SEPTEMBER 18, 2014

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Judith Roth, Secretary; Corky Proulx, Treasurer; Bert LaFleche, County Commissioner; Theron Williams, Trustee; Betty Clark, Trustee

GUESTS: Anna Rogers, Executive Director

- I. **Call to Order:** The meeting was called to order at 8:57 a.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- II. **Roll Call:** All members present, quorum established.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Bert LaFleche.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by William Houston.
- V. **Agenda:** **Motion by** Carol Athan to approve the agenda with addition of #XIV-closed session on court case review and, renumber existing XIV to XV, **second by** Betty Clark. **Motion passed, 7-0.**
- VI. **Secretary's Report:** **Motion by** Carol Athan to approve the special minutes of 08/22/14 as presented, **second by** Betty Clark. **Motion passed, 7-0.**
- VII. **Correspondence:** No correspondence was discussed.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that (a) the Evidence Based Grant is going into the third year, (b) end of year activities are taking place. Anna questioned the food inventory that must be completed as of 09/30/14 with Kelly responding that she would be sending out communication shortly, (c) clarification on how to document the turkey/birthday dinner on the menu. List on the menu a regular meal choice and on the day selected to e-mail her with the information as a special meal choice, (d) the Nutrition Assessment issue regarding daily food reports is still being researched.
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Bank Balance Summary and Accounts Payable:** The bank balance summary was reviewed by the Board. Accounts payable were presented for consideration for the period of 07/23-09/15/14. **Motion by** Corky Proulx to approve Accounts Payable in the amount of \$29,530.62; **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes; Betty Clark-yes, Bert LaFleche-yes, Theron Williams-yes, William Houston-yes, Judith Roth-yes, Corky Proulx-yes. **Motion passed 7-0.**

B. Payroll, Mileage, Liability Report: Reviewed by Anna Rogers with the board.

XI. New Business:

A. Financial Assessment, NEMCSA: Jeff Weiland and Yvette Smigelski were on-site August 7 to complete the Financial Assessment for the period of 10/01/13 through 09/30/14, as of 05/31/14. The assessment had eleven standards; organizational structure, organizational activities, budget, financial management systems, cash receipts program income/match, fiscal control, meals, payroll activity, bank accounts, procurement/ property management and other. Written communication states that there were **no findings or recommendations noted with MCCOA at 100% compliance for the third, consecutive year**. **Motion by Carol Athan to accept the Financial Assessment Report ending 09/30/14, second by Judith Roth. Roll Call Vote:** Carol Athan-yes, Theron Williams-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes, Bert LaFleche-yes. **Motion passed 7-0.**

The General and In-Home Assessments were conducted at the same time with verbal report that we are at 100% compliance. We are awaiting the written report.

B. Employment Changes:

- a. Audrey Kinney, In-Home Provider: Resigned effective 09/26/14.
- b. Julie Mowery, HDM Driver: Increase per wage schedule effective 08/19/14.

Motion by Theron Williams to approve the employment actions as stated, second by Betty Clark. Motion passed 7-0.

C. Senior of the Month: Discussion on the need for October-December recipients. Proposed: October—Lewiston recipient Robert Bloye, November—Atlanta recipients Paul and Linda Roberts and December—Hillman recipient Elaine Abledinger. **Motion by Betty Clark, second by Judith Roth to accept the nominations as stated. Motion passed 7-0.**

D. Election of Officers: The current officers were reviewed that consists of Chairperson William Houston, Vice-Chairperson Carol Athan, Treasurer Corky Proulx and Secretary Judith Roth and all were receptive to reappointment. **Motion by Betty Clark to reappoint the current officers for 2014/2015, second by Bert LaFleche. Motion carried, 7-0.**

E. Committee Appointments: Chairperson Houston reappointed committee members with minor changes consisting of removal of Carol Athan from Finance, removal of Judith Roth from Millage, addition of Judith Roth to Technology, and formation of new committee, Employee Recognition of Corky Proulx and alternate Betty Clark.

F. 2015 Meeting Calendar: Existing schedule of third Thursday, every other month, at 9:00 a.m. at the MCCOA office was presented. **Motion by Theron Williams, second by Bert LaFleche to approve the 2015 meeting calendar. Motion carried, 7-0.**

- G. Policy Adoption: Executive Director Anna Rogers presented the board with six new and one revised policy for consideration. 1) Employee of the Month Program, 2) Employee Longevity Pay Program, 3) Employee Referral Program, 4) On Call Policy for In Home Providers, 5) In Home Provider Travel Pay, and 6) Personnel Policy, Section V, Subsection K, item 10 to reflect change from 30 to 90 days. **Motion by** Carol Athan, **second by** Corky Proulx to adopt the six policies as stated. **Roll Call Vote**: Carol Athan-yes, Theron Williams-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes, Bert LaFleche-yes. **Motion passed 7-0.**

XII. **Old Business:**

- A. Direct Deposit for Payroll: Research has been conducted by Anna as requested with an approximate annual cost at \$500 to provide the service for employee paychecks and expense checks. **Motion by** Corky Proulx, **second by** Betty Clark to approve the service effective the first pay in January 2015. **Roll Call Vote**: Theron Williams-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes, Bert LaFleche-yes, Carol Athan-yes. **Motion passed 7-0.**

XIII. **Committee and Staff Reports:**

- A. Food Service, Client Intake and Financial Reports: All reports were reviewed with the Board.
- B. Senior Center Reports:
1. Atlanta Senior Center: William Houston reported on the generator raffle and minor repairs at the center.
 2. Hillman Senior Center: Theron Williams reported that he did confirm that the lighting has been upgraded to T-5. Judith Roth stated that the Euchre Tournament raised approximately \$1100.00.
 3. Lewiston Senior Center: Betty Clark approached the center with the idea of a Euchre Tournament with no success.
 4. Site Agreement Negotiations: Several meetings have taken place between the three centers and MCCOA representatives with minor revisions but impasse on the daily rate. **Motion by** Bert LaFleche, **second by** Carol Athan that the MCCOA Board approves a daily rate of \$27.00 per day of usage for each center, reflecting a \$2.00 per day increase. **Roll Call Vote**: Judith Roth-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes, Bert LaFleche-yes, Carol Athan-yes, Theron Williams-yes. **Motion passed 7-0.**
- C. Executive Director Reports:
1. Employment Job Fair: To assist in the hiring process outreach to applicants, other employers, and Michigan Works has occurred in an effort to identify qualified staff. On September 17 an Employment Fair was hosted with limited success.
 2. 2013/2014 Budget: A Projection of Balance and Projection of Wages to year end, or September 30, 2014 was reviewed reflecting a balanced budget.
 3. MDSA Fall Conference: Permission was granted to Anna Rogers to attend the Michigan Directors for Services of the Aging fall conference on October 22-24 in Port Huron. **Motion by** Judith Roth, **second by** Betty Clark authorizing Executive Director to attend the MDSA conference on October 22-24, 2014 with funds allocated from training and travel budget. **Motion carried, 7-0.**

4. Staff Meetings: Full staff, Food Service and In-Home Service meetings have been held within the last several weeks to address issues and answer concerns.
5. 2013/2014 Fiscal Audit: C.P.A. Dan Smith of Gaylord will be conducting our annual audit on November 11, 2014. Anna is gathering requested materials in preparation for his visit.
6. Veterans Day Event: Due to last year's successful event, Anna is planning another Veterans Day recognition event at the three centers on November 11.
7. AFLAC: It is now open enrollment until September 30 and meetings with the AFLAC representative available on a voluntary basis to requesting staff.
8. Verizon Contract: A new two year contract has been presented for consideration with a projected annual savings of \$1500.00. **Motion by** Judith Roth, **second by** Theron Williams to authorize Anna Rogers to execute the Verizon contract on behalf of MCCOA. **Roll Call Vote**: Carol Athan-yes, Theron Williams-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes, Bert LaFleche-yes. **Motion passed 7-0.**

D. NEMCSA Report: Carol Athan provided a brief update on activities and the Fiscal Year 2015 formulas.

E. Food Committee, 09/12/14: A meeting was held with Mary Milbocker, John Fazekas and Bill Hathaway present to provide information specific to the programs that included the OSA Standards on Nutrition, GFS Cycle Menu Management Program along with nutrition content, and Dietary/Serving data.

Meeting recessed for break from 11:20 to 11:24 a.m. Back in open session at 11:25 a.m.

XIV. **Closed Session**: **Motion by** Carol Athan, **second by** Corky Proulx to go into Closed Session for the purposes of attorney/client communications regarding lawsuit. **Roll Call Vote**: Carol Athan-yes; Betty Clark-yes, Bert LaFleche-yes, Theron Williams-yes, William Houston-yes, Judith Roth-yes, Corky Proulx-yes. **Motion passed 7-0.**

Motion by Carol Athan to adjourn closed session at 11:51 a.m., **second by** Corky Proulx. **Motion carried, 7-0.**

Open Session: **Motion by** Carol Athan to go back into Open Session at 11:52 a.m., **second by** Judith Roth. **Motion carried, 7-0.**

XV. **Adjournment**: Meeting was adjourned at 11:54 a.m. by Chairperson William Houston.

Respectfully submitted,

Anna M. Rogers
Executive Director