

**MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
THURSDAY, MARCH 20, 2014**

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

ABSENT: Betty Clark, Trustee

GUESTS: Anna Rogers, Executive Director

- I. **Call to Order:** The meeting was called to order at 9:00 a.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Carol Athan, Bert LaFleche, Corky Proulx, Judith Roth, Theron Williams and William Houston. 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 amend the agenda by deleting item VI closed session; **second by** Corky Proulx. **Motion passed, 6-0.**
- VI. **Secretary's Report:** **Motion by** Bert LaFleche to accept the regular meeting minutes of 01/16/14, the special meeting of 02/13/14, the food meeting of 02/21/14 and finance meeting 02/13/14; **second by** Carol Athan. **Motion passed, 6-0.**
- VIII. **Correspondence:** The correspondence was discussed.
- IX. **NEMCSA Representative:** Kelly Robinette was not present.
- X. **Public Comment:** None.
- XI. **Financial Reports:**
 - A. **Bank Balances & Accounts Payable:** Accounts payables were presented for 01/17 to 03/11/14 in the amount of \$33,360.63 upon **motion of** Corky Proulx, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes, Judith Roth—yes. **Motion carried, 6-0.**
 - B. **Payroll, Mileage & Liability Report:** Reviewed by Anna Rogers and the board.
- XII. **New Business:**

A. Employment Changes:

1. New Hire:

- a. Diann Fazekas, Part time contingent Cook-aid & HDM driver.
- b. Jamie Cook, Part time Cook-aid and HDM driver, pending successful pre-employment screening.

2. Change of Status:

- a. Julie Jones, In-Home Provider: Recommend increase per wage schedule.

3. Termination:

- a. Amanda Haeger, In-Home Provider effective 02/25/14.
- b. Cathy Abair, In-Home Provider, HDM driver effective 03/14/14.

Motion by Bert LaFleche to accept the employment actions, **second by Theron Williams**.
Roll Call: Carol Athan-yes, Bert LaFleche-yes, Judith Roth-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion passed 6-0.**

B. MiCafe Agreement: Anna Rogers explained the program. **Motion by Carol Athan** to accept the Elder Law letter of agreement that was presented and reviewed and authorize Anna Rogers to sign, **second by Corky Proulx**. **Roll Call:** Carol Athan-yes, Bert LaFleche-yes, Judith Roth-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion passed 6-0.**

C. Procedures: Anna Rogers discussed the two new procedures, “New Employee Procedures” and “Client Files/Request for Services Procedures”. **Motion by Bert LaFleche** to accept the two procedures as presented, **second by Carol Athan**. **Motion passed 6-0.**

XIII. Committee and Staff Reports:

A. Food Service, Client Intake and Financial Reports: All reports were reviewed with the Board.

Motion by Bert LaFleche to offer a \$250 signing bonus for the In-Home Providers after 90 days or successful completion of probationary period, **second by Corky Proulx**. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes, Judith Roth-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion passed 6-0.** Wage Schedule referred to Finance Committee.

B. Senior Center Reports:

1. Hillman Senior Center: Bert LaFleche reported that they enjoyed the Irish Dinner. The Sunday Breakfast for March had low attendance, there will be a Euchre tournament at the center on May 26th with a \$20 entry fee and cash pay outs.
2. Lewiston Senior Center: Carol Athan reported that there is a new club president; Mary Millbocker. St. Patty’s day was Monday and they enjoyed that along with the birthday dinner Tuesday. A new wall heater was donated installed by Marshall Dodson. The congregate has been advised of the increase in suggested donation for 60 and over.
3. Atlanta Senior Center: Bill Houston reported the Executive board met last Tuesday and finalized the Elk Festival raffle prizes: 10,000 watt generator, \$200

gift card, \$100 cash and a \$25.00 gift card from Walmart. Tickets will be the same as last year and JD's Pizza donates the cost of ticket printed each year. Plumbing contractors were identified, two large carts were purchased to move things in the center, and reviewed snowplowing and checking on the building insurance concerning ice falling from the metal roof and Bill built a small ramp at the back door for bringing in supplies. The board would like to buy a printer for the computer at the center and possible upgrade to computers (need to verify XP compatibility) and hook-up with Alpine Computer with center responsible for the costs.

C. Executive Director Reports:

1. Fundraising Event Hosted by Eagles: The Atlanta Thunder Bay Eagles #4077 has graciously offered to host a benefit on May 10 for MCCOA with 100% of the proceeds donated toward our food programs. This will be a dinner/dance event with live entertainment.
2. Annual Luau Fundraiser: Lewiston will host the event this year which is typically held in June but with the Eagles event the month various options were discussed. It was decided to host a "MCCOA Community Picnic" on July 19 with Carol to check on center availability.
3. Client Fee/Private Duty: Anna Rogers has been researching our current suggested donation schedule for in-home services with other agencies. In addition, the Private Duty R.N. fees as well with a request that an assessment or intake charge be implemented at \$40.00 to off-set the expenses for the service. **Motion by** Theron Williams to approve an assessment RN charge of \$40.00 to off-set costs for the service, **second by** Judith Roth. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes, Judith Roth-yes, Corky Proulx, Theron Williams-yes **Motion passed 6-0.** The balance of the suggested donation schedule will be referred to Finance Committee.
4. Community Needs Assessment: Would like to conduct an assessment with very specific questions directed to our clients. Referred to Finance/Public Relations Committee.
5. Volunteer Week: Anna Rogers would like to do a volunteer luncheon and also to present an award to a male and female for "Volunteer of the Year". Proposed date is April 11, 2014 at 12:00 p.m. at the Atlanta Center. Board was in support of request and \$30.00 facility rental approved.
6. Estate Planning Seminar: The State Bar is hosting a free web based seminar for all three centers. The selected date is August 6 at 6:30 p.m. and will last approximately 1 ½ hours. Board approved. Board members Carol Athan, Theron Williams and Bill Houston will check with each center to inquire if centers are available for the event.
7. Community Foundation Mini Grant: Anna Rogers applied for a \$500.00 mini grant through CFNEM for the purpose of purchasing cleaning supplies and materials for clients that do not have the funds to do so. She has received confirmation that the grant was successful.
8. Senior Box Program: There have been 22 of the 24 client recipients identified to receive the food.

9. Annual Nutrition Assessment: Anna Rogers will be doing a self-assessment for the nutrition programs per NEMCSA criteria. The reports will be provided to Kelly Robinette and will cover the time period of October 1, 2013 through the current date.
10. Workers Comp Issue: On March 10, 2014 an employee received a minor burn that necessitated treatment at the Thunder Bay Clinic and report to our carrier. There was no loss of time and no anticipated issues with the reported incident.
11. Upcoming Class Offerings: Presentations will be led by MCCOA trained staff rather than contracting with outside agencies for reduced costs and schedule flexibility:
 - a. Matter of Balance: Wednesday, April 2-May 21, 2014 from 10:30 a.m.-12:30 p.m.
 - b. Path (Personal Action Toward Health): Tuesdays, May 13 – June 17, 2014 from 12:30 p.m.-3:00 p.m.
 - c. Diabetic PATH: Monday, July 21 – August 25, 2014 from 12:30-3:00 p.m.
12. Gordon Food Show: Was not attended because of the weather.
13. Home Delivered Meal: Discussion on the delivery schedule, referred to Finance Committee.

- E. NEMCSA Report: Carol Athan reported that Michigan is moving forward toward a “no wait” state for services, the Older Michigan Day on 06/03/14 a bus may be available to transport attendees, Medigap rates are frozen until 07/2016, VA Services funds were retained with no reductions, the Silver Key Coalition is underway, Earl Court has been appointed to NEMCSA.

XIV. Old Business:

- A. Senior of the Month Nominations: Nominations were requested for March and April recipients. **Motion by** Carol Athan to nominate Louise Hughey as Senior of the Month for March in Atlanta and Paul Wolne as Senior of the month for April in Hillman, **second by** Judith Roth. **Motion passed 6-0.**

- XV. Adjournment: **Motion by** Carol Athan to adjourn the meeting at 11:20 a.m., **second by** Judith Roth. **Motion passed 6-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary