

MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
THURSDAY, JULY 18, 2013

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Mary Lou Foster, Trustee; Bert LaFleche, County Commissioner; Corky Proulx, 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:** Present: Carol Athan, Mary Lou Foster, Bert LaFleche, Corky Proulx 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:** William Houston would like to add under XII, item D; Committees Report.
- VI. **Secretary's Report:**
 - A. **Minutes:** **Motion by** Carol Athan to approve the minutes of 06/20/13 as presented with one correction to the spelling of Carol Risch as Secretary at the Lewiston Senior Center, **second by** Mary Lou Foster. **Motion passed 5-0.**
- VII. **Correspondence:**
 - A. None.
- VIII. **NEMCSA Representative:** Kelly Robinette was not in attendance today.
- IX. **Public Comment:** None
- X. **Financial Reports:**
 - A. **Bank Balances & Accounts Payable:** Accounts payables were presented for July 2 to July 9, 2013 for a total of \$12,186.33. **Motion by** Mary Lou Foster to approve financial report and accounts payable as stated; **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster -yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
 - 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:**

All reports were reviewed with the Board. Note made that budget is right in line. Anna will be checking into ways to reduce the HDM mileage expenses.

B. Senior Center Reports:

1. Atlanta Senior Center: William Houston sold raffle tickets in front of the Hardware Store at the 4th of July parade. Ice machine is a major issue at the center. The center does not have a secretary. Issues on menu discussed and the Gordon Food testing was July 17, 2013.
2. Hillman Senior Center: Bert LaFleche said everything seems to be running good. The internet issue is being discussed.
3. Lewiston Senior Center: Carol Athan reported Timberfest pancake breakfast is August 3, from 8-12. The center is selling tickets for a raffle of an afghan that was donated. New doors are in and working fine.

C. Executive Director Reports:

1. Financial Report: The Financial Assessment was done on July 9 by Jeff Weiland and Yvette Smigelski. The entire process was completed within three hours. The formal report will be received within 30 days.
2. Montmorency County Fair and Timberfest: There will be a booth at the fair this year from August 13-17th and also the Timberfest on August 2-4th.
3. Board Meeting Schedule: **Motion by** Mary Lou Foster starting September 2013 through February 2014 to have a 6 month trial period changing the meeting to every other month, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
4. OCCOA Contract: Anna Rogers met with Dale Gehman on 07/10/13. OCCOA requested that the contract for the Assistant Bookkeeper's time be amended to reflect an increase of \$3.00 per hour. **Motion by** Corky Proulx to amend the contract for the Assistant Bookkeeper to reflect a \$3.00 per hour increase, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0. Motion by** Bert LaFleche for the contract increase effective date to be immediate, **second by** Corky Proulx. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
5. Staff Changes:
 - A. New Hires/Volunteers:
 - a. Darlene Haeger, In-Home Provider, \$8.00/hour, effective 07/10/13.
 - B. Change of Status:
 - a. Evelyn White, In-Home coordinator, \$0.50 increase to \$10.00, effective 07/09/13.
 - b. Patti Smith, In-Home Provider, \$1.00 increase to \$9.50, effective 07/15/13.
 - c. Karen Balcom, Receptionist, \$0.25 increase to \$8.75 effective 05/04/13.
 - C. Termination:
 - a. Nicole Cook, In-Home Provider, effective 07/19/13.
Motion by Mary Lou Foster to approve the staff changes, **second by** Bert LaFleche. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes, **Motion passed 5-0.**
6. Luau: The attendance was low, food was good but we lost about \$600.
7. Keep The Wheels Rolling: We should be close to \$1800; the final figures are not in yet. We expect to exceed last year's amount of \$1638.

D. NEMCSA Report: Mary Lou Foster reported on the meeting.

XII. New Business:

A. Employment Changes:

Acted upon during the Executive Directors Report.

- B. Electronic Timesheet Process Policy: **Motion by** Mary Lou Foster to approve the procedures for the electronic timesheets, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
- C. Equipment Disposal: **Motion by** Mary Lou Foster to approval of the disposal of the listed equipment, **second by** Corky Proulx. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
- D. Committee Appointments: **Motion by** Mary Lou Foster that at the end of Darlene Fishers term as treasurer and board member that Corky Proulx will be put into the position of treasurer for the 2013-2014 year, **second by** Carol Athan, Corky accepted. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.** There has been an ad in the paper twice with no response. We are seeking a Hillman and Lewiston member-at large for the MCCOA board.

XIII. **Old Business:**

- A. Financial Assessment of 07-09-13: Reviewed with the Board.

XIV. **Adjournment:**

- Motion by** Mary Lou Foster to adjourn the meeting at 10:20 a.m., **second by** Bert LaFleche. **Motion carried, 5-0**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary