

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR JANUARY 19, 2017

PRESENT: Carol Athan, Chairperson; Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; Betty Clark, Secretary; William “Ed” Beswick; Vickie Clayton, Trustee; Bert LaFleche, County Commissioner (entered at 9:35 a.m.)

GUESTS: Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Dan Smith, CPA

- I. **Call to Order:** The meeting was called to order at 9:30 a.m. by Chairperson Carol Athan at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Quorum established, six members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Carol Athan.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Elaine Ableidinger.
- V. **Agenda: Motion by** Elaine Ableidinger to approve the agenda with item XIIA moved after IX, **second by** Vickie Clayton. **Motion carried, 6-0.**
- VI. **Secretary’s Report: Motion by** Elaine Ableidinger to approve the minutes of 11/10/16 as presented, **second by** Vickie Clayton. **Motion carries, 6-0.**
- VII. **Correspondence:** Bert LaFleche was reappointed to the MCCOA Board by the County Commissioners (entered at 9:35 a.m.).
- VIII. **NEMCSA Representative:** Kelly Robinette reported that there will be upcoming training for Diabetes PATH and Matter of Balance. The annual nutritional assessments are being scheduled.
- IX. **Public Comment:** No one present.

2015/2016 Financial Audit: Mr. Dan Smith, CPA, provided the Board with detailed information on the annual audit for the 2015/2016 fiscal year that was performed. Thanks were extended to Anna Rogers and Natalie Hunt for their assistance during the process and detailed organization and preparation.

Auditor’s Opinion: The financial statements are fairly stated in all material respects, the financial position of the MCCOA as of September 30, 2016 and the changes in its net assets and cash flows for the year then ending in accordance with accounting principles generally accepted in the U.S.

Dan also reviewed the following reports: Statement of Financial Position, Revenues and Expenditures, and Statement of Cash Flow. Dan advised the Board that the Auditor's responsibility is to primarily place an opinion on the audited financial statements. Dan would indicate any significant estimates or accounting adjustments or difficulties that he encountered through the process and that there were none this past year. **A clean opinion was offered.**

Motion by Betty Clark, **second** by Elaine Ableidinger to accept the financial audit ending September 30, 2016 as presented. **Roll call: Yes: Clark, Ableidinger, LaFleche, Beswick, Proulx, Clayton, Athan. Motion passed 7-0.**

X. **Financial Reports:**

- A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board. Note made that the first millage funds were received on January 17 and that the November waiver payment from NEMCSA arrived today.
- B. **Payroll, Mileage, Liability Reports and Accounts Payable:** Reports were reviewed with the board and accounts payable was presented for the period of November 11, 2016 through January 19, 2017. **Motion by** Corky Proulx to approve Accounts Payable in the amount of \$49,091.54, **second by** Betty Clark. **Roll Call:** Ed Beswick-yes, Betty Clark—yes; Bert LaFleche—yes; Corky Proulx-yes, Elaine Ableidinger-yes, Vickie Clayton-yes, Carol Athan-yes. **Motion carried, 7-0.**

XI. **Old Business:**

- A. No unfinished business for agenda.

XII. **New Business:**

- A. **Employment Changes:** New Hires: Holly Hartle, Cook Aide, 11/14/16; Shirley Schook-Ledger, In Home, 12/12/16; Kimberly Ogden, In Home, 12/20/16; Kimberly Sayers, In Home, 01/13/17. Current: Kim Kidder, In Home, Increase 12/04/16. Volunteers: Norman Morse, 12/01/16; Louise Anderson, 01/19/17. Terminations: John Barton, HDM Backup, 11/21/16; Ashley Walters, In Home, 12/05/16; Nicole Two Stars, 12/29/16; Kimberly Ogden, In Home, 12/23/16. **Motion by** Elaine Ableidinger, **second by** Vickie Clayton to approve all employment actions as presented. **Motion carried, 7-0.**
- B. **Unemployment Rates:** A detailed spreadsheet was provided by Anna Rogers to the Board showing that the rates have declined for the sixth, consecutive year with an overall decrease of 7.76% and substantial monetary savings.
- C. **Statement of Grant 2017-1 and 2:** **Motion by** Betty Clark, **second by** Vickie Clayton to authorize Executive Director to sign grant awards 2017-1 and 2017-2 from NEMCSA as presented. **Motion carried, 7-0.**
- D. **MiCafe Agreement:** The annual agreement was presented and Executive Director authorized to sign agreement as presented. **Motion by** Elaine Ableidinger, **second by** Betty Clark. **Motion carried, 7-0.**

- E. Resolution Rescission: The Board was asked to rescind four resolutions that are obsolete and contained within other MCCOA documents. They include: Resolutions 11-01 (Appointment of Officers), 11-02 (Approval of Financial Statements, 11-3 (Authorizing the Signing of Checks), and 11-04 (Job Description and Code of Conduct). **Motion by Corky Proulx, second by Ed Beswick to immediately rescind Resolutions 11-01, 11-02, 11-03 and 11-4. Motion carried, 7-0.**

XIII. **Committee and Staff Reports:**

- A. Food Service, Client Intake and Financial Reports: All reports were reviewed with the Board and questions answered.
- B. Senior Center Reports:
1. Atlanta Senior Center: The Sno Drift Rally is January 20-22 with the center providing a location and meal to participants and volunteers.
 2. Hillman Senior Center: The monthly breakfasts continue, a Euchre tournament is planned for February 25.
 3. Lewiston Senior Center: Their board meeting will be held on January 20 due to lack of quorum, Euchre tournament scheduled for Mary 11.
- C. Executive Director Reports:
1. Giving Tuesday: MCCOA received \$100 in donations through this effort.
 2. Ornament Program: \$2,152.23 was raised through the Food Bank of Eastern Michigan for the purchase of 50 Thanksgiving baskets that were delivered on November 22. The additional funds were allocated to the HDM program.
 3. Community Service: A community service worker worked 32 hours in the Lewiston Center assisting in the kitchen.
 4. AED Grant: A \$1000 grant from Walmart and \$250 grant from CPR Savers allowed the purchase of an AED unit in the office at a final cost of \$5 to MCCOA.
 5. Christmas Gatherings: MCCOA hosted parties at the three centers and a small employee gathering and staff meeting to celebrate the holidays. Games, prizes, caroling and fellowship were shared with all.
 6. County Appropriations Agreement and MCCOA By Laws: At the MCBOC meeting of December 14 approval was granted for a three year term rather than annual of the agreement to collect taxes on behalf of MCCOA. In addition, the MCCOA By Laws revisions were approved.

7. Oral Health Initiative: MCCOA will participate in a free dental screening through the State of Michigan for our seniors. The “Smiles on Wheels” program is scheduled for March 8 from 2-6 p.m. at the Atlanta Center. There will be three “screeners” on site and it is on a walk-in basis.
8. Veterans’ Benefits Fair: MCCOA participated in this event on January 19 from 11 a.m. to 3 p.m. in Hillman. This provided an opportunity to connect with local veterans and provide information on our services.
9. Congregate and HDM Meal Assessment: This year MCCOA will be conducting a self-assessment rather than on-site assessment with Kelly Robinette. All documentation must be submitted by February 28 for the annual review.
10. General and In Home Services Assessment: April 6 is the date for the assessments that will be conducted by Yvette Smigelski at the MCCOA office. Again, this is an annual review.

E. NEMCSA Report: The board meeting was held in Bay City on January 6.

XIV. Public Comments: None.

XV. Adjournment: Meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Anna M. Rogers
Executive Director