

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR JULY 21, 2016

PRESENT: Carol Athan, Chairperson; William “Ed” Beswick; Corky Proulx, Treasurer; Betty Clark, Secretary; Elaine Ableidinger, Vice-Chairperson; Judith Roth, Trustee

ABSENT: Bert LaFleche, County Commissioner

GUESTS: Anna Rogers, Executive Director; Kelly Robinette, NEMCSA

- I. **Call to Order:** The meeting was called to order at 9:35 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 Corky Proulx.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Carol Athan.
- V. **Agenda:** **Motion by** Ed Beswick to approve the agenda as presented, **second by** Judith Roth. **Motion carried, 6-0.**
- VI. **Secretary’s Report:** **Motion by** Elaine Ableidinger to approve the minutes of 05/19/16 with title change for Judith to Trustee, Betty to Secretary, and date of hire for Executive Director to 07/11/11, **second by** Betty Clark. **Motion carries, 6-0.**
- VII. **Correspondence:** Reviewed.
- VIII. **NEMCSA Representative:** Kelly Robinette provided a verbal report on the Nutrition Assessment that was conducted on 07/12/16; the official written report will be presented at a future date. The Cycle Menu Management training is scheduled for 09/14/16 in Gaylord.
- IX. **Public Comment:** No one present.
- X. **Financial Reports:**
 - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board.
 - B. **Payroll, Mileage, Liability Reports and Accounts Payable:** Reports were reviewed with the board and accounts payable was presented for the period of May 20 through July 21, 2016. **Motion by** Corky Proulx to approve Accounts Payable in the amount of \$36,457.99, **second by** Betty Clark. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Betty Clark-yes, Judith Roth-yes, Carol Athan-yes. **Motion carried, 6-0.**
- XI. **Old Business:**

- A. Hillman Member at Large Position: Verbal interest by Vicky Clayton, Administrator for Hillman Haven, for the open position. Ms. Clayton will be presenting letter of interest; referred to Personnel Committee with recommendations then to full board.
- B. MCCOA Meeting Dates: Discussion on every month versus every other month. **Motion by** Corky Proulx to hold meetings every other month beginning September 15, 2016, **second by** Judith Roth. **Motion carried, 6-0.**

XII. **New Business:**

- A. Employment Changes: New Hires: Gloria Remus, IHP, 05/31/16, part-time; Lauren Woodworth, IHP, 06/14/16, part-time; Alisha Flynn, HDM Lewiston, 06/14/16, part-time; Denise Newburry, IHP, 07/06/16, part-time. Current Employees: Rachael Sherbonda, IHP, 07/11/16 reclassify full to part-time; Tammy Oberski, Cook, wage schedule increase 06/20/16; Krystal Casteel, IHP, wage schedule increase 07/11/16; Alisha Flynn, HDM—add IHP, 07/20/16. Terminations: Annette Shurtz, IHP, effective 06/07/16; Krystal Casteel, IHP, effective 07/18/16. **Motion by** Corky Proulx, **second by** Ed Beswick, to approve all employment actions as presented. **Motion carried, 6-0.**
- B. Statement of Grant Award 2016-4 and 5: The SOG 2016-4 for \$7,916.00 is for additional funding, the 2016-5 for \$1,549.00 through the Purchase of Service Fund for the cost of employee training. This includes one employee with the Matter of Balance Program and two employees for the PATH and Diabetic PATH training for both employees to become certified leaders at no cost to MCCOA. **Motion by** Betty Clark, **second by** Elaine Ableidinger to authorize Executive Director to sign both documents accepting grant funding. **Motion carried, 6-0.**

XIII. **Committee and Staff Reports:**

- A. Food Service, Client Intake and Financial Reports: All reports were reviewed with the Board.
- B. Finance Committee, 2015/2016 Projections: The Finance Committee met on 07/11/16 to review current budget. Projections indicate a reduced year end fund balance transfer from \$39,663.00 to \$6,776.92. **Motion by** Corky Proulx, **second by** Judith Roth to accept the updated 2015/2016 projections as presented. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Betty Clark-yes, Judith Roth-yes, Carol Athan-yes. **Motion carried, 6-0.** Preliminary work has begun on the 2016/2017 budget.

The committee also reviewed the quotes for the My Senior Center software/hardware program that was included within the above stated projections. The Finance Committee recommends the immediate purchase. **Motion by** Ed Beswick, **second by** Betty Clark to authorize Executive Director to execute My Senior Center Agreement at cost of \$12,000.00. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Betty Clark-yes, Judith Roth-yes, Carol Athan-yes. **Motion carried, 6-0.**

- C. Senior Center Reports:

1. Atlanta Senior Center: Ed Beswick reported on the flagpole installation to honor local veterans. It was clarified that the monitor by the salad bar now belongs to the center.
2. Lewiston Senior Center: Carol Athan reported the ice machine is beyond repair and has been moved to the shed, they are installing overhead fans in the kitchen and locked air conditioning unit is being addressed. Danny Burch is the new President and they are hosting a Euchre tournament during Timberfest.
3. Hillman Senior Center: Elaine Ableidinger reminded the board again that there are monthly breakfasts served and a Euchre Tournament is scheduled for 09/24/16. Anna Rogers reported that stove repairs (owned by the center) have been made twice in the last year; the repair company states difficult to repair due to age of unit and difficulty locating parts. The center is applying for grant funds through the Communities First Fund (PIE&G). If unsuccessful, an alternate plan has been developed by the Executive Director if required.

D. Executive Director Reports:

1. Veterans Community Meeting: Attendance at the Veterans Community Meeting, sponsored by Northern Michigan Veterans Coalition and working on application to provide services to our area veterans in need.
2. PIE&G Communities First Grant: With the Board acceptance of \$3,000.00 from PIE&G for the purchase of equipment for the three centers, a change was made from an ice machine to a salad bar for the Atlanta Center with equipment ordered. **Motion by** Corky Proulx, **second by** Judith Roth to advertise for sale the proofer and range, if no interest, offer free to non-profits, and then sell for scrap. **Motion carried, 6-0.**
3. Meals on Wheels Pet Assistance Grant: We were successful in the grant application through the National Meals on Wheels Association in the amount of \$2,500.00 for pet food, kitty litter and boxes, storage containers, delivery costs of product, grooming, temporary boarding, and veterinary care. We are in the process of finalizing details for the program.
4. Grant Information: A summary of grants was provided since 2012 totaling \$32,841.79.
5. Hillman Center: An emergency purchase was made to the trash disposal in Hillman in the amount of \$2,324.14.
6. Employee Benevolence Fund: An award was made to an employee in the amount of \$500.00 for a transportation issue to allow the employee to continue with employment.
7. Financial Assessment, 06/17/16: The Assessment was conducted by Jeff Weiland and Yvette Smigelski of NEMCSA. The verbal report states that MCCOA has scored 100%; “No findings or recommendations” for the fifth consecutive year since Anna’s employment in July 2011.
8. Senior Companion Program: The annual volunteer luncheon was held on June 21 with guest speaker, Al Currie, a Montmorency County Senior Companion. Al profiled the program and how supportive MCCOA has been and the value of the program.

9. Newsletter: The first issue of the “Montmorency County Senior News” will be complete and available for distribution the first week of August.
10. Mobile Food Pantries: MCCOA was offered the opportunity by the Food Bank of Eastern Michigan to receive a semi-truck delivery of food at no cost to us; in previous years the cost was \$800.00 per shipment. We have accepted and confirmed delivery for July 28, August 24, September 27 and October 25 out of the Atlanta Senior Center. The center will be closed on those dates and notifications have been sent.
11. Millage Update: To date, we have received invoices for the expenses associated with the May 3, 2016 election in the amount of \$11,269.42. This total includes the County and four townships. We are still waiting on Avery, Briley, Rust and Vienna Townships.

E. NEMCSA Report: Nothing.

XIV. Public Comments: None.

XV. Closed Session: Regular meeting adjourned at 10:55 a.m. for purposes of attorney communications. Closed meeting opened at 10:56 a.m. Closed meeting adjourned at 10:58 a.m. Regular meeting reconvened at 11:00 a.m.

XVI. Adjournment: Meeting was adjourned at 11:01 a.m. upon **motion of** Corky Proulx, **second by** Judith Roth. **Motion carried, 6-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director