

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR SEPTEMBER 15, 2016

PRESENT: Carol Athan, Chairperson; Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; Betty Clark, Secretary; William “Ed” Beswick; Vicki Clayton, Trustee; Bert LaFleche, County Commissioner

GUESTS: Anna Rogers, Executive Director

- 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, all 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 Betty Clark.
- V. **Agenda:** **Motion by** Corky Proulx to approve the agenda with addition of Senior Companion Contract under XII-I, **second by** Betty Clark. **Motion carried, 6-0.**
- VI. **Secretary’s Report:** **Motion by** Elaine Ableidinger to approve the minutes of 07/21/16 as presented, **second by** Bert LaFleche. **Motion carries, 7-0.** **Motion by** Elaine Ableidinger, **second by** Betty Clark to approve the closed minutes of 07/21/16 as presented. **Motion carried, 7-0.** **Motion by** Corky Proulx, **second by** Ed Beswick to approve the special minutes of 08/18/16 as presented. **Motion carried, 7-0.**
- VII. **Correspondence:** Reviewed.
- VIII. **NEMCSA Representative:** Not present.
- 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 July 22, 2016 through September 15, 2016. **Motion by** Ed Beswick to approve Accounts Payable in the amount of \$51,918.96, **second by** Corky Proulx.. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes,

Elaine Ableidinger-yes, Betty Clark-yes, Vickie Clayton-yes, Bert LaFleche-yes, Carol Athan-yes. **Motion carried, 7-0.**

XI. **Old Business:**

A. **Financial Assessment:** The Assessment was conducted on June 17 by Jeff Weiland and Yvette Smigelski of NEMCSA. Of the 11 categories and 48 sub-categories, MCCOA scored 100%, “No findings or recommendations”. This is the fifth consecutive year that MCCOA has scored 100%. **Motion by Betty Clark, second by Elaine Ableidinger to approve the Financial Assessment as presented. Motion carried, 7-0.**

XII. **New Business:**

A. **Employment Changes:** New Hires: Emily McAlister, IHS 08/10/16; Racheal Martinez, IHS 08/16/16; Melissa DuBois, IHS 09/08/16. Current: Amanda VanTiem and Marilyn Jones, wage schedule increase and Kimberlee Kidder part to full-time. Terminations: Lauren Woodworth, IHS 08/29/16; Racheal Martinez, IHS 09/06/16; Racheal Sherbonda, IHS 09/18/16; Kaitlyn Soik, IHS 09/09/16. **Motion by Betty Clark, second by Ed Beswick, to approve all employment actions as presented. Motion carried, 7-0.**

B. **Waiver Agreement:** The 10/01/16 to 09/30/19 bid for waiver services with NEMCSA was accepted and agreement received for signatures. **Motion by Betty Clark, second by Elaine Ableidinger to authorized Executive Director to execute agreement for waiver services for 10/01/16 to 09/30/19 as presented. Motion carried, 7-0.**

C. **Kitchen Equipment Bids:** The old stove from Lewiston and warmer from Hillman were advertised for bid. One bid received for warmer in Hillman at \$107.00 from David Scott and bid to remove stove at no charge to MCCOA from Danny Burtch. **Motion by Elaine Ableidinger, second by Corky Proulx to accept \$107.00 for warmer from David Scott and removal of stove free of charge to Danny Burtch. Motion carried, 7-0.**

D. **2016/2017 Budget:** The Finance Committee met on 09/06/16 to review the proposed budget. The 2016/2017 proposed budget was reviewed in addition to staffing and current budget year projections. Proposed revenues are at \$973,082.00 and expenditures at \$888,461.00 resulting in a yearend balance of \$84,621.00. The committee recommends adoption of the budget as presented. **Motion by Betty Clark, second by Vickie Clayton to approve the 2016/2017 Budget as presented. Roll call: Proulx-yes; LaFleche-yes; Clark-yes; Ableidinger-yes; Beswick-yes; Clayton-yes; Athan-yes. Motion carried, 7-0.**

E. **Officer Nominations:** The floor was opened for nominations. **Motion by Elaine Ableidinger, second by Bert LaFleche that the existing slate of officers be reappointed, upon recommendation of the Nominating Committee as follows: Chairperson—Carol Athan; Vice-Chairperson—Elaine Ableidinger; Treasurer—Corky Proulx, Secretary—Betty Clark. Motion carried, 7-0.**

- F. Committee Appointments: Board members were provided with a survey of committee preferences for consideration by the Chairperson before appointments made. **Motion by** Corky Proulx, **second by** Betty Clark to table appointments. **Motion carried, 7-0.**
- G. Financial Depositories of Record: Executive Director is recommending that the Primary depository be AAACU for checking and money market and Secondary depository be CFCU for checking and depository of record for the Atlanta, Hillman and Lewiston Food Programs with authorized signatories of Carol Athan, Corleen Proulx and Anna Rogers on all accounts. **Motion by** Elaine Ableidinger, **second by** Ed Beswick to designate AAACU as primary and CFCU as secondary depository of record for MCCOA and authorize signatories of Carol Athan, Corleen Proulx and Anna Rogers on all accounts. **Motion carried, 7-0.**
- H. 2017 MCCOA Meeting Calendar: The proposed meeting calendar was distributed with dates that fall on the third Thursday, every other month beginning in January 2017 at 9:30 a.m. **Motion by** Betty Clark, **second by** Ed Beswick to approve the 2017 calendar as presented. **Motion carried, 7-0.**
- I. Senior Companion Agreement: The three year contract for 10/01/16 to 09/30/19 was presented for consideration. The program is funded through NEMCSA at no cost to MCCOA and is a wonderful program to offer our homebound clients. **Motion by** Ed Beswick, **second by** Corky Proulx to authorize Executive Director to execute senior companion agreement. **Motion carried, 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: Ed Beswick reported on the flagpole installation to honor local veterans. A hunters dinner is being planned, the Elk Festival raffle will be for a \$1000 Visa card, \$250 Jays gift card and \$100 cash. The Labor Day garage sale raised \$1020.
 2. Hillman Senior Center: Elaine Ableidinger reminded the board again that there are monthly breakfasts served and a Euchre Tournament scheduled. The new stove is working well.
 3. Lewiston Senior Center: Betty Clark commented once more on the heat in the kitchen and the overhead fans that have yet to be installed. They are also hosting a Euchre tournament on September 24.
- C. Executive Director Reports:

1. Pet Grant: Nine recipients have been identified to receive a variety of services ranging from pet food, litter, litter boxes, containers for the pet food, grooming, shots and nail clipping.
2. Volunteer/Activities Coordinator: Cathy Reeves will be acting as the new volunteer/activities coordinator for MCCOA.
3. Food Inventory, Year End: The annual inventory is scheduled for 09/29 and 09/30/16 at each of three centers. We must complete a detailed listing that includes item description, costs, and dates with a grand total for each center. This information is then provided to NEMCSA.
4. BCBSM Medigap: Susan Bowen of NEMCSA will be in Atlanta on 09/21/16 to provide information to those affected by the recent changes to the BCBSM Medigap Legacy Plans.
5. MMAP Presentations: Karen Balcom will be at each of the centers to provide one-on-one counseling for Medicare recipients. Those dates are: 11/01/16—Lewiston; 11/02/16—Hillman; 11/09/16—Atlanta.
6. Mobile Food Pantries: Two mobile food pantries are scheduled from the Atlanta Senior Center; September 27 and October 25 beginning at 11:00 a.m. The time has changed from 12:00 to 11:00.
7. My Senior Center: Contracts have been signed; new computer equipment, AV carts and key swipe cards have been delivered; staff training will be scheduled within the next two weeks on the setup and operation of the program; and some data entry must be completed before we can “go live”. We anticipate that within one month we will be able to present to the senior centers and provide informational sessions on the program.
8. Newsletters: The second issue of the “Montmorency County Senior News” has been published and well received within the community.
9. Annual and 3-Year RFP's: We have received notification that MCCOA was awarded the following from NEMCSA: One-year: a) Title IIID-Evidence Based Disease Prevention (Diabetic Path, PATH, Matter of Balance) at \$5,082; b) Title VII Elder Abuse Prevention at \$250; c) Title IIIE National Family Caregiver Support Program (Health Resource Center at \$2,000; d) Kinship at \$1,000; e) Respite at \$1,000. The three-year award for Homemaking, Personal Care, Respite, Congregate Meals, and Home Delivered Meals total \$127,584.00. The overall total for the programs are at \$136,916 annually.
10. Senior Project Fresh: All of the 100 - \$20.00 coupons have been distributed.
11. Workers Compensation Insurance: With the increased hiring and wage schedules, the insurance has increased accordingly as well. Those costs are contained within the current budget. Because we have been “accident free” a small refund check has been received.
12. Campaign Finance Reports/Dissolution: The final report along with the Dissolution documentation has been submitted to the State Elections Bureau. The S.O.S. checking account has been closed as previously authorized and the small balance transferred into the AAACU checking account.
13. MDSA Fall Conference: The fall conference for the Michigan Directors for Services to the Aging is scheduled for October 12-14, 2016 at Crystal Mountain with the Executive Director attending.

E. NEMCSA Report: Corky Proulx reported on the School Success Program.

XIV. Public Comments: None.

XV. **Adjournment:** Meeting was adjourned at 10:58 a.m. upon **motion of Bert LaFleche, second by Corky Proulx. Motion carried, 7-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director