

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR NOVEMBER 19, 2015**

**PRESENT:** Carol Athan, Vice-Chair; Corky Proulx, Treasurer; Betty Clark, Trustee; Elaine Ableidinger, Trustee; Judith Roth, Secretary (via telephone); Bert LaFleche, County Commissioner

**GUESTS:** Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Ed Beswick, James and Janet Hatley

- 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:** Six members present, quorum established.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Carol Athan.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Bert LaFleche.
- V. **Agenda: Motion to approve** agenda with addition of two items under new business (G-Clear Captions and H-Lewiston Article) by Bert LaFleche, **second by** Elaine Ableidinger. **Motion carried, 6-0.**
- VI. **Secretary's Report: Motion by** Elaine Ableidinger to approve the regular minutes of 09/17/15 and special minutes of 08/25, 09/22, 10/01, 10/16/15 as presented, **second by** Betty Clark. **Motion passed, 6-0.**
- VII. **Correspondence:** Area Agencies on Aging Association of Michigan weekly communications were presented.
- VIII. **NEMCSA Representative:** Kelly Robinette had nothing to report.
- IX. **Public Comment:** James and Janet Hatley reported to the Board concerns over the quality of HDM food received out of the Lewiston Center. Mrs. Hatley expressed appreciation to NEMCSA for assistance with ramp construction and is seeking assistance for a furnace repair. Information on food issues will be communicated to the Head Cook.
- X. **Financial Reports:**
  - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board.
  - B. **Payroll, Mileage, Liability Report, and Accounts Payable:** Accounts payable was presented for the period of 08/18/15 to 11/12/15. Bert LaFleche again questioned the protocol for check approval. Current procedure for AP: Executive Director to Third Party Organization, then on for signature by Treasurer or Chair, with final approval by the Board. This is a four step process. Payroll procedures: Submission by the employee, approval by immediate

supervisor, secondary approval by Executive Director, processing by Third Party Organization, and signatures by Executive Director and Treasurer or Chair. This is a five step process. All checks require two signatures.

Bert stated that he would like two board members to review payables. Anna explained that the auditor has not recommended this additional signature and all audits have been completed successfully without findings or recommendations. Difficulties with a dual approval will be coordinating the Chair and Treasurer to review together on a timely basis due to the Third Party Organization being on-site only one day per week.

**Motion by** Corky Proulx, **second by** Betty Clark to require two board members to review payables before processing and policies affected by this change to be revised accordingly, with no change to payroll procedures. **Roll call:** Proulx-yes; LaFleche-yes; Ableidinger-yes; Roth-yes; Athan-yes; Clark-yes. **Motion carried, 6-0.**

**Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$33,819.77, **second by** Judith Roth. **Roll call:** Proulx-yes; LaFleche-yes; Ableidinger-yes; Roth-yes; Athan-yes; Clark-yes. **Motion carried, 6-0.**

**XI. New Business:**

**A. Employment Actions:**

**a. New Hires:**

- i. Rachael Sherbonda, In Home, 11/03/15, Starting Wage.
- ii. Kimberly Marshall, Cook Aide Atlanta, 10/05/15, Starting Wage.
- iii. Jennifer Wale, HDM Lewiston/In Home, 10/07/15, Starting Wage.

**b. Current Employees:**

- i. Kristen Coleman, In Home, Part to Full Time, Effective 11/03/15.
- ii. Patty Smith, In Home, \$0.25 raise effective 11/01/15.

**c. Terminations:**

- i. Linda Horton, In Home, 09/19/15, Quit with no notice.
- ii. Rachael Kent, In Home, 09/25/15, Quit with no notice.

**d. Volunteers:**

- i. Lawrence Snyder, 10/20/15.
- ii. Toni Snyder, 10/20/15.

**Motion by** Bert LaFleche, **second by** Betty Clark to approve the above stated employment actions. **Motion carried, 6-0.**

**B. Statement of Grant #2016-1: **Motion by** Elaine Ableidinger, **second by** Betty Clark to authorize Executive Director to accept and sign the Statement of Grant #2016-1. **Motion carried, 6-0.****

**C. Montmorency County Board Tax Collection Agreement: The annual agreement between MCCOA and MCBC for tax collection was presented for review. The agreement was revised in 2014 after legal review. **Motion by** Betty Clark, **second by** Elaine Ableidinger to authorize Executive Director to execute agreement and present to the Montmorency County Board of Commissioner's for adoption. **Motion carried, 6-0.****

**D. Engagement Letter Audit of 2014/2015: The annual audit engagement letter from Dan Smith, CPA was presented for review. **Motion by** Bert LaFleche, **second by** Corky Proulx to**

authorize Executive Director to execute engagement letter for the 2014/2015 audit by Dan Smith in an amount not to exceed \$4400.00. **Motion carried, 6-0.**

- E. Snow Day Policy: Revision to the existing policy was presented consistent with current practice. **Motion by** Elaine Ableidinger, **second by** Bert LaFleche to approve the Snow Day Policy revision and Section V-I of the Personnel Policy. **Motion carried, 6-0.**
  
- F. Snow Plowing Bid: Snow plowing bids were advertised with one bid received. Current contractor, K&K Excavating, presented a bid of snowplowing-\$25, shovel steps and ramp-\$10, salt steps and ramp-\$10, sand of parking lot-\$35 and salting of parking lot-\$40, per occurrence. This is the same rate as the previous season. **Motion by** Corky Proulx, **second by** Judith Roth to accept the snow plowing bid from K&K Excavating as stated above. **Motion carried, 6-0.**
  
- G. Clear Captions Phone Service: Corky Proulx presented information on this program that is available to seniors at no cost. Additional research will be conducted before this service is promoted to area seniors.
  
- H. Lewiston Food Article: Carol Athan provided the board with a copy of an advertisement in the Tribune promoting a voucher meal program for Lewiston 50+ Club members. Executive Director will write an article for the newspaper to clarify that this is not a program that is associated with MCCOA but a program sponsored by the Lewiston 50+ Club.

## **XII. Old Business:**

- A. Millage Discussions: To prepare for the May 3, 2016 election, Anna has been compiling statistical information for review by the Millage Committee. The proposed language should be drafted and reviewed by legal counsel before presenting to the MCBC for consideration. This language must be submitted by January 26, 2016. Committee meeting scheduled for November 23 at 10:00 a.m.

## **XIII. Committee and Staff Reports:**

- A. Client Intake, Financial, and Food Reports: All reports were reviewed with the board.
  
- B. Personnel Committee: The Committee interviewed prospective board member William “Ed” Beswick for the Atlanta Representative position and is recommending approval for the appointment. **Motion by** Bert LaFleche, **second by** Elaine Ableidinger to recommend to the MCBC appointment of William “Ed” Beswick as the Atlanta Representative for the term ending August 3, 2017. **Motion carried, 6-0.**
  
- C. Senior Center Reports:
  - a. Senior of the Quarter: Nomination and approval was made to recognize Millie Scott of the Lewiston Center as the November 2015 “Senior of the Quarter”.
  - b. Atlanta: Corky reported that the Veterans Day Event (Missing Man Ceremony) was very well received. The Hunters Dinner served 167 with an approximate net profit of \$1600.00.
  - c. Hillman: Elaine reported on the Veterans Event as well and the pork dinner raised approximately \$553.00 net profit.

- d. Lewiston 50+ Club: The Missing Man Ceremony was conducted on November 10 in Lewiston with area veterans recognized and thanked for their service.
- D. Executive Director Report:
- a. Keep The Wheels Rolling Campaign: Funds raised for 2015 were \$2,752.76, 2013 at \$1,799.81 and 2012 at \$1,687.65. In 2014 the Atlanta Thunder Bay Eagles hosted a dinner/dance in May that resulted in a \$2,600.00 donation.
  - b. Memorial Gifts or Charitable Bequeaths: In order to encourage donations, as part of the new client intake process, we will be including information for clients and their families to consider MCCOA as a designated recipient.
  - c. Emergency Protocols: We are once more implementing the “red” and “green” notices during winter emergencies. Clients are asked to place the appropriate sign in their front window during emergencies to assist emergency personnel in identifying those in need of assistance.
  - d. Ornament Fundraiser: Funds raised through the ornaments sales will be remitted back to the FBOEM who in turn, provides MCCOA with a credit on our account for product purchase. The value of the \$1.00 ornament computes to \$6.00 in product.
  - e. Raffle License: Additional paperwork to the State has been provided and we are awaiting their decision.
  - f. Mobile Food Pantries: Statistics for the six mobile food pantries reflect 81,584 pounds of food distributed to those in need within Montmorency County.
  - g. Financial Audit: The 2014/2015 audit was conducted on November 10 by Dan Smith, CPA. Preliminary findings were very positive with a formal, written report to be submitted to the Board for action.
  - h. Veterans Day Event: We recently hosted events at all three centers in recognition of Veteran’s Day. This year the “Missing Man” ceremony was held, recognizing our POW/MIA’s. Our local veterans were thanked for their service and offered a complimentary meal at the center.
  - i. MMAP Counselor: The annual open enrollment continues and MCCOA is working with MMAP Counselor Karen Balcom, offering locations for the meetings.
  - j. Staff Trainings: We continue to work with all staff to ensure they receive the training and support that they require to perform their jobs. Recent CPR classes have been held, a future training tentatively scheduled for early December for Alzheimer’s and dementia, mandatory Civil Rights Training to participate in the FBOEM program, and others as deemed appropriate. In addition, we are offering staff a supplemental \$20.00 stipend for those receiving a flu shot.
  - k. Registered Nurse: Maureen Kent, part-time nurse, provides assistance in all matters involving client care and employee supervision. To insure uninterrupted services due to absences, arrangements have been made for a back-up R.N. to cover as needed on a fee for service basis.
  - l. Former Staff Records: Former and current personnel records have been reviewed and placed within a secure area for retention as required. This process has taken over four years to complete but is now done.
  - m. Senior Center Site Agreements: Per the board’s direction, site agreement addendums were sent to each center with a request for the daily rate to remain at \$27.00 per day for the full term of the agreement, 2015-2017. Atlanta and Hillman have declined, Lewiston agreed to only one year with the understanding that the 2016/2017 contract will revert back to the original amount.
  - n. Electronic Records: One goal that we have been striving for is the implementation of electronic records for cost savings and efficiency. Purchases of equipment and software is required to do so. **Motion by** Elaine Ableidinger, **second by** Corky Proulx to authorize the purchase of equipment and hardware for the electronic

records not to exceed \$825.00. **Roll call:** Proulx-yes; LaFleche-yes; Ableidinger-yes; Roth-yes; Athan-yes; Clark-yes. **Motion carried, 6-0.**

- o. Service Statement Information: Annual service donation rates are: 2012—25.67%; 2013—23.13%, 2014—18.68% and for 2015 through October—20.97%.
  - p. HCC Public Risk Audit: A recent audit of our records for potential claims was conducted on November 2. The audit did not identify any issues, concerns or recommendations by the insurance company's risk management department.
  - q. Employees/Holiday: Anna recommends to the Board a one-time holiday bonus for eligible employees at \$100.00 each, with MCCOA absorbing the cost of payroll taxes. With the recent staff shortages and increased client needs this would be a wonderful gesture from the Board to acknowledge their appreciation and gratitude for the staff's support during the year. **Motion by** Corky Proulx, **second by** Betty Clark to appropriate \$2,368.30 for the 22 employees at \$100.00 out of undesignated donations. **Roll call:** Proulx-yes; LaFleche-yes; Ableidinger-yes; Roth-yes; Athan-yes; Clark-yes. **Motion carried, 6-0.**
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E. NEMCSA Report: Next meeting will be held in West Branch.

F. Special Meeting: A special MCCOA board meeting will be held on December 17 at 9:30 a.m. for audit presentation and millage language approval.

**XIV. Adjournment:** Meeting adjourned at 11:15 a.m. upon **motion of** Corky Proulx, **second by** Betty Clark. **Motion carried, 6-0.**

Minutes presented by,

Anna M. Rogers  
Executive Director