

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR JANUARY 15, 2015

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Corky Proulx, Treasurer; Bert LaFleche, County Commissioner; Betty Clark, Trustee

ABSENT: Judith Roth, Secretary

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

- 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:** Five members present, 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:** **Motion by** Carol Athan to approve the agenda as presented with Financial Audit moved immediately following agenda action, **second by** Betty Clark. **Motion passed, 5-0.**
- VI. **2013/2014 Financial Audit:** Dan Smith, CPA, presented the 2013/2014 financial audit and 990 form. Auditor's Opinion: The financial statements are fairly stated in all material respects. 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. Dan recommends that a board member review the reconciliations on a monthly basis and the Financial Policy be amended accordingly. Executive Director Anna Rogers was thanked for her assistance in organizing and having documentation available during the process, as well as Natalie Chick, OCCOA representative. **A clean opinion was offered.**

Motion by Bert LaFleche, **second by** Carol Athan to accept Dan Smith's financial audit ending September 30, 2014. **Roll call vote: Athan—yes; Clark—yes; LaFleche—yes; Proulx—yes, Houston—yes. Motion carried, 5-0.**
- VII. **Secretary's Report:** **Motion by** Carol Athan to approve the regular minutes of 11/19/14, 12/03/14 and closed minutes of 11/19/14; **second by** Corky Proulx. **Motion passed, 5-0.**

- VIII. **Correspondence:** Handled during regular portion of the meeting.
- IX. **NEMCSA Representative:** Kelly Robinette was present and reviewed a number of items. Question on the OSA letter from MCCOA & Center Presidents with several suggestions: A la cart line (everything must be kept separate), summer programs in cooperation with schools, have Sherry King meet with group, pursue the Dining Out Program, soup/salad with addition of fruit.
- X. **Public Comment:** None.
- XI. **Financial Reports:**
- A. **Bank Balance Summary and Accounts Payable:** The bank balance summary was reviewed by the Board. Accounts payable were presented for consideration for the period of 11/04 – 01/15/15. **Motion by** Carol Athan to approve Accounts Payable in the amount of \$54,325.94; **second by** Betty Clark. **Roll Call Vote:** Carol Athan-yes; Betty Clark-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.
- XII. **New Business:**
- A. **PIE&G Donation:** On December 23 CEO Brian Burns presented Anna with two, \$5000.00 checks for MCCOA programs of choice. Anna has chosen the client medical transportation program to receive the funds. To support the program, a Medical Transportation Program Policy was presented for consideration. The policy is based on the current poverty guidelines. **Motion by** Carol Athan, **second by** Corky Proulx to approve the above stated policy. **Roll call:** Proulx—yes; Athan—yes; Clark—yes; LaFleche—yes; Houston—yes. **Motion passed 5-0.**
- B. **Employment Actions:**
- i. **Rehire:** Darlene Haeger, In Home Provider, Effective 12/12/14.
- ii. **Termination:** Stephanie Goodman, In Home Provider, Effective 12/18/14.
- iii. **Additional Staffing Needs:** Part-time: In Home (2), office/scheduler (1), and backup cook-aide/HDM driver (1).
- C. **Veterans Choice Program:** Corky Proulx provided the Board with information on the new program. Veterans throughout the country will be receiving a Choice Card from the VA that will allow them to utilize medical facilities that are less than 30 miles from their homes to reduce travel time, costs and delays.
- D. **Williams Resignation:** Theron Williams tendered his resignation as the Hillman Member at Large. **Motion by** Carol Athan, **second by** Betty Clark to accept Theron Williams' resignation with regrets and a letter of thanks to be mailed. **Motion carried, 5-0.** Anna informed the Board that an ad has been placed requesting letters of interest for this position as well as the Hillman Center Representative that Judith Roth would like reappointed. Chairperson Houston appointed Carol Athan in place of Theron to the Personnel Committee to assist with the process.
- E. **Senior of the Month:** The board selected Dominic Sano, Lewiston, for the January recipient and Luella Johnson, Atlanta, for the February.

- F. Statement of Grant Award #2015-2: **Motion by** Carol Athan, **second by** Betty Clark, to authorize Anna Rogers to sign the document as presented. **Motion carried, 5-0.**

XIII. **Old Business:**

- A. Employee Benevolence Fund Application: In 2013 the Board adopted this program that allows staff to donate unused PTO to the fund to assist other employees in need through an application process. Anna is recommending to the board that an employee be granted \$500.00 to assist with a vehicle down payment. Note was made that the funds are payable from millage funds. **Motion by** Betty Clark, **second by** Corky Proulx to authorize this grant and expenditure. **Roll call:** LaFleche—yes; Proulx—yes; Clark—yes; Athan—yes; Houston—yes. **Motion passed, 5-0.**

XIV. **Committee and Staff Reports:**

- A. Client Intake, Financial, Food Reports: All reports were reviewed with the board.
- B. Senior Center Reports:
- i. Atlanta: Bill Houston reminded the board of the Sno Drift Rally, scheduled for January 30 and 31, 2015.
 - ii. Hillman: Nothing to report.
 - iii. Lewiston: Carol Athan reported on the Christmas donations and OSA letter discussions.
- C. Food Committee, 01/06/15: Anna informed the Board that she has met with one restaurant and another is scheduled to discuss the program to determine level of interest and menu selections. Process is lengthy, involves development of contracts and related paperwork, menu & nutrition documentation, etc., and ultimate permission request to OSA for the program. Implementation of the program is proposed for Lewiston on Wednesdays and Friday's. It was reinforced that this is an additional dining option and that the food program remains in effect at all three centers. **Motion by** Corky Proulx, **second by** Carol Athan to pursue the Dining Out/Voucher Program. **Motion carried, 5-0.**
- D. Executive Director Report:
- i. Helping Hands Donation: Local charities donated food to ten identified seniors and eight boxes of food and presents to MCCOA employees. In addition, the Fire/EMS Charity donated approximately 800 pounds of food to assist with the emergency/shelf stable inventory to homebound clients.
 - ii. TechSoup.org: Free software and hardware is available to registered non-profits for a significant cost savings and product availability.
 - iii. Employee of the Month: Maureen Kent has been selected as the January 2015 "Employee of the Month".
 - iv. MOW Association of America: We have registered to participate with the Love Letters Program through our membership and in coordination with the local school districts. The program is to offer handmade Valentine's cards to seniors from local teens. By registered and participating, students will qualify for a \$10,000.00 scholarship.

- v. Unemployment Tax Determination: The 2015 tax rate has reduced for the fourth consecutive year to a 3.71% rate. In 2011 the rate was at an all-time high due to claims, 9.65%. This has resulted in significant savings to MCCOA in taxes and is the result of successful unemployment appeals.
 - vi. Christmas Celebration: The joint gathering was held on December 19 at the Atlanta Center with approximately 70 in attendance.
 - vii. Keep the Wheels Rolling Campaign: The campaign will officially kick off in March.
 - viii. General and In Home Assessment: The 2014/2015 assessment is scheduled for March 25, in comparison to August 2014 last year.
 - ix. Food Bank of Eastern MI: An opportunity has presented itself for MCCOA to be the recipient of monthly or bi-monthly deliveries of fresh fruits, vegetables, breads and baked goods at no cost. The delivery would be a semi load or approximately 20,000 pounds for the months of July through December 2014. The program would require a large number of volunteers to be successful and locations would need to be selected for ease of convenience. **Motion by** Corky Proulx, **second by** Betty Clark to authorize Anna Rogers to contract with the Food Bank for the program at no cost to MCCOA. **Motion carried, 5-0.**
- E. NEMCSA Report: Carol Athan reported that Jack Williams has resigned from the Board, additional funds of \$5 million through the Michigan Health Endowment Fund received for the Matter of Balance and Diabetes PATH classes, Lisa Bolen is replacing John Swise, and the Head Start Program has been proven to have a positive impact on families.
- XV. Adjournment: Meeting adjourned at 11:21 a.m. upon **motion of** Corky Proulx, **second by** Carol Athan. **Motion carried, 5-0.**

Minutes presented by,

Anna M. Rogers
Executive Director