

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR MAY 21, 2015

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Corky Proulx, Treasurer; Judith Roth, Secretary; Betty Clark, Trustee; Bert LaFleche, County Commissioner (entered 9:05)

GUESTS: Anna Rogers, Executive Director; Kelly Robinette; Elaine Ableidinger

- 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 William Houston.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by William Houston.
- V. **Agenda: Motion to approve** agenda by Carol Athan, **second by** Betty Clark with addition of XI-A, Hillman Representative. **Motion carried, 5-0.**
- VI. **Secretary's Report: Motion by** Corky Proulx to approve the regular minutes of 03/18/15, **second by** Judith Roth. **Motion passed, 5-0.** (Bert LaFleche entered at 9:05 a.m.).
- VII. **Correspondence:** The NAPIS FY2015 Report and County Health Rankings Report were reviewed.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that a Diabetes PATH workshop is being sponsored by MCCOA on 07/16-08/20/15 with co-leaders Julie Jones and her. The event will be held at the Hillman Senior Center.
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board. Anna reported to the Board that the tax distribution this year so far is approximately \$12,000 less than budgeted.
 - B. **Payroll, Mileage, Liability Report, and Accounts Payable:** Accounts payable were presented for consideration for the period of 03/19/15 – 05/21/15. **Motion by** Corky Proulx to approve Accounts Payable in the amount of \$27,587.53; **second by** Carol Athan. **Roll Call Vote:**

Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes; Judith Roth-yes. **Motion passed 6-0.**

XI. New Business:

A. Hillman Senior Center Representative and Member at Large: Elaine Ableidinger has been presented by the Hillman Senior Center as their representative, replacing Judith Roth. Elaine was interviewed by the Personnel Committee who recommends her appointment. **Motion by Betty Clark, second by Carol Athan** to recommend to the Montmorency County Board of Commissioners appointment of Elaine Ableidinger as the Hillman Center Representative, term expiring on 08/31/18. **Motion carried, 6-0.** Judith Roth, current Center Representative, would like to transition as Hillman Member at Large. **Motion by Corky Proulx, second by Bert LaFleche** to transition Judith Roth from Hillman Senior Representative to Hillman Member at Large, current term remaining at 08/31/16. **Motion carried, 6-0.**

B. Employment Actions:

a. New Hires:

- i. Robin Carpenter, In Home Provider, Part-time, 04/13/15.
- ii. Joyce Pearsall, Secretary/Scheduler, Part-time, 05/11/15.
- iii. Brooke Richardson, In Home Provider, Part-time, 04/27/15.
- iv. Jessica Weber, HDM Driver-Hillman, Part-time, 05/04/15.

b. Current Employees:

- i. Robin Hatley, increase effective 05/20/15, Part-time to Full-time.
- ii. Pamela Kott, increase effective 05/19/15.
- iii. Kathleen Sanders, increase effective 04/26/15, Part-time to Full-time.

c. Resignation:

- i. Darlene Haeger, In Home Provider, effective 03/20/15.
- ii. Maryse Stewart, In Home Provider, effective 03/20/15.
- iii. Brooke Richardson, In Home Provider, Part-time, 05/12/15.

d. Volunteer:

- i. DonnaLee Jackson, Volunteer for Lewiston Food Service, effective 04/02/15.

Motion by Carol Athan, second by Betty Clark to approve the above stated employment actions. **Roll Call Vote:** Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes; Judith Roth-yes. **Motion passed 6-0.**

C. Congregate Meal Survey Results: Anna reported that the survey was distributed to all three centers with very positive feedback and results provided to board. The Home Delivered Meal survey will be going out the week of May 26 and outcomes will be reported to Board.

D. BeBloomin' Pilot Project, OCCOA: Information provided to the Board on this pilot, on-line program that is available at no cost if members submit application by mid-June.

E. Fiscal Year 2016 Request for Proposal: Executive Director reported that she is preparing the RFP that is for the annual programs that MCCOA provides (Elder Abuse, Creating Confident Caregivers, PATH, Diabetic PATH, Resource Room, Matter of Balance, and Respite) with the application deadline of June 12, 2015. **Motion by Corky Proulx, second by William Houston** authorizing Executive Director to submit the 2016 RFP on behalf of MCCOA. **Motion carried, 6-0.**

F. Policies and Procedures: Anna recommends to the Board adoption of the following: Meal Voucher Program Distribution, Criminal Background Check Guidelines, Safety Protocol Policy, Medical Equipment Loan Closet, Operating Standards Shelf Life Reference Guide and Important Information About Your Food. **Motion by Corky Proulx, second by Carol Athan** adopting above stated policies and procedures. **Motion carried, 6-0.**

- G. Statement of Grant Award #2015-4: **Motion by** Bert LaFleche, **second by** Judith Roth to authorize Anna Rogers to sign the Statement of Grant Award #2015-4 as presented. **Motion carried, 5-0.**

Corky Proulx exited the meeting at 9:43 a.m.

XII. Old Business:

- A. General and In-Home Services Assessment, 08/07/14: Received on 03/25/15, the same date that the new assessment was conducted. All issues have been resolved.
- B. General and In-Home Services Assessment, 03/25/15: Report received with positive outcomes.
- C. Meal Voucher Program Update: Anna reported that to date there have been approximately 80 coupons distributed and 31 redeemed. There has been positive feedback on the program but it will take additional time to educate participants in the program and guidelines.
- D. Congregate and HDM Assessment, 07/09/15: Staff have been working diligently to prepare for the upcoming assessment and feel confident in a positive outcome.

XIII. Committee and Staff Reports:

- A. Client Intake, Financial, Food Reports: All reports were reviewed with the board.
- B. Senior Center Reports, Senior of the Month:
- i. Senior and Employee of the Month: Anna is recommending that the programs be revised to a quarterly recognition program. **Motion by** Judith Roth, **second by** Carol Athan to revise the Senior and Employee recognition programs to quarterly beginning in July. **Motion carried, 5-0.**
 - ii. Atlanta: Bill reported that they are hosting a Rummage Sale Memorial Weekend, May 26 is their Executive Board meeting where they will be holding officer elections, center maintenance to be contracted out, smoke detectors purchased and awaiting installation, fire extinguishers have been recertified.
 - iii. Hillman: Bert reported that they are also hosting a Rummage Sale and they will be holding officer elections, Euchre Tournament on 06/27/15. Judith informed the Board that the revised ByLaws will be presented today and a copy made available to MCCOA.
 - iv. Lewiston: Carol announced that the hall rental has been increased as well as membership dues from \$5 to \$10, grant is being written for insulation and overhead fans, security codes have been changed due to some unauthorized access to the building and Bingo sandwich boards were made.
- C. Executive Director Report:
- a. Matter of Balance Training: May 7 training was attended by Anna Rogers to become a certified coach along with Evelyn White for future sessions.
 - b. United Way Grant/Loan Closet: A grant of \$1,346.00 for purchase of medical equipment for our Loan Closet was received from United Way.
 - c. Food Licenses/Health Inspections for Centers: Centers have been inspected and identified issues in Lewiston have been resolved with the assistance of the Food Bank of Eastern Michigan.

- d. Senior Project Fresh: The coupons should be available within the next several weeks and dates will be scheduled at each center for distribution.
 - e. Fair Booth: Decision made not to participate this year due to low foot traffic and booth location. The Atlanta Seniors could be asked to allow us to have our services flyer available at their booth. **Motion by Judith Roth, second by Betty Clark to not participate in the Montmorency County Fair for 2015. Motion carried, 5-0.**
 - f. Fundraisers: Board was in agreement not to host the community picnic event as a fundraiser this year but look at other possibilities such as Raffles, Jail and Bail, Walk/Run Pledgathon, Strawberry Social, Community Garage Sale, etc. Anna will attempt to register MCCOA for raffle events with the state.
 - g. Rite Aide Pharmacy: The Wellness Ambassador has offered to provide the following services, free of charge, to all three of the senior centers: a) Blood pressure checks; b) Flu shots; c) Pneumonia shots. The shots would be billed to Medicare Part B participants by Rite Aide. Board authorized Anna to proceed forward and coordinate with each center.
 - h. Munson Home Health: A representative has contacted center on medical alert systems at a higher cost than can be obtained using referrals from MCCOA. Centers will be reminded of this option and the offer from Munson declined.
 - i. Meals on Wheels of America: A new program has been developed to encourage volunteerism through the MOWOA website using on-line registration. We have registered with the site, incorporated into the MCCOA website and Facebook, as well provided the Tribune with a press release.
 - j. Insurance Policy Renewals: We received our Workers Comp and Public Risk renewals at an inflated cost to each. Anna has contacted another agency for quotes and voiced displeasure with current carrier over annual increases. They met to discuss and the Public Risk was reduced by \$1839 with Lappan Agency working on reduction of the Workers Comp policy. Anna has provided documentation in support of our ongoing attempts at Risk Control. Updates will be provided.
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- D. NEMCSA Report: Nothing at this time to report.

XIV. Closed Session, Executive Director Evaluation/Contract: Motion by Carol Athan, second by Betty Clark to go adjourn regular meeting at 10:25 a.m. and go into Closed Session for the Executive Director Evaluation and Contract discussions. Motion carried, 5-0.

Corky Proulx rejoined the meeting at 10:36 a.m.

XV. Open Session: Motion by Corky Proulx, second by Betty Clark to adjourn Closed Session at 10:52 a.m. and reconvene Regular Meeting. Motion carried, 5-0.

- A. Executive Director Contract: The Personnel Committee submitted their recommendations to the full board for consideration on the Executive Director contract. **Motion by Betty Clark, second by Carol Athan that the MCCOA Board extend a two year contract to Anna Rogers for the period of July 11, 2015 to July 11, 2017, commensurate with the Executive Director's work performance. Roll call: Yes—Athán, Roth, Proulx, Clark, Houston; Nays—LaFleche. Motion carried, 5-1.**

XVI. Adjournment: Meeting adjourned at 10:54 a.m. upon motion of Bert LaFleche, second by Judith Roth. Motion carried, 6-0.

Minutes presented by,

Anna M. Rogers
Executive Director