

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR JULY 19, 2018**

**PRESENT:** William “Ed” Beswick, Chairperson; Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; Vickie Clayton, Trustee; Bert LaFleche, County Commissioner

**ABSENT:** Betty Clark, Secretary

**GUESTS:** Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Yvonne Swagger, Montmorency County Tribune; Christine St. George

- I. **Call to Order:** The meeting was called to order at 9:32 a.m. by Chairperson Ed Beswick at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Quorum established; four members present (LaFleche entered at 7:35 a.m.).
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Corky Proulx.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Elaine Ableidinger.
- V. **Agenda:** **Motion by** Corky Proulx to approve the agenda with addition of Closed Session—Personnel under New Business #F, **second by** Elaine Ableidinger. **Motion carried, 5-0.**
- VI. **Secretary’s Report:** **Motion by** Vickie Clayton to approve the minutes of 05/17/18 as presented, **second by** Corky Proulx. **Motion carries, 5-0.**
- VIII. **Correspondence:** All items covered under agenda.
- IX. **NEMCSA Representative:** Kelly Robinette reported that the Nutrition Summit is scheduled for August 7, a GFS Cook Training will be held on September 25 and the Annual Nutrition Assessment will be conducted on July 26, 2018 in Lewiston.  
  
**Soup and Salad Bar:** **Motion by** Bert LaFleche, **second by** Vickie Clayton to increase the cost of the soup and salad bar from \$1.00 to \$2.00 effective August 1, 2018. **Roll call:** Ableidinger—yes; LaFleche—yes; Clayton—yes; Proulx—yes; Beswick—yes. **Motion carried, 5-0.**
- X. **Public Comment:** No requests.
- XI. **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 presented for the period of 05/18/18 through 07/19/18. **Motion by** Vickie Clayton to approve Accounts Payable in the amount of \$39,128.52 **second by** Elaine Ableidinger. **Roll call: Ableidinger—yes; LaFleche—yes; Clayton—yes; Proulx—yes; Beswick—yes. Motion carried, 5-0.**

XII. **Old Business:**

- A. Lewiston Representative: Recommendation from the Personnel Committee that Christine St. George be appointed as the Lewiston Representative. **Motion by** Bert LaFleche, **second by** Vickie Clayton to appoint Christine St. George as the Lewiston Representative for the term of August 31, 2018 to August 31, 2021. **Motion carried, 5-0.** To be referred to Montmorency County Board of Commissioner's for action at the August 24 agenda.

XIII. **New Business:**

- A. Employment Actions: **New:** D. Knowlton, In Home, 07/09/18. **Current:** G. Remus, In Home, 05/31/18; T. Oberski, Cook, 06/20/18; L. Stevens, In Home, 06/01/18; M. Jones, In Home, 08/12/18; M. Kent, RN, 08/22/18; H. MacDonald, LPN, 06/01/18; E. McAlister, In Home, 08/11/18. **Termination:** A. Thomas, In Home, 06/11/18; J. Fish, In Home, 07/06/18. **Motion by** Elaine Ableidinger, **second by** Corky Proulx to approve employment actions as presented. **Motion carried, 5-0.**
- B. Personnel Policy, Holiday Pay: Updates to the Personnel Policy, Holiday Pay Policy, and Employee Self-Evaluation Form were presented. Revisions for Holiday would include call rotation and full time staffs pay at time and a half for hours worked and part-time at the stipend pay for hours worked. **Motion by** Corky Proulx, **second by** Vickie Clayton to adopt the Personnel Policy, Holiday Pay Policy, and employee self-evaluation form, retroactive to July 1, 2018. **Roll call: LaFleche—yes; Clayton—yes; Proulx—yes; Ableidinger—yes; Beswick—yes. Motion carried, 5-0.**
- C. Emergency Response Manual and Flip Chart: Both documents have been updated by the Executive Director for Board review and action. **Motion by** Elaine Ableidinger, **second by** Vickie Clayton to approve the Emergency Response Manual and Flip Chart. **Motion carried, 5-0.**
- D. 2017/2018 Budget Projections: The current projections were presented to the Board for review with note that the 2018/2019 budget beginning October 1, 2018 is being developed. The Finance Committee will review before formal presentation to the Board at the September 20, 2018 board meeting.
- E. Office Parking Lot: A bid for repairs and expansion to the MCCOA office parking lot was reviewed. **Motion by** Corky Proulx, **second by** Vickie Clayton to authorize Executive Director to accept bid for parking lot repairs/expansion to Everett Goodrich in the amount of \$2700.00. **Roll call: LaFleche—yes; Clayton—yes; Proulx—yes; Ableidinger—yes; Beswick—yes. Motion carried, 5-0.**
- F. Closed Session, Personnel Matter: **Motion by** Elaine Ableidinger, **second by** Bert LaFleche to go into closed session at 10:12 a.m. for a personnel matter. **Motion carried, 5-0.** Back into open session at 10:30 a.m. by call of Chairperson Beswick.

XIV. **Committee and Staff Reports:**

A. **Food Service, Client Intake and Financial Reports:** All reports were reviewed with the Board and questions answered.

B. **Senior Center Reports:**

1. **Hillman Senior Center:** Elaine reported that a Euchre Tournament was held on 06/30/18; a \$1000.00 grant from CFCU was received for replacement of the fire suppression system and a second grant has been submitted to the Community Foundation.
2. **Lewiston Senior Center:** Euchre tournament will be held on 07/21/18 with a spaghetti dinner and salad served at cost of \$15.00.
3. **Atlanta Senior Center:** Ed reported that repairs need to be made to the air conditioning, the Hunter's Dinner will be held on 11/16/18. Anna reported that the walk in cooler had major repairs to the compressor and evaporator necessitating an insurance claim.

C. **Executive Director Reports:**

1. **Employee Awards:** Years of Service Staff Recognition Program implemented. 5 years--2 staff; 6—1; 7—3; 8—1, 13—1, and 25 years—1. Awards presented to these staff in recognition of their service to MCCOA.
2. **Senior Community Service Employment Program:** MCCOA is working with NEMCSA to provide a training/employment opportunity for a backup cook aid/HDM driver position. The position would be for 20 hours per week, up to three years with employment at end of contract.
3. **Community Events:** MCCOA is participating in the Montmorency County Fair and Atlanta Elk Festival. **Motion by Vickie Clayton, second by Corky Proulx for MCCOA to become a silver sponsor for the Atlanta Elk Festival. Roll call: Ableidinger—no; LaFleche—no; Clayton—yes; Proulx—yes; Beswick—abstain. Motion failed, 2-2-1.**
4. **Educational Offerings:** MCCOA class offerings include a Summer Social in Lewiston on 07/23/18; Matter of Balance class beginning 08/02/18; Alzheimer's Support Group presentation by the Alzheimer's Association on 07/26/18; BTBQ monthly staff training; MSU food safety presentation and Eat Smart, Live Strong in August; Miracle Ear; Elder Abuse—MDHHS on abuse, neglect and financial exploitation and USPS on mail fraud/scams; Flu clinics; and USDA Food Safety 101.
5. **Mobile Food Pantries:** July 20 and August 24 will be the dates for the Mobile Food Pantries at the Atlanta Senior Center beginning at 10:30 a.m.
6. **Food Carriers/Dispenser Disposal:** **Motion by Corky Proulx, second by Elaine Ableidinger to authorize Executive Director to sell or donate the unused food carriers and dispensers at her discretion. Motion carried, 5-0.**
7. **Norovirus Cleanup Kits:** Each center has been provided with information and cleanup materials in the event of a Norovirus incident and kits are readily accessible to staff if needed.
8. **AED Grant Application:** Two separate grant applications to CPR Savers and Walmart of Alpena for the purchase of three (3) AED units for the centers have been submitted and are pending review.

D. **Food Committee:** Project Council appointments tabled to September meeting.

E. **NEMCSA Report:** No meeting held.

XIV. **Adjournment:** Meeting adjourned at 11:10 a.m. by **motion of** Corky Proulx, **second by** Bert LaFleche. **Motion carried, 5-0.**

Respectfully submitted,

Anna M. Rogers  
Executive Director