

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR SEPTEMBER 19, 2019**

**PRESENT:** William “Ed” Beswick, Chairperson (telephone); Corky Proulx, Treasurer; Vickie Clayton, Trustee; Bert LaFleche, County Commissioner

**ABSENT:** Elaine Ableidinger, Vice-Chairperson

**GUESTS:** Anna Rogers, Executive Director; Yvonne Swagger, Mont. County Tribune

- I. **Call to Order:** The meeting was called to order at 2:02 p.m. by Chairperson Ed Beswick at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Quorum established; four members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Ed Beswick.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Bert LaFleche.
- V. **Agenda:** **Motion** by Corky Proulx to approve the agenda as presented, **motion supported by** Vickie Clayton. **Motion carried, 4-0.**
- VI. **Secretary’s Report:** **Motion by** Vickie Clayton to approve the special and closed minutes of 07/16/19 and the regular minutes of 07/18/19 as presented, **second by** Corky Proulx. **Motion carried, 4-0.**
- VII. **Correspondence:** Workers Compensation Insurance Dividend discussed.
- VIII. **Public Comment:** No requests presented.
- IX. **Financial Reports:**
  - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board.
  - B. **Mileage, Liability Reports and Accounts Payable:** Reports were reviewed with the board and accounts payable presented for the period of 07/17/19 through 09/19/19. **Motion by** Bert LaFleche to approve Accounts Payable in the amount of \$74,327.55, **second by** Vickie Clayton. **Roll call: Yes: Clayton, Proulx, Beswick, LaFleche. Motion carried, 4-0.**
- X. **New Business:**
  - A. **Employment Actions:** New Hires: C. Kent, St. John, Townsend, Rose. Current Staff: Brownlee, Weaver. Volunteer: Yates. Terminations: Tennant, C. Kent, Morey. **Motion by** Corky Proulx, **second by** Vickie Clayton to approve employment actions as presented. **Motion carried, 4-0.**

- B. Annual Notice of Awards: Notice of Awards Received that requested funding was awarded at 100%. Annual: \$4,545.00 for the Title III E National Family Caregiver Support Program for Respite; Title III D Evidence Based Disease Prevention Health Promotion Matter of Balance funding at \$2,700.00. Three Year Award: Homemaking, Personal Care, Respite, Congregate Meals, Home Delivered Meals at \$152,898.00 per year. **Motion by** Vickie Clayton, **second by** Bert LaFleche to accept the above stated awards. **Roll call—Proulx, Clayton, LaFleche, Beswick. Motion carried, 4-0.**
- C. Computer Upgrades: Six computer operating systems need to be upgraded before January 20, 2020. **Motion by** Corky Proulx, **second by** Vickie Clayton to authorize six computer purchases and installation for RN, Executive Director, Receptionist and Atlanta, Hillman and Lewiston Cooks from Cutting Edge Solutions up to \$5,000.00; and disposal of six old computers and three public computers at centers. **Roll call: Proulx, Clayton, Beswick, LaFleche. Motion carried, 4-0.**
- D. 2020 MCCOA Meeting Calendar: Designated meeting dates and times for 2020 are 01/16, 03/19, 05/21, 07/16, 09/17, 11/19 at 10:00 a.m. in the MCCOA office.
- E. 2019/2020 Budget: The 2019/2020 Budget was presented to the full Board with recommendation from Finance Committee to adopt as presented. **Motion by** Vickie Clayton, **second by** Corky Proulx to adopt the 2019/2020 budget effective October 1, 2019 with revenues at \$996,230.00 and expenditures at \$1,092,152.00. **Roll call: Proulx-yes; Beswick-yes; Clayton-yes; LaFleche-yes. Motion carried, 4-0.**
- F. 2019/2020 Audit: Dan Smith, CPA presented a bid for the audit and Form 990 preparation in the amount of \$4,300.00. **Motion by** Corky Proulx, **second by** Vickie Clayton to award audit to Dan Smith at \$4,300.00. **Roll call: Clayton-yes; Proulx-yes; LaFleche-yes; Beswick-yes. Motion carried, 4-0.**
- G. Officer Nominations: Tabled to November upon **motion of** Corky Proulx, **second by** Vickie Clayton. **Motion carried, 4-0.**
- H. Financial Depositories of Record: **Motion by** Bert LaFleche, **second by** Vickie Clayton to designate AAACU and CFCU as depositories of record and signature authorization to remain the same. **Motion carried, 4-0.**

XI. **Old Business:**

- A. Lewiston Board Appointments: No names to present at this time.
- B. Nutrition Assessment: Executive Director contested the two findings from the assessment and one has been removed after supportive documentation provided, the second removed after addition of minimal language to policy.

XII. **Committee and Staff Reports:**

- A. Millage Committee: The Committee met on 08/27/19 and is recommending approval of millage language consistent with previous millage but combining the three, separate millage requests to one for a one-mill request. The term would be for 2020 through 2025 and be placed on the 08/04/20 ballot. **Motion by** Corky Proulx, **second by** Vickie Clayton to approve the millage language, term and placement on the 08/04/20 ballot with submission to the Montmorency County Board of Commissioners for approval and referral to the Election Commission. **Motion carried, 4-0.**

- B. Food Service, Client Intake and Financial Reports: All reports were reviewed with the Board and questions answered.
- C. Senior Center Reports:
1. Hillman Senior Center: Bert reported that two grants have been received to assist with the furnace replacement.
  2. Atlanta Senior Center: Ed reaffirmed that meal attendees will receive a free meal for their birthday and/or anniversary on the birthday dinner day. Notice that additional money handlers will be needed for check in.
  3. Lewiston Senior Center: Nothing.
- D. Executive Director Reports:
1. Project Connect: MCCOA participated in this annual event on August 12 at the Montmorency County Fairgrounds. In addition, MCCOA sponsored DHS for their produce giveaway through the Food Bank.
  2. Take Back Drug Days: MCCOA hosted the annual event again this year in partnership with the Montmorency County Sheriff Department and Catholic Human Services. Events were in September in Atlanta, Hillman, and Lewiston. A gift basket will be awarded to the center with the most returns.
  3. National Senior Citizen Day: This annual event was held on 08/21/19 at the three centers with 164 in attendance. The event was very well received with a 50/50 raffle with two winners (25% each) and the other 50% going to each of the centers.
  4. Donation: Chemical Bank of Hillman purchased and donated through the Montmorency County 4H Fair, a swine for our food programs that included processing and packaging.
  5. Eat Smart Live Strong: MCCOA has partnered with MSU Extension to offer the four week series at each center at no cost.
  6. Summer of Sharing: A grant was received from CFCU from their Summer of Sharing Program for \$1000.00 toward our medical transportation program.
  7. MMAP: Two MMAP counselors will be at each center in October and November as well as the office to assist Medicare recipients with Prescription Drug Plan Coverage.
  8. Nonprofit Corporation Annual Report: Authorization granted to Executive Director to file the annual report with the required information and filing fees.
  9. Copier/Printer/Scanner: The current lease expires in one year and a replacement Kyocera copier/printer/scanner at a similar monthly cost was negotiated for an overall savings for the term at \$525.00. **Motion by Corky Proulx, second by Vickie Clayton to authorize Executive Director to execute Kyocera copier lease with Dunn's Business Solutions as presented. Roll call: Clayton-yes; Proulx-yes; LaFleche-yes; Beswick-yes. Motion carried, 4-0.**
  10. Waiver Contract: The current contract expires 09/30/19 with the contract proposal due by 10/01/19. **Motion by Bert LaFleche, second by Vickie Clayton to approve the three year proposal and authorize Executive Director to sign. Motion by Bert LaFleche, second by Vickie Clayton. Motion carried, 4-0.**
  11. Equipment Disposal: **Motion by Corky Proulx, second by Vickie Clayton to authorize disposal of the old sink from Lewiston and metal book case from Atlanta. Motion carried, 4-0.**

12. Mobile Food Pantries: MCCOA has hosted 22 pantries in 8 years, serving 4297 people, 1915 families, using 558 volunteers and distributing 212,080 pounds of food.
13. MDSA Conference: Executive Director to attend the annual conference in Mackinac City October 23 to 25, 2019.
- E. NEMCSA Report: No one present to report.

XIII. **Adjournment**: Meeting adjourned at 2:55 p.m. upon **motion of** Corky Proulx, **second by** Vickie Clayton. Motion **carried, 4-0.**

Respectfully submitted,

Anna M. Rogers  
Executive Director