

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR DECEMBER 11, 2019

PRESENT: William “Ed” Beswick, Chairperson; Elaine Ableidinger, Vice-Chair; Corky Proulx, Treasurer; Vickie Clayton, Trustee

ABSENT: Gary Girardin, County Commissioner

GUESTS: Anna Rogers, Executive Director; Janice Burtch

- I. **Call to Order:** The meeting was called to order at 9:00 a.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.
- V. **Agenda:** **Motion by** Elaine Ableidinger to approve the agenda as presented, **motion supported by** Corky Proulx. **Motion carried, 4-0.**
- VI. **Secretary’s Report:** **Motion by** Corky Proulx to approve the regular minutes of 09/19/19 as presented, **second by** Vickie Clayton. **Motion carried, 4-0.**
- VII. **Correspondence:** A former client memorial donation was acknowledged.
- 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 09/19/19 through 12/11/19. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$40,744.25, **second by** Corky Proulx. **Roll call: Yes: Clayton, Proulx, Beswick, Ableidinger. Nays—0. Motion carried, 4-0.**
- X. **Old Business:**
 - A. **Lewiston Board Appointment:** Janice Burtch was introduced as the prospective Lewiston member at large. Janice provided an overview of her qualifications and answered questions. **Motion by** Ed Beswick to appoint Janice Burtch as the Lewiston Member at Large for the term of 12/13/19 to 08/31/22 and submit to Montmorency County Board of Commissioners for consideration, **second by** Elaine Ableidinger. **Motion carried, 4-0.**

- B. Officer Nominations: Nominations opened for officers. **Motion by** Corky Proulx to nominate Ed Beswick for Chairperson, Elaine Ableidinger for Vice-Chairperson, Corky Proulx for Treasurer, Janice Burtch for Secretary. **Motion supported by** Vickie Clayton. **Motion carried, 4-0.**

XI. **New Business:**

- A. Employment Actions: New Hires: T. Schrader, D. Short, B. Braeutigam, J. Rappuhn. Current Staff: M. Kent, C. Hofer, N. Radulski, J. Keegan, H. Hartle, K. Marshall, S. Schook-Ledger, D. Bickley, S. Townsend. Volunteers: H. Roberts, J. Walsh. Terminations: M. Daudlin, P. Docherty, M. Rose, A. Rhoades, T. St. John. **Motion by** Corky Proulx, **second by** Vickie Clayton to approve employment actions as presented. **Motion carried, 4-0.**
- B. Committee Appointments: Discussion on committee structure. **Motion by** Vickie Clayton, **second by** Elaine Ableidinger to dissolve the Employee Recognition, Technology and Public Relations Committees. **Motion carried, 4-0.** Appointments made by Chairperson Beswick with Corky Proulx reappointed as the MCCOA Delegate for NEMCSA for the term of commencing on January 1, 2020.
- C. Statement of Grant, 2019-7 and 2020-1: The 2019-7 and 2020-1 Statement of Grants were presented for approval. **Motion by** Elaine Ableidinger, **second by** Vickie Clayton to authorize Executive Director to execute documents accepting funds. **Roll call: Yes—Clayton, Proulx, Beswick, Ableidinger. Nays—0. Motion carried, 4-0.**
- D. Senior Companion Memo of Understanding: Presented for consideration for period of 10/01/19 to 09/30/22. **Motion by** Corky Proulx, **second by** Elaine Ableidinger to authorize Executive Director to execute memorandum of understanding. **Motion carried, 4-0.**
- E. MIPAA Contract Amendment: Amendment for period of 10/01/19 to 09/29/20. **Motion by** Vickie Clayton, **second by** Corky Proulx to authorize Executive Director to execute MIPAA contract as presented. **Motion carried, 4-0.**
- F. Snowplowing Bid: One bid was received after advertising. **Motion by** Corky Proulx, **second by** Vickie Clayton to award snowplowing bid to K&K Excavating for snowplowing at \$25, walkway shovel at \$10, sanding of parking lot at \$30, salting of parking lot at \$35 and equipment snow removal \$75 per hour. **Roll call: Yes—Ableidinger, Proulx, Clayton, Beswick. Nay—0. Motion carried, 4-0.**
- G. In Home Cancellation Policy: **Motion by** Vickie Clayton, **second by** Elaine Ableidinger to approve the In-Home Cancellation Policy as presented **Roll call: Yes—Ableidinger, Proulx, Clayton, Beswick. Nay—0. Motion carried, 4-0.**
- H. Annual County Millage Appropriation Agreement: The annual agreement between MCCOA and the MCBC for collection and disbursement of MCCOA millage funds was presented for review. **Motion by** Elaine Ableidinger, **second by** Corky Proulx to request placement on the MCBC agenda for approval and authorizing Executive Director to execute agreement on behalf of MCCOA. **Motion carried, 4-0.**

XI. **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 grants have paid for the furnace replacement through the Community Foundation; the center Christmas party is 12/20/19; a euchre tournament is scheduled for the end of January; and the Hunters Dinner raised a net profit of \$647.00.
2. Atlanta Senior Center: Ed reported that the Elk Fest raffle raised \$3003.00 profit; the Hunters Dinner raised \$1494.00 and reminder that the Sno Drift Rally is scheduled for 01/22 to 01/25/20.
3. Lewiston Senior Center: Janice Burtch thanked the board for the ice machine and new sink; a Christmas Dance will be held on 12/14/19 at cost of \$5 members, \$10 non-members with opportunity to join the club from that entrance ticket and 24 stockings have been collected for the event. Membership has increased from 33 to 152 members since 08/19. The center has implemented a Perks Program that provides a percentage off with local businesses or a free soft drink by showing membership card.

C. Executive Director Reports:

1. HDM and NAPIS Information: Provided to the Board for reference.
2. Take Back Drug Day: The event was hosted in partnership with the Montmorency County Sheriff Department and Catholic Human Services. The winner of the gift basket was Atlanta with 27 pounds and Hillman and Lewiston both at 9 pounds each.
3. Employee Appreciation: Employees received a MCCOA monogrammed fleece jacket out of the uniform supply budget. Discussion from the Board on employee gift cards. **Motion by** Corky Proulx, **second by** Vickie Clayton to authorize purchase of \$50 gift card for employees (30) out of undesignated funds. **Roll call: Yes—Proulx, Beswick, Clayton. Nays—Ableidinger. Motion carried, 3-1.**
4. 2018/2019 Audit: Dan Smith, CPA, will be at the January 16 Board Meeting to present his findings from the 2018/2019 audit. Preliminary reports are favorable with no findings.
5. Flu Shots: MCCOA hosted Rite Aid of Mio at the Atlanta and Hillman Centers to provide flu shots to our seniors.
6. Halloween and Veterans Day Celebration: The three centers had independent Halloween parties and Veterans Day celebrations. All veterans attending the meals were provided with a small gift and complimentary meal along with their spouse.
7. Workers Compensation Insurance: The annual audit was conducted with a \$593.00 refund for the 2018/2019 policy. Premiums have decreased due to low claims and staff education even though overall payroll has increased. In addition, the State Modifier Rate continues to decrease which directly impacts premiums and by joining Alpena Chamber of Commerce and becoming part of their purchasing group MCCOA received a refund check in the amount of \$1,902.33.
8. Keep the Wheels Rolling: We successfully raised \$1,340.00 for the 2019 program. The cumulative amount for five years is at \$10,030.22.
9. Ornament Program: The decision has been made not to participate this year.
10. Code of Ethics: Each Board member reviewed and signed the policy.
11. Dinnerware: A small amount of dinnerware was purchased and used on a trial basis at each center and a survey was conducted to determine if meal attendees liked the new dishes. The overall consensus was that it was too heavy and awkward to handle.

12. Equipment Disposal: With the removal of the public computers at the centers the computer cabinet at the Atlanta Center is no longer needed. **Motion by** Corky Proulx, **second by** Elaine Ableidinger to request permission of NEMCSA to donate the cabinet to the Atlanta Senior Center. **Motion carried, 4-0.**
13. MCCOA MCBC Representative: Albert LaFleche has been replaced by Gary Girardin to sit on the MCCOA Board. To show appreciation for the many years of service, a gift card to Mr. LaFleche was proposed. **Motion by** Vickie Clayton, **second by** Corky Proulx to purchase a Visa gift card in the amount of \$100.00 plus processing cost for presentation to Bert LaFleche. **Roll call: Yes—Ableidinger, Clayton, Proulx, Beswick. Motion carried, 4-0.**
- E. NEMCSA Report: Elaine reported that the homeless population is being investigated into potential homeless housing. **Motion by**

XIII. **Adjournment**: Meeting adjourned at 10:20 a.m. upon **motion of** Corky Proulx, **second by** Vickie Clayton. **Motion carried, 4-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director