

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR SEPTEMBER 17, 2020

PRESENT: William “Ed” Beswick, Chairperson; Elaine Ableidinger, Vice-Chair; Corky Proulx, Treasurer; Vickie Clayton, Trustee (10:05 a.m. via telephone); Don Edwards, Montmorency County Board of Commissioner

ABSENT: Janice Burtch, Secretary

GUESTS: Anna Rogers, Executive Director; Yvonne Swagger (Tribune); Bert LaFleche; Ron Lounsbury; Lloyd Peltier, Jr.; David Scott; Daryl Peterson

- I. **Call to Order:** The meeting was called to order at 10:00 a.m. by Chairperson Ed Beswick at the Atlanta Senior Center.
- II. **Roll Call:** Quorum established; four members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Don Edwards.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Corky Proulx.

Vickie Clayton, Trustee joined the meeting at 10:05 a.m. via telephone bringing quorum to five.

- V. **Agenda:** **Motion by** Corky Proulx to 20/21 Budget following agenda and approve the agenda with revision, **second by** Don Edwards. **Motion carried, 4-1, Ableidinger-nay.**

Public Comments: Comments were recognized from the audience ranging from senior centers, reopening of centers for nutrition programs and activities, staffing/benefits.

- VI. **2020/2021 MCCOA Budget:** The budget was presented to the MCCOA Board for consideration with Revenues at \$1,076,481.00, Expenditures at \$1,081,406.00 resulting in a \$4,925.00 deficit. **Motion by** Vickie Clayton, **second by** Corky Proulx to adopt the budget as presented. **Roll call: Edwards—no; Beswick—yes; Ableidinger—no; Clayton-yes; Proulx-yes. Motion failed, 3-3.**

Vickie Clayton exited the meeting at 10:50 a.m., reducing quorum to four.

- VII. **Secretary’s Report:** **Motion by** Don Edwards to approve minutes of 07/23/20 with removal of last sentence under X-A, **second by** Corky Proulx. **Motion carried 4-0.** **Motion by** Don Edwards to approve the special minutes of 08/03/20 as presented, **second by** Corky Proulx. **Motion carried, 4-0.**

- VIII. **Correspondence:** None.

IX. **Organizational Meeting:**

- A. **2021 MCCOA Meeting Calendar:** **Motion by** Don Edwards to approve the calendar for the fourth Thursday at 10:00 a.m., every other month, **second by** Elaine Ableidinger. **Motion carried, 4-0.**
- B. **2019/2020 Audit Award:** **Motion by** Corky Proulx to award audit to Dan Smith, CPA at \$4,400.00 for 2019/2020, **second by** Ed Beswick, Jr. **Roll call: Edwards-yes; Proulx-yes; Ableidinger-no; Beswick-yes. Motion carried, 3-1.**
- C. **Officer Nominations:** Chair opened the floor for nominations. **Motion by** Corky Proulx to retain current officers: Chairperson—Ed Beswick, Jr.; Vice-Chairperson—Elaine Ableidinger; Treasurer—Corky Proulx; Secretary—Janice Burtch. **Second by** Don Edwards. **Motion carried, 4-0.**
- D. **Financial Depositories:** **Motion by** Elaine Ableidinger to designate AAACU and CFCU as financial depositories with signatories of Beswick, Proulx and Rogers, **second by** Don Edwards. **Motion carried, 4-0.**

X. **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 07/19/20 through 09/17/20. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$37,661.28, **second by** Corky Proulx. **Roll call: Yes: Edwards, Ableidinger, Proulx, Beswick. Nays—0. Motion carried, 4-0.**

X. **Old Business:**

- A. **Senior Center Agreements:** Discussion on increase of daily rate for the three centers to \$45.00 per day. The centers are rented by MCCOA but owned by each individual senior center. **Motion by** Corky Proulx to revise site agreements for the Atlanta, Hillman and Lewiston Senior Centers to \$45.00 per day rate effective 10/01/20 for a one-year period, **second by** Don Edwards. **Roll call: Yes—Edwards, Ableidinger, Proulx, Beswick. Motion carried: 4-0.**

XI. **New Business:**

- A. **Employment Actions:** New Hires: C. Gardner, L. Woodhull. Resignations: C. Gardner, L. Woodhull, B. Braeutigam. Current: L. Brownlee, M. Kent. **Motion by** Corky Proulx, **second by** Don Edwards to approve employment actions as presented. **Motion carried, 4-0.**
- B. **Annual Notice of Awards:** Executive Director reported the Annual RFP was awarded at 100%. **Motion by** Corky Proulx, **second by** Don Edwards to accept the Annual Awards for National Family Caregiver Support Program, Respite \$4,545.00 and Evidence Based Disease Prevention Health Promotion, Matter of Balance \$2,700.00. **Roll call: Yes: Ableidinger, Proulx, Edwards, Beswick. Motion carried, 4-0.**
- C. **Statement of Grants, 2020-6:** Additional funding for period ending 09/30/20 in amount of \$2,192.00 presented for consideration. **Motion by** Elaine Ableidinger to accept grant 2020-6 in amount of \$2,192.00, **second by** Corky Proulx. **Roll call: Yes: Proulx, Beswick, Ableidinger, Edwards. Motion carried, 4-0.**

- D. Friendly Reassurance Program Policy: Policy was presented to provide guidance for the program where MCCOA employees and/or volunteers make telephone contact with senior citizens. **Motion by Don Edwards, second by Elaine Ableidinger** to adopt the Friendly Reassurance Program Policy. **Motion carried, 4-0.**

XII. **Committee and Staff Reports:**

- A. Personnel Committee: **Motion by Corky Proulx** to accept the Personnel Committee reports for 06/23/20 and 08/27/20 as presented, **second by Elaine Ableidinger. Motion carried 3-1, Edwards abstain.**
- B. Finance Committee: Report presented for review.
- C. Food Service, Client Intake and Financial Reports: All reports were reviewed with the Board and questions answered.
- D. Senior Center Reports:
1. Atlanta Senior Center: Nothing to report.
 2. Hillman Senior Center: Elaine reported that the Labor Day rummage sale generated \$550.00 profit.
 3. Lewiston Senior Center: Nothing to report.
- E. Executive Director Reports:
1. Millage Results: Information was shared with the Board following the 08/04/20 Primary Election along with the four previous elections that was broken down by township to reflect voting patterns.
 2. Donation: Lighthouse Title Group selected MCCOA as a recipient of \$1,000.00 in recognition of non-profit day. The funds will be allocated to the medical transportation program.
 3. Year End Financial Reports: All reports are due to NEMCSA by 10/05/20.
 4. General and In-Home Assessments: The annual assessments were conducted remotely with MCCOA being required to provide copies of documentation since no in-person contact is being made by NEMCSA staff.
 5. Waiver Audit: The audits are conducted every three years, again remotely. Between the three assessments over 1200 pages were copied that ranged from policies and procedures, participant files, employee files and volunteer files, etc. This was a labor intensive process.
 6. Waiver Contract: Notification from NEMCSA was received indicating that an additional \$0.10 per unit hour was being offered for CLS transportation, CLS no transportation and respite effective 10/01/20. **Motion by Elaine Ableidinger, second by Don Edwards** to authorize Executive Director to file an Addendum to the existing contract requesting the increase in funds. **Roll call: Yes—Ableidinger, Proulx, Edwards, Beswick. Motion carried, 4-0.**
 7. Personnel Policy: **Motion by Corky Proulx** to revise the policy under birthday pay to add “as long as schedules allow and with pre-authorization. If denied, an alternate date will be chosen with pre-authorization”. **Second by Ed Beswick. Motion carried, 3-1, Ableidinger-nay.**
 8. Cares Act PPE Grant: Executive Director has submitted a grant application for PPE for nine In Home Providers. If granted, this could be an additional \$22,500.00 in funding with awards made by 09/21/20.
 9. False Claims Act: All employees and board members are required to sign the False Claims Act attestation annually stating that MI Choice Waiver guidelines will be followed. Present board members provided the signed document to the Director.

10. Code of Conduct Policy/Disclaimer: A document was presented for consideration that outlines the expected Code of Conduct for individuals attending MCCOA sponsored activities or food programs that include the Covid-19 safety criteria. **Motion by** Corky Proulx, **second by** Ed Beswick to adopt and post the policy at each center and MCCOA office locations. **Motion carried, 4-0.**
- E. NEMCSA Report: Corky reported that there are proposed By-Laws revisions, two open positions, two new members and meetings are being conducted remotely.

Chair recessed meeting for five-minute break at 11:53 a.m. Meeting reconvened at 11:58 a.m.

- XIII. **Closed Session**: **Motion by** Corky Proulx, **second by** Ed Beswick to go into closed session at 11:58 a.m. for contract and personnel discussions. **Motion carried, 4-0.**

- XIV. **Open Session**: **Motion by** Corky Proulx, **second by** Don Edwards to return to open session at 12:46 p.m. **Motion carried, 4-0.**

Motion by Corky Proulx, **second by** Don Edwards that communication be submitted to two complainants indicating the board reviewed in closed session and no action to be taken. **Motion carried, 4-0.**

- XV. **Adjournment**: Meeting adjourned at 12:56 p.m. upon **motion of** Corky Proulx, **second by** Don Edwards. **Motion carried, 4-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director