

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR May 27, 2021**

**PRESENT:** Elaine Ableidinger, Chairperson; Julie Kendrick, Vice-Chairperson; Corky Proulx, Treasurer; Pamela Austin, Secretary; Janet Demeulenaere, Trustee; Geyer Balog, Montmorency County Board of Commissioner

**GUESTS:** Anna Rogers, Executive Director; Yvonne Swagger, Tribune; Lloyd Peltier, Hillman Center President; Vickie Goodburne, NEMCSA Financial Analyst

- I. **Call to Order:** The meeting was called to order at 10:05 a.m. by Chair Elaine Ableidinger at the Atlanta Senior Center.
- II. **Roll Call:** Quorum established; six members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Geyer Balog.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Pamela Austin.
- V. **Agenda:** Addition: Add General Policies under XI-J; Executive Director Salary/Benefits after Personnel Committee. **Motion by** Geyer Balog to approve the agenda with additions, **second by** Pamela Austin. **Motion carried, 6-0.**
- VI. **Secretary's Report:** **Motion by** Pamela Austin to approve minutes of 03/25/21 as presented, **second by** Corky Proulx. **Motion carried 6-0.** **Motion by** Corky Proulx to approve the special minutes of 04/08/21 with removal of second Austin under present and addition of addition of Kendrick under VIII, roll call, **second by** Geyer Balog. **Motion carried, 6-0.** **Motion by** Geyer Balog to approve the special minutes of 04/22/21 with removal of second Austin under present, **second by** Janet Demeulenaere. **Motion carried, 6-0.**
- VII. **Correspondence:** A thank you note from Atlanta Senior Center for the \$500.00 donation was read.
- VIII. **Public Comments:**
  - (a) Lloyd Peltier, Hillman Senior Center President. Mr. Peltier requested that the curbside pickup service remain in effect; (b) question on why MCCOA Hillman employees could not accept monetary gift. Current MCCOA gifts and gratuities policy prohibits this. **Motion by** Corky Proulx that Anna and Lloyd meet to discuss other options to show their appreciation. **Second by** Geyer Balog. **Motion carried, 6-0.**
- 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 03/25/21 through 05/27/21. **Motion by** Corky Proulx to approve Accounts Payable in the amount of \$40,178.29, **second by** Pamela Austin. **Roll call: Yes: Austin, Proulx, Balog, Demeulenaere, Kendrick, Ableidinger. Nays—0. Motion carried, 6-0.**
- X. **Old Business:**
- A. Lewiston Center Representative: The Lewiston 50+ Club recommends Janice Burtch as the Lewiston Center Representative. **Motion by** Janet Demeulenaere to accept recommendation and request confirmation from the Montmorency County Board of Commissioners for Janice Burtch as the Lewiston Center Representative for the term ending 08/31/24, **second by** Pamela Austin. **Yes: Demeulenaere, Proulx, Austin, Ableidinger. No: Balog, Kendrick. Motion carried, 4-2.**
- B. Project Council Appointments: **Motion by** Geyer Balog to appoint Randy Long to represent Lewiston, Corky Proulx to represent Atlanta and Lloyd Peltier to represent Hillman on the council, **second by** Julie Kendrick. **Motion carried, 6-0.**
- XI. **New Business:**
- A. Employment Actions: Current staff: May, Wolter, Morse, Short, Steele-Brady, Jones, Ploe, Taylor, Remus. New: Steffke. Resignation: Wells. **Motion by** Corky Proulx to approve employment actions as presented, **second by** Julie Kendrick. **Motion carried, 6-0. Motion by** Corky Proulx to create an Assistant Cook job description and wage scale, **second by** Pamela Austin. **Motion carried, 5-1 (Ableidinger-no).**
- B. Drug Screening Policy: MCCOA policy reflects zero tolerance and requires pre-employment screening. **Motion by** Corky Proulx, **second by** Janet Demeulenaere to retain policy as written. **Motion carried, 4-2 (Balog and Austin –no).**
- C. Senior Project Fresh: **Motion by** Geyer Balog, **second by** Corky Proulx to continue with the Senior Project Fresh Program and authorized Executive Director to sign agreement. **Motion carried, 6-0.**
- D. Annual Request for Proposal: The RFP for National Family Caregiver Support Program has been prepared by Anna in the amount of \$4,545.00 and \$455.00 MCCOA match for respite services. **Motion by** Geyer Balog, **second by** Julie Kendrick to authorize submission of the RFP for NFCS in the amount of 4,545.00. **Motion carried, 6-0.**
- E. Exit Interviews: **Motion by** Geyer Balog to have exit interviews conducted by Executive Director and one Personnel Policy member, **second by** Pamela Austin. **Motion carried, 6-0.**
- F. Public Risk and Workers Comp Insurance Renewals: **Motion by** Corky Proulx to accept insurance renewals through Lappan Agency, **second by** Janet Demeulenaere. **Motion carried, 6-0.**
- G. MCCOA Board Meetings: **Motion by** Corky Proulx to hold MCCOA Board Meetings the fourth Thursday of each month at 10:00 a.m., **second by** Geyer Balog. **Motion carried, 6-0.**
- H. Statement of Grant CAA 2021-1: Funding through the Consolidated Appropriations Act for fiscal year 2021 in the amount of \$2,343.00 was presented for consideration. **Motion by** Geyer Balog to accept grant CAA 2021-1 in amount of \$2,343.00, **second by** Janet Demeulenaere. **Motion carried, 6-0.**

- I. Prep Table Purchase: **Motion by** Corky Proulx to purchase prep table for the Lewiston Senior Center in the amount of \$1549.00, **second by** Janet Demeulenaere. **Roll Call: Yes—Austin, Demeulenaere, Balog, Proulx, Kendrick, Ableidinger. Motion carried, 6-0.**
- J. Private Duty Fee Structure: A new fee schedule was presented for consideration. **Motion by** Corky Proulx, **second by** Janet Demeulenaere to adopt new schedule. **Roll call: Yes—Proulx, Demeulenaere. No—Ableidinger, Balog, Kendrick, Austin. Motion failed.**
- K. General Policies: Revisions to the policy to reflect nutrition standard language pertaining to second meals was presented. This is the current practice that required policy adoption to remain compliant. **Motion by** Julie Kendrick, **second by** Corky Proulx to adopt the required language pertaining to second meals. **Motion carried, 4-2 (Ableidinger, Demeulenaere-no).**

XII. Committee and Staff Reports:

- A. Personnel Committee: One on one staff meetings were held with Geyer and Julie and an official report will be presented at a future meeting. Discussion on removal of nurse parking sign at MCCOA office with board recommending removal 4-2 (Demeulenaere, Proulx-no).
- B. Client and Financial Reports: Reports reviewed during meeting.
- C. Senior Center Reports: Atlanta: Julie has attended two meetings. Question on Mobile Food Pantry and if MCCOA is hosting with explanation that multiple locations are available and staffing shortage will not allow. Center is working on the upcoming site agreement that expires on 09/30/21. Hillman: Elaine reported that they are hosting bake sales, a Memorial Day yard will be held and currently considering Euchre tournaments. Lewiston: no report.
- D. Executive Director Report:
  - i. Fax Machine: The office fax broke and an addition to the copier to add that function was added at an additional cost of \$17.46 per month.
  - ii. Payroll: The second phase of the direct deposit is in process allowing staff to view paychecks on-line, eliminating paper copies and mailing delays.
  - iii. Client Surveys: In April 2021 surveys were mailed to all clients and/or distributed to congregate meal clients. The overwhelming results of the surveys is that participants rate services with MCCOA as excellent.
  - iv. Staff Education/Training: All staff have participated in annual training on Person Centered Planning, Emergency Procedures, HIPAA/Privacy, Code of Ethics and False Claims Act.
  - v. FOIA Request: A FOIA request was received for documents from 2019 and 2020 with final payment pending before release.
  - vi. Older American Month: May is the official celebration of Older American Month. An article was placed in the paper in recognition.
  - vii. In Home and General Assessments: The annual assessments are scheduled for 06/17/21 with copies of documentation provided in advance of assessment.
  - viii. Congregate Meal and Home Delivered Meal Assessments: The annual assessments are scheduled for 07/19/21 in Hillman and again, advance documentation provided.
  - ix. Employee of the Quarter: Jenny Jacks, Head Cook in Hillman was recognized as the Employee of the Quarter.

- x. Employee Service Awards: MCCOA has four employees celebrating five years of service, two with ten years, one with 16 years and one with 28 years. **Motion by** Corky Proulx, **second by** Pamela Austin to authorize Executive Director to purchase debit cards for staff at \$25.00, \$50.00 and \$100.00, respectively. **Roll call: Yes—Proulx, Austin, Balog, Ableidinger, Kendrick. No—Demeulenaere. Motion carried, 5-1.**
  - xi. Board Education: At the request of the Personnel Committee Anna is researching available training for board members and will report at a future meeting.
  - xii. Job Fair: A job fair at the MCCOA office has been scheduled for Thursday, June 3 from 8:00 a.m. to 5:00 p.m.
- E. NEMCSA Report: Vickie Goodburne introduced herself as the Financial Analyst as of November 2020. She will be conducting the General and In Home Assessments for MCCOA on June 17, 2021. The annual request for proposal applications are due by June 14, 2021.
- F. Executive Director Salary/Benefits: Due to time restraints a special meeting was called for Tuesday, June 2, 2021 at 2:00 p.m. at the MCCOA office.

XIII. **Adjournment**: Meeting adjourned at 12:00 p.m.

Recorded by Anna M. Rogers, Executive Director.

Submitted by,

Pamela Austin  
Secretary