

**MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR**  
**THURSDAY, APRIL 18, 2013**

**PRESENT:** William Houston, Chairperson; Carol Athan, Vice-Chairperson; Darlene Fisher, Treasurer; Judith Roth (via telephone), Secretary; Mary Lou Foster, Trustee (via telephone); Bert LaFleche, County Commissioner; Corky Proulx, Atlanta Member at Large

**GUESTS:** Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Yvonne Swagger (9:25)

- I. **Call to Order:** The meeting was called to order at 9:05 a.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Present: Mary Lou Foster, Carol Athan, Darlene Fisher, Judith Roth, Bert LaFleche, Corky Proulx and William Houston. Quorum established.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Bert LaFleche.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by William Houston.
- V. **Agenda:** Motion by Bert LaFleche, second by Carol Athan to approve agenda as presented. **Motion passed 7-0.**
- VI. **Secretary's Report:**
  - A. **Minutes:** Mary Lou Foster has amendments for the following; VI, A: Change Mary Lou Foster to Carol Athan; Under XI, A, 4, replace "improved" to "declined". **Motion by** Corky Proulx to approve the Regular Minutes of March 21, 2013 with amendments; **second by** Carol Athan. **Motion passed 7-0.**
- VII. **Correspondence:**
  - A. May 20<sup>th</sup> Invitation to a luncheon for the 211 program. Anna Rogers will be attending.
  - B. Sequestration impact on local COA's.
- VIII. **NEMCSA Representative:** Kelly Robinette announced that she would be doing a nutritional assessment at the Hillman Senior Center today for MCCOA.
- IX. **Public Comment:** None
- X. **Financial Reports:**
  - A. **Accounts Payable:** Accounts payables were presented for March 26, 2013 to April 15, 2013 for a total of \$21,031.12. **Motion by** Mary Lou Foster to approve financial report and accounts payable as stated; **second by** Carol Athan. **Roll Call Vote:** Darlene Fisher-yes, Bert LaFleche-yes, Carol Athan-yes, Corky Proulx-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 7-0.**
  - B. **Payroll, Mileage & Liability Report:** Reviewed by Anna Rogers and the board.
  - C. **Bank Balances & Payroll Summary:** Reviewed by Anna Rogers and the board.

## XI. Committee and Staff Reports:

### A. Food Service, Client Intake and Financial Reports:

1. Assessment/Reassessment: 26 reassessments due, 24 were completed, 2 declined services, with 12 new client assessments completed for March 2013.
2. Current Budget: For the period of October 2012 thru March 2013 (six months), we have received 69.27% of revenue and expenditure is 50.50%.
3. Budget vs. Year to Date: Compact version of the current budget.
4. Food Reconciliation Report: Reviewed with the Board. The Lewiston Soup and Salad bar is going well.
5. Add/Drop Report: Anna Rogers reviewed this report with the board.
6. Units of Service Breakdown: For 2011/2012 comparisons to 2012/2013: Congregate Meals were 1060 last year compared to 864 this year; Home Delivered Meals 1697 - 1823; Homemaking 48975 - 60475; Personal care 366 - 450; Respite 2 - 11.
7. Leave Report: Breakdown of staffing leave.
8. Employee Actual Hours: Reports shows we are over about 34 hours. This is minimal considering the increased number of services that MCCOA provides.
9. 12-13 Projection: This is a 6 month projection for the end of the year we are anticipating a loss of \$10,589, compared to the \$36,327.00 projected loss.
10. Projection of Increasing Minimum Wage: We currently have 14 employees under \$9.00 per hour. Projected impact of minimum wage is increase is \$8000.

### B. Senior Center Reports:

1. Atlanta Senior Center: William Houston reported that they have the raffle license number to raffle a 10,000 watt generator, a \$200 gift card and \$100 in cash during the Elk Fest on September 29. Seeking new officers; president, treasurer and 2 trustees.
2. Hillman Senior Center: Darlene Fisher was not at the last meeting but everything seems to be fine, no issues brought to her attention.
3. Lewiston Senior Center: Carol Athan asked if another prescription drive is scheduled. Newspaper from the Clare area shared on advertising space for menus. Front door opener is in and completed and lights installed. Inquired on a fire drill, the Napa store in Lewiston does free weekly advertisements on the radio, investigate participation. Membership dues are due in June and seeking new chairperson and president. Club will be hiring a new maintenance person. A Habitat Re-store is opening down the street from the 50+ club and may generate additional meal attendance. Concern over By-laws requirement that if there is no board or bingo chairperson the building will be closed or sold. Cooks will clean where the food is left and custodial staff will vacuum and clean up other areas. There were only 40 people at the birthday/turkey dinner.

### C. Executive Director Reports:

1. NEMCSA General and In-Home Assessment: Was conducted on February 28, 2013.
2. Mobile Food Panty: Will be May 29<sup>th</sup> with an 11:30 a.m. start time. Volunteers needed. **Motion by** Carol Athan to approve Wednesday, May 29<sup>th</sup> for the Mobile Food Panty at the Fairgrounds at a cost of \$800, **second by** Judith Roth. **Motion passed 7-0.**
3. Second Annual Luau/Barbeque Fundraiser: Date of Saturday, June 22 at the Hillman Senior Center from 2:00-7:00 p.m. set. Menu revisions to eliminate the "pig" and replace with grilled chicken and hot dogs, increase in cost to \$8.00 for adults, \$4.00 children 12-5 and under 5 free. By reducing the food costs, increasing the entry fee and organizing a pre-sale raffle, we should be able to generate some funds for MCCOA. **Motion by** Corky Proulx to approve the Luau Barbeque fundraiser on June 22, **second by** Carol Athan. **Motion passed 7-0.**

4. Staff CPR Training: Maureen Kent will be providing out first, internal CPR training for staff on April 25.
  5. Wake and Tuck Program: Director is recommending an increase to the wake and tuck stipend from \$1.00 to \$2.00 per hour for waiver clients that we provide service to prior to 8:00 a.m. or after 5:00 p.m. **Motion by** Darlene Fisher to increase the stipend to \$2.00 per hour for the wake and tuck program effective April 22, 2013, **second by** Bert LaFleche **Roll Call Vote**: Darlene Fisher-yes, Bert LaFleche-yes, Carol Athan-yes, Corky Proulx-yes, Mary Lou Fisher-yes, Judith Roth-yes, William Houston-yes. **Motion passed 7-0.**
  6. 2014-2016 Annual Implementation Plan RFP and Letter of Intent: Anna Rogers is working on the letter of intent and the mandatory pre-bidders conference is scheduled for May 2 with submission of the plan due in June. This Plan is a critical document that we submit to NEMCSA to “bid” on providing services to Montmorency County seniors and receiving funding for those purposes.
  7. Undesignated Donation: A donation was received for \$500 from another care provider for a hospice organization to be utilized as we wish.
  8. Senior Project Fresh/Market Fresh: We will be participating again this year and will begin placing people on the waiting list to receive the \$20.00 coupons.
  9. Lions Club Presentation: Grace Halberg and Anna Rogers are scheduled to discuss the Lewiston 50 Plus Club and MCCOA services at their meeting on May 15.
  10. Memorial and Charitable Bequests: Anna Rogers is having flyers and memorial envelopes printed for distribution to the community and our clients. This is another resource for MCCOA to generate additional revenue in support of our mission.
  11. Calendar of Events: Anna Rogers is working on a calendar of events for the upcoming months that lists our events and functions that will be available at the centers and the community.
  12. National Volunteer Week: Thank you letters have been sent in addition to a boxed “thank you” ad being placed in the newspaper in recognition of the many contributions that our volunteers have provided.
  13. Keep the Wheels Rolling Campaign: Within the next week we will be contacting previous supporters to request their participation in selling the ornaments and having donation canisters at their locations. Support is also requested of the Board in the sale of the ornaments.
  14. Charitable Gaming Qualification Application: Anna Rogers would like to apply a gaming license to host raffles, bingo’s, or millionaire raffles in an effort to raise funds for MCCOA. Anticipated dates are June 22, August 17, and September 28. These would be cash drawings of \$250.00, \$100.00 and \$50.00. Ticket costs would be \$2.00 per ticket or 3 for \$5.00 to offset the \$400.00 cash prizes. **Motion by** Corky Proulx to complete the application for the raffle with the prizes being \$250.00, \$100.00 and \$50.00, **second by** Judith Roth. **Roll Call Vote**: Darlene Fisher-yes, Bert LaFleche-yes, Carol Athan-yes, Corky Proulx-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 7-0.**
  15. MDCH Home Help Agency: Anna Rogers reported that MCCOA has been approved as a Home Help Agency from the State of Michigan. This means that we will be contacted to provide services to individuals that qualify through the program at the rate of \$14.00 compared to \$8.00 without the designation.
  16. Staffing:
    - A. New Hire: Crystal Pung, In-Home Provider, \$8.00/hour effective 04/19/13, part-time. **Motion by** Bert LaFleche to approve Crystal Pung for hire **supported by** Carol Athan. **Motion passed 7-0.**
- D. NEMCSA Report: Carol Athan reported on the meeting.

XII. **New Business:**

- A. Statement of Grant Award: Anna Rogers needs authorization to sign the quarterly report statement. **Motion by** Mary Lou Foster to approve the grant award as stated \$21,738.00 with authorization for Anna Rogers as signee, **supported by** Carol Athan. **Roll Call vote:** Darlene Fisher-yes, Bert LaFleche-yes, Carol Athan-yes, Corky Proulx-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 7-0.**
- B. Committee Appointments: Carol Athan was asked to go from By-Laws to Finance, Corky Proulx was asked to take on the By-Laws, Food Service, Millage and Public Relations. All other committee appointments remain the same. **Motion by** Darlene Fisher to accept the new committee assignments, **second by** Judith Roth. **Motion passed 7-0.**

XIII. **Old Business:**

- A. General In-Home Services Assessment: Report is back from AAA on the February 28<sup>th</sup> assessment with Anna Rogers reviewing with the board. **Motion by** Bert LaFleche to approve the AAA report and responses to comply with time frames and return paperwork as stated, **second by** Darlene Fisher. **Motion passed 7-0.**
- B. Anna Rogers Evaluation: At the May meeting the evaluations will be handed out and to be returned within 30 days. The evaluation is due in July.

- XIV. **Adjournment:** **Motion by** Corky Proulx, **second by** Bert LaFleche to adjourn the meeting at 10:34 a.m. **Motion passed 7-0.**

Minutes transcribed by,

Karen Balcom  
Acting Recording Secretary