

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES OF THURSDAY, APRIL 24, 2012
ATLANTA SENIOR CENTER

- PRESENT:** William Houston, Vice-Chairperson; Darlene Fisher, Treasurer; Sharon Dice, Trustee; Judith Roth, Trustee; Albert LaFleche, County Commissioner; Mary Lou Foster, Secretary via telephone at 1:00 p.m.
- GUESTS:** Anna Rogers, Executive Director; Marv McLaren, President, Hillman Senior Center; Kelly Robinette, NEMCSA; Yvonne Swager, Tribune; Ron Lounsbery; and Lee.
- I. Call to Order:** The meeting was called to order at 1:02 p.m. by Vice-Chairperson William Houston.
- II. Roll Call:** Present: Sharon Dice, Darlene Fisher, Judith Roth, Albert LaFleche, William Houston and Mary Lou Foster (via telephone), Quorum established.
- III. Pledge of Allegiance:** The Pledge of Allegiance was led by William Houston.
- IV. Mission Statement:** The MCCOA Mission Statement was read by William Houston.
- V. Remembrance of Mark Huston:** On April 3rd, Mark Huston passed away at 79. He lived a life filled with experiences, and from those experiences he chose many interests that benefited the community. MCCOA was one of those interests. Mark wanted the seniors of this County to live with dignity and respect, and that is why he chose MCCOA as one of the organizations that he would work for in terms of volunteering his time. If we could just have a moment of silence, while we reflect on Mark's interests, his experiences, and also his goals for MCCOA.
- VI. Agenda: Motion** to approve agenda with additions of XIV.D. Election of Officers and XIV.E. Employee Issues, Resignations; and also table XIII.A. Personnel Policy, by Darlene Fisher, **second** by Albert LaFleche. **Motion passed 6-0.**
- VII. Secretary's Report: Motion** to approve minutes of the Regular Meeting on March 15, 2012 by Albert LaFleche, **second** by Judith Roth. **Motion passed 6-0. Motion** to approve minutes of the Closed Meeting of March 15, 2012 by Judith Roth, **second** by Albert LaFleche. **Motion passed 6-0.**
- VIII. Correspondence:** MCCOA received an invitation for a Senior Town Hall Meeting, in Alpena this Friday from 11:00 a.m. to 2:00 p.m. at the Alpena Senior Center. Representative Peter Pettalia and special guest, Representative Ken Krutz the Chair Children, Families, and Seniors Committee will be there. This is open to the public. MCCOA's Executive Director will be attending this meeting.
- IX. NEMCSA Representative:** Kelly Robinette – No comment.
- X. Public Comment:** None.
- XI. Financial Reports:**
- A. Accounts Payable:** A **motion** was made by Judith Roth to approve the Accounts Payables for the period of March 27, 2012 in the amount of \$9,352.66 and the April 20, 2012 in the amount of \$14,213.75 for a Total of \$23,566.41, **second** by Sharon Dice. **Motion passed 6-0. Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.**

- B. **Payroll, Mileage & Liability Reports:** The payroll, mileage, and liability reports were reviewed by Anna Rogers with the Board, no action required.

XII. Committee and Staff Reports:

- A. **Food Service, Client Intake and Financial Reports:** Executive Director supplied statistical documents in regards to the congregate and home-delivered meals. Home-delivered meals have increased, while congregate meals have decreased, but the total meals have run consistent. The Director also supplied statistical documents regarding personal care, homemaking, respite, and home-delivered meals. These statistics show how MCCOA's clients have been climbing. Service Report to the Community is a different version which shows where our services are being utilized. Personal Care has increased dramatically. Homemaking consistent. Respite has increased in April which will reflect in the April Report. Statistical documentation on Assessments and Reassessments were also supplied showing that they are being completed.
- B. **Finance Committee, 04/13/12:**
1. **2011/2012 Budget Revisions:** Darleen reviewed the Budget Revisions with Board. Remove "Dessert" from Income Column. A **Motion** was made by Sharon Dice to accept the revised Budget to reflect a difference of \$3,635.00, **second** by Judith Roth. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.** **Motion** made to approve the transfer of funds in the amount of \$11,400.00 from fund equity to the 2011/2012 budget Darlene Fisher, **second** by Sharon Dice. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.**
 2. **PNC Bank Account Closure:** Atlanta PNC Branch is closing which is MCCOA's designated account depository for our Atlanta food program. MCCOA has an existing account with the CFCU in Lewiston and AAACU in Atlanta. **Motion** made by Mary Lou Foster to close the bank accounts with the Atlanta and Lewiston PNC Banks and move operations to the CFCU in Lewiston and AAACU in Atlanta, **second** by Albert LaFleche. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0. Authorized signers of record will be Anna Rogers, Darlene Fisher and William Houston.**
 3. **EFTPS transfer from PNC to CFCU:** Payroll taxes are paid and submitted electronically (EFTPS) through PNC Bank. With that banks closure, an alternate banking facility must be designated. **Motion** made by Mary Lou Foster to designate CFCU as the financial institution for EFTPS electronic fund transfers for payment of payroll taxes, **second** by Darlene Fisher. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.**
 4. **Direct Deposit:** Research has been conducted on the possibility of Direct Deposit for employees. Findings show that AAACU does not participate in direct deposit unless the employee has an account there and CFCU can offer the service for an annual cost of approximately \$650.00. Based on this research, the recommendation of the Director and the Finance Committee is that we do not proceed. **Motion** made by Judith Roth to stop the research and not pursue Direct Deposit per the Executive Director and Finance Committees' recommendation, **second** by Sharon Dice. **Motion passed 6-0.**
 5. **Millage Campaign, Checking Account with CFCU:** The Millage Committee recommended establishing a checking account in the amount of \$5,000.00 for Millage Campaign. These funds are from undesignated donations per Dan Smith, MCCOA's CPA. **Motion** made by Mary Lou Foster to deposit \$2,000.00 for startup for the Millage Campaign to establish a checking account at CFCU, **second** by Darlene Fisher. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William

Houston-yes. **Motion passed 6-0.** Bert LaFleche reminded the committee that anything above \$1,000.00 needs to meet certain specifications and regulations

6. CFCU, William Houston addition to account: Table until after XIV.D. Election of Officers.

C. Senior Center Reports:

1. Atlanta Senior Center: William Houston reported that the Seniors enjoyed the Spring Fling, May 16 is TFAP, May 26 the annual rummage sale, Elkfest raffle will consist of 1st Place propane grill, 2nd Prize \$200 cash, and 3rd Prize \$100 gas card; printing 3,000 tickets to sell.
2. Hillman Senior Center: Judith Roth reported that the Spring Fling was enjoyed by the seniors last week, and thanked the Executive Director. May fundraiser is an outside/inside sale on May 25-26 and tables are available for crafts and baked goods to be sold. The Center has three names to present for the spot light of Older Americans Month in May; Marian Andrulius, Mavis Hardies, or Willard Klein. Election of Officers will be in June with May being dues collection month; members must pay dues in order to vote for officers. The pancake breakfast is every third Sunday.
3. Lewiston 50 Plus Club: No news.

- D. Millage Committee, 03/27/12 and 04/13/12:** William Houston reported that the Committee is recommending the name, "Support Our Seniors" and SOS for short and a notice will appear in the newspaper encouraging interested parties in becoming part of the Millage Committee. The Committee has filed a Campaign Statement with CFCU as the official deposit of record. The committee is working on identifying the number of seniors in each township. A thank you letter was sent to Arnie Morse, previous Director of Otsego County, for his knowledge and assistance. Judith will be contacting Channel 6 in terms of using this resource in order to provide information to the public. **Motion** made by Mary Lou Foster to create the campaign slogan name of *Support Our Seniors*, **second** by Albert LaFleche. **Motion passed 6-1 with Judith Roth in opposition.**

E. Executive Director Report:

1. May is Older Americans Month: MCCOA will be recognizing some of our Seniors and giving some historical information and many events have been planned for the month.
2. AARP Safe Driving Class: Class offered in Lewiston on May 16 and Hillman on May 18, free of charge from AARP because May is Older Americans Month.
3. Five Wishes: A Five Wishes presentation will be presented by Maureen Kent, MCCOA's Registered Nurse at all three centers.
4. Registered Dietitian: Anna met with the Registered Dietician from ARMC to coordinate a series of educational classes to be presented at all three centers.
5. Atlanta Community Forum: Recently formed, Atlanta Community Forum in Atlanta has been organized by the Chamber of Commerce. The MCCOA Executive Director was one of the panelists in the first meeting and the meeting was very productive. At the follow-up meeting Anna Rogers volunteered as the Team Leader for the Downtown Beautification Team.
6. Keep the Wheels Rolling: The Executive Director reported that \$1638.00 that was raised through direct sales and canisters. The Director would like to thank everyone for their support in this fundraiser.
7. AuSable Valley Community: AuSable Valley Community will have two representatives at the Lewiston 50 Plus Club giving a presentation on their facility.
8. SNAP (Bridge Card) Program: This is an action item that will be discussed in section XIII.C. Bridge Card Application.

9. Thumbs Up for Charity: MCCOA has been nominated by Community Financial Credit Union for the Thumbs Up for Charity. Out of 70 nominations, we were one of the top five recipients. Voting is in process per person, per e-mail account up until April 27, 2012. The top prize is \$10,000; 2nd and 3rd prizes are \$5,000.00; and 4th and 5th prizes are \$2,500.00. Thanks again to the community; it is through their support that we were nominated.
10. Senior Project Fresh: Executive Director provided information on the Senior Project Fresh which allows seniors to receive cards valued up to \$20 per senior that qualifies for fresh fruits and vegetables in the area.
11. Food License Renewals: Food License renewals are due by May 1 which appeared in our payables today. Each center needs these to operate at the cost of \$221.00 per center.
12. Community Luau: The Community Luau is June 20 at the Atlanta Senior Center. The intent is to relocate it in a different center each year. This will be a fundraiser for MCCOA and the cost will be \$5.00 per adult, \$3.00 per child 12 and under.
13. Prescription Drug Disposal: During the Spring Fling, we had the Prescription Drug Disposal with the local Sheriff Department. There was a competition in which Lewiston 50 Plus Club won receiving a month's worth of free coffee for the center.
14. Volunteer Activities: We had the Spring Fling this month. There was an overnight Casino Trip scheduled for May which was cancelled due to low participation. July 13 we will be having a Day Trip called the Nautical Extravaganza to the Thunder Bay National Marine Sanctuary & Great Lakes Heritage Center in Alpena.
15. Telephone Reassurance Program: We have volunteers who are willing to make calls to home-bound seniors. The Director has a list of approximately 14 people who we sent letters out to asking if they would like to be part of this program. The home-delivered meal drivers have assisted us in determining which clients may not have outside contact with people.
16. Computer Classes: Jay Osborn of Sysmotech is going to be offering a brief computer class in Atlanta, Hillman and Lewiston. We are watching the participation to determine on whether to provide additional classes.
17. Michigan Works: The Director was contacted by Michigan Works for free staff at no cost to us. One person needed a total of 34 hours that she had to work. We did accept that offer and she did some outdoor work for MCCOA.
18. Chore Service: The Director had initially recommended that MCCOA consider employing a chore service provider. After re-examining, the Director has reconsidered and an alternate solution will be gather a list of contractors, electricians, plumbers, that we know are reputable and providing that list to the individuals.
19. Congregate and Home-Delivered Meal Assessment: The assessment was completed on April 9 and submitted to NEMCSA, we are awaiting the outcome. Anna reported that this was a self-assessment where the Director went with the home-delivered meal driver and spent the rest of the day in the kitchen in Lewiston to complete.
20. Audit Presentation in January 2012: Recommendation was made by Dan Smith, CPA that our Board have an internal control meeting between himself, our Finance Committee, Otsego County Commission on Aging, and the Executive Director to review our policies and the internal controls audits that we have in place. The Director has three tentative dates selected for that meeting which she will be relaying to the appropriate individuals.

XIII. Old Business:

- A. **Personnel Policy Revisions**: Receipt of the first draft of the personnel policy from our attorney did not allow enough time to review, therefore tabled to May.

- B. **Dovico Software Update:** The timekeeping software, Dovico, was recently installed and training has occurred with the in-home providers. Our first full payroll period as of this morning went very well. With the paper processing and checks/balances it was taking at least a day to complete payroll. With the new software this same job took only from 8:30 a.m. to 11:30 a.m. to complete which will reflect a cost-savings to MCCOA. We are still keeping paper copies as a backup to ensure the accuracy of the data and familiarity of the software with staff.
- C. **Bridge Card (SNAP) Program: Motion** made by Mary Lou Foster to give the Executive Director the authority to enter into an agreement with the State for the (SNAP) Bridge Card Program and to local vendors if necessary, **second** by Sharon Dice. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.**

XIV. New Business:

- A. **Driving for Agency Business Policy & Dispensing Medication Policy:** The Driving for Agency Business Policy is a recommended policy that will help protect us as the employer/volunteer/board agency in the event that there is an accident. The Dispensing Medication Policy is a current policy that has been revised to clearly state that the registered nurse is the only one to dispense medication. **Motion** was made by Judith Roth to adopt the Driving for Agency Business Policy and the Dispensing Medication Policy, **second** by Sharon Dice. **Motion passed 6-0.**
- B. **FY 2012 Statement of Grant Awards II:** We have received the revised statement of grant awards from NEMCSA for the period of October 1, 2011 through September 30, 2012 reflecting an increase from \$58,134 to \$59,225. **Motion** was made for the Executive Director to execute the Statement of Grant Awards II for fiscal year 2012 and return it to NEMCSA, **second** by Judith Roth. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.**
- C. **Senior Project Fresh:** Request by Director to enter into the contract. **Motion** was made by Mary Lou Foster to approve the Executive Director to enter into an agreement with the Senior Project Fresh Program, **second** Sharon Dice. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.**
- D. **Election of Officers:** **Motion** was made by Albert LaFleche to make William Houston the Chairman of the MCCOA Board, **second** by Sharon Dice. **Motion passed 5-1** with Mary Lou Foster in opposition. **Motion** was made by Albert LaFleche to authorize William Houston as a signer on the MCCOA Bank Accounts, **second** by Judith Roth. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.**
- E. **Employee Issues:** Resignations have been received from Therese Comfort, Receptionist/Secretary effective May 3, 2012 and Linda Krumbach, In-Home Provider resigned April 23 without notice. The Executive Director has had to increase hours for 1-2 In-Home Providers in order to cover our clients and is further recommending that Audrey Kinney be reclassified from part-time to full-time status. This person has helped us out on covering these clients and is willing to become a full-time employee. She has been with us a number of years and is fully trained. **Motion** made by Darlene Fisher to accept the two resignations of Therese Comfort and Linda Krumbach and to change the part-time status of Audrey Kinney to full-time, **second** by Sharon Dice. **Motion passed 6-0.**

- XV. Regular meeting adjourned** at 2:25 p.m. to go into closed session for the purpose of attorney communication by **motion** of Judith Roth, **second** by Sharon Dice. **Motion carried 6-0.**

XVI. Regular meeting reconvened at 3:05 p.m. We report that we reviewed attorney communication. **Motion** made by Judith Roth to set up a payment plan with our attorney in the amount of \$1,000 per month until paid in full, **second** by Albert LaFleche. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Albert LaFleche-yes, Mary Lou Foster-yes, Judith Roth-yes, William Houston-yes. **Motion passed 6-0.**

XVII. Adjournment: Meeting adjourned at 3:07 p.m. by **motion** of Albert LaFleche, **second** by Judith Roth. **Motion passed 6-0.**

Minutes transcribed by,

Therese Comfort
Acting Recording Secretary