

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES OF THURSDAY, JUNE 14, 2012
LEWISTON 50 PLUS CLUB

PRESENT: William Houston, Chairperson; Darlene Fisher, Treasurer; Mary Lou Foster, Secretary; Judith Roth, Trustee

EXCUSED: Sharon Dice, Trustee; Albert LaFleche, Montmorency County Commissioner

GUESTS: Anna Rogers, Executive Director; Bill Sieloff, Earl Oswald, Carol Athan, Mr. and Mrs. Billy Hathaway

- I. **Call to Order:** The meeting was called to order at 9:00 a.m. by Chairperson William Houston.
- II. **Roll Call:** Present: Mary Lou Foster, Darlene Fisher, Judith Roth, and William Houston. 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 Mary Lou Foster.
- V. **Agenda: Motion** by Mary Lou Foster, **second** by Judith Roth to approve agenda with addition of Closed Session for client/attorney communications under XIII. **Motion passed 4-0**
- VI. **Secretary's Report: Motion** to approve minutes of Regular Meeting on May 24, 2012 by Mary Lou Foster, **second** by Judith Roth. **Motion passed 4-0.**
- VII. **Correspondence:** A report from Susan Bowen regarding MMAP (Medicare/Medicaid Assistance Program). Region IX exceeded the goals that were assigned. Michigan Services to the Aging will convene in Alpena on June 15 for a Public Hearing and meeting at the Alpena Community College. The Lewiston 50 Plus Club Executive Board is recommending appointment of Carol Athan for the vacancy due to the passing of Mark Huston as a MCCOA board member.
- VIII. **NEMCSA Representative:** Kelly Robinette not present.
- IX. **Public Comment:** No comments.
- X. **Financial Reports:**
 - A. **Accounts Payable:** A **motion** was made by Mary Lou Foster to approve the Accounts Payables for the period of June 1 in the amount of \$6,062.65 and June 12, 2012 in the amount of \$11,977.65, **second** by Darlene Fisher. **Roll call vote, Motion passed 4-0.**
 - B. **Payroll, Mileage & Liability Reports:** The payroll, mileage, and liability reports were reviewed by Anna Rogers with the Board, no action required.
- XI. **Committee and Staff Reports:**
 - A. **Food Service, Client Intake and Financial Reports:** Executive Director supplied statistical documents in regards to the congregate, home-delivered meals, personal care, homemaking, and respite while highlighting the increased number of clients. Assessments and re-assessments have been brought current with the hard work of our Registered Nurse. The financial reports were

reviewed with minor changes recommended to create separate line items for legal, accounting, workers compensation insurance, liability insurance and revision to spelling for “respite and fund equity”.

B. Senior Center Reports:

1. Lewiston 50 Plus Club: Mary Lou Foster reported that Carol Athan has been approved as the Lewiston 50 Plus Club MCCOA representative. Congregate meal attendance has increased. Respite and Alzheimers Group information has been relayed to attendees. Request was made that the meal sign in book be accessible on Wednesdays when the center is closed.
2. Hillman Senior Center: Judith Roth reported that the pancake breakfast was changed to June 24. On June 14 at 2:00 p.m. the Executive Board meets for officer nominations. A report will be presented at the next meeting on veteran’s meal attendance.
3. Atlanta Senior Center: William Houston noted that on June 12 the Chronic Disease presentation was held by the registered dietician from ARMC and the congregate meal attendance has increased with new individuals in attendance.

C. Millage Committee: William Houston reported that the Committee has met several times. Anna Rogers reported that signs have been purchased, flyers are being printed and will be distributed throughout Montmorency County with additional copies available for distribution at events and parades and new brochures have been printed. It was noted that Hillman Township has a sign permit application fee and other townships may as well. Anna will follow up.

D. Finance Committee: Darlene Fisher reported that accounts and reports are being received on a timely basis and are accurate.

E. Executive Director Report:

1. WalMart Food/Caring Place: Detailed information on the food products received, their estimated value and costs to MCCOA for the program, in addition to the volunteer hours dedicated to support the program, the Executive Director is recommending that MCCOA discontinue the program immediately. **Motion made** by Judith Roth, **second by** Darlene Fisher to discontinue the WalMart Food/Caring Place Program effective immediately. **Roll call vote, Motion passed 4-0.**
2. Staffing Issues:
 - a. New Hires: Irene Roettger, Volunteer; Geraldine Hewitt, Volunteer; and Terri Rogers, Volunteer.
 - b. Terminations: Voluntary resignation of Vikki Tabacchi effective June 4, 2012 and Julie Jones effective June 11, 2012.
 - c. Change of Status Requests (due to new wage schedule): Deborah Boldrey, increase of \$0.50 per hour, Claudia David, increase of \$0.50 per hour and Patricia Smith, increase of \$0.25 per hour.
Motion by Mary Lou Foster, **second by** Darlene Fisher to approve the new hire volunteer and change of status requests. **Roll call vote, Motion passed 4-0.**
3. Alexander Business Solutions: In 2011 MCCOA terminated the Alexander office copier contract with proper notification. We have repeatedly received invoices with accruing interest for alleged “overages on copies. We have disputed this invoice in writing and the Executive Director is requesting direction on how to proceed with this topic. **Motion by** Mary Lou Foster, **second by** Judith Roth that a joint meeting between MCCOA Board members and Alexander be arranged to discuss. **Motion passed 4-0.**
4. Equipment Donation: On June 8, MCCOA received equipment donation from the Lewiston 50 Plus Club. These items consisted of crutches, walkers, commodes and a wheelchair. These items are to be used for loan to citizens of the county and the Hillman Senior Center has accepted some of the items due to increased need.
5. Veterans Meals: The Atlanta and Lewiston Center have been asked to consider and report back to the MCCOA Board.

XII. Old Business:

- A. Workers Compensation Insurance:** Anna contacted Lappan Agency (current carrier) and MAC (Michigan Association of Counties) for proposals. Lappan Agency quoted \$7,384.00 and MAC quoted \$9,908.00. Last year's premium was at \$10,697.00 and after an audit an additional fee of \$3,649.00 was assessed for a total of \$14,346.00. Based on this information, the Executive Director is recommending that the current policy be cancelled with Lappan Agency and rewritten with Lappan Agency via the Accident Fund for a cost savings of \$6,962.00. **Motion** by Mary Lou Foster and **second** by Judith Roth to terminate the current workers compensation policy and bind the new policy through Lappan Agency (Accident Fund) in the annual amount of \$7,384.00, payable on a quarterly basis. **Roll call vote, motion passed 4-0.**

XIII. New Business:

- A. NEMCSA Request for Proposal for Fiscal Year 2013:** Executive Director has prepared four RFP proposals for the Board's consideration. 1) Matter of Balance: This is a program that is taught by certified trainers to improve mobility and fall prevention. 2) Resource Room: Funds for the continuation of the computers at the three centers. 3) Grandparents Raising Grandchildren, Kinship Program: Fund requests to assist for grant requests up to \$250.00 per requester, up to three for each of the Atlanta, Hillman and Lewiston areas. 4) Respite: Additional funds to provide respite to clients. Funds requested for (1) is \$1,050.00 with MCCOA match at \$117.00; (2) is \$2,000.00 with MCCOA match at \$222.00, (3) is \$2,025.00 with MCCOA match at \$225.00 and (4) at \$225.00 and MCCOA match at \$25.00. **Motion made** by Mary Lou Foster to approve submission of request for proposal for fiscal year 2013 and authorizing Executive Director to sign, **second** by Darlene Fisher. **Roll call vote, motion passed 4-0.**
- B. Board Appointment for Lewiston:** Darlene Fisher reported that the Personnel Committee met and interviewed Ms. Carol Athan for the MCCOA Board Lewiston-at-large position and is recommending approval of Ms. Athan to the MCCOA Board. **Motion** by Darlene Fisher and **second** by Mary Lou Foster to recommend to the Montmorency County Board of Commissioners for the appointment of Carol Athan to the MCCOA Board to the Montmorency County Board of Commissioners for the term of August 31, 2012 to August 31, 2016. **Motion passed 4-0.**

- XIV. Closed Session:** **Motion** by Mary Lou Foster to go into closed session at 10:05 a.m. for the purpose of privileged attorney communications, **second** by Judith Roth. **Motion passed 4-0.**

- XV. Adjournment:** Regular meeting was reconvened at 10:22 a.m. Privileged attorney communications were discussed. **Motion** of Mary Lou Foster, **second** by Judith Roth to adjourn the regular meeting at 10:25 a.m. **Motion passed 4-0.**

Minutes transcribed by,

Anna M. Rogers
Executive Director