

MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
THURSDAY, JUNE 20, 2013

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Darlene Fisher, Treasurer; Judith Roth, Secretary; Mary Lou Foster, Trustee; Bert LaFleche, County Commissioner; Corky Proulx, Trustee

GUESTS: Anna Rogers, Executive Director; Kelly Robinette, NEMCSA

- I. **Call to Order:** The meeting was called to order at 9:00 a.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Present: Carol Athan, Darlene Fisher, Mary Lou Foster, Bert LaFleche, Judith Roth, 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:** Mary Lou Foster would like to make an amendment to the agenda and discuss Term Limits for Board Members under new business item D.
- VI. **Secretary's Report:**
Minutes: Mary Lou Foster would like clarification on VI A from the April meeting. **Motion by** Mary Lou Foster to approve the Regular Minutes of 04/18/13 with clarification on VI A from the 03/21/13 minutes; **second by** Carol Athan. **Motion passed 7-0.** The Special Meeting Minutes of 06/04/13 were approved upon **motion of** Mary Lou Foster, **second by** Corky Proulx. **Motion passed 7-0.**
- VII. **Correspondence:**
Motion by Mary Lou Foster to send NEMAH a letter of support for the well program application and request revision of the current Executive Directors name; **second by** Carol Athan. **Motion passed 7-0.** The Meals on Wheels Program proposed cuts were discussed.
- VIII. **NEMCSA Representative:** Kelly Robinette announced that there is a Matter of Balance Leader program in August. Statements of grant awards have gone out. Regional Advisory Meeting is set for 06/24/13.
- IX. **Public Comment:** None
- X. **Financial Reports:**
A. Accounts Payable: Accounts payables were presented for April 19, 2013 to June 18, 2013 for a total of \$45,860.12. **Motion by** Mary Lou Foster to approve financial report and accounts payable as stated; **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Darlene Fisher-yes, Mary Lou Foster -yes, Bert LaFleche-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 7-0.**

Corky Proulx left at 9:30 a.m.

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: All reports were reviewed with the Board. Note was made that budget is on target; computer software maintenance costs will be on-going.

B. Senior Center Reports:

1. Atlanta Senior Center: William Houston reported that they elected new officers: Jim Katkus is President, Lu Johnson is Vice President #1, Linda Roberts is Vice President #2, Dorothy Katkus is Treasurer, D.J. Normile and Janet Wright is Trustees. The ticket sales for Luau are slow; raffle sales for the Elk Fest drawing are well ahead of last year. Bill Houston thanked Anna Rogers for the quick work done when the freezer went down, the kitchen sink is fixed.
2. Hillman Senior Center: Judith Roth sold all tickets for the luau but four. Judith suggested two lines for tickets. Had breakfast on 06/16/13 but no report yet. Had Election of officers, will provide.
3. Lewiston Senior Center: Carol Athan reported on the new officers Skip Seaquin is the new President, Grace Halberg is staying on as Vice President, Barb Risch as Treasurer, Carol Risch as Secretary. Carol Athan said that they could not get anyone to purchase tickets for the Luau.

C. Executive Director Reports:

1. Mobile Food Pantry: Was conducted on May 29th. The nutritional value of the food was not what was anticipated and may need to be re-examined.
2. Senior Project Fresh: Anna Rogers attended the three centers twice to conduct sign up for the food coupons. The coupons arrived on June 5th and are being distributed.
3. Keep the Wheels Rolling Campaign: Will conclude at the end of June. A final tally will be available at the July meeting.
4. Food Tasting Event: July 17 is set for the food tasting event at the Atlanta Center.
5. Charitable Gaming License Application: Anna Rogers received word that the application was denied. We did not qualify because of the MCCOA millage expenditures.
6. WalMart Grant: A \$500 grant was awarded from the Alpena store for the purchase of three (3) flat screen monitors for placement at each center and we are in the process of installation. In addition, on June 6th we received an additional \$500 from the Gaylord store. This will cover the balance of the other costs associated with this project.
7. MDCH Home Help Agency: We have received written confirmation that MCCOA has been recognized as a Home Help Agency. Anna will be meeting shortly with DHS to review the program guidelines and begin implementation of the program.
8. Staff Changes:
 - A. New Hires/Volunteers
 - a. Lois Ragan, Volunteer effective 05/20/13.
 - b. David Scott, Volunteer effective 05/20/13.
 - c. Elaine Abledinger, volunteer effective 05/20/13.
 - d. Nicole Cook, In-Home Provider effective 06/10/13.
 - e. Keith Jones, Volunteer effective 06/07/13.
 - f. Judith Parker, Volunteer effective 06/07/13.

- g. Gay Larkin, Volunteer effective 06/10/13.
- h. Joanne LaPorte, Volunteer effective 06/10/13.

B. Terminations/Resignation

- a. Melissa Minielly, In-Home Provider, effective 05/30/13 due to resignation.
- b. Nicole Klein, In-Home Provider, effective 06/12/13.

C. Change of Status

- a. Cathy Wylin, part-time Cook Aide to full-time In-Home Provider, effective June 2, 2013.

Motion by Bert LaFleche to approve the staff changes, second by Carol Athan. Motion passed 6-0.

- 9. 2013/2014 Budget: We are in the process of working on the upcoming budget and pulling together statistical and financial information.
 - 10. Purchasing Products Policy: **Motion by** Judith Roth to rescind the FBOEM purchasing products policy as of June 20, 2013 that is now in force for the employees, board members, or senior center board members, **second by** Mary Lou Foster. **Roll Call Vote:** Carol Athan-yes, Darlene Fisher-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Judith Roth-yes, Bill Houston-yes. **Motion passed 6-0.** 1 absent.
 - 11. Financial Assessment: The financial assessment for the period of September 30, 2012 to date has been scheduled for July 9 at 9:00 a.m.
 - 12. Atlanta Walk-In Freezer: The freezer broke down on May 30th, cost of repairs were \$2956.75 for a new compressor. Our deductible is \$1000. The frozen food was stored at Freddie's Market and the Atlanta School.
 - 13. Senior Educational Sessions:
 - A. Matter of Balance: The program began on June 11 with the last class July 30 and will be held in Lewiston by certified trainers of OCCOA.
 - B. Diabetes Path: This new class will be offered starting on July 10 through August 14. The class will be led by Kelly Robinette and Carolyn Penniman.
 - 14. Employee Recognition Program: We have a new program to recognize and honor our most dedicated staff through nominations and statements received from the clients that we serve and our community. The employees will be honored with a congratulatory letter and a Guardian Angel pin.
 - 15. Informational Packets: Our staff has been hand delivering a packet of information to our clients that include the following: The survey for Thunder Bay Transportation, Food Extravaganza (tasting) on July 17, Memorial cards, Charitable bequests cards and envelopes, and Special Angel Program.
 - 16. Summer of Sharing Grant: Anna Rogers is awaiting a response for the following grant applications; \$1000 grant through the Community Financial Credit Union in support of our Meals on Wheels Program and also for \$500 through the Alpena Alcona Area Credit Union.
 - 17. Fourth of July Functions: Anna Rogers inquired if any of the board would like to participate in any of the 4th of July parades this year. Mary Lou Foster, Carol Athan will be in the Lewiston Parade.
 - 18. Client Information: A copy of the "General Criteria for In Home Services Eligibility" explains our screening process and restrictions that is utilized within our office.
- D. NEMCSA Report: Carol Athan reported on the meeting.

XII. New Business:

- A. Technology. Security for Computers, Tablets, SmartPhones, Laptops Policy: **Motion by** Darlene Fisher to adopt the above stated policy to be in compliance with OSA guidelines on confidentiality and security, **second by** Judith Roth. **Motion passed 6-0.** 1 absent.

- B. Statement of Grant Award, FY 2013: **Motion by** Mary Lou Foster to authorize Anna Rogers to execute and return the Statement of Grant Award, **second by** Judith Roth. **Roll Call Vote**: Carol Athan-yes, Darlene Fisher-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Judith Roth-yes, Bill Houston-yes. **Motion passed 6-0.**
- C. Employment Changes:
Acted upon during the Executive Directors Report.
- D. Term Limits for Board Members: Mary Lou Foster will not be seeking reappointment nor will Darlene Fisher. Anna Rogers to advertise the open positions and provide all the Board members with an updated list.

XIII. **Old Business:**

- A. Nutrition Assessment, NEMCSA: Reviewed with the Board, minor issues have been resolved.

XIV. **Closed Meeting:**

- Motion by** Bert LaFleche, **second by** Carol Athan to adjourn to a closed session at 10:29 a.m. for the purpose of Executive Director evaluation. **Motion passed 6-0.**

XV. **Reconvene Regular Meeting:**

- Meeting reconvened at 10:47 a.m. **Motion by**: Carol Athan to extend the Executive Director contract to 07/11/2014 per the Personnel Committee's recommendation, **second by** Mary Lou Foster. **Roll call**: Carol Athan-yes, Darlene Foster-yes, Mary Lou Foster-yes, Bert LaFleche-yes, Judith Roth-yes, William Houston-yes. **Motion passed, 6-0.** Absent: 1.

XVI. **Adjournment:**

- Motion by** Mary Lou Foster to adjourn the meeting at 10:49 a.m., **second by** Carol Athan. **Motion carried, 6-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary