

**MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
WEDNESDAY, OCTOBER 17, 2012**

PRESENT: William Houston, Chairperson; Mary Lou Foster, Secretary; Carol Athan, Trustee; Judith Roth, Trustee; Bert LaFleche, County Commissioner

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

- I. **Call to Order:** The meeting was called to order at 1:00 p.m. by Chairperson William Houston at the MCCOA office.
- II. **Roll Call:** Present: Mary Lou Foster, Carol Athan, Judith Roth, Bert LaFleche 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 Mary Lou Foster.
- V. **Agenda: Motion by William Houston** to approve agenda, **Motion passed 5-0.**
- VI. **Secretary's Report:**
 - A. **Minutes:** **Motion** to approve the Regular Minutes of 09/19/12 by Mary Lou Foster; **second** by Carol Athan; **Roll call:** Yes: Athan, LaFleche, Foster, Houston, Roth. **Motion passed 5-0.**
- VII. **Correspondence:**
 - A. NEMSCA 2011 annual report received.
 - B. Anna received a training offer in Gaylord; Inspired Governments for all Nonprofit Leadership Board Members next Tuesday 23, 2012, from 8:30 to 11:30. There is a \$10 registration fee. RSVP needed by tomorrow. Anna would like to attend if schedule allows.
 - C. Anna handed out the draft of the fiscal assessment that was conducted. No findings or citations; there were a couple of minor recommendations on things to change. Kurt Reppuhn and Jeff Weiland from NEMSCA conducted the assessment. MCCOA was commended for our payroll processing and personnel records.
 - D. Letter from Judith Roth informing of temporary address change in December.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that a large grant has been awarded for the evidence based classes. There is an upcoming training for the Personal Action Towards Health Class, Diabetes Self-Management, and Chronic Pain. MICafe training is scheduled for October 18 to assist seniors in the food stamp application process.
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Accounts Payable:** Accounts payables were presented for September 26 for \$3309.71 and for October 10 at \$13842.55 for a total of \$17,152.26. **Motion** by Mary Lou Foster to approve accounts payable as stated; **second** by Judith Roth; **Roll call:** Yes: Athan, LaFleche, Foster, Houston, Roth. **Motion passed 5-0 as amended.**
 - B. **Payroll, Mileage & Liability Report:** Reviewed by Anna Rogers and the board.

- C. Bank Balances: Anna reported that the balance is slightly lower than anticipated. She believes there should be a double payment this month from NEMCSA.

XI. **Committee and Staff Reports:**

A. Food Service, Client Intake and Financial Reports:

Discussion centered on the congregate and home delivered meal program with note that insufficient donations and NEMSCA funds are received to cover our costs, therefore requiring the food programs to be supplemented by mileage.

B. Senior Center Reports:

1. **Atlanta Senior Center:** William Houston reports that the employee bathroom is painted and new tile to be installed on Friday with cabinets to be finished. LED lights will be installed to save \$1000 per year with a 2.6 year payback with material cost at \$3400 and installation costs to be determined. TEFAP will be on November 7th and the hunter's turkey dinner is set for November 17th at a cost of \$8 for adults and \$4 for children.
2. **Hillman Senior Center:** Judith Roth reported that they continue to work on the By-Laws. The pancake breakfasts are scheduled for the 3rd Sunday of each month from 9-12:30 at a cost of \$6 for adults, children 6-12 at \$3 and five and under free.
3. **Lewiston 50 Plus Club:** Carol Athan asked if grants are available to pay for the LED lights and if there is a possibility of getting a lift for the needy families of the area? Lewiston would like a list of the homebound to send cards and check on people and Anna will check on but does not believe this would be possible due to the confidentiality issue. Carol noted that the MCCOA website needs to be updated with the monthly menu's, a trunk and treat at Ace Hardware on Halloween night is planned for candy distribution. The Chamber office will be open all day for the Son-Drift Rally with coffee and cookies available until 7:00 p.m.

Anna requested that each senior center approach the volunteers in regards to the meal program at the centers about tracking their time. A binder with sign in sheets was distributed to each center for that purpose. She requests that they sign in, date, note the time in and out and what they did so that we can track for "in-kind contribution" purposes. Only approved volunteers should be serving in this capacity.

C. Executive Director Report:

1. Mobile Food Pantry: October 4th had a good turnout with 309 people helped. Large quantities of fresh vegetables were distributed to the centers and the Caring Place.
2. MIPPA: We have been notified that additional funding will be received for the 2011-2012 fiscal year with the amount to be determined.
3. MDCH Home Help Agency Application: A letter of interest has been submitted to MDCH advising of our availability to provide home help services to their clients. This would allow us to assist another group of seniors through additional funding sources, in turn increasing our revenue.
4. Flu Shots for Staff: The MCCOA Nurse is working to obtain a physician's order to receive the vaccine and administer to staff.
5. CPR Classes: Due to increased cost for the training, the decision was made to have our Nurse become a certified training and conduct the training in-house for a significant cost savings.
6. Food Bank Ornament Sale Fund Raiser: Will distribute the ornaments 25 in a pack and are a \$1 each will be distributed through December. Packets will be going out to each of the businesses that participated last year asking them to sell them or make a donation. Last year \$777 was raised and the money stays in our community.

7. Anna gave a reminder about going to a conference.

XII. **Old Business:**

A. None

XIII. **New Business:**

A. **New Hires, Termination, Change of Status:**

1. Renee Soik, In-Home Provider, \$8.00/hour effective 10/01/12.
2. Ashley Mills, In-Home Provider, \$8.00/hour effective 09/25/12.
3. Ashley Mills, In-Home Provider, resignation effective 10/09/12.
4. Tabitha VanSickle, In-Home Coordinator, termination effective 10/05/12.
5. Melissa DuBois, In-Home Provider, transition from part-time to full time status effective 10/15/12.

Motion made by Judith Roth to accept changes as stated, **second** by Carol Athan. **Roll call:** Yes: Athan, LaFleche, Foster, Houston, Roth. **Motion passed 5-0.**

Analysis was conducted by Evelyn White on client needs and number of MCCOA caregivers with recommendation two additional part time providers, one each for Atlanta/Lewiston and Atlanta/Hillman area to cover the immediate needs.

B. **Credit Union Ballot:** **Motion** made Judith Roth to vote yes on conversion, **second** by Judith Roth; **Roll call:** Athan, LaFleche, Foster, Houston, Roth. **Motion passed 5-0.**

C. **NEMSCA Advisory Council:** **Motion** by Bert LaFleche to accept resignation of Mary Lou Foster, **second** Carol Athan, **Motion Passed 5-0.** **Motion** made by Mary Lou Foster to recommend Carol Athen as her replacement, **second** by Bert LaFleche. **Motion passed 5-0.**

XIV. **Closed Session (Employee Issue):** Regular meeting adjourned at 2:03 p.m. upon **Motion** by Mary Lou Foster to go into closed session, **second** by Carol Athen. **Motion passed 5-0.** Closed session convened at 2:05 p.m. and regular meeting reconvened at 2:10 p.m.

XV. **Adjournment.** Regular meeting adjourned at 2:18 p.m. by **Motion** of Mary Lou Foster, **second** by Bert LaFleche. **Motion carried 5-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary