

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR NOVEMBER 16, 2012

PRESENT: William Houston, Chairperson; Mary Lou Foster, Trustee (via telephone); Darlene Fisher, Treasurer; Carol Athan, Vice-Chairperson; Judith Roth, Trustee; Bert LaFleche County Commissioner

GUESTS: Anna Rogers, Executive Director; Kelly Robinette

- I. **Call to Order:** The meeting was called to order at 9:01 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 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:** Anna Rogers requested addition of purchasing products policy under XIII-E. **Motion** by Darlene Fisher, **second** by Judith Roth to approve the agenda with one addition as presented. **Motion passed 6-0.**
- VI. **Secretary's Report**
 - A. **Minutes:** **Motion** to approve the Regular Minutes of 10/17/12 with the correction to the Credit Union Ballot motion by Darlene Fisher; **second** by Judith Roth. **Motion passed 6-0.**
 - B. **Closed Session Minutes:** **Motion** to approve the Closed Session Minutes of 10/17/12 by Carol Athan; **second** by Bert LaFleche **Motion passed 6-0.**
- VII. **Correspondence**
 - A. Anna informed the board of a very generous memorial donation that was received from a former client's family in the amount of \$1000.00, to be used at our discretion.
- VIII. **NEMCSA Representative:** (Kelly Robinette) The proposed Nutrition Standard revisions were discussed. Kelly noted that a plan is in place and posted for complaints at the centers and office with a suggestion that this be provided to the HDM clients. Kelly also requested that the plan provide more details. Kelly reinforced that meal attendees are not to take food home at this time but with the changes it would be allowed. A sign must be posted at each site with guidelines. A full set of standards is available for viewing.
- IX. **Public Comment:** None.
- X. **Financial Reports**
 - A. **Accounts Payable:** Accounts payables were presented for October 23 at \$1,312.27, for October 30 at \$21,79.13 and November 16 at \$12, 346.45 for a total of \$15,837.85. **Motion** by Carol Athan to approve accounts payable as stated; **second** by Judith Roth. **Motion passed 6-0.**
 - B. **Payroll, Mileage & Liability Report:** Reviewed by Anna Rogers and the board.

- C. Bank Balances & Payroll Summary: Anna reported that the waiver checks were coming in to cover the amounts of the additional new hires. Our waiver reimbursement has doubled from \$5500 per month this last month to over \$12,000 due to waiver client services. Anna cautioned the board on these funds, waiver checks fluctuate due to client demand. The payables for this month were more due to the purchase of the double convection oven at the Hillman Center.

XI. **Committee and Staff Reports**

A. Food Service, Client Intake and Financial Reports:

1. Add/drop report: Report provides an overview of the number of clients served. Comparisons for October 2011 to October 2012 reflect a change of 140 to 181 clients. Quarterly reports will commence again through the newspaper to get information out.
2. Monthly funds: This report shows how our monthly funds are allocated with the increased clients. Our costs are up and we are using up the monies from NEMSCA much quicker than anticipated. Homemaking is at 47% of budgeted monthly units from NEMSCA; HDM and Congregate/Respite have also increased. The Board was encouraged to communicate the importance of donations and millage funds support to help provide services.
3. Units of Service Breakdown: A statistical report was reviewed reflecting increases in respite at 95.85%, HDM at 20%, homemaking at 43.33%, personal care at 52.27%. Congregate meals are down 1.98% and may be attributed to the time of year. We will continue to monitor.
4. Current Budget/Past Budget: Anna stated that we will continue to watch closely, this is a good tool to provide previous year comparisons. Revenues for waiver clients for 2011/2012 were at \$8,000 monthly, for 2012/2013 it is \$15,000.
5. Assessment/Reassessment: There were 19 reassessments due in October, 13 in November, and 2 in December and of those, 22 reassessments were conducted in October. Note was made that there are no reassessments overdue. Nurse Kent completed 16 new client assessments and we are at 100%.
6. Food Reconciliation Report: This provides information on the individual centers level of financial donations. Anna noted that the numbers are slightly skewed based on the “waiver” clients that are at each center and the level of purchasing. The board was encouraged to educate participants on the importance of donations to support our food programs.
7. Service Statement: This is for informational purposes only and reflects service statements mailed and funds received reflective of an overall 23.71% return rate. The report is for HDM’s and In-Home Services.
8. Annual Audit: Our audit was conducted on November 13 by Dan Smith and his associate Cathy with OCCOA staff on-site to answer questions. The preliminary report was good and did not reflect any critical issues. A Letter of Agreement for services and standard assurance letter was presented at that time. **Motion** by Bert LaFleche to approve the contract with Dan Smith and Assurance document, **seconded** by Judith Roth. **Motion passed 6-0.**

B. Senior Center Reports:

1. Atlanta Senior Center: William Houston reports that the hunter’s dinner (turkey) will be November 17 from 4-8 p.m. and a raffle held and items for sale. They anticipate 150 people including carry outs. Cost is \$8 adults, \$4 children under 10 years of age.
2. Hillman Senior Center: Judith Roth reports Hillman is also having a hunter’s dinner (pork) and cost is \$8.00 per person and \$6.00 for children 6-12. The time is 4-8 p.m. and a Chinese raffle held. The pancake breakfast for November 18 has been canceled.

Anna received a phone call from President Bowerman inquiring into a time change during the winter months from 5:00 to 4:30 p.m. A request in writing to the Board for consideration should be made and as of this date has not been received. Anna queried the Board on this

topic with general consensus being that a time change may confuse clients. Another option would be to change the serving time to a lunch rather than dinner service on a trial basis.

3. Lewiston 50 Plus Club: Carol Athan reported that the installation of an ADA compliant door at the front entrance. A trunk and treat was held for Halloween with the Center at Ace Hardware with over 500 kids. The center is working with Kent Baylog for the Sno Drift Rally and the center will be open all day with coffee and cookies served. New lights are being installed in the kitchen with note made that Linn Energy not having set meeting dates.

C. Executive Director Report:

1. December 19 Board Meeting: The Board was polled on cancellation of the December 19 meeting. **Motion** by Judith Roth to cancel the December meeting due to the holiday season, **second** by Darlene Fisher. **Motion passed 6-0.**
2. MDSA Public Policy Committee Report: At the recent fall conference that I attended, our policy committee presented a summary of information directly impacting COA's. Of particular interest is item #1, Personal Property Tax. They are predicting that this issue will not proceed forward.
3. Hillman Convection Oven: The oven has been installed at the center. The freight carrier dropped the oven at the wrong door at the center creating an issue with moving inside. Doug Morrison was contacted and assisted in moving it inside. Hardies Electric has completed the hook-up and disposed of the old oven. The purchase was funded 100% by millage funds.
4. ServSafe Certification: Debbie Reno, cook aide for the Hillman Center, has successfully completed her training. The certification is valid until 10/01/17.
5. Proposed Revision of Nutrition Standards (VII): Covered under NEMCSA report.
6. Kinship/Grandparent Program: We are participating in this new program that offers assistance to grandparents raising their grandchildren. Information was distributed to the three schools, Probate Court and newspaper. Seven applications and funds have been approved in the amount of \$900.00. There remains \$1,125.00 available.
7. Holiday Schedules: The Personnel Policy reflects paid holidays for full-time staff for Thanksgiving and Christmas Day and unpaid holidays for the day after Thanksgiving and Christmas Eve. The office, congregate and home delivered meals will be cancelled those days but In-Home services will be provided. A notice has been placed in the newspaper.
8. Purchasing Products Policy: Anna requested that the Board approved the previously rescinded policy allowing Senior Centers, Board Members and employee to purchase products from the Food Bank. Revisions include limit of one unit of purchase and prepayment of items. **Motion** by Darlene Fisher to discuss the policy **seconded** by Bert LaFleche. **Motion passed 6-0.**
9. Proposed 2013 Calendar: The consensus for the MCCOA meeting will be the 3rd Wednesday of the month at 1 p.m. at the MCCOA office. A calendar will be provided to the board for final approval.
10. Atlanta Board Representative: We are still seeking an Atlanta Board Representative.

11. Web Site: The web site has been updated by Alpine Computer. Menus are available on-line and on line reservations will be available by January 1st.

12. Ornament Sales: Will be on-going through the end of December.

XII. **Old Business**

A. None

XIII. **New Business**

A. Staff Changes:

1. New Hires:

- a. Sherri Sikora, In-Home Provider, \$8.00/hour effective 11/01/12.
- b. Karen Balcom, Secretary/Receptionist, \$8.50/hour effective 11/05/12.
- c. Toni Donbrock, In-Home Provider, \$8.00/hour effective 11/01/12.

2. Termination:

- a. Gina Clozza, In-Home Provider, effective 10/25/12.
- b. Sherri Sikora, In-Home Provider, effective 11/10/12.

3. Change of Status: Patti Smith, wage increase from \$8.00 to \$8.50 effective 10/27/12.

Motion by Judith Roth to accept all staff changes as stated, **second** by Carol Athan.

Motion passed 6-0.

B. Snowplowing Bid: One bid was received by K-N-K Excavating, current provider. The bid is at the same price as last year. **Motion by Bert LaFleche** to accept the bid with K-N-K Excavating, **second by Judith Roth. Motion passed 6-0.**

C. Tax Collection Agreement: Discussion on the annual agreement between MCCOA and the Montmorency County Commissioners. The agreement must be approved by the Commissioners. **Motion** by Mary Lou Foster to authorize Chairperson William Houston to execute the Tax Collection Agreement, **second** by Carol Athan. **Motion passed 6-0.**

D. Driving for Agency Business/Volunteer Transportation Policy: **Motion** by Judith Roth, **second** by Bert LaFleche to approve the Driving for Agency Business/Volunteer Transportation Policy as amended. **Motion passed 6-0.**

XV. **Adjournment**. Regular meeting adjourned at 10.43 a.m. by **Motion** of Mary Lou Foster, **second** by Judith Roth. **Motion carried 6-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary