

**MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
SPECIAL MEETING OF FRIDAY, OCTOBER 24, 2014**

PRESENT: William Houston, Chairperson; Corky Proulx, Treasurer; Betty Clark, Trustee; Carol Athan, Vice-Chairperson; Judith Roth, Trustee; Bert LaFleche, Montmorency County Commissioner

GUESTS: Anna Rogers, Executive Director

- I. **Call to Order:** The meeting was called to order at 1:00 p.m. by Chairperson William Houston at the Montmorency County Commission on Aging office. Purpose of the meeting was: Minutes and correspondence, Lewiston Center, Employee issues, Revised evaluations and job descriptions, Accounts Payable, Closed Session: Attorney/Client communications.
- II. **Roll Call/Agenda:** William Houston, Corky Proulx, Betty Clark, Carol Athan, Judith Roth Bert LaFleche present, quorum established. Pledge of Allegiance recited, Mission Statement read. Agenda was presented and approved, 6-0.
- III. **Minutes:** The minutes of 09/18/14 were presented and approved upon **motion of** Carol Athan, **second by** Judith Roth. **Motion carried, 6-0.** Board provided with copy of article appearing in the Prime Time News profiling MCCOA and Kathi Schook was announced as the first recipient of the Employee of the Month Award for October 2014.
- IV. **Lewiston 50+ Club Communications:** Several communiques were received from President Milbocker that was subsequently withdrawn.
- V. **Employment Actions:** The following items were presented:
 - A. **Medical Leave:** A medical leave request for Evelyn White for the period beginning October 16, 2014 was presented to the Board. **Motion by** Corky Proulx, **second by** Judith Roth to approve the Medical Leave request for Evelyn White until she provides a medical release to return to work. **Motion carried, 6-0.**
 - B. **Change of status:** Melissa DuBois, In Home Provider—Wage Schedule Increase retroactive to 08/22/14; Julie Mowery, HDM Driver—Wage Schedule Increase retroactive to 08/19/14; Evelyn White, In Home Coordinator—Wage Schedule Increase retroactive to 07/02/14.
 - C. **New Hires:** Stephanie Goodman, In Home Provider, part-time effective 09/25/14; Ma Laddelle Stricklin, CNA-In Home Provider, full-time effective 09/23/14; Maryse Stewart, In Home Provider, part-time effective 10/27/14 and Volunteer Sue Weaver effective 10/02/14. **Motion by** Carol Athan, **second by** Betty Clark to approve the above stated employment/volunteer actions. **Roll call: Proulx-yes; Clark-yes; Roth-yes; LaFleche-yes; Athan-yes; Houston-yes. Motion carried, 6-0.**

- VI. **Revised Evaluations and Job Descriptions:** Executive Director presented the Board with updated evaluations and job descriptions for all positions except for the Executive Director for consideration. **Motion by** Betty Clark, **second by** Carol Athan to approve the revisions to the evaluations and job descriptions as presented. **Motion carried, 6-0.**
- VII. **Accounts Payable:** For the period of 09/23/14 to 10/21/14 Accounts Payable in the amount of \$18,686.31. **Motion by** Bert LaFleche, **second by** Carol Athan to approve the Accounts Payable in the amount of \$18,686.31. **Roll call: Proulx-yes; Clark-yes; Roth-yes; LaFleche-yes; Athan-yes; Houston-yes. Motion carried, 6-0.**
- VIII. **Executive Director Report:**
1. **Meals on Wheels Grant:** Anna requested permission to apply for grant funds through the National Association for Meals on Wheels. If awarded, funds would be used for meal transport systems and equipment. **Motion by** Corky Proulx, **second by** Carol Athan to apply for grant funds through NANASP. **Motion carried, 6-0.**
 2. **Maintenance:** A local handyman has been engaged to provide some limited to work around the office before the winter months.
 3. **Shed and Shredding:** The shed is almost complete with the review of old documents, etc. and to date there are over 50 boxes to be shredded that comply with our retention schedule. An outside firm, Shred It, has been contracted with for this on-site service.
 4. **Reports:** The monthly reports were distributed to the Board for review.
- IX. **Closed Session, Attorney/Client Communications:** **Motion by** Carol Athan, **second by** Betty Clark to go into closed session for the purpose of attorney/client communications at 2:05 p.m. **Roll call: Proulx-yes; Clark-yes; Roth-yes; LaFleche-yes; Athan-yes; Houston-yes. Motion carried, 6-0.**
- X. **Open Session:** Meeting out of session at 2:39 p.m. and open session reconvened at 2:40 p.m. **upon motion of** Carol Athan, **second by** Betty Clark. **Roll call: Proulx-yes; Clark-yes; Roth-yes; LaFleche-yes; Athan-yes; Houston-yes. Motion carried, 6-0.**
- XI. **Adjournment:** Meeting adjourned at 2:44 p.m. upon **motion of** Corky Proulx, **second by** Carol Athan. **Motion carried, 6-0.**

Minutes compiled by,

Anna M. Rogers
Executive Director