

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES OF JANUARY 17, 2012
ATLANTA SENIOR CENTER

PRESENT: Mark Huston, Chairperson; William Houston, Vice-Chairperson; Mary Lou Foster via phone, Secretary; Darlene Fisher, Treasurer; Sharon Dice, Trustee; Albert LaFleche, Montmorency County Commissioner

GUESTS: Anna Rogers, Executive Director; Marvin McLaren, Hillman Senior Center President; Betty Clark and Dan Smith, CPA

- I. **Call to Order:** The meeting was called to order at 9:05 a.m. by Chairperson Mark Huston.
- II. **Roll Call:** Present: Darlene Fisher, Mary Lou Foster via phone, Albert LaFleche, Mark Huston, William Houston and Sharon Dice. Quorum established.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mark Huston.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by William Houston.
- V. **Agenda: Motion** to approve agenda with additional items: XIV.A. Keep the Wheels Program; Closed Minutes of December 14, 2011; by Darlene Fisher, **second** by Sharon Dice. **Motion passed by 6-0.**
- VI. **Secretary's Report: Motion** made to approve the regular minutes of December 14, 2011 by Mary Lou Foster, **second** by Albert LaFleche. **Motion passed by 6-0.** **Motion** made to approve the closed minutes from November 17, 2011 and December 14, 2011 Albert LaFleche, **second** by Sharon Dice. **Motion passed by 6-0.**
- VII. **Correspondence:** NEMCSA Newsletters and the Northeast Michigan Community Needs Assessment 2008 Executive Summary were distributed. Computer Internet Survey that was completed December 2011 has been sent in and we have not received the results at this time.
- VIII. **NEMCSA Representative:** Representative was not present due to weather.
- IX. **Public Comment:** There is no public comment.
- X. **2010/2011 Financial Audit Presentation by Dan Smith, CPA:** Auditor's Opinion: No significant edits, adjustments, or difficulties reported. Dan commented on Segregation of Duties and Reporting Financial Data which are common risks with this size of organization. Dan is recommending the following: (1) Remind employees/volunteers of the cash control policies annually. (2) Monitor the segregation of duties. (3) Schedule a meeting on internal controls with Dan facilitating with 1-2 Board Members, Management, Executive Director and Accounting Team.

Dan advised the Board that the Auditor's responsibility is to primarily place an opinion on the audited financial statements. Dan would indicate any significant estimates or accounting adjustments or difficulties that he encountered through the process and he was happy to report that there were none this past year.

Dan also reviewed the following reports: Statement of Financial Position, Revenues and Expenditures, and Statement of Cash Flow. In summary, Dan would like say that this past year was a challenge with staff and board transitions and he would like to applaud the board for making the tough choices to put

MCCOA in a positive position to move forward. **Motion** made by Albert LaFleche to accept the 2010/2011 Audit Report from Dan Smith; the verbal report by all board members and the written report by members in physical attendance, **second** by Darlene Fisher. **Roll Call Vote:** Darlene Fisher-yes, Sharon Dice-yes, Mary Lou Foster (verbal report only)-yes, Albert LaFleche-yes, Mark Huston-yes, William Houston-yes. **Motion passed 6-0.** (Mr. Smith exited the meeting).

XI. Financial Report

- A. **Payroll, Mileage & Liability Reports:** The payroll, mileage, and liability reports were reviewed by Anna Rogers with the Board, no action required.
- B. **Accounts Payable:** A **motion** was made by Mary Lou Foster to approve the Accounts Payable for \$18,745.84, **second** by Darlene Fisher. **Roll Call Vote:** Darlene Fisher-yes, Sharon Dice-yes, Mary Lou Foster-yes, Albert LaFleche-yes, Mark Huston-yes, William Houston-yes. **Motion passed 6-0.**

XII. Committee and Staff Reports:

- A. **Millage Committee Proposed Renewal Language:** A summary of the Millage Committee was presented by Bill Houston. Review made of millage options, combining millages, timing, language (new or renewal). Any costs associated with the millage must be paid through donations or the creation of a Campaign Fund. Statistical information was distributed to the board for review. The Executive Director stated that the language has been approved by our attorney and is on the Montmorency County Board of Commissioner's Agenda for January 25. **Motion** made to adopt this millage language and authorize the Executive Director to present to the County Board of Commissioners by William Houston, **second** by Sharon Dice. **Roll Call Vote:** Darlene Fisher-yes, Sharon Dice-yes, Mary Lou Foster-yes, Albert LaFleche-yes, Mark Huston-yes, William Houston-yes. **Motion passed 6-0.**
- B. **Code of Ethics and Non-Competitive Private Duty Policies:** **Motion** made to adopt the Code of Ethics and Non-Competitive Private Duty Services Policy with addition of signature and date line was made by Albert LaFleche, **second** by Darlene Fisher. **Motion passed 6-0.**
- C. **Food Service, Client Intake and Financial Reports:** Congregate and Home Delivered Meal Reports; MCCOA Client Information Form; Volunteer Hours Report; Service Report to the Community; Budget Year-to-Date Totals Report; and Current Budget Reports were all reviewed with the Board by Anna Rogers.
- D. **Executive Director Report:**
1. **Ornament Program Communities Against Hunger:** The amount of funds raised was \$770 in donations for MCCOA. The money will be sent to our food bank and we in turn will receive a credit toward future purchases.
 2. **NEMCSA General and In-Home Assessments:** Rescheduled from January 19 to February 9, 2012. This is an intense assessment that occurs on an annual basis.
 3. **ServSafe Certified:** After training and exam, the Head Cooks and Cook Aides for the three centers, in addition to the Executive Director, have obtained ServSafe Certification.
 4. **Food Establishment and Inspection Report:** The Hillman Center inspection took place on December 19 and two minor citations were noted. One was corrected immediately, and the other has been resolved. During Atlanta Center's inspection, last week, there were no citations.

5. Alexander Business Machines Invoice: In the accounts payable there was an invoice for approximately \$497 pertaining to the old copier. Per our agreement we were allowed up to 10,000 copies on an annual basis or we would have to pay a per copy overage. Once we renewed they sent us an invoice for \$497.52 stating that we used 16,584 copies since July 13. According to our records, this cannot be correct. Director recommending that we do not pay this bill.
6. Unemployment Administrative Hearing: Two hearings previously conducted with former employees in front of administrative law; Judge found in favor of MCCOA. A third request by a former employee was scheduled for January 12. The Director requested transfer from Lansing to Traverse City with the Judge who heard the former two cases. The Judge granted the transfer and we are awaiting a new date.
7. Dovico Time-keeping Software: Finishing staff training; we are hoping to get this operational by the end of the month, strictly for the in-home providers.
8. PNC Bank Account: A cashier's check was deposited into PNC for the payroll taxes that come out electronically. A non-sufficient fund notice was received and an assessment of \$36.00 levied. After investigation it was determined that PNC placed a 24-hr hold on the cashier's check. PNC was contacted and refunded the fee but MCCOA was advised that for future reference, a cashier's check would be placed on a 24-hour hold. The Executive Director would like to recommend that we close the PNC accounts in Atlanta and Lewiston and transition those depository accounts to the Community Financial Accounts in both Lewiston and Atlanta where we have an account. Mark stated that he believed that this is common procedure with banks now. Therefore, the Executive Director said that she will withdraw the recommendation at this time; we will have to be more proactive to ensure that the funds are available at the time needed.
9. Internet: Hillman Senior Center requested that their portion of Internet service, which is approximately \$26.87, be postponed for collection until January 2013. The request was made due the purchase of the water softener system at \$2,500.00 which was a former piece of equipment owned by MCCOA that we decided not to replace. **Motion** was made to begin invoicing for Hillman's portion of the Internet service in January 2013 by Mary Lou Foster, **second** by Darlene Fisher. **Roll Call Vote**: Darlene Fisher-yes, Sharon Dice-yes, Mary Lou Foster-yes, Mark Huston-yes, William Houston-yes. **Motion passed 5-0.**
10. Special Events: Received very positive feedback from all three centers on the Christmas Gathering. Sent thank you cards out to all three Santa's and the Big Rock Church Choir. Food Sampling was held at all three centers with good participation: Atlanta 42, Hillman 54, and Lewiston 42. Very positive event; hope to make this an annual event.
11. My Choice Building/Training/Quality Project: The Executive Director and In-Home Coordinator attended a half-day training to learn about a pilot program which is federally funded for developing core competencies for in-home staff training. This is a long-term project.
12. Job Descriptions and Evaluations: **Motion** was made to table the Job Descriptions and Evaluations until the regular February meeting by Mary Lou Foster, **second** Sharon Dice. **Motion passed 5-0.**

13. Potential Hillman Board Representative: A potential Hillman Board Representative has been referred to the Hillman Center Board for review and recommendation. If recommended, we will be bringing that person in for interviewing and then referred to Montmorency County Board of Commissioners for appointment.

14. Presque Isle County COA Director: Katie Kuznicki sent e-mail out to donate computers; we now have two Hewlett Packard computers, monitors, keyboards, and towers. They are operational, waiting to be transported and set up at the Atlanta Center. A thank you letter was sent, NEMCSA was notified of the transfer and the computers are now on our inventory list.

Member Albert LaFleche exited the meeting at 10:00 a.m.

XIII. Old Business:

- A. **NEMCSA Board Representative**: We are currently looking for a representative from Montmorency County under Region 9 for the AAA Advisory Council.

IX. New Business:

- A. **Keep the Wheels Rolling**: This program is to raise donations to support the Meals on Wheels Program. Last year MCCOA participated and raised over \$1,200.00. The Executive Director will begin shortly, with note that delay was to allow the Communities Against Hunger Program to end.

XX. Regular meeting adjourned at 10:40 a.m. to go into closed session by **motion** of Sharon Dice, **second** by Darlene Fisher. **Motion carried 5-0.**

XXI. Closed session: For purposes of worker's compensation, attorney communication and Executive Director evaluation. **Motion** made to convene at 10:42 a.m. by William Houston, **second** by Sharon Dice. **Motion carried 5-0.** Meeting adjourned at 12:00 noon.

XXII. Regular meeting reconvened at 12:02 p.m. Recap of the above listed items and the Board stated their appreciation for the Executive Director's services and look forward to their continued working relationship. **Motion by** Mary Lou Foster that the Executive Director's receive a salary increase effective January 11, 2012, **second** by Sharon Dice. **Motion passes by a vote of 5-0.** **Motion by** Mary Lou Foster, **second** by Bill Houston that employment continue long-term. **Motion passes by a vote of 5-0.**

- A. **Take Out Meals from Centers**: The Hillman Senior President asked for clarification as to whether congregate meal attendees can take meals home for another individual with Executive Director stating that this is not allowed and she will address at each center.
- B. **HDM Cancellation**: Due to the weather, the Lewiston home delivered meals were cancelled on January 13 and the HDM's for Hillman will probably be closed today, January 17 due to early school closure.

Meeting adjourned at 12:15 p.m. by **motion** of Sharon Dice, **second** by Mary Lou Foster. **Motion carried 5-0.**

Minutes transcribed by,

Therese Comfort

Acting Recording Secretary