

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES OF THURSDAY, FEBRUARY 16, 2012**  
**HILLMAN SENIOR CENTER**

**PRESENT:** Mark Huston, Chairperson; William Houston, Vice-Chairperson; Darlene Fisher, Treasurer; and Sharon Dice, Trustee.

**ABSENT:** Albert LaFleche, Montmorency County Commissioner; and Mary Lou Foster, Secretary

**GUESTS:** Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Carly Lixey, NEMCSA; Marvin McLaren, Hillman Senior Center President; Yvonne Swager, Montmorency County Tribune; Betty Clark and Judith Roth.

- I. **Call to Order:** The meeting was called to order at 9:01 a.m. by Chairperson Mark Huston.
- II. **Roll Call:** Present: Sharon Dice, Darlene Fisher, Mark Huston and William Houston. 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 the amendment of the order by William Houston as follows: Item VIII will now be VII--NEMCSA Representative and Item IX will now be VIII-- Public Comment. **Second** by Sharon Dice, **motion passed by 4-0.**
- VI. **Secretary's Report: Motion** to approve the regular minutes and closed minutes of January 17, 2012 by William Houston **second** by Sharon Dice. **Motion passed by 4-0.**
- VII. **NEMCSA Representative (Kelly Robinette):** NEMCSA will be hosting a series of trainings: Diabetes Self-Management on March 8 through April 12 from 9:00-11:30 a.m. at the Thunder Bay Health Center, Diabetes Leader Training on March 6 and 7 and March 13 and 14 at BJ's in Gaylord, Leader Training for Personal Action Toward Health on March 19 and 20 and 26 and 27 in West Branch. Pain Management Training will be scheduled sometime in June.

Carly Lixey is the housing coordinator with NEMCSA and she furnished Nursing Facility Transition Program brochures and gave a brief overview of the program.

Member William Houston requested clarification on the take-out food issue with Kelly responding that due to potential food borne illnesses we should discourage people from taking food out but we cannot physically restrain them from doing so.

To implement a takeout food program there are guidelines in place that MCCOA must follow. These include separate purchasing, tracking, monitoring of products and staffing for the program if utilizing NEMCSA funds. If we did not use NEMCSA funds, we would need to find a separate funding source to do so. It would be difficult to utilize millage funds due to the restrictions of "senior services" only. Anna Rogers stated that she felt development of this program would not be a good use of funds and would create additional strain on staffing.

Kelly further noted that if a person has a spouse who regularly attends the meals and is unable to attend due to illness, a takeout meal may be arranged for up to three days, but it cannot be the hot meal that is being served. The meal must be a frozen, shelf-stable or sack lunch. Requirements include: Reservation in advance, the suggested donation encouraged and the meal must be kept refrigerated until the person leaves. After three days the person needs to be evaluated for home-delivered meals.

**VIII. Public Comment:** Marv McLaren made a comment that in the past, if meal attendees brought in their own container, they could take their leftovers home. Kelly stated that the transmittal reads that congregate meal participants may not take out any portion of their congregate meal except, packaged, foods in its own skin, cookies, brownies, bars and other items listed on the transmittal. Donated items that will go to waste if they are not used can be taken in their own containers by attendees if the head cooks offer.

Kelly further qualified the option of a second meal and stated that the second meal is not a requirement, but an option that COAs may provide. If a COA chose this program, participants wishing to receive a second meal must request in advance, information and sign-up sheet should be given to participants in advance of the program along with new participants. To qualify, older adults must eat a hot meal at the site; the second meal will be given when they leave. If there is a delay in exiting the building, their name should be placed on the second meal and properly stored until they exit. Second meals may consist of a frozen entrée, shelf-stable entrée or a sack meal at low risk of developing food-bourn illness. Based on this information, again the Executive Director is not recommending development of this program.

**IX. Correspondence:** Anna distributed the NEMCSA Newsletters, Communities Against Hunger Campaign thank you letters from Senator Moolenaar and the Food Bank of Eastern Michigan, information on the Older Michigianian Day and proposed legislation, flyer on the free Income Tax preparation through NEMCSA in Atlanta and Lewiston (AARP is providing this service free in Hillman at the library), the REVEL Study addressing Alzheimer's disease through U of M who are looking for individuals to participate in the study, and Senate Bills 461, 454, and 466 on elder abuse. May is Senior Citizens Month and Anna will begin preparing for the event. **Motion** was made to approve supporting the campaign on Senate Bill 461, 454, and 466, **second** by Sharon Dice. **Motion passed 4-0.**

**X. Financial Reports:**

**A. Payroll, Mileage & Liability Reports:** The payroll, mileage, and liability reports were reviewed by Anna Rogers and the Board, no action required.

**B. Accounts Payable:** A **motion** was made by Darlene to approve the Accounts Payables for January 31, 2012 in the amount \$81.09 and February 16, 2012 in the amount of \$11,425.99 for a total of \$11,507.08, **second** by Sharon Dice. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Mark Huston-yes, William Houston-yes. **Motion passed 4-0.**

**XI. Committee and Staff Reports:**

**A. Policy Committee, Personnel Policy Revisions:** The proposed Personnel Policy was given to the board members for review and editing. **Motion** made by Darlene Fisher to authorize the Executive Director to have our attorney review the proposed Personnel Policy prior to adoption, **second** by William Houston. **Motion passed 4-0.**

**B. Finance Committee, Financial Policy Revisions:** William Houston reported that the committee met on February 6 to review the current Financial Policies and Procedures. The Executive Director stated that adoption of this document will put MCCOA in compliance with the Fiscal

Assessment. **Motion** made by William Houston to accept the revised Financial Policies and Procedures, **second** by Sharon Dice. **Motion passed 4-0.**

- C. **Food Service, Client Intake and Financial Reports:** The Executive Director reviewed the reports with the board and indicated that we are currently seeing more new clients.
- D. **Executive Director (Anna Rogers):**
1. **General and In-home Assessment with NEMCSA:** Assessment was held on February 9 and it went very well, no citations were noted. Reviewed last year's report and all of the citations from that time have been corrected. No written final report at this time.
  2. **Unemployment Hearing:** The hearing is scheduled for February 23, 2012. The person involved has retained legal counsel, and the Executive Director requesting authorization to retain legal counsel to represent MCCOA. **Motion** made by William Houston to seek legal counsel for the Unemployment Administrative Hearing of February 23, 2012, **second** by Darlene Fisher. **Motion passed 4-0.**
  3. **Senate Bill 34, Personal Property Tax:** The Governor's proposal to eliminate the personal property tax exemption without replacement funding was discussed once more. The Michigan Director's for Services of the Aging have drafted a Resolution in opposition and distributed to the press and publications. Anna has provided the Resolution to the Tribune for publication.
  4. **Updated Organizational Chart:** In the Board Member's packet.
  5. **Code of Ethics:** Need signed copies from Board Members.
  6. **Keep the Wheels Rolling Program:** Sent out 70 letters to local businesses in Montmorency County to participate and 25 letters for donations. At this date, we have received \$350.00 in donations, distributed 11 packets of the plates for sale, and 26 canisters are in local businesses. This program will run through March 2012.
  7. **Senior Center Representatives:** Would like to propose that future agendas include a report from the Senior Center Representatives to provide information to the Board for two-way communication. It could be placed under Committee Reports. **Motion** made by William Houston that the MCCOA Board will provide an opportunity for each of the representatives from each center to speak in regards to activities in their centers, **second** by Sharon Dice. **Motion passed 4-0.**
  8. **Steam Cleaning Cost Sharing with the Atlanta Senior Center:** We are still awaiting the \$125.00 reimbursement for the steam cleaning conducted in November 2011. The Executive Committee meets on February 21 to discuss once more.
  9. **Atlanta Center Internet:** Internet has been installed but is not operational due to incompatibility of the old computers and computer location in the building. Referred to the Technology Committee.
  10. **Gordon Food Show:** The Executive Director, Tammy Oberski and Pam Kott will be attending on March 21. This was also offered to the third head cook, who declined. The only expense is the cost of shared mileage and one meal per attendee.
  11. **Lift Van:** The Executive Director was approached by a NEMCSA representative with a request to purchase a Lift Van to transport seniors within Montmorency County. The Executive Director's concern is the cost of the van, maintenance, insurance, fuel, and driver. She is asking direction from the Board before looking into funding. The Board agreed with the Director not to pursue this at this time.
  12. **Inventories:** Inventory (items owned by MCCOA at each center) has been completed for all three centers by the Head Cook, Senior Center President and Executive Director. The AAA Inventory and office inventory was recently completed to put us in compliance. During the

inventories we found items that need to be disposed of. These include: dishwasher motor, washer and dryer purchased in 1980 at the Hillman Center that are not operational. The Konica copier and stand at the Atlanta do not function and Anna requests approval by the Board to seek permission from NEMCSA to dispose of due to NEMCSA funds used in the initial purchase. **Motion** made by William Houston to dispose of the Konica copier and stand at the Atlanta Senior Center with the provision that if the stand can be utilized in the center that it remains. In addition, authorization to dispose of the dishwasher pump, washer and dryer at the Hillman Center. **Second** by Sharon Dice. **Motion passed 4-0.**

13. 2012 Montmorency County Business Directory: MCCOA is participating for the first time in this directory which is distributed all over the county including local business and the area Chamber of Commerce's on an on-going basis. The purchase price was \$160 for the half-page colored advertisement in addition to a business card sized advertisement contained within the directory. MCCOA also put a brief notice in the Montmorency County Tribune that we have medical equipment on loan for people that have a need at no charge or donation based.
14. Accounts Payable: The Executive Director enclosed the membership applications to join the Atlanta, Hillman and Lewiston Chamber of Commences. She feels very strongly that we should support our local chambers and this provides us with another avenue to inform the community of our services. The Board authorized as part of the Accounts Payable listed above.
15. NEMCSA Congregate and Home Delivered Meal Assessments: The annual NEMCSA Congregate and Home Delivered Meal Assessment is being conducted as a self-assessment this year and must be completed by April 23, 2012.
16. Regional Advisory Council Member: MCCOA is still seeking to replace Grace Halberg on the Regional Advisory Council due to her resignation. The Executive Director is seeking clarification to determine if a Board Member can serve or if it must be a community member.

## **XII. Old Business:**

- A. Revised Job Descriptions and Evaluations: Anna Rogers presented the Board with the revised job descriptions and evaluations for consideration. **Motion** made by William Houston to adopt the Job Descriptions and Performance Evaluations as presented, **second** by Sharon Dice. **Motion passed 4-0.**

## **XIII. New Business:**

- A. MCCOA Board Member, Hillman, Judith Roth: Anna Rogers introduced and recommended Judith Roth to the Board as the next MCCOA Board Member after approval of the Hillman Senior Center Board. William Houston, Darlene Fisher and Anna Rogers interviewed Judith on February 6 and pre-screening criteria has been met. The term is through August 31, 2014. **Motion** made by William Houston that the Board recommend to the Montmorency County Board of Commissioners appointment of Judith Roth as the Hillman Senior Center Representative, **second** by Darlene Fisher. **Motion passed 4-0.**
- B. Employee Resignation and Evaluations: Resignations were received from the Cook Aide in Atlanta effective February 23 and the Home-Delivered Meal Driver in Lewiston effective February 28. We have posted internally and will be advertising the positions. The Executive Director is reassessing the positions to determine how many hours and different ways for cost saving. **Motion** made by William Houston to accept the resignations of the Cook Aide in Atlanta and Home-Delivered Meal Driver in Lewiston, **second** by Sharon Dice. **Motion passed 4-0.**

Two employee evaluations were conducted; the employees are doing an exceptional job. The Executive Director would like to recommend a 5% increase for those two employees. **Motion** made by William Houston for the increase of 5% due to the very satisfactory and positive

performance evaluations for those two employees, **second** by Sharon Dice. **Roll Call Vote:** Sharon Dice-yes, Darlene Fisher-yes, Mark Huston-yes, William Houston-yes. **Motion passed 4-0.**

- C. **Community Foundation of NE MI Tobacco Grant Application:** The Executive Director has applied for this grant requesting \$2,500.00 to provide respite care for COPD clients of MCCOA. MCCOA currently has 17 clients who have COPD or other respiratory issues that are oxygen dependent, 24 hours a day, seven days a week. This request is to offer respite for the care givers. We are awaiting the results.
- D. **NEMCSA General and In-Home Services Assessment:** The final report is pending.

IX. **Regular meeting** adjourned at 10:14 a.m.by **motion** of William Houston, **second** by Sharon Dice. **Motion carried 4-0.**

Minutes transcribed by,

Therese Comfort  
Acting Recording Secretary