

MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
THURSDAY, JANUARY 16, 2014

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

ABSENT: Judith Roth, Secretary

GUESTS: Anna Rogers, Executive Director; Dan Smith, CPA

- I. **Call to Order:** The meeting was called to order at 9:00 a.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Carol Athan, Bert LaFleche, Corky Proulx, Betty Clark, Theron Williams 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:** Agenda revisions: Move the closed session to the end of the agenda and insert Dan Smith's audit when he arrives. **Motion by** Betty Clark to approve the revised agenda: **second by** Bert LaFleche. **Motion passed, 6-0.**
- VI. **Secretary's Report:** **Motion by** Corky Proulx to approve the minutes of 11/21/13; **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Betty Clark-yes, Bert LaFleche-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion carried, 6-0.** **Motion by** Carol Athan to approve the minutes of the 12/10/13 special meeting, **second by** Bert LaFleche. **Motion carried, 6-0.**
- VIII. **Correspondence:** The correspondence was discussed. Bert LaFleche was reappointed as MCCOA representative for the Montmorency County Board of Commissioners.
- IX. **NEMCSA Representative:** Kelly Robinette was not present.
- X. **Public Comment:** None.
- XI. **2012/2013 Audit:** Dan Smith, CPA, reported on the audit for 2012/2013. Mr. Smith left at 9:35 a.m. Auditor's Opinion: The financial statements are fairly stated in all material respects. Dan commented on Segregation of Duties and Reporting Financial Data which are common risks with this size organization. A formal review of internal controls was completed with several changes adopted and documented in the Financial Policies and Procedures manual dated February 16, 2012 with note to the Board this be conducted every two years.

Dan also reviewed the following reports: Statement of Financial Position, Revenues and Expenditures, and Statement of Cash Flow.

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. **A clean opinion was offered.**

Motion by Corky Proulx, **second** by Betty Clark to accept Dan Smith's financial audit ending September 30, 2013. **Motion passed 6-0.**

XII. **Financial Reports:**

A. Bank Balances & Accounts Payable: Accounts payables were presented for 11/18/13 to 1/15/13 at \$57,267.38. **Motion by** Bert LaFleche to approve financial report and accounts payable in the amount of \$57,267.38; **second by** Corky Proulx. **Roll Call Vote:** Carol Athan-yes, Betty Clark-yes, Bert LaFleche-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion carried, 6-0.**

B. Payroll, Mileage & Liability Report: Reviewed by Anna Rogers and the board.

XIII. **New Business:**

A. Employment Changes:

1. New Hire:

a. Patricia Peterson, Volunteer, effective 01/16/14.

2. Change of Status:

a. Audrey Kinney, In-Home Provider, 5% increase effective 12/30/13, per Wage Schedule.

b. Amanda Haeger, In-Home Provider, part time to full time status effective 01/22/14.

3. Termination:

a. Jennifer Kenyon, In-Home Provider/HDM Driver, effective 01/07/14.

b. Kevin Thompson, Backup Cook-aide/HDM driver, effective 12/30/13.

Motion by Carol Athan to accept the employment actions and to use percentage rather than dollar figures in the minutes, **second by** Betty Clark. **Roll Call:** Carol Athan-yes, Betty Clark-yes, Bert LaFleche-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion carried, 6-0.**

B. 2011/2012 Waiver Assessment: Anna Rogers gave the official report from the program. **Motion by** Bert LaFleche to accept the 2011/2012 Waiver Assessment that was presented and reviewed, **second by** Carol Athan. **Roll Call:** Carol Athan-yes, Betty Clark-yes, Bert LaFleche-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion carried, 6-0.**

C. Updated Personnel Policy, General Polices: Anna Rogers discussed the updated personnel policy. **Motion by** Corky Proulx to accept the proposed revisions to the personnel policy, medication procedure, and record retention policies, **second by** Carol Athan. **Roll Call:** Carol Athan-yes, Betty Clark-yes, Bert LaFleche-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion carried, 6-0.**

D. 2014 Unemployment Rates: Anna Rogers discussed the new 2014 Unemployment Rates. They have decreased by 4.71% since 2011.

XIV. **Committee and Staff Reports:**

- A. **Food Service, Client Intake and Financial Reports:** All reports were reviewed with the Board. **Motion by** Carol Athan to review all clients for homemaking needs and services; changes to be made by the director, **second by** Corky Proulx. **Motion carried, 6-0.**
- B. **Senior Center Reports:**
1. **Lewiston Senior Center:** Carol Athan reported that they are still looking for a president. The attendance is down due to the weather. Two members spoke with Carol on the recent changes to the HDM delivery schedule.
 2. **Hillman Senior Center:** Bert LaFleche said he had no complaints on the meals. The Hillman Senior Center has obtained new insurance resulting in a \$1500 annual savings.
 3. **Atlanta Senior Center:** Bill Houston reported that they are working on the Sno Drift preparations.
- C. **Executive Director Reports:**
1. **Workers Comp Claim:** The employee has returned from medical leave effective December 30 with some weight restrictions.
 2. **Fire/EMS Charity Donation:** A donation of approximately \$1000 in food items for distribution to the senior citizens of the community was received. There were 20 containers of food that MCCOA distributed to those in need from these donations in addition to four more from a local family. A letter of thanks was sent to the Fire/EMS Charity and the family.
 3. **Budget Monitoring:** Anna Rogers continues to monitor the budget for cost savings with recommendation that the cook-aides for each center be capped at 20 hours per week. **Motion by** Betty Clark to cap the cook aides per center at 20 hours per week, **second by** Theron Williams. **Roll Call Vote:** Carol Athan-yes, Betty Clark-yes, Bert LaFleche-yes, Corky Proulx-yes, Theron Williams-yes, William Houston-yes. **Motion carried, 6-0.**
 4. **Linn Energy Donation:** A donation of \$2000.00 was received from Linn Energy for the Home Delivered Meals Program. Linn Energy has been very generous to MCCOA and the Lewiston 50 plus Club by paying for their Internet service. **Motion by** Bert LaFleche to send a letter of thanks to Linn Energy for their generous donation towards the food program, **second by** Betty Clark. **Motion carried, 6-0.**
 5. **Communities First Grant:** PIE&G has awarded \$4500.00 for the Senior Box Program. This will allow us to purchase 24 Senior Boxes, eight each for Atlanta, Hillman and Lewiston. The recent donation from Linn Energy for \$2000.00 will assist in covering the transportation cost for the program.
 6. **File Cabinets:** Four file cabinets were received free of charge from the Michigan Works office in Alpena with transfer by the Montmorency County maintenance department. Anna is recommending that the files that cannot be utilized by the office or center offices be offered to the senior centers free of charge. Those remaining would be sold. **Motion by** Corky Proulx to offer the obsolete file cabinets and table to the senior centers free of charge and to sell the remaining ones, **second by** Carol Athan. **Motion carried, 6-0.**
 7. **Ornament Program:** Have received \$876.00 to date, a 1/3 decrease from 2012.
- D. **NEMCSA Report:** Carol Athan reported on the meetings in Alpena with no meeting held in December. They are working on by-laws, discussion of the proposed no fault insurance changes and seniors opting out that could have a negative impact. The Ombudsman Program continues to assist families and residents of nursing homes but is severely understaffed. A new rating system is being set for the waiver programs based on age and level of disability.

XIII. **Old Business:**

A. **Senior of the Month Nominations:** Nominations were requested for February recipients. For February 2014 Grace Halberg was selected for Lewiston. **Motion by** Betty Clark to nominate Grace Halberg as Senior of the month for February, **second by** Bert LaFleche. **Motion carried, 6-0.**

XV. **Adjournment:** **Motion by** Corky Proulx to adjourn the regular meeting at 11:20 a.m., **second by** Carol Athan. **Motion carried, 6-0.** **Motion by** Theron Williams to go into closed session for attorney/client communication and contract negotiations at 11:22 a.m., **second by** Bert LaFleche. **Motion carried, 6-0.** **Motion by** Carol Athan, **second by** Betty Clark to come out of closed session and reconvene regular meeting at 11:55 a.m. **Motion carried, 6-0.**

Montmorency County and MCCOA Agreement: **Motion by** Betty Clark, **second by** Carol Athan that return correspondence be directed to the Montmorency County Board of Commissioners with replacement language as recommended by legal counsel for 2015 and authorization for Chair William Houston to sign the revised agreement. **Motion carried, 6-0.**

Meeting adjourned at 11:56 a.m. upon **motion of** Corky Proulx, **second by** Carol Athan. **Motion carried, 6-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary