

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR JULY 22, 2014

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

ABSENT: Judith Roth, Secretary; Corky Proulx, Treasurer

GUESTS: Anna Rogers, Executive Director

- 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, Betty Clark, Bert LaFleche, 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:** **Motion by** Bert LaFleche to approve the agenda with addition of court case review under old business, **second by** Theron Williams. **Motion passed, 5-0.**
- VI. **Secretary's Report:** **Motion by** Carol Athan to approve the regular minutes of 05/15/14; **second by** Betty Clark. **Motion passed, 5-0.** **Motion by** Theron Williams to approve the special minutes of 06/06/14; **second by** Carol Athan. **Motion passed, 5-0.**
- VII. **Correspondence:** The correspondence was discussed.
- VIII. **NEMCSA Representative:** Kelly Robinette was not present.
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Bank Balance Summary and Accounts Payable:** The bank balance summary was reviewed by the Board. Accounts payable were presented for consideration for the period of 05/16 – 07/22/14. **Motion by** Bert LaFleche to approve Accounts Payable in the amount of \$44,983.74; **second by** Theron Williams. **Roll Call Vote:** Carol Athan-yes; Betty Clark-yes, Bert LaFleche-yes, Theron Williams-yes, William Houston-yes. **Motion passed 5-0.**
 - B. **Payroll, Mileage, Liability Report:** Reviewed by Anna Rogers and the board.

XI. **New Business:**

A. **Employment Changes:**

- a. **Lori Anderson, In-Home Provider:** Hired on 07/02/14, wage schedule new hire, part-time.
- b. **Robin Hatley, In-Home Provider:** Hired 05/20/14, wage schedule new hire, part-time.
- c. **Phyllis Whitaker, HDM Driver:** Hired 07/07/14, wage schedule new hire, part-time.
- d. **Frank Reno, Jr:** Volunteer effective 07/22/14.
- e. **Julie Jones:** Current in-home provider, added contingent cook aide effective 06/02/14.
- f. **Cathy Wylin:** Current in home provider/cook aide (full-time), reduced to cook-aid only, effective 08/29/14, part time.
- g. **Diann Fazekas, Cook-aide:** Terminated 06/06/14.
- h. **Chelsea King, HDM Driver:** Resigned 07/10/14.

Motion by Betty Clark to approve the employment actions **second by Carol Athan. Motion passed 5-0.**

- B. **Senior of the Month:** Sue Weaver from Atlanta is nominated for senior of the month for July. **Motion by Carol Athan to nominate Sue Weaver as senior of the month for July, **second by Theron Williams. Motion passed 5-0.**** The next recipient will be September from the Hillman area.
- C. **Financial, In-Home and General Assessments, 2013/2014:** Scheduled for July 23 with the three separate assessments combined into one day by NEMCSA.
- D. **Hillman Member at Large:** Judith Roth's term expires on 08/31/14 and has submitted a name for consideration. The board discussed the appointment and clarification that this is not a Senior Center recommendation but a member at large appointment by the MCCOA Board. **Motion by Betty Clark to reappoint Judith Roth until a replacement can be found, **second by Carol Athan, Motion passed 5-0.****
- E. **NEMCSA Equipment Inventory:** We have received the Annual Equipment Inventory request from NEMCSA for updating with Anna in the process of review and submission.

XII. **Committee and Staff Reports:**

- A. **Food Service, Client Intake and Financial Reports:** All reports were reviewed with the Board.
- B. **Senior Center Reports:**
 1. **Atlanta Senior Center:** William Houston reported on the generator raffle and fair booth.
 2. **Hillman Senior Center:** Theron Williams reported on the July 26 Euchre Tournament, Labor Day yard sale, high electric bill concerns. Anna reported that communication from Trustee Nancy Tarr was reviewed with Judith Roth and Bill Houston and a meeting will be scheduled to review the lists of concerns by Ms. Tarr.
 3. **Lewiston Senior Center:** Carol Athan reported the drinking fountain has been repaired, the Lions home tour is this weekend, membership drive is beginning and the center will request card players and exercise participants to donate money for the use of the hall. Anna reported that a lengthy meeting between President Mary Milbocher and her recently transpired with many items discussed and addressed. It was a beneficial, educational opportunity to share information with Mary on MCCOA programs and guidelines.

C. Executive Director Reports:

1. Annual Nutrition Assessment: Anna Rogers reported that she is still awaiting the results from Kelly Robinette and Laurie Sauer contesting the assessment.
2. Community Needs Assessment: This survey was conducted in June with a response time of June 17. To date we have received two responses.
3. Diabetes PATH Classes: The class began on July 21 and ends on August 25. Employees Cathy Wylin and Julie Jones will lead the class in Atlanta on a donation basis to participate.
4. Creating Confident Caregiver Classes: Anna requested access to surplus funds from NEMCSA to host this new program. We have partnered with OCCOA for the class that will begin on August 12 and end on September 16. This six week class will be held in Lewiston by donation.
5. Living Trust Presentation: The State Bar of Michigan has offered to host an educational session with volunteer attorney's entitled "A Living Trust Education Initiative: Who should You Trust. Avoiding Estate Planning Mistakes." We are confirmed for three, simultaneous presentations at each of the three centers on August 6 at 3:30 p.m. for a 45 minute presentation.
6. 2015 NEMCSA Annual REP: The RFP's were submitted for the 2015 Contracts for: Title IIID Evidence Based Disease Prevention, Title III E National Family Caregiver Support Program, The Merit Award, and Title VII/Elder Abuse Prevention. We are awaiting action by the committee.
7. Community Picnic: Anna presented the final financial report for the picnic with a projected loss of \$35.00. She is recommending that further events be postponed for the time being with the board in support of that recommendation.
8. Ice Machine in Hillman: The ice machine in Hillman will need to be replaced. Anna has obtained quotes from several companies and will present to the Finance Committee immediately following this meeting. Anna Rogers requested the board to approve the purchase of a new ice machine and the disposal of the old one based on Finance Committee recommendations. **Motion by Bert LaFleche** to purchase a new ice machine and request disposal of the old one from NEMCSA, as presented by the Finance Committee, **second by Betty Clark. Roll Call Vote:** Carol Athan-yes, Betty Clark-yes, Bert LaFleche-yes, Theron Williams-yes, William Houston-yes. **Motion passed 5-0.**
9. 2014/2015 Budget: Anna Rogers is working on the upcoming budget with OCCOA and will be meeting shortly with the Finance Committee. A special meeting will need to be called to adopt the new budget within the required timeframe.
10. Donation: An Atlanta couple donated \$250 to the M.O.W. program.
11. Storage Shed: The storage shed has been relocated and rebuilt due to safety issues. A handyman was contracted to reconstruct the floor, provide bracing and install shelving. KNK Excavating donated their time and equipment to pick up and move the shed to the new location. Kevin Carigon donated the use of his trailer to secure items from the shed and Evelyn White coordinated the project. The costs of the repairs were \$600.

D. NEMCSA Report: Carol Athan reported discussions on the 2014/2015 Request for Proposals and will be discussing on July 28, 2014. There was no meeting in July.

E. Millage Committee, 07/01/14: Minutes from the meeting were presented and Anna discussed activities that are occurring in preparation to the August 5 Primary.

XIII. **Old Business:**

A. **Lawsuit:** A status conference was held on July 14 with the Courts granting a 60 day extension to complete discovery and allow for either counsel to amend complaints. It is anticipated that this will not be heard until after the first of the year. The Executive Director was instructed by the Board to contact our attorney's regarding the case.

XIV. **Adjournment: Motion by** Carol Athan to adjourn the meeting at 10:47 a.m., **second by** Betty Clark. **Motion passed 5-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary