

MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
THURSDAY, AUGUST 15, 2013

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Mary Lou Foster, Trustee; Bert LaFleche, County Commissioner; Judith Roth, Secretary; Corky Proulx, Trustee

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, Mary Lou Foster, Bert LaFleche, Judith Roth, Corky Proulx 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:** Add: Credit Union Bank Accounts; Move item XVI closed session on the agenda between Items V and VI. **Motion by** Mary Lou Foster to approve the agenda with revisions, **second by** Carol Athan. **Motion passed 6-0.**
- VI. **Closed Meeting:** Board went into closed session at 9:06 a.m. for the purpose of attorney communications.
- VII. **Reconvene Regular Meeting:** Meeting reconvened at 9:19 a.m.
- VIII. **Secretary's Report:**
 - A. **Minutes:** **Motion by** Mary Lou Foster to approve the minutes of July 8, 2013 as presented, **second by** Carol Athan. **Motion passed 6-0.**
- IX. **Correspondence:**
 - A. **Hillman Senior Center:** Request by the Hillman Senior Center to cancel meals on November 13 for a fundraising event, allow Jenny Jacks to cook. **Motion by** Corky Proulx to approve cancellation of congregate meals on November 13, allow Jenny Jacks to cook the dinner and notify NEMSCA; **second by** Judith Roth. **Motion passed 6-0.**
 - B. **Thunder Bay Community Health Center:** TBCHC has submitted an application for funding and has requested support from MCCOA. **Motion by** Bert LaFleche, **second by** Carol Athan to provide a letter of support to TBCHC. **Motion passed 6-0.** Bert LaFleche exited the meeting at 9:27 a.m.
- X. **NEMCSA Representative:** Kelly Robinette was not in attendance today.
- XI. **Public Comment:** None.

XII. **Financial Reports:**

- A. Bank Balances & Accounts Payable: Accounts payables were presented for July 17, 2013 to August 15, 2013 for a total of \$20,135.88. **Motion by** Mary Lou Foster to approve financial report and accounts payable in the amount of \$20,135.88; **second by** Corky Proulx. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster -yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
- B. Payroll, Mileage & Liability Report: Reviewed by Anna Rogers and the board.

XIII. **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 they are still seeking a secretary, raffle sales for the generator are going well, hosting a fair booth, continued maintenance issues, low turnout for turkey day due to the fair.
 2. Hillman Senior Center: Judith Roth reported that a garage sale is scheduled for August 31, the special Sunday Dinner broke an attendance record at 111, Hillman Senior Board meets this afternoon, a quilt raffle (donated by Marjean LaFleche) is underway at cost of \$2 each or three for \$5, on-going bake sales.
 3. Lewiston Senior Center: Carol Athan reported that President Skip Seaquin has resigned and that Grace Halberg will be acting president until a new one is found, looking for a MCCOA representative to replace Mary Lou Foster, air conditioning problems have been resolved, hosted a pancake breakfast with 70 people in attendance during Timberfest.
- C. Executive Director Reports:
1. Senior of the Month: Anna Rogers would like to implement a new program beginning in September to recognize an exemplary senior that has contributed to MCCOA, the senior center and/or community. The board would nominate recipients with their reason behind the nomination, a secret ballot would then be cast and the person with the most votes would be that month's honoree.
 2. Meal Punch Cards: Anna Rogers is working on a punch card system for congregate meal attendees. Concept would be pre-purchase of eight meals at a cost of \$24.00.
 3. MDSA Fall Conference: The Michigan Directors for Services to the Aging fall conference is scheduled this year for October 16-18, 2013 in Grand Haven with Anna attending.
 4. Staff Dementia Training: This training will be offered in Gaylord on August 28 free of charge.
 5. Keep the Wheels Rolling: This year's donations were \$1,799.81. In 2012 we raised \$1,687.65.
 6. Food Establishment Inspection: Hillman's inspection was conducted on August 6, 2013 with no findings. Congratulations extended.
 7. MMAA Awards: Region 9 received the Team of the Year award. Barb Whalen was recognized for providing the most MMAA volunteer hours in the state. Karen Balcom (MMAA counselor trainee) and Barb Whalen will be conducting open enrollment in the next several months.
 8. Workers Compensation Audit: The annual audit was conducted on August 9 via telephone with Luann Russell of Chlystek and White Services.
 9. Year End Inventory: Anna is working with each of the three centers to conduct the food inventory for our records. We will not be required to submit the report to NEMCSA as in years past due to food purchases being funded with millage dollars.
 10. September 19 Board Meeting: Judith Roth would like to meet at 1:00 p.m. rather than 9:00 a.m. on September 19 due to a conflict with her schedule. It was decided to leave it at the regular time due to conflicts with everyone else's schedule.

11. Elder Abuse, Neglect & Financial Exploitation Prevention Conference: This event will be held on September 25 at the Free Methodist Church in Hillman. MCCOA will be a vendor and guest speaker for the event. Maureen Kent, RN and Evelyn White, In-Home Coordinator will be representing MCCOA that day due to Anna's MDSA conference.
 12. AFLAC: The open enrollment period has begun and an informational meeting has been scheduled with Cheryl Stiff on August 23rd at 8 a.m. in the office.
 13. Emergency Shelf-Stable Meals: Some of the funds raised through the Ornament Sales and Keep the Wheels Rolling have allowed us to purchase food products for our homebound clients to be delivered later this month. Food has been ordered and will be delivered August 19, 2013.
 14. Holiday Food Baskets: Anna has made a recommendation to provide a food basket to qualified seniors for Thanksgiving rather than the Mobile Food Pantry. **Motion by** Mary Lou Foster to give food baskets for Thanksgiving to clients as opposed to another mobile food pantry; **second by** Judith Roth. **Motion passed 5-0.**
 15. Old Records and Files: Evelyn White and Anna Rogers have been working in the "shed" reviewing old records, reorganizing and determining which items can be destroyed per the Record Retention Schedule. A mobile shredding company has been contacted to destroy these documents. Mary Lou Foster recommended that the shredding be put on hold at this time.
 16. Equipment Disposal: Desk from Lewiston Center, non-functioning air conditioner, HP Off ice Jet Pro 8500 MCCOA #0118, Metal Printer Cabinet #0088. **Motion by** Mary Lou Foster to make arrangements to dispose of the equipment by the appropriate method recommend by OSA, NEMSCA and MCCOA; **second by** Carol Athan. **Motion passed 5-0.**
 17. Hospice Representative: A representative came in and met with Anna Rogers, Maureen Kent and Evelyn White. Continued requests are received by various hospice agencies to provide assistance. Due to current policy, MCCOA is restricted from duplication of services in the home but possibility of a "fee for service" is being investigated further.
- D. NEMCSA Report: Carol Athan reported on the meeting.
 - E. Millage Committee: To be held immediately following board meeting.
 - F. Food Committee: To be held immediately following board meeting.
 - G. Finance Committee: The Finance Committee will be recommending approval of the 2013/2014 budget later in the agenda. Current projections for the 2012/2013 budget indicate that the rather than a \$36,327.00 deficit, \$4,950.00 will be added to the fund balance for a total positive impact to the bottom line at \$41,277.00. Anna Rogers, Natalie Chicks and OCCOA were thanked for their vigilance in monitoring and adhering to the budget.

XIV. New Business:

- A. NEMCSA Notification of Awards: The awards were discussed with the board. The one-year award received was for Personal Action Toward Health--\$1,035; Diabetes Personal Action Toward Health--\$729; Matter of Balance--\$1,485, Health Resource Center--\$2,000, Kinship--\$1,125, and Respite--\$500. The three-year award was granted for Homemaker, Personal Care, Respite, Congregate Meals, and Home Delivered Meals at \$116,166 per year. **Motion by** Mary Lou Foster to accept the award of grants as presented; **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
- B. Employment Changes:
 1. Change of Status:
 - a. Julie Jones, In Home Provider, \$0.25 increase effective 07/29/13.
 - b. Karen Balcom, MMAP counselor and receptionist, increase hours from 35 to 40 per week effective 08/12/13.
 2. Termination:
 - a. Ed Humphrey, Home Delivered Meal driver in Atlanta effective 08/12/13.

3. New Hire:

a. Julie Mowery, Home Delivered Meal driver, \$8.00 per hour, effective 08/19/13.

Motion by Corky Proulx to approve the staff changes, **second by** Mary Lou Foster. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**

- C. MMAP Resolution: **Motion by** Judith Roth to propose Resolution #13-01 in recognition of Barbara Whalen providing the most MMAP volunteer hours in the state of Michigan, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.** (Resolution attached).
- D. 2013/2014 Budget: William Houston on behalf of the Finance Committee reviewed the budget with the board. **Motion by** Carol Athan to approve the 2013/2014 MCCOA balanced budget of \$595,063.00, **second by** Judith Roth. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
- E. Recognition of Outgoing Board Members: William Houston presented a plaque to Mary Lou Foster for her years of service and dedication to MCCOA.
- F. Bank Accounts: **Motion by** Mary Lou Foster to approve the change of signature authorization to add Corleen Proulx and remove Darlene Fisher effective September 1, 2013 from the Community Financial Credit Union and Alpena Alcona Area Credit Union, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**

XV. Old Business:

- A. Financial Assessment of 07/09/13: The assessment covered the period of 10/01/12 through 09/30/13 and encompassed ten standards; organizational structure, organizational activities, budget, financial management systems, cash receipts program income/match, fiscal control, meals, payroll activity, bank accounts, and procurement/property management. **All areas passed 100% compliant, no findings cited.** **Motion by** Mary Lou Foster to accept the Financial Assessment Report, **second by** Judith Roth. **Roll Call Vote:** Carol Athan-yes, Mary Lou Foster-yes, Judith Roth-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 5-0.**
- B. OCCOA Contributions: **Motion by** Mary Lou Foster to send letter of appreciation and recognition to the Otsego County Commission on Aging, **second by** Corky Proulx. **Motion passed 5-0.**

- XIV. Adjournment: **Motion by** Carol Athan to adjourn the meeting at 10:25 a.m., **second by** Mary Lou Foster. **Motion passed 5-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary

Resolution Number 13-01

**BOARD RESOLUTION OF MONTMORENCY COUNTY COMMISSION ON AGING
RECOGNIZING BARBARA WHALEN, MEDICARE/MEDICAID ASSISTANCE PROGRAM
COORDINATOR'S CONTRIBUTIONS**

DULY PASSED ON AUGUST 15, 2013

WHEREAS, Montmorency County Commission on Aging (MCCOA) is a 501(c) 3 Corporation and its own entity;

IT IS RESOLVED, that the Montmorency County Commission on Aging wish to acknowledge and thank Barbara Whalen, of Montmorency County, as the recipient of the Most Medicare/Medicaid Assistance Program Volunteer Hours within Region 9 within the State of Michigan;

WE, the undersigned, hereby certify that the Board of Directors of the Montmorency County Commission on Aging is comprised of seven (7) members, of who four (4) constitute a quorum. Seven (7) members were present at a meeting duly and regularly called, noticed, convened and held this 15th day of August, 2013. We certify that the foregoing Resolution was duly adopted at said meeting by the affirmed Roll Call vote of seven (7) members and opposed by zero (0) members. This Resolution shall be duly recorded in the Minute Book and is in full force and effect.

William Houston, III, Chairperson

Judith Roth, Secretary

Darlene Fisher, Treasurer

Carol Athan, Vice-Chairperson

Mary Lou Foster, Trustee

Corleen Proulx, Trustee

Albert LaFleche, Montmorency Co. Commissioner