

**MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
THURSDAY, SEPTEMBER 19, 2013**

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Bert LaFleche, County Commissioner; Corky Proulx, Trustee

GUESTS: Anna Rogers, Executive Director; Kelly Robinette, NEMSCA; Theron Williams

- I. **Call to Order:** The meeting was called to order at 9:01 a.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Carol Athan, Bert LaFleche, 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:** Addition to the agenda included Closed Meeting, re: Attorney Communications.
- VI. **Secretary's Report:** **Motion by** Bert LaFleche to approve the minutes of August 15, 2013 as presented, **second by** Carol Athan. **Motion passed 6-0.** **Motion by** Carol Athan to approve the Closed session minutes of August 15, 2013 as presented, **second by** Bert LaFleche. **Motion carried, 4-0.**
- VII. **Correspondence:** To be discussed during meeting.
- VIII. **NEMCSA Representative:** Kelly Robinette discussed the new nutritional standards that will be distributed by the OSA for 2013/2014. These standards will be implanted in 2014/2015 and will be based on the RDA (recommended daily allowance). New cycle management menus will need to be created to meet the standards.
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Bank Balances & Accounts Payable:** Accounts payables were presented for August 15, 2013 to September 17, 2013 at \$22,976.07. **Motion by** Bert LaFleche to approve financial report and accounts payable in the amount of \$22,976.07; **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**
 - B. **Payroll, Mileage & Liability Report:** Reviewed by Anna Rogers and the board.
- XI. **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: Corky Proulx attending the North Star Non Profit Board Member Workshop in Traverse City. Bill Houston reported that Hazel Roberts is the new Secretary and a Trustee is being sought. On-going discussions on the monitor, raffle sales are good; the Executive Board meets on September 24 with a presentation from Hospice Advantage. PIE&G has advised that future electric bills will be reduced \$40 each month due to the LED light installation. Maintenance issues are new ceiling tile and light reflectors for the kitchen, bids for floor refinishing, exterior building power washing and circuit breaker issues.
2. Hillman Senior Center: Bert LaFleche said everything is going good, no problems. They did well on the garage sale and made over \$900. Bert will check on the LED monthly bill reduction.
3. Lewiston Senior Center: Carol Athan reported Lewiston's birthday dinner was last September 11, a one-year contract with IGS Energy for gas was signed, bids are being accepted for snow plowing, Betty Clark is being recommended for the MCCOA Lewiston member-at-large position and the center is participating in the Trunk or Treat campaign again this year.

C. Executive Director Reports:

1. Dovico Software/Training: At this time all MCCOA employees are using the Dovico on-line timekeeping program. Additional user licenses were purchased to allow for the Food Service Department employees to use the program at a cost of \$144.00.
2. Light of Hope: Anna Rogers met with Kristopher Toy of the Light of Hope agency in Alpena, affiliated with NEMCMH. This program assists in employment or volunteer placement of individuals with mental disabilities. The program is at not cost of MCCOA, and allows for additional staffing and provides training to individuals in need.
3. Grant Monitors: The TV/monitors have been installed in each center with scrolling information.
4. Medicare Open Enrollment: During the months of September through December we will be hosting informational meetings and open enrollment dates to qualified individuals. Karen Balcom and Barbara Whalen will be at each center as MCCOA representatives. Karen Balcom has been designated as the MMAP site Coordinator and will be taking all incoming phone calls and referring them to the appropriate MMAP counselor.
5. Food Establishment Inspection: Atlanta's inspection was conducted on August 27, 2013 with no findings. Congratulations extended.
6. Hospice of Michigan Meeting: There was a meeting between the Regional Director and representative to discuss a working relationship that would allow MCCOA to provide services to those in need, while maintaining NEMCSA policy and capturing fee-for-service dollars. This is a new pilot program that we are working to develop. As part of that process the new policy, "Providing Services to Hospice Clients" will require approval.
7. Resource Room Additional Funding: Grant 2012/2013 contains \$1000.00 additional funding for resource room purchases that must be expended by September 30, 2013. The decision was made to purchase a new computer for the Resource Room office, as well as a laptop and carrying case. There remains \$271.96 to expend by September 30, 2013.
8. Internet at the Hillman Center: Anna Rogers made a recommendation to reinstate the Internet access in the resource room at the Hillman Center and absorb the cost of \$353.92 within our budget. We could utilize the \$271.96 Resource Room funding for this purpose. **Motion by** Corky Proulx to split the \$271.96 between Hillman and Atlanta for the cost of internet; **second by** Carol Athan. **Roll Call Vote**: Carol Athan-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passes 4-0.**
9. Lewiston Health Fair: Anna Rogers and Evelyn White are registered at the St. Francis of Assisi Parish on October 12 from 9-12 to represent MCCOA.
10. Elk Festival: There will be a booth set up for September 28-29 during the Elk Fest. Anna is asking the board members to assist in staffing the booth.

11. Senior Boxes: A program sponsored through the Food Bank of Eastern Michigan at a cost of \$200 per person (or \$16.67 per month) for a monthly box of food. Anna would like to identify fifteen (15) individuals, a total of 45, from Atlanta, Hillman and Lewiston to receive the boxes, at a cost of \$9000.00. Funding will be sought through the Communities First Grant (PIE&G). The cost of the delivery of the boxes would be absorbed through MCCOA by utilizing existing staff or identification of volunteers. **Motion by** Corky Proulx to pursue the senior boxes; **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**
 12. Care Management/Waiver Program: A mandatory meeting was held on September 9 and the new program criteria were distributed. The three year contracts are now being reviewed. The contracts must be returned to NEMCSA by September 27. Anna will report on later in the meeting.
 13. Senior Companion Program: At a recent luncheon honoring Senior Companions Anna met a gentleman that expressed interest in adding MCCOA clients to his list of people that he visits. Clients are being identified by those most in need to begin utilizing his services.
 14. Workers Compensation Claim: A claim has been filed due to an employee injury on September 10, 2013 at the Hillman Senior Center.
 15. Fiscal Audit, 2012/2013: Our annual fiscal audit is scheduled for October 29 with Dan Smith.
 16. Employee Assistance Program: Anna Rogers asked the board's approval to implement an employee assistance program. The program would be for voluntary payroll deductions for the purpose of offering financial assistance to employees in times of need. Bill Houston would like the program extended to offer unused employee leave on a donation basis into a pool. Employees in need would be required to submit an application. **Motion by** Carol Athan to work in setting up a voluntary payroll fund and leave bank donation program with a committee in place, **second by** Corky Proulx. **Motion passed 4-0.**
 17. Keep the Wheels Rolling Campaign: We are preparing for the upcoming 2014 campaign and have checked into the "car banks" for the fundraiser as requested. Projected costs are between \$300.00 and \$500.00 depending on the version used. Based on the cost of the project Anna Rogers does not recommend that we proceed further.
 18. Ornament Sales: Our program will begin in November to raise funds for the Meals on Wheels Program.
 19. Hunger Action Month: In recognition of September being Hunger Action Month, MCCOA will be encouraging staff to wear orange during the month and hosting of a food drive on September 26 from 11:00 a.m. – 3:00 p.m. at the three centers and office. **Motion by** Carol Athan to approve \$254.00 for the shirt purchase and support of the food drive on September 26, **second by** Bert LaFleche. **Motion passed 4-0.**
 20. Senior Project Fresh: We distributed the full 100 coupon packets this year assisting seniors in Montmorency County with fresh food purchases. Anna Rogers would like to consider increasing the number of coupons, any booklets over 100 there is a \$20.00 charge each, but funding will need to be identified.
- D. NEMCSA Report: No meeting to report on.
- E. Millage Committee: William Houston reported on the meeting. After extensive research and legal opinion, the Millage Committee is recommending that the 2014 millage language be revised to "mirror" the existing language and the term be extended from four to six years. This would allow for the two individual millages to be merged into one in 2020 for one—1/2 mill versus two—1/4 mills. By doing so this millage proposal would be considered a renewal, not a new millage request. **Motion by** Carol Athan to approve the millage language and term as presented, **second by** Corky Proulx. **Roll Call Vote:** Carol Athan- yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**

- F. Food Committee: The new placement of water pitchers in Atlanta and possible serving of lunch instead of dinner for the centers during the winter months was discussed. Anna will work on a survey for the serve time to be 1:00 rather than 4:00 for the soup and salad and meal one hour following.

XII. **New Business:**

- A. Hillman Member at Large Appointment: The Personnel Committee met with Theron Williams and conducted an interview. The Personnel Committee recommends appointment of Theron Williams as the Member at Large for Hillman for the term ending August 31, 2013. **Motion by** Bert LaFleche to accept the recommendation of the Personnel Committee to accept Theron Williams as the Member at Large for Hillman, **second by** Carol Athan. **Motion passed 4-0.** Anna will contact the Montmorency County Board of Commissioners to have placed on the September 25 agenda.
- B. Statement of the Grant Award: Anna Rogers reported on the additional funding from NEMSCA. **Motion by** Bert LaFleche to authorize Anna Rogers to sign the contract for additional funding, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**
- C. MCCOA Fall Open House: Anna Rogers would like to host a fall open house this year on Thursday, October 24th from 11:00 a.m. to 3 p.m. in the office. Cider, donuts and coffee will be served.
- D. Employment Changes:
1. New Hire:
 - a. Chelsea LaPorte: In-Home Provider, part time, \$8.50 per hour effective 09/23/13.
 2. Change of Status:
 - a. Melissa DuBois: In-Home Provider, full time, change pay rate by \$0.50 per hour effective 08/26/13 per the wage schedule within the Personnel Policy.
Motion by Corky Proulx to approve the staff changes, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**
- E. Providing Services to Hospice Clients & Reimbursement Policies: **Motion by** Bert LaFleche to approve adoption of the Providing Services to Hospice Clients policy, **second by** Corky Proulx. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**

Motion by Bert LaFleche to approve adoption of the Reimbursement Policy for Employees, Board, Volunteers, **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**

- F. Care Management/Waiver Program: Executive Director provided the Board with the proposed contract for these services through NEMCSA for 2013-2016 and requested authorization to execute the documents. **Motion by** Carol Athan to authorize Anna Rogers to execute the agreements and file with NEMCSA for care management/waiver services, **second by** Corky Proulx. **Roll Call vote:** Carol Athan-yes, Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**

XIII. **Old Business:**

- A. Senior of the Month Nominations: Carol Athan recommended Earl Oswald from Lewiston. A secret ballot was held with Earl chosen as the first recipient of the Senior of the Month award. Anna Rogers will contact Earl to congratulate him on the award and obtain information to obtain biographical information for the newspaper, etc.

- XIV. **Closed Session:** Regular meeting adjourned at 11:10 a.m. to go into closed session for attorney/client communications by **motion of** Carol Athan, **second by** Bert LaFleche. **Motion passed, 4-0.** Out of closed session at 11:17 a.m.
- XV. **Adjournment:** **Motion by** Bert LaFleche to adjourn the meeting at 11:18 a.m., **second by** Carol Athan. **Motion passed 4-0.**

Minutes transcribed by,

Karen Balcom
Acting Recording Secretary