

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR MARCH 17, 2016

PRESENT: Carol Athan, Chairperson; Judith Roth, Secretary (via telephone); Bert LaFleche, County Commissioner; William “Ed” Beswick

ABSENT: Corky Proulx, Treasurer; Betty Clark, Trustee; Elaine Ableidinger, Vice-Chairperson

GUESTS: Anna Rogers, Executive Director; Kelly Robinette, NEMCSA

- I. **Call to Order:** The meeting was called to order at 9:50 a.m. by Chairperson Carol Athan at the Montmorency County Commission on Aging office.
- II. **Roll Call:** ~~All members present,~~ 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 Ed Beswick.
- V. **Agenda:** **Motion by** Bert LaFleche to approve the agenda as presented, **second by** Ed Beswick. **Motion carried, 4-0.**
- VI. **Secretary’s Report:** **Motion by** Judith Roth to approve the minutes of 01/21/16, special minutes of 03/03/16 and closed minutes of 01/21/16 as presented, **second by** Ed Beswick. **Motion carries, 4-0.**
- VII. **Correspondence:** Correspondence was reviewed.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that the Diabetic PATH class had 13 participants and all completed the class.
- IX. **Public Comment:** No one present.
- X. **Financial Reports:**
 - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board.

- B. Payroll, Mileage, Liability Reports and Accounts Payable: Reports were reviewed with the board and accounts payable was presented for the period of January 22 through March 17, 2016 in the amount of \$30,261.95. **Motion by** Ed Beswick to approve Accounts Payable in the amount of \$30,261.95, **second by** Bert LaFleche. **Roll Call Vote**: Judith Roth-yes, Bert LaFleche-yes, Ed Beswick-yes, Carol Athan-yes. **Motion carried, 4-0.**

XI. **New Business:**

- A. Employment Changes: New Hires: Onnalee Holland, In Home Provider, 03/14/16; William Wilson, Backup HDM Driver/Cook Aide, 03/17/16. Current Employees: Kristen Coleman, In Home Provider, 02/08/16; Julie Jones, In Home Provider, 04/03/16; Rachael Sherbonda, In Home Provider, 02/08/16. Terminations: Robin Carpenter, In Home Provider, 02/05/16; Joyce Pearsall, Secretary/Scheduler, 02/01/16; Jennifer Wale, HDM Driver, 01/21/16; Mark Thomas, HDM Driver, 03/15/16. **Motion by** Bert LaFleche to approve the employment actions as stated, **second by** Judith Roth. **Motion carried, 4-0.**
- B. Job Description/Evaluation Update: Minor revisions to the HDM Driver job description and evaluation were approved upon **motion of** Judith Roth, **second by** Ed Beswick. **Motion carried, 4-0.**
- C. Drug and Alcohol Testing Policy: The current policy was rewritten and Section K of the Personnel Policy was recommended for removal that addressed this topic. **Motion by** Ed Beswick, **second by** Bert LaFleche. **Motion carried, 4-0.**
- D. Statement of Grant 2016-3: **Motion by** Bert LaFleche, **second by** Ed Beswick to authorize Anna Rogers to execute the Statement of Grant #2016-3. **Motion carried, 4-0.**
- E. Financial Software/Hardware Upgrades: We have received notice from our financial vendor, Cougar Mountain, that effective 2017 the software must be upgraded to Denali Software at an approximate cost of \$1872.00. Additional costs would be computer hardware at \$200.00. Discussion on immediate conversion or delay and include in 2016/2017 budget. **Board tabled to 2016/2017 budget.**

XII. **Old Business:**

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: Ed Beswick informed the Board that there were nine in attendance at the Alzheimers presentation held on March 9. The local highway cleanup is April 19, Secretary John Fazekas has resigned and Jean Angel appointed.

2. Hillman Senior Center: Nothing to report.
3. Lewiston Senior Center: Carol Athan reported that election of officers will be held on March 21, congregate numbers continue to decline, information shared on joint venture between Lions Club and Mackinac City Senior Center.

C. Executive Director Reports:

1. Older Michigianian Day: May 11 has been designated as Older Michigianian Day. Board members interested in attending should notify Anna as soon as possible to reserve their space on the bus.
2. Millage: A recent financial survey of 12 COA's with questions on what expenditures are included within each COA's monthly SFR (Service Financial Reports). Of the 12, Montmorency is the 5th highest at 44%, meaning that NEMCSA programs are supplemented 44% with millage funds. The direct mailer is printed and will be delivered March 22.
3. Coordinated Mobility Plan: A group was formed to study the lack of public transportation within our area and the plan is available for review. I have extracted a number of key items any have included them in the packet for your review. The document is very lengthy but if you wish to review you may access at <http://www.kfhgroup.com/michigan/region3.html> Open comments may be heard until March 18, 2016.
4. PIE&G Communities First Grant: We applied for a grant in the amount of \$9810.78 to replace aging kitchen equipment at the three centers. The committee requests a copy of our complete audit report for review. Board instructed Anna Rogers to inquire on how information would be disseminated.
5. Equipment Donation: The Roscommon C.O.A. had a reach in cooler and freezer available to any interested COA with the condition that they be responsible for transport. This week volunteers will transport the cooler to the Hillman Center and the freezer to the Atlanta Center. Our cost will be the U-Haul rental, minimal pay for the volunteers and possible electrician fees of \$200.00.
6. WIOA Program: A representative of this "school to work" training program has inquired if we would be interested in working with the program. They conduct all pre-screening; will pay the individual for 120-140 hours of time with the understanding that we would consider the individual for employment. **Motion by** Ed Beswick, **second by** Bert LaFleche to authorize Anna Rogers to enter into WIOA Agreement. **Motion carried, 4-0.**
7. Senior Project Fresh: The 2016 Memorandum of Understanding to participate as a distributor for the Senior Project Fresh coupons has been received. **Motion by** Judith Roth, **second by** Ed Beswick authorizing Anna Rogers to execute Memorandum of Understanding on behalf of MCCOA. **Motion carried, 4-0.**

D. NEMCSA Report: Nothing.

XIV. Public Comments: None.

XV. Adjournment: Meeting was adjourned at 10:50 a.m. upon **motion of** Bert LaFleche, **second by** Ed Beswick. **Motion carried, 4-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director