

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR JANUARY 21, 2016

PRESENT: Carol Athan, Chairperson; Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; Judith Roth, Secretary (via telephone); Bert LaFleche, County Commissioner; Betty Clark, Trustee; William “Ed” Beswick

GUESTS: Anna Rogers, Executive Director; Dale Gehman, OCCOA; Kelly Robinette, NEMCSA

- I. **Call to Order:** The meeting was called to order at 9:30 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 Carol Athan.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Bert LaFleche.
- V. **Agenda: Motion by** Elaine Ableidinger to approve the agenda with addition of XI-E Statement of Grant and XI-F Committee Appointments, **second by Betty Clark. Motion passed, 7-0.**
- VI. **Secretary’s Report: Motion by** Ed Beswick to approve the special minutes of 11/19/15 and 12/17/15 as presented, **second by Corky Proulx. Motion passed, 7-0.**
- VII. **Correspondence:** Correspondence was reviewed.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that a Diabetic PATH class will begin on January 28 at the Big Rock Church and PATH chronic pain and diabetic training is being scheduled to identify leaders for the programs.
- IX. **Public Comment:** Dale Gehman, OCCOA Director was welcomed to the meeting and introductions to new board members were made.
- 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 December 18, 2015 to January 21, 2016 in the amount of \$17,867.13. **Motion by Corky Proulx to approve Accounts Payable in the amount of \$17,867.13; second by Ed Beswick.**

Roll Call Vote: Betty Clark-yes, Bert LaFleche-yes, Ed Beswick-yes, Elaine Ableidinger-yes; Judith Roth-yes, Corky Proulx-yes; Carol Athan-yes. **Motion passed 7-0.**

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

XI. **New Business:**

A. Employment Changes:

New Hires: Kimberlee Kidder, In Home Provider, 12/07/15 and Mark Thomas, Backup HDM Driver/Cook Aide, 12/14/15. Current Employees: Amanda Friant, In Home Provider, 12/01/15 and Kimberly Marshall, Cook Aide, 01/11/16. **Motion by Bert LaFleche to approve the employment actions as stated, second by Judith Roth. Motion passed 7-0.**

B. General, In-Home and Nutrition Assessments: The annual General and In-Home Assessments have been rescheduled to February 23. The Nutrition Assessment will be conducted on July 12 at the Hillman Center.

C. Personnel Policy Revisions: **Motion by Corky Proulx, second by Betty Clark to approve the following revisions effective 01/21/16:** Part time hours from 29 to 31; Vacation leave-add two days carryover year to year with 16 hours cap; Sick leave-add two days carryover year to year with 16 hour cap; Add Unpaid Leave definition. **Roll call:** Beswick-yes; Clark-yes; Roth-yes; LaFleche-yes; Ableidinger-yes; Proulx-yes; Athan-yes; **Motion passed 7-0.**

D. FOIA Resolution and Forms: Updated resolution and forms for Freedom of Information requests were presented. **Motion by Elaine Ableidinger, second by Corky Proulx to adopt the FOIA Resolution and FOIA forms as presented and appointment of Anna Rogers as the FOIA Coordinator. Roll call:** Beswick-yes; Clark-yes; Roth-yes; LaFleche-yes; Ableidinger-yes; Proulx-yes; Athan-yes; **Motion passed 7-0.**

E. Statement of Grant 2016-2: **Motion by Ed Beswick, second by Betty Clark to authorize Anna Rogers to execute the Statement of Grant #2016-2. Motion carried, 7-0.**

F. Committee Appointments: With new board member Ed Beswick, the committee appointments were revisited and appointments made by Chairperson Carol Athan.

XII. **Old Business:**

A. Millage Discussions: The proposed language for the May 3, 2016 election was presented to the Montmorency County Board of Commissioners by Anna Rogers. The BOC requested that the language be revised to reflect that funds would revert back to BOC if MCCOA dissolved. The proposed language mirrors the current two millages and extensive legal review was conducted in preparation for upcoming millage campaigns.

The BOC will be reviewing with their legal counsel and this will be placed on the January 27 agenda. Concerns expressed over the short timeframe to review prior to the deadline for certification of millage language by February 9, 2016.

Discussion also centered on SB571 and how this would impact future millage campaigns. **Motion by Bert LaFleche, second by Betty Clark** to submit correspondence in opposition of Senate Bill 571. **Motion carried, 7-0.**

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 reminded the board of the Sno Drift Rally that will be held on January 28-30 with the center hosting some of the functions for the participants. This should not impact MCCOA's meal service.
 2. Hillman Senior Center: Elaine Ableidinger announced that another Euchre tournament is scheduled for February 28.
 3. Lewiston Senior Center: Carol Athan reported that they will also be hosting a Euchre tournament, date undetermined, and that the center is working with the VFW for both Bingo's; Lewiston's remains on Wednesdays and VFW on Sunday's. The intent is to rotate workers to cover both organizations.
- C. Executive Director Reports:
 1. Ornament Fundraiser: This program sponsored by the Food Bank of Eastern Michigan has raised \$1,647.38 in donations in support of the program. Previous years totals were: 2014--\$1,174.00, 2013--\$876.00, 2012--\$1,246.30 and 2011--\$777.00.
 2. Raffle License: Non-Profit Status from the Charitable Gaming Commission has been granted and our first raffle will be held on April 1 with prizes of \$250, \$100 and \$50.
 3. Electronic Records: We are now implementing the new program for better efficiency and cost savings due to decreased paperwork and staff time.
 4. CARE Act: Information on the Care Act, also known as the "Designated Caregiver Act" was reviewed with the Board. The act will require hospitals to assist caregivers after discharge and includes a) Identify a designated family caregiver when a patient is admitted, b) Notify the caregiver when the patient is to be moved or discharged, c) Provide that caregiver with adequate instruction for the care of the patient following the patient's discharge from the hospital.
 5. Grant Applications: During the month of December grant applications were submitted for: a) CFNEM--\$988.15 for safety and mobility products; b) CFNEM--\$5,723.00 for client medication setups; c) Walmart Gaylord--\$2,500.00 for disaster preparedness kits for clients; d) Walmart Alpena--\$2,500.00 for emergency, shelf-stable food purchases for homebound clients; e) NANASP—full scholarship for annual conference in June and in January (f) PIE&G Communities First for \$10,000.00 for: Atlanta—Ice Machine; Hillman—Proofer/Warmer; Lewiston—Range/Oven; Office—Sign. **MCCOA has now received a \$2500.00 check from Walmart for the disaster preparedness kits.**

6. Center and HDM Closure: Due to bad weather and inaccessible roads, the three centers and HDM meal delivery was cancelled on 12/29/15. All appropriate parties were notified.
7. Meals on Wheels Association: MCCOA has registered to participate in the “Share the Love” program where high school students create handmade Valentine’s Day cards for our seniors.
8. Educational Opportunities: We will be partnering with the Alpena Senior Center to provide presentations through the Attorney General’s office on Home repair and improvement, online safety, and phone-mail-e-scams. A basic Alzheimer’s/Dementia class will be held on February 25 at 3:00 p.m. by the Alzheimer’s Association at the Atlanta Senior Center.
9. Community Service: A student provided 20 hours of community service at the Hillman Senior Center as part of his Order of Probation.
10. Legal Assistance Program: We are working toward developing a legal assistance program for our local senior citizens that would offer limited “free” legal advice on a monthly basis. I have one firm commitment as of this date.
11. Unemployment Rate: The 2016 unemployment tax rate reflects a reduction of 1.34% from 2015.
12. Employee of the Quarter: Tammy Oberski, Head Cook for Atlanta, has been selected as the January recipient of this award.
13. Valentine’s Day Parties: Events have been scheduled for Atlanta on 02/10/16, Hillman on 02/15/16, and Lewiston on 02/16/16 at 4:15 p.m.
14. Mandatory Staff Training: In order to meet the required staff training, HIPAA/Confidentiality and Client Boundaries training will be offered on 02/18/16 from 4-6 p.m. by Laurie Sauer and Gina Bey of NEMCSA. To allow all staff to attend, request made to cancel congregate and home delivered meal service that day. **Motion by** Corky Proulx, **second by** Betty Clark to approve the center closures on February 18 with notification to clients and NEMCSA. **Motion carried, 7-0.**
15. Financials: Information provided on the delays in timely receipt of waiver payments from NEMCSA.

D. NEMCSA Report: Carol Athan and Corky Proulx attended a meeting at the West Branch Senior Center. The school’s building class assisted with construction of the new facility. The center provides adult day care, activities, library, computer room, etc.

XIV. Closed Session, Lawsuit Update: **Motion by** Judith Roth, **second by** Elaine Ableidinger to adjourn the regular meeting at 11:00 a.m. **Motion carried, 7-0.**

Motion by Bert LaFleche, **second by** Corky Proulx to go into closed session for purpose of pending lawsuit discussion. **Roll Call:** Betty Clark-yes, Bert LaFleche-yes, Ed Beswick-yes, Elaine Ableidinger-yes; Judith Roth-yes, Corky Proulx-yes; Carol Athan-yes. **Motion passed 7-0.**

XV. Open Session: **Motion by** Betty Clark, **second by** Elaine Ableidinger to go back into open session at 11:19 a.m. **Motion carried, 7-0.**

Adjournment: Meeting was adjourned at 11:20 a.m. upon **motion of** Judith Roth, **second by** Corky Proulx. **Motion carried, 7-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director