

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR MARCH 16, 2017

PRESENT: Carol Athan, Chairperson; Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; William “Ed” Beswick; Vickie Clayton, Trustee; Bert LaFleche, County Commissioner

ABSENT: Betty Clark, Secretary

GUESTS: Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Yvonne Swager, Montmorency County Tribune

- I. **Call to Order:** The meeting was called to order at 9:32 a.m. by Chairperson Carol Athan at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Quorum established, six members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Bert LaFleche.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Corky Proulx.
- V. **Agenda:** **Motion by** Elaine Ableidinger to approve the agenda as presented, **second by** Corky Proulx. **Motion carried, 6-0.**
- VI. **Secretary’s Report:** **Motion by** Corky Proulx to approve the minutes of 01/19/17 as presented, **second by** Vickie Clayton. **Motion carries, 6-0.**
- VII. **Correspondence:** Information was reviewed on the following: Donation from CFCU for \$1500.00; senior center millage and food donation rates.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that a Chronic Pain Class is being held and explained the MiCafe “double up food bucks” program. Letters to 45 stores were mailed on the program that benefits Bridge card holders.
- 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 20, 2017 through March 16, 2017. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$22,264.31, **second by** Vickie Clayton. **Roll Call:** Elaine Ableidinger-yes; Bert LaFleche—yes; Ed Beswick-yes; Corky Proulx-yes; Vickie Clayton-yes, Carol Athan-yes. **Motion carried, 6-0.**

XI. **Old Business:**

- A. **Nutrition Assessment Report:** A self-assessment for congregate and home delivered meals was conducted on February 14 with report received. Discussion on responses held and the positive outcome of the assessment. **Motion by** Ed Beswick, **second by** Bert LaFleche to authorize Exec. Director to sign and file the report with NEMCSA. **Motion carried, 6-0.**
- B. **General and In Home Assessment:** The annual assessment has been scheduled for 04/06/17 with Yvette Smigelski of NEMCSA. The assessment will include a variety of items including client file review, personnel files, documentation, procedures, etc.

XII. **New Business:**

- A. **Senior Project Fresh:** The annual 2017 Memorandum of Understanding to participate as a distributor for the Senior Project Fresh Coupons was reviewed for the \$20.00 food voucher for farmers markets with distribution beginning on May 1. Executive Director will be present at centers to provide to area seniors in May and June and Nutrition Education is being coordinated with the MSU Extension Office. **Motion by** Ed Beswick, **second by** Vickie Clayton to authorize Executive Director to sign Memo of Understanding for the Senior Project Fresh Program. **Motion carried, 6-0.**
- B. **Employment Changes:** New Hires: Tiffany Soik, In Home, 02/06/17; Kathleen Bautista, In Home, 02/16/17; Kristine Diegel, In Home, 02/20/17; Janessa Jones, In Home, 03/06/17. Current: Natalee Johnson, In Home, Increase 02/06/17; Jennifer Jacks, Cook, Increase 02/06/17; Holly Hartle, Cook Aide, 02/13/17; Kim Kidder, In Home, part to full time on 03/20/17; Shirley Schook-Ledger, In Home, Increase 03/19/17. Terminations: Kimberly Sayers, In Home, 02/07/17; Clara Shuford, In Home, 02/28/17; Tiffany Soik, In Home, 02/27/17; Kathleen Bautista, In Home, 03/16/17. Unpaid medical leave was approved for 05/01 – 06/06/17 for an In Home employee and Unpaid Leave of Absence for Jessica Jones for 05/28-08/28/17. **Motion by** Elaine Ableidinger, **second by** Ed Beswick to approve the two Unpaid Leave of Absence Requests. **Motion carried, 6-0. Motion by** Corky Proulx, **second by** Ed Beswick to approve employment actions as presented. **Motion carried, 6-0.**
- C. **Financial Issue, Savings vs. CD:** Information was provided to the Board on various options for investment of funds at various banking institutions. **Motion by** Corky Proulx, **second by** Ed Beswick authorizing Executive Director to invest in a CD in the amount of \$50,000.00 for up to 24 months at CFCU. **Roll call: Ableidinger-yes; LaFleche—yes; Ed Beswick-yes; Vickie Clayton-yes; Corky Proulx-yes; Carol Athan-yes. Motion carried, 6-0.**

XIII. **Committee and Staff Reports:**

- A. **Food Service, Client Intake and Financial Reports:** All reports were reviewed with the Board and questions answered.
- B. **Senior Center Reports:**
1. **Atlanta Senior Center:** Ed reported that the exercise class has between 10-12 participants, Thursday Bunko has 16, the St. Patrick's Day dinner was well attended, and a \$1000.00 grant was received from PIE&G Communities First Fund for the purchase of new chairs for the center.

2. Hillman Senior Center: Elaine reminded everyone of the next breakfast on March 19, the birthday dinners have large attendance and the roof leak will be repaired after warmer weather is here.
3. Lewiston Senior Center: Carol reported that a bake less bake sale was recently held, the Euchre Tournament on March 10 had about 40 people and the St. Patrick's Day event is scheduled for March 17.

C. Executive Director Reports:

1. Employee Appreciation Day: March 3 marked this event and employees received a thank you card and choice of a lunch bag or coffee mug.
2. National Volunteer Week: April 23 to 29 marks the volunteer event with a Volunteer Luncheon planned for April 28.
3. Bread and Milk for HDM: Cost savings measures were implemented for the HDM program with clients receiving a once weekly delivery of seven slices versus a single slice daily. In addition, the milk vendor was changed to Aldie's in Gaylord for a significant savings cost to the program.
4. Educational Presentations: We have been busy the last several months providing opportunities for education and information to our seniors. This has included: Smile on Wheels Oral Health x 2, Matter of Balance Classes, True North Community Services, Five Wishes, holiday events (Valentine's Day, St. Patrick's Day, Easter, etc.). Future offerings will include Diabetic PATH, Chronic Pain PATH, Matter of Balance and Elder Abuse (Take Back Drugs).
5. Alzheimer's Support Group: A newly formed Alzheimer's Support Group will meet monthly with Maureen Kent, RN leading the discussion group. The target date is April 27 (fourth Thursday) from 2-3 p.m. at the MCCOA office.
6. Volunteer Trip: A bus has been chartered for a Beach Bums Baseball game on July 30. The trip will be open to the public at the cost of \$35.00 per person which will cover the costs of the bus and baseball tickets.
7. Congregate and HDM Surveys: A recent survey was conducted and the overall results were positive. There were several areas for educational opportunities that have been addressed via communication to the survey participants.
8. Congregate Meal Invitation: In an attempt to increase CM participation and encourage our HDM clients to get out of their homes, an invitation was extended to come to one of our meals and if transportation is an issue, MCCOA will try to assist.
9. Pet Grant: Of the \$2500.00 funds from MOWWA, there remains \$506.79 available. We have assisted 12 seniors with a combined total of 21 pets.
10. Medical Transportation: We continue to assist our seniors with medical transportation on a sliding fee scale utilizing the \$10,000.00 donation from PIE&G. The biggest obstacle that we have encountered is accessing volunteers to assist with the transportation. The volunteers are reimbursed for the mileage expenses but donate their time. Advertising will take place on both the transportation program and a request for volunteers.
11. Bullying Survey: NEMCSA received funding to conduct a bullying survey to possibly develop training and education on this topic. MCCOA employees participated with two responses notating senior-to-senior bullying at the centers.

12. Employee Education: CPR classes were held on January 25, monthly In Home trainings, Food Service meetings and full staff meetings. Two Food Service staff will attend ServSafe training along with six staff for the ServSafe Allergen training. In addition, Person Centered Training was held on March 14 for the full staff, led by Cindy Wachowiak of NEMCSA.

13. Senior Box Program: The program concludes this month for the six seniors that have received the monthly food boxes. The program was sponsored through a grant from Wal-Mart.

14. Community Garden Grant: An application for funding from The Scotts Miracle-Gro Foundation has been submitted in the hopes of moving forward with our community garden project. The awards will be announced in April 2017.

15. Executive Director Evaluation: July 11, 2017 marks the six year anniversary of Anna Rogers' employment. The Personnel Committee and Executive Director will meet to begin the process prior to that date. The Committee will then report back to the full MCCOA Board.

D. NEMCSA Report: Corky reported that the results of the bullying survey are being evaluated; discussions are taking place on proposed budget reductions and health care issues.

XIV. Public Comments: None.

XV. Adjournment: Meeting was adjourned at 10:28 a.m.

Respectfully submitted,

Anna M. Rogers
Executive Director