

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR MAY 19, 2016

PRESENT: Carol Athan, Chairperson; William “Ed” Beswick; Corky Proulx, Treasurer; Betty Clark, Trustee; Elaine Ableidinger, Vice-Chairperson; Bert LaFleche, County Commissioner (entered at 9:45 a.m.)

ABSENT: Judith Roth, Secretary

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

- I. **Call to Order:** The meeting was called to order at 9:35 a.m. by Chairperson Carol Athan at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Quorum established, five members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Corky Proulx.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Carol Athan.
- V. **Agenda:** **Motion by** Corky Proulx to approve the agenda as presented, **second by** Betty Clark. **Motion carried, 5-0.**
- VI. **Secretary’s Report:** **Motion by** Betty Clark to approve the minutes of 03/17/16 with removal of “all members present” under roll call, **second by** Ed Beswick. **Motion carries, 5-0.**
- VII. **Correspondence:** The Public Hearing notice for the NEMCSA Multi-Year Plan was reviewed.
- VIII. **NEMCSA Representative:** Kelly Robinette reported on upcoming trainings that will be held.
- 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 March 18 through May 19, 2016. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$43,668.08, **second by** Betty Clark. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Betty Clark-yes, Carol Athan-yes. **Motion carried, 5-0.**

- C. Budget Projections: The Board reviewed detailed projections for the budget of 10/01/15 to 09/30/16. Careful monitoring and adherence to the budget has allowed MCCOA to remain within its projected budget. Anna requested that the Finance Committee meet to review the current budget, begin preparation of the 2016/2017 budget and develop a plan for future programs and services that may be achievable with the additional millage funding.

XI. Old Business:

- A. May 3, 2016 Election Results: The additional ½ mill request was approved 606 to 522 with Avery, Montmorency 1, and Rust defeating. The statistics for the last four elections were also reviewed. Detailed information on campaign expenses provided with note that there are outstanding invoices due from some townships. Contained within the Accounts Payable was authorization to transfer \$5000.00 from Money Market Account to SOS Account. The quarterly campaign finance reports have been filed.
- B. General and In Home Services Assessment: The February 23, 2016 report was reviewed with the Board. Issues identified and addressed were electronic signature protocol, mandated background checks expanded to state “once every five years”, client files that did not meet the 180 day reassessment timeframe. Anna contested the client file issue and requested a re-evaluation of files. **Motion by Elaine Ableidinger, second by Betty Clark to accept the General and In Home Services Assessment and responses. Motion carried, 6-0.**

XII. New Business:

- A. Employment Changes: New Hires: Tammi Oberski, Secretary/Scheduler/Trainer, 04/04/16 full-time; Krystal Casteel, In Home Provider, 04/05/16 part-time; Kaitlyn Soik, In Home Provider, 04/05/16 part-time; Nicole Two Stars, In Home Provider, 04/15/16 part-time; Sally Morse, Cook Aide Lewiston, 05/09/16 part-time; Rehire: Kathy Podzikowski, HDM Driver Lewiston, 03/24/16 part-time (Resignation 04/27/16); Current Employees: Jessica Gardner, In Home Provider/HDM Hillman and Pamela Kott, Lewiston Cook, increase per wage schedule; Termination: Julie Mowery, Cook Aide Lewiston, resignation (retirement) 04/29/16; Volunteer: Ed Pumphrey, 03/29/16. **Motion by Bert LaFleche to approve the employment actions as stated, second by Corky Proulx. Motion carried, 6-0.**
- B. Emergency Response Procedure Manual: Executive Director presented a detailed manual and flip chart for review by the Board that includes response information pertaining to disasters, fire, tornado, bomb threat, choking, CPR, etc. **Motion by Corky Proulx, second by Betty Clark to adopt the manual and flip chart and distribute to employees and NEMCSA. Motion carried, 6-0.**
- C. Personnel Policy/Wage Schedule: Recommended change under background check to include “once every five years”. **Motion by Elaine Ableidinger, second by Ed Beswick to approve the Personnel Policy revision. Motion carried, 6-0.** In addition, a new Wage Schedule was presented for consideration with an objective of becoming more competitive to improve recruitment and retention of qualified staff. **Motion by Betty Clark, second by Corky Proulx to adopt the proposed Wage Schedule effective June 1, 2016. Roll Call: Ed**

Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Betty Clark-yes, Bert LaFleche-yes, Carol Athan-yes. **Motion carried, 6-0.**

- D. Employee Uniform Allowance Policy: Proposed policy would discontinue the practice of MCCOA purchasing and replace with an annual allowance of \$90.00 for In Home Providers to purchase their own uniforms. **Motion by** Elaine Ableidinger, **second by** Ed Beswick to adopt the Uniform Allowance Policy. **Motion carried, 6-0.**
- E. Newsletter Contract: Anna is requesting the Board's approval of a contract with Liturgical Publications to provide a monthly printed and electronic newsletter with 400 copies delivered for distribution at no cost to MCCOA. Staff would provide information and set-up for printing with an August implementation date. **Motion by** Corky Proulx, **second by** Betty Clark to authorize Executive Director to enter into contract with Liturgical Publications. **Motion carried, 6-0.**
- F. Client Appeal: No one present.
- G. Fee for Service (Private Duty) Schedule: Executive Director is requesting that the Board approve an updated Fee for Service Schedule to cover expenses associated with this service. The increase would be from \$18.00 to \$20.00 per hour for normal work hours; \$20.00 to \$22.00 for after hours. **Motion by** Corky Proulx, **second by** Betty Clark to adopt the new Fee for Service Schedule effective June 1, 2016. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Betty Clark-yes, Bert LaFleche-yes, Carol Athan-yes. **Motion carried, 6-0.**
- H. LPN Agreement: With the increased request for services and potential reimbursement for these services, Executive Director is recommending the hiring of a part-time LPN to assist with those services effective June 1, 2016, reporting to Maureen Kent, RN. **Motion by** Ed Beswick, **second by** Bert LaFleche to authorize Executive Director to enter into agreement with Heide MacDonald, LPN effective June 1, 2016. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Betty Clark-yes, Bert LaFleche-yes, Carol Athan-yes. **Motion carried, 6-0.** Anna will be requesting amendment to the NEMCSA Waiver Agreement to include these services.
- I. Telephone/Texting Policy: The policy was updated to expand on personal use of cell phones, social networking and employee restriction of same during work hours. **Motion by** Elaine Ableidinger, **second by** Ed Beswick to adopt the Telephone/Texting Policy as amended. **Motion carried, 6-0.**

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 informed the Board that Election of Officers were held, discussions on increasing membership, Bylaws questions and installation of a flagpole honoring veterans.
 2. Hillman Senior Center: Elaine Ableidinger reported that there has been a mechanical issue with the heater that was repaired, the Euchre Tournament was held with decreased participation this event, they are accepting bids for a new roof, and new toilets were recently installed. The reach-in cooler that was recently placed at the center by MCCOA will be placed on a meter to determine power usage.
 3. Lewiston Senior Center: Carol Athan reported that the boiler has been leaking and repaired. Question by Anna Rogers on status of ice machine repair, installation of overhead fans in the kitchen and the air conditioner being locked. This will be addressed by Trustee Terry Athan and reported back.
 4. Senior of the Quarter: The May 2016 will be from Hillman and Elaine and Bert will provide the identity to Anna for follow-up.
- C. Executive Director Reports:
1. Veterans Community Meeting: A Veterans Community Meeting, sponsored by Northern Michigan Veterans Coalition, will be held on May 26 from 2:00–4:30 p.m. at the courthouse. We have been invited to attend to provide information on our services.
 2. PIE&G Communities First Grant: We have received notice of a \$3000.00 award for kitchen equipment, to be split equally between the centers. Acceptance would require MCCOA to commit to a payment of \$5,652.78 plus installation costs. Equipment includes a Proofer/Warmer for Hillman, an Ice Machine for Atlanta, and A Natural Gas Range and Oven for Lewiston. Existing equipment (proofer and range/oven) would be sold to offset costs. Executive Director is requesting approval by the Board to accept the grant. **Motion by** Elaine Ableidinger, **second by** Ed Beswick to accept the PIE&G Communities First Grant and allocate up to \$6,500.00 for the purchase and installation of the equipment. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Betty Clark-yes, Bert LaFleche-yes, Carol Athan-yes. **Motion carried, 6-0.**
 3. Community Garden and Seed Donation: Seed companies have donated 250+ packets of seed for the project and a grant application to Walmart for \$2500.00 for startup money for the program has been submitted. Program intent is to encourage senior and staff participation as a way to supplement our food programs and build community support.
 4. Annual and Multi-Year Plans: A Letter of Intent was submitted to NEMCSA for the annual and three-year, multi-year plans for funding. The RFP (request for proposals) must be approved by the MCCOA Board and submitted to the Montmorency County Board of Commissioners for approval (scheduled for May 25) prior to the June 10 deadline. A new program will be applied for this year “Healthy Moves for Aging Well”, an in-home exercise program for our clients. **Motion by** Elaine Ableidinger, **second by** Betty Clark to authorize the Executive Director to execute and submit the Annual and Multi-Year Plans to NEMCSA on behalf of MCCOA. **Motion carried, 6-0.**
 5. United Way Medication Equipment Grant: A grant was received in the amount of \$1000.00 for the purchase of 12 medication boxes with audible and flashing reminder alarms, rechargeable batteries, charger and tester. These items will be on a loan basis through the medication setup program.
 6. CFNEM Medication Setup and Safety Equipment Grants: Two separate applications were submitted to the Community Foundation of Northeast Michigan. We received \$988.00 for safety equipment and \$1000.00 for the medication setup program. The safety equipment purchases included: Two microwaves, car safety canes, bath mats, sock aides and

- grabber/reachers for clients. The medication setup was awarded \$1000.00 to go toward the client medication setup expenses through the private duty program at MCCOA.
7. Walmart Emergency Food Grant: The \$2,500.00 has been expended on the purchase of food products, cloth shopping bags with the MCCOA logo, and renewal of six (6) Senior Box Program recipients consisting of 12 monthly deliveries per senior at \$200.00 each.
 8. Raffle Drawing: Our first raffle was held on April 1 with a net profit of \$347.00. The winners were: \$250.00—Patrick Cochran of Lewiston; \$100.00—DeLinn Keetch of Rose City; and \$50.00—Alice Kern of Atlanta.
 9. Senior Project Fresh Program: Coupons are being distributed May through September to Montmorency County seniors 60 and over that meet the income guidelines of 185% of the federal poverty levels. Coupons are valued at \$20.00; ten \$2.00 coupons that must be used at recognized Project Fresh markets. Anna will be registering people at the centers on: Atlanta—May 11; Hillman—May 25 and Lewiston—May 17 from 4:00 – 5:00 p.m.
 10. Educational Opportunities: The Attorney General presentation on Phone, Mail and E-scams was held on April 28 and the Home Repairs and Improvements on June 9 at 3:30 p.m. at the Atlanta Senior Center. The Matter of Balance classes are being led by Evelyn White and Anna Rogers beginning April 27.
 11. Employee Benevolence Fund: The program allows employees to “donate” unused time to this fund for other employee emergent situations. A recent application was approved for \$374.00 for propane, leaving a balance of \$1,701.50.
 12. NANASP Conference: Executive Director was awarded a \$1000.00 scholarship for the National Association of Nutrition and Aging Services to attend the annual training conference on June 1-3 in Las Vegas. Expenses for the conference registration, travel and lodging covered under the scholarship and balance under staff training.
 13. Community Needs Assessment, 2017-2019: At the request of NEMCSA, the survey was copied, distributed and collected for them.
 14. Staff Training: Monthly in-service trainings for staff on various topics will be held and CPR renewals scheduled for late May or early June. Staff is being sent for additional Evidence Based Training: Matter of Balance—Tammi Oberski; Diabetic PATH and Chronic Pain—Tammi Oberski and Julie Jones during June.
 15. Atlanta Area Chamber of Commerce: MCCOA was recently profiled in the monthly newsletter, providing information to the community on the services that we offer.
 16. Meals on Wheels Pet Assistance Grant: An application was submitted to Meals on Wheels Association for startup funds for a pet assistance program for MCCOA clients in the amount of \$2,573.75 for pet food, kitty litter and boxes, storage containers, delivery costs of product, grooming, temporary boarding, and veterinary care.
 17. MCCOA Board Membership: Two MCCOA board member terms expire on August 31, 2016. These include Betty Clark, Lewiston Member at Large and Judith Roth, Hillman Member at Large. Betty has agreed to continue and decision made to identify replacement for Judith. The requests must go before the Montmorency County Board of Commissioners for a three-year appointment. Anna will advertise for the open Hillman position.
 18. Executive Director Evaluation: Discussion held on the Annual Evaluation process for the Executive Director. Anna has been with MCCOA since July 11, 2016. Board consensus was to waive the 2016 evaluation with no identified issues that need to be addressed.
 19. Board Meeting Dates: Bert LaFleche requested that the Board change MCCOA meeting dates to monthly rather than bi-monthly. **Motion by Bert LaFleche, second by Corky Proulx to hold MCCOA Board Meetings on the third Thursday of each month at 9:30 a.m. beginning on June 16, 2016. Motion carried, 6-0.**

D. NEMCSA Report: Nothing.

XIV. **Public Comments:** None.

XV. **Adjournment:** Meeting was adjourned at 11:58 a.m. upon **motion of Bert LaFleche, second by Betty Clark. Motion carried, 6-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director