

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR JULY 20, 2017**

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

**GUESTS:** Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Yvonne Swagger

- 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 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, 7-0.**
- VI. **Secretary’s Report:** **Motion by** Corky Proulx to approve the minutes of 05/18/17 as presented, **second by** Betty Clark. **Motion carries, 7-0.** **Motion by** Corky Proulx to approve the closed minutes of 05/18/17 as presented, **second by** Betty Clark. **Motion carries, 7-0.** **Motion by** Elaine Ableidinger to approve the closed minutes of 06/19/17 as presented, **second by** Corky Proulx. **Motion carries, 7-0.**
- VII. **Correspondence:** MCCOA was profiled under Hillman Chamber newsletter; two students from Hillman conducted a fundraiser during basketball games and donated the funds to MCCOA as a thank you for assisting a family member.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that the Nutrition Standards are being reviewed as part of the five-year process.
- 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 05/19/17 through 07/20/17. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$41,725.94, **second by** Corky Proulx. **Roll Call:** Elaine Ableidinger-yes; Betty Clark—yes; Bert LaFleche—yes; Ed Beswick-yes; Vicki Clayton—yes; Corky Proulx-yes; Carol Athan-yes. **Motion carried, 7-0.**

XI. **Old Business:**

- A. **General and In Home Assessment:** The annual assessment was held on 04/06/17 with Yvette Smigelski of NEMCSA. The official report has been received with no findings.
- B. **Financial Assessment:** The annual assessment was held on 06/07/17 with Jeff Weiland and Yvette Smigelski of NEMCSA. The official report was received with no findings or recommendations for the **sixth consecutive year** under Anna Rogers' leadership.

XII. **New Business:**

- A. **Employment Actions: New Hires:** Trinity Kennedy, In Home, 07/18/17; Amber Thomas, In Home, 07/24/17. **Current:** Gloria Remus, In Home, 05/30/17; Heide MacDonald, LPN, 05/29/17; Kathi Schook, In Home, 06/21/17; Evelyn White, In Home Coordinator, 07/02/17. **Terminations:** Kim Kidder, In Home, 05/22/17. Evaluations conducted to from 01/01/17 to date: Food Service—6; In Home—10; Office—4. **Motion by Ed Beswick, second by Betty Clark to approve employment actions as presented. Motion carried, 7-0.**
- B. **Policy Updates:** Presented for approval: Cost allocation procedures and schedules, Scanning and storage of documents, Clients on hold. **Motion by Ed Beswick, second by Bert LaFleche to approve the policies as presented. Motion carried, 7-0.**
- C. **Statement of Grant 2017-4:** **Motion by Elaine Ableidinger, second by Ed Beswick to authorize Executive Director to sign statement of grant award 2017-4 from NEMCSA as presented. Motion carried, 7-0.**
- D. **2017/2018 MCCOA Budget:** The Finance Committee recommends adoption of the 2017/2018 MCCOA Budget in the amount of \$1,034,245.00 revenues and \$934,245.00 expenditures. **Motion by Ed Beswick, second by Elaine Ableidinger to adopt the 2017/2018 budget as presented. Roll Call:** Elaine Ableidinger-yes; Betty Clark—yes; Bert LaFleche—yes; Ed Beswick-yes; Vicki Clayton—yes; Corky Proulx-yes; Carol Athan-yes. **Motion carried, 7-0.**
- E. **Computer Equipment Disposal:** Request for disposal of six computers, 7 assorted keyboards and 4 assorted mice received. **Motion by Corky Proulx, second by Betty Clark to authorize Executive Director to properly disposal of all computers, insuring proper destruction of data. Motion carried, 7-0.**
- F. **National Senior Citizen Day:** August 21 has been recognized as National Senior Citizen Day through presidential proclamation. In celebration of this date a picnic will be hosted at the Atlanta Senior Center. The Hillman and Lewiston center meals will be served as that location as well and HDM's will be prepared and delivered from that location. **Motion by Vickie Clayton, second by Ed Beswick to approve the event and notify NEMCSA of the changes to the meal programs. Motion carried, 7-0.**

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. **Lewiston Senior Center:** Carol reported that a pancake breakfast will be held on 08/05/17; new fencing is being installed in the front of the building, VFW is no longer holding Bingo and equipment donated to 50+ Club, local church donating Family Fare receipts, \$1000.00 receipt from CFCU Summer of Sharing. Investigate status of chest freezer donation to MCCOA for the center.

2. Hillman Senior Center: Elaine reported the roof has been replaced, breakfast being hosted third Sunday of each month, a float for the VJ Day parade with hot dogs.
3. Atlanta Senior Center: Ed reported that 54 new chairs were purchased with a grant from PIE&G; 08/09/17 the flag pole/veteran plaque dedication will take place after dinner. Corky announced Elder Abuse training at probate court on 08/28/17.

C. Executive Director Reports:

1. Annual Request for Proposals: The letter of intent was submitted to NEMCSA for the 2017/2018 programming.
2. Work Experience Program: We have had an individual working 35 hours per week in the office and centers since June 5 through July 21 at no cost to MCCOA. The employee has since obtained other employment.
3. MCCOA Board Positions: Ed Beswick and Corky Proulx's terms expire on August 31, 2017 and both have agreed to remain on the Board. The Atlanta Senior Center approved Ed's reappointment as their representative and the reappointments were approved by the Montmorency County Board of Commissioners on 07/12/17.
4. Mobile Food Pantries: On July 13 MCCOA held our 13<sup>th</sup> food distribution with 8,242 pounds of food distributed to over 158 individuals. For thirteen separate mobile food pantries, we provided 141,918 pounds of food; served 3,108 people; served 1,316 families utilizing 359 volunteers.
5. Meals on Wheels Pet Grant: Of the \$2,500.00 grant, \$2,273.21 has been expended with a remaining balance of \$226.79 available.
6. Elk Festival: MCCOA will be a sponsor this year with a booth. A "pie baking contest" will be hosted by MCCOA and pies will be sold at the end to raise funds.

D. NEMCSA Report: The AASA state goals for 2018-2020 were distributed along with regional minutes of 05/22/17 and Regional Council on Aging membership roster.

XIV. Public Comments: None. Regular session adjourned at 10:43 a.m. by call of chair.

XV. Closed Session, Executive Director Evaluation: Went into closed session at 10:43 a.m. upon **motion of** Elaine Ableidinger, **second by** Betty Clark for purposes of Executive Director Evaluation responses. **Roll Call**: Elaine Ableidinger—yes; Betty Clark—yes; Bert LaFleche—yes; Ed Beswick—yes; Vicki Clayton—yes; Corky Proulx—yes; Carol Athan—yes. **Motion carried, 7-0.**

XVI. Adjournment: Meeting reconvened at 10:56 a.m. upon **motion of** Corky Proulx, **second by** Elaine Ableidinger. **Motion carried, 7-0.** Meeting adjourned at 11:04 a.m. by Corky Proulx, **second by** Elaine Ableidinger. **Motion carried, 7-0.**

Respectfully submitted,

Anna M. Rogers  
Executive Director