

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR NOVEMBER 10, 2016

PRESENT: Carol Athan, Chairperson; Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; Betty Clark, Secretary (entered at 9:50 a.m.); William “Ed” Beswick; Vicki Clayton, Trustee

ABSENT: Bert LaFleche, County Commissioner

GUESTS: Anna Rogers, Executive Director; 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:** 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 Elaine Ableidinger.
- V. **Agenda:** **Motion by** Ed Beswick to approve the agenda as presented, **second by** Elaine Ableidinger. **Motion carried, 5-0.**
- VI. **Secretary’s Report:** **Motion by** Elaine Ableidinger to approve the minutes of 09/15/16 as presented, **second by** Corky Proulx. **Motion carries, 5-0.**
- VII. **Correspondence:** Reviewed.
- VIII. **NEMCSA Representative:** Kelly Robinette provided a brief overview of the Cycle Menu Management Program and reported that November 17 is the next Director’s Meeting.
- 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 September 16, 2016 through November 10, 2016. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$38,464.25, **second by** Ed Beswick. **Roll Call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Vickie Clayton-yes, Carol Athan-yes. **Motion carried, 5-0.**

XI. **Old Business:**

- A. No unfinished business for agenda.

XII. **New Business:**

- A. **Employment Changes:** New Hires: John Barton, HDM 10/06/16; Pauline Docherty, HDM 09/26/16; Natalee Johnson, IHS 1031/16; Jessica Jones, IHS 11/01/16; Karen King, IHS 10/03/16; Patricia Oblinger, IHS 10/17/16; Clara Shuford, IHS 10/11/16; Ashley Walters, IHS 10/19/16. Current: Kimberly Marshall, Cook Aid Increase 10/03/16; Debbie Reno, transition from Cook Aide to HDM 10/07/16; Nicole Two Stars, IHS Increase 11/13/16; Amanda VanTiem, IHS Increase 11/13/16. Terminations: Alisha Flynn HDM 06/14/16; Karen King, IHS 10/07/16; Denise Newburry, IHS 10/08/16; Patricia Oblinger, IHS 10/24/16; Debbie Reno HDM 10/03/16. **Motion by** Corky Proulx, **second by** Vicki Clayton to approve all employment actions as presented. **Motion carried, 5-0.**
- B. **Snowplowing Bids:** Advertisement for bids generated one bid from K-N-K Excavating, current contractor. Bid for snowplowing at \$25.00, shoveling or salting at \$10.00 per date of service, sanding of parking lot at \$35.00 per date of service and salting of parking lot at \$40.00 per date of service. **Motion by** Ed Beswick, **second by** Elaine Ableidinger to award above stated bid to K-N-K Excavating for snowplowing. **Motion carried, 5-0.** Betty Clark entered at 9:50 a.m.
- C. **MCCOA Policy Updates:** Policy revisions were presented for Code of Ethics, Telephone and Texting, Uniform Purchase Program. **Motion by** Corky Proulx, **second by** Ed Beswick to accept policy revisions as stated. **Motion carried 6-0.**
- D. **Statement of Grant 2017-1:** **Motion by** Betty Clark, **second by** Vicki Clayton to authorize Executive Director to sign grant award 2017-1 from NEMCSA as presented. **Motion carried, 6-0.**
- E. **2015-2016 Financial Audit:** Audit agreement was presented from Dan Smith, CPA for the 2015-2016 audit and 990 filing with a cap of \$4200.00. **Motion by** Elaine Ableidinger, **second by** Vicki Clayton to accept audit agreement up to \$4200.00 for the 2015-2016 fiscal year from Dan Smith. **Roll call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Vickie Clayton-yes, Betty Clark—yes, Carol Athan-yes. **Motion carried, 6-0.**

Anna reported that Mr. Smith was at MCCOA on November 9 to begin audit with verbal preliminary reports that all financials appeared to be in order, no issues identified. Mr. Smith also stated that the required two person review for payables is not necessary with the checks and balances that MCCOA has in place but that is a board decision. **Motion by** Corky Proulx, **second by** Betty Clark to reduce the payable review to one board member authorized to sign checks. **Motion carried, 6-0.**

- F. Senior Millage Appropriation Agreement: The annual agreement for 2017 property taxes was presented for review. **Motion by** Ed Beswick, **second by** Betty Clark to authorize Executive Director to sign agreement as presented and present to County Commissioners on December 14, 2016 for consideration. **Motion carried, 6-0.**

XIII. **Committee and Staff Reports:**

- A. ByLaws Committee: The committee met on November 3 to review By Laws, Mission Statement and Resolutions. Minor revisions to the By Laws were presented (Article IV, 1 (b): Date change from July 15th to August 1st. Article IV, 7: Strike “monthly”. Article V, 6: Strike “Recording Secretary”). **Motion by** Elaine Ableidinger, **second by** Corky Proulx to approve the By Laws revisions as presented and request approval by the County Commissioners on December 14, 2016. **Motion carried, 6-0.**

No changes to Mission Statement, Resolutions: Rescind No Fault Insurance and Purchase of Capital Equipment Resolutions. Restate: Authorizing third party contracting for financial services. **Motion by** Vicki Clayton, **second by** Corky Proulx to accept Resolution actions as stated above. **Roll call:** Ed Beswick-yes, Corky Proulx-yes, Elaine Ableidinger-yes, Vickie Clayton-yes, Betty Clark—yes, Carol Athan-yes. **Motion carried, 6-0.**

- B. Food Service, Client Intake and Financial Reports: All reports were reviewed with the Board.

C. Senior Center Reports:

1. Seniors of the Quarter: For November 2016, Bill Hathaway of Lewiston will be the recipients and for February 2017, Oral “Mick” McMurphy for Atlanta.
2. Lewiston Senior Center: Bingo continues, grants are being sought, the ceiling fan in the kitchen has been installed, the new stove is being repaired (under warranty), and the fire suppression system and fire extinguishers being recertified.
3. Atlanta Senior Center: The hunter’s dinner is being held on 11/13/16, birthday dinners are being well attended, Veterans salute 11/09/16, and new flag pole installation and dedication on 11/10/16.
4. Hillman Senior Center: Hunters dinner on 11/13/16, monthly breakfasts.

D. Executive Director Reports:

1. My Senior Center: Contracts have been signed; new computer equipment, AV carts and key swipe cards have been delivered; training has taken place. The next step is the data entry of meal attendee information and setup of the program.
2. Mobile Food Pantries: Ten food distributions have taken place since 2012 with a total of 120,043 pounds of food and 2,672 people assisted. The next produce distribution date is 12/13/16.

3. Budget/Marketing: Purchases for the new year are being made and a MCCOA 2017 calendar purchased for client scheduling and appointments.
4. AED Grant Application: An application has been submitted to Wal-Mart for this purchase for the office at an approximate cost of \$2,500.00.
5. Community Giving: The annual program has been offered to MCCOA employees to assist during the holiday season. The local quilting club is working with DHS to provide stockings to the HDM clients of MCCOA.
6. Giving Tuesday: MCCOA is one of 30 non-profits to work with CFNEM as a recipient of the annual event to be held on 11/29/16. This is way to build community awareness on the importance of volunteerism and community giving with funds to be used for client assistance in areas not covered by program or millage funds.
7. Oral Health Initiative: The MDHHS has randomly selected congregate meal sites to provide free oral health screenings with a dental hygienist with Atlanta chosen.
8. Ornament Program: We continue to promote the ornament sales with funds designated toward the purchase of 50 Thanksgiving baskets for identified seniors in need.
9. Volunteer Orientation: Invitations have been sent to all MCCOA volunteers requesting attendance at a brief orientation on 11/21/16 to review program guidelines and to be introduced to the MySeniorCenter Program.

E. NEMCSA Report: Nothing reported.

XIV. **Public Comments:** None.

XV. **Adjournment:** Meeting was adjourned at 10:30 a.m. upon **motion of** Corky Proulx, **second by** Vicki Clayton. **Motion carried, 6-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director