

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR JULY 16, 2015

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Corky Proulx, Treasurer; Judith Roth, Secretary; Betty Clark, Trustee; Elaine Ableidinger, Trustee; Bert LaFleche, County Commissioner

GUESTS: Anna Rogers, Executive Director; Yvonne Swagger, (9:07 a.m.) Mont. Co. Tribune; Karen Warren (9:15 a.m.) Iron Kettle

- I. **Call to Order:** The meeting was called to order at 9:00 a.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Full board present, quorum established.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Bert LaFleche.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by William Houston.
- V. **Agenda: Motion to approve** agenda by Bert LaFleche, **second by** Carol Athan with addition of Rep. Cole under Executive Director Report. **Motion carried, 7-0.**
- VI. **Secretary's Report: Motion by** Corky Proulx to approve the regular minutes of 05/21/15, **second by** Judith Roth. **Motion passed, 7-0.**
- VII. **Correspondence:** All correspondence to be addressed during meeting.
- VIII. **NEMCSA Representative:** Kelly Robinette not present.
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board.
 - B. **Payroll, Mileage, Liability Report, and Accounts Payable:** Accounts payable were presented for consideration for the period of 05/22/15 – 07/16/15. **Motion by** Carol Athan to approve Accounts Payable in the amount of \$24,511.74; **second by** Betty Clark. **Roll Call Vote:** Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes; Judith Roth-yes; Elaine Ableidinger-yes. **Motion passed 7-0.**
- XI. **New Business:**

A. Employment Actions:

a. New Hires:

- i. Jennifer Helms, Lewiston HDM Driver, effective 06/03/15.
- ii. Annette Shurtz, In Home Provider, effective 07/02/15.

b. Current Employees:

- i. Maureen Kent, RN, wage schedule adjustment effective 06/19/15.
- ii. Tammy Oberski, Atlanta Cook, wage schedule adjustment effective 06/20/15.
- iii. Debbie Reno, Cook Aide, wage schedule adjustment effective 07/09/15.
- iv. Kevin Thompson, HDM Driver, wage schedule adjustment effective 08/18/15.
- v. Evelyn White, In Home Coordinator, wage schedule adjustment effective 06/25/15.

Motion by Betty Clark, second by Carol Athan to approve the above stated employment actions. **Roll Call Vote:** Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes; Judith Roth-yes; Elaine Ableidinger-yes. **Motion passed 7-0.**

- B. HDM Survey Results: Anna distributed the HDM survey results based on the three centers and then summarized on a county level. Results were reviewed and identified areas (blue tags, selective menu and milk choices, etc.) addressed with individual clients. In addition, this information was reinforced with a revised Welcome Letter for clients. Very positive results.
- C. Financial Assessment, 07/23/15: Jeff Wendling and Yvette Smigelski will be present for the assessment. As in years past, we feel well prepared and do not anticipate issues.
- D. Policies and Procedures: Anna recommends to the Board adoption of the following: Revised In Home Service Coordinator Job Description and Evaluation, Food Service Inventory Book Procedures, HDM Clients Not Home to Accept Meals Policy, Medication Lock Box Program Policy and Application Form. **Motion by Elaine Ableidinger, second by Judith Roth** adopting above stated documents. **Roll Call Vote:** Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes; Judith Roth-yes; Elaine Ableidinger-yes. **Motion passed 7-0.**

XII. Old Business:

- A. Meal Voucher Program Update: Karen Warren of the Iron Kettle addressed the board as a vendor for the program and relayed the positive comments that she has received on the program. She estimates about five to six new couples are utilizing the coupons. Request made to meet with the Food Committee to review the program together. Anna Rogers reported that to date there have been 649 coupons distributed and 406 redeemed. Karen left at 9:28 a.m.
- B. Congregate and HDM Assessment, 07/09/15: The congregate meal assessment with Kelly Robinette was conducted on July 9 at the Lewiston Center and the HDM assessment will be scheduled at a later date. The report will be shared with the Board when available.

XIII. Committee and Staff Reports:

- A. Client Intake, Financial, Food Reports: All reports were reviewed with the board.
- B. Senior Center Reports, Senior of the Quarter:
- a. Lewiston: Carol reported that a hard card Bingo was conducted on July 4, President Mary Milbocker has resigned and incoming President is Dee Pace. Anna advised the Board that issues were addressed with Dee on: Ceiling fans versus vent fans in

kitchen, sink non-operational in kitchen, air conditioning at center locked with no access. Anna and Dee are working together to resolve issues.

- b. Hillman: Elaine reported that the July 7 hot dog sale and Labor Day garage sales were well received, August 26 Euchre tournament, new toilets in restrooms installed, Fire Assessment Inspection identified issues have been resolved at Anna's request with Dave Scott providing assistance.
 - c. Atlanta: Bill reported that the Fire Assessment Inspection issues were addressed as well; generator ticket sales are going well for the Elk Fest drawing, bids being received for the septic system and power washing of the building.
 - d. Senior of the Quarter: Elaine Ableidinger will provide the Hillman Center's recommendation for the next presentation.
- C. Executive Director Report:
- a. MDSA Fall Conference: The Board authorized Anna's attendance at the October 7 – 9, 2015 conference in Gaylord at Treetops Resort.
 - b. House Bill 4182: The bill passed the House on 05/26/15 and is before the Senate for consideration. This bill addresses changes within the Open Meetings Act and is proposing that all voting members **must be present** at meetings to cast their vote, telephone voting would no longer be allowed. A Bill Analysis was reviewed and Board directed Executive Director to draft communication in opposition to the Bill.
 - c. Food Distribution: The semi-truck food distribution is scheduled for August 19 at the Lewiston Elementary School, September 25 15 at the Fairgrounds, and October 23 at the New Beginnings Church. Distribution begins at 11:00 a.m. with volunteers asked to report at 10:00 a.m. Issue of cardboard disposal will be addressed by Anna.
 - d. Raffle Application: A 50/50 raffle application is requested for the dates of 09/27/15, 12/03/15 and 07/04/16 at cost of \$15.00. **Motion** by Elaine Ableidinger, **second** by Corky Proulx approving raffle application and fee. **Roll Call Vote**: Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes; Judith Roth-yes; Elaine Ableidinger-yes. **Motion passed 7-0.**
 - e. Immunization Clinics: The Shingles and Pneumonia clinics have been scheduled for August 11 at the MCCOA office and August 12 at the Hillman Center from 10:00 a.m. – 12:00 p.m. The Rite Aid representative will be handling all paperwork, billing, advertising and we will be offering a location for the clinic. Pre-registration is encouraged. Invitation extended to all centers with Atlanta declining and Lewiston offering no response.
 - f. Board Member Terms: August 31, 2015 marks the term expirations for both Carol Athan and Bill Houston. Bill will no longer serve and Carol would like to remain on the Board with MCCOA Board in support of Carol's reappointment. The Lewiston 50+ Club Board must approve Carol's reappointment as their Center Representative and the Montmorency County Board of Commissioners approval must be sought. Atlanta's center representative has not been identified as of this date.
 - g. Special Meeting: A Special Meeting will be held on August 20 at 9:00 a.m. for: Setting meeting dates, election of officers and committee appointments, and 2015/2016 budget discussions. The Finance Committee will meet on August 18 at 9:00 a.m. to review the new budget in preparation for approval by the full board.
 - h. 2014/2015 Budget Projections: Current projections indicate that we will be ending the fiscal year better than anticipated. A request was presented for purchase of a new printer/copier/fax/scanner for Anna's office. **Motion** by Bert LaFleche, **second** by Judith Roth to authorize printer purchase up to \$650.00. **Roll Call Vote**: Carol Athan-

yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes, Betty Clark-yes; Judith Roth-yes; Elaine Ableidinger-yes. **Motion passed 7-0.**

- i. Senior Project Fresh Update: All 100 coupons have been distributed in comparison to previous years where contact to individuals was made to encourage them to apply for the coupons by the October 31 deadline. Discussion if funds would be appropriated for purchase of additional coupons with no support, many food opportunities available through other sources that are at no cost. Anna is tracking inquiries into the coupons for future programs.
 - j. Keep The Wheels Rolling Campaign: The campaign began with 169 letters mailed to area businesses and organizations that have supported the program previously and paper emblems and canisters are being distributed throughout the county to raise funds for the Meals on Wheels (HDM) Program.
 - k. Carroll vs. MCCOA: Both sides have submitted briefs to the Court of Appeals and we are waiting for the Court to schedule a date and time for Oral Argument.
 - l. Fire Safety Inspections: Authorization granted to work with Linda Lively of the American Red Cross regarding an in-home fire inspection for our seniors that would include the inspection, installation of replacement batteries and/or smoke alarms by the ARC at no cost. Anna will contact the HDM clients first and executed Release Forms will be required for participants. There are 300 smoke alarms available.
 - m. Representative Cole HDM Tour, 08/25/15: Will be present that day to meet with the Board at 10:30 a.m. at the office, followed by lunch and HDM tour in Atlanta at 1:00 p.m. Board members are encouraged to participate and prepare for the meeting with any questions or issues that they would like addressed. Laurie Sauer will be extended an invitation to attend the lunch.
- D. NEMCSA Report: Carol Athan informed the Board that she has been working with Doug Robinson, our State Veteran Advisor. Doug is very knowledgeable and is an invaluable resource for our veterans and their families. Anna would like to extend an invitation to him requesting his presence at each of the center's to provide information on the services that are available with Board in support.

XIV. Adjournment: Meeting adjourned at 10:40 a.m. upon **motion of** Judith Roth, **second by** Betty Clark. **Motion carried, 7-0.**

Minutes presented by,

Anna M. Rogers
Executive Director