

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR SEPTEMBER 17, 2015**

**PRESENT:** Corky Proulx, Treasurer; Betty Clark, Trustee; Elaine Ableidinger, Trustee; Bert LaFleche, County Commissioner

**ABSENT:** Carol Athan, Vice-Chair; Judith Roth, Secretary

**GUESTS:** Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Joanne Lewis; Bill and Lani Hathaway; Dee Pace, Lewiston 50+ Club President; Bob Bloye; Grace Halberg; Helen Wheelock; Carol Walter

- I. **Call to Order:** The meeting was called to order at 9:30 a.m. by Treasurer Corky Proulx at the Montmorency County Commission on Aging office. **Motion by Bert LaFleche to appoint Corky Proulx as Acting Chairperson, second by Betty Clark. Motion carried, 4-0.**
- II. **Roll Call:** Four members 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 Corky Proulx.
- V. **Agenda: Motion to approve** agenda as presented by Elaine Ableidinger, **second by Betty Clark. Motion carried, 4-0.**
- VI. **Secretary's Report: Motion by Betty Clark to approve the regular minutes of 07/16/15, second by Elaine Ableidinger. Motion passed, 4-0. Motion by Elaine Ableidinger to approve the special minutes of 08/20/15, second by Bert LaFleche. Motion passed, 4-0**
- VII. **Correspondence:** One year awards from NEMCSA were presented for five programs in the amount of \$6,698.00; Lewiston 50+ Club reappointment of Carol Athan.
- VIII. **NEMCSA Representative:** Kelly Robinette reported on upcoming trainings: MISOAP, Matter of Balance Trainers and Diabetes PATH Trainer meetings.
- IX. **Public Comment:** Individuals addressed the Board regarding the proposed changes to the Lewiston 50+ Club meal service and staffing at the center. Those individuals included Robert Bloye, Bill Hathaway, Grace Halberg and Dee Pace. The Board was asked to reconsider this decision. Joanne Lewis expressed concern over her services with MCCOA and reduction due to reassessment conducted by R.N. Referred to Maureen Kent for follow up. Bob Bloye, Bill and

Lani Hathaway, Dee Pace, Grace Halberg, Helen Wheelock and Carol Walter exited the meeting at 10:15 a.m.

**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 07/17/15 – 09/17/15. **Motion by** Bert LaFleche to approve Accounts Payable in the amount of \$38,999.50; **second by** Elaine Ableidinger. **Roll Call Vote:** Bert LaFleche-yes, Corky Proulx-yes, Betty Clark-yes; Elaine Ableidinger-yes. **Motion passed 4-0.**

**XI. New Business:**

A. Employment Actions:

New Hires:

- a. Marilyn Jones, In-Home, effective 08/07/15

Current Employees:

- a. Robin Carpenter, In-Home, part-time to full-time, increase effective 09/07/15.  
b. Julie Mowery, Cook-aide, increase effective 08/14/15.  
c. Annette Shurtz, In-Home, part-time to full-time, increase effective 09/20/15.  
d. Jessica (Weber) Gardner, HDM Driver/In-Home, part-time to full-time, increase effective 08/04/15.

Terminations:

- a. Jennifer Helms, Lewiston HDM Driver, effective 09/10/15.  
b. Robin Hatley, In Home Provider, effective 08/14/15.  
c. Kathleen Sanders, In Home Provider, effective 08/14/15.

**Motion by** Elaine Ableidinger, **second by** Betty Clark to approve the above stated employment actions. **Motion carried, 4-0.**

- B. Policies: The Board was asked to approve the following policies: Holiday Schedules for MCCOA Staff, Request for Leave Procedures and RFL Form, Telephone and Texting Policy, and Disaster Plan for Continuation of Services. **Motion by** Betty Clark, **second by** Elaine Ableidinger to approve the above stated policies as presented. **Motion carried, 4-0.**
- C. Officer Nominations: Decision made to call a Special Board Meeting on September 21 at 1:00 p.m. for Items C, D, E, and F **upon motion of** Elaine Ableidinger, **second by** Bert LaFleche. **Motion carried, 4-0.**
- D. Committee Appointments: Tabled.
- E. 2016 MCCOA Meeting Calendar: Tabled.
- F. Financial Depository Designation: Tabled.

- G. NEMCSA Equipment Inventory: The annual equipment inventory has been completed and items that were purchased with NEMCSA funds must be accounted for until they are no longer in operation. For the last four years there has been a total of 40 items that have been disposed of or replaced. The 13 remaining items consist of: Two file cabinets in the office; Atlanta Center: Worktable, dishwasher, mixer and two computer cabinets; Hillman Center: Heat sealer; Lewiston Center: Slicer, mixer, steam table, Salad bar and walk-in cooler.
- H. NEMCSA Food Inventory: The annual food inventory will be conducted on September 25 for year end at each of the three centers and reported. This is a labor intensive process and the three cook's and Executive Director will be working together on the inventory.

**XII. Old Business:**

- A. Financial Assessment: The Assessment was conducted on July 23 by Jeff Weiland and Yvette Smigelski of NEMCSA. Of the 11 categories and 45 sub-categories, MCCOA scored 100%, "No findings or recommendations". This is the fourth consecutive year that MCCOA has scored 100%. **Motion by Betty Clark, second by Elaine Ableidinger** to approve the Financial Assessment as presented. **Motion carried, 4-0.**
- B. Nutrition Assessment: The Assessment was conducted on July 9 at the Lewiston Center with four Out of Compliance Issues identified: 1) Does your under 60 rate cover all COA's costs to prepare meal? Referred to Food Committee to review costs without reducing services. 2) Does COA have written emergency agreements for assistance if disaster occurs? Disaster Plan has been revised to include four written agreements with agencies for backup services. We are in compliance. 3) HDM Drivers must receive two in-service trainings annually. Due to staff changes it was impossible to hold two trainings for all HDM staff. We are in compliance. 4) Food must be delivered at safe temperatures, cold food at 40 degrees or below. Replacement ice packs have been purchased, staff instructed to place into Ziploc bags and coolers into freezers prior to packing. We are in compliance. **Motion by Betty Clark, second by Elaine Ableidinger** to approve the Assessment Feedback Report as presented. **Motion carried, 4-0.**

**XIII. Committee and Staff Reports:**

- A. Client Intake, Financial, and Food Reports: All reports were reviewed with the board.
- B. Food Committee: **Motion by Betty Clark, second by Bert LaFleche** to approve the Food Committee minutes of 08/04/15 as presented. **Motion carried, 4-0.**
- C. Finance Committee: **Motion by Corky Proulx, second by Betty Clark** to approve the Finance Committee minutes of 08/18/15 as presented. **Motion carried, 4-0.**
- D. Senior Center Reports:
  - a. Atlanta: Corky informed the Board that there are two individuals interested in serving on the MCCOA Board as the Atlanta Senior Center representative. The open position was created with the exit of Bill Houston. The new President is Don Angell.

- b. Hillman: Bert and Elaine reported that a Euchre Tournament was held on 09/26/15, the Labor Day yard sale and bake sale raised \$526.00, the Sunday breakfasts continue.
  - c. Lewiston 50+ Club: The center hosted a Euchre Tournament as well.
- E. Executive Director Report:
- a. Workman's Compensation Claim: An employee was injured on August 31, 2015 and we anticipate a return to work on September 21, 2015.
  - b. Food Distribution: This event was held on September 15 at the Montmorency County Fairground with 23 volunteers assisting. We received 18,512 pounds of food that was distributed to 101 Montmorency County families; 229 people in total. In addition, three senior centers and five local food pantries were also provided food to help restock their shelves.
  - c. Keep The Wheels Rolling Campaign: To date we have raised \$2,176.76 in donations in comparison to \$1,799.81 in 2013, and \$1,687.65 in 2012. In 2014 we did not hold the event but the Atlanta Thunder Bay Eagles hosted a dinner/dance in May that resulted in a \$2,600.00 donation.
  - d. Carroll vs. MCCOA: We are still awaiting a date with the Court of Appeals for Oral Arguments.
  - e. Fiscal Audit, 2014/2015: We have been scheduled for our annual audit with Dan Smith for November 10, 2015. I am preparing, along with OCCOA's assistance, for the audit.
  - f. Hunger Action Month: September is Hunger Action Month to raise awareness of hunger in our community. MCCOA staff is encouraged to wear orange during the month.
- F. NEMCSA Report: No report presented.

**XIV. Adjournment**: Meeting adjourned at 11:00 a.m. upon **motion of** Bert LaFleche, **second by** Elaine Ableidinger. **Motion carried, 4-0.**

Minutes presented by,

Anna M. Rogers  
Executive Director