

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR MARCH 18, 2015

PRESENT: William Houston, Chairperson; Carol Athan, Vice-Chairperson; Corky Proulx, Treasurer; Bert LaFleche, County Commissioner

ABSENT: Judith Roth, Secretary; Betty Clark, Trustee

GUESTS: Anna Rogers, Executive Director; Kelly Robinette

- I. **Call to Order:** The meeting was called to order at 9:30 a.m. by Chairperson William Houston at the Montmorency County Commission on Aging office.
- 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 William Houston.
- V. **Agenda: Motion to approve** agenda by Carol Athan, **second by** Corky Proulx with addition of XI-C, Policies and job description/evaluation.
- VI. **Secretary's Report: Motion by** Carol Athan to approve the regular minutes of 01/15/15, **second by** Corky Proulx. **Motion passed, 4-0.**
- VII. **Correspondence:** Handled during regular portion of the meeting.
- VIII. **NEMCSA Representative:** Kelly Robinette reviewed upcoming Evidence Based Trainings (PATH, Matter of Balance).
- IX. **Public Comment:** None.
- X. **Financial Reports:**
 - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board. Anna reported to the Board that the tax distribution this year has been approximately six weeks behind schedule.
 - B. **Payroll, Mileage, Liability Report, and Accounts Payable:** Accounts payable were presented for consideration for the period of 01/16/15 – 03/18/15. **Motion by** Bert LaFleche to approve Accounts Payable in the amount of \$36,794.88; **second by** Carol Athan. **Roll Call Vote:** Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**
- XI. **New Business:**
 - A. **Hillman Senior Center Member at Large:** Two potential candidates have withdrawn due to health and personal issues.

B. Employment Actions:

New Hires:

- i. Kathleen Sanders, In Home Provider, 01/26/15.
- ii. Kristen Coleman, In Home Provider, 02/11/15.

Current Employees:

- i. Maryse Stewart, \$0.25 per hour effective 01/27/15.
- ii. Jennifer Jacks, \$0.25 per hour effective 01/31/15.
- iii. Julie Jones, \$0.25 per hour effective 02/09/15.
- iv. Linda Horton, \$0.50 per hour effective 02/13/15.

Resignation:

- i. Cathy Reeves (Wyllin), Cook Aide, effective 02/27/15.
- ii. Melissa DuBois, In Home Provider, effective 03/02/15.
- iii. Phyllis Whitacre, HDM Driver, Hillman, effective 04/30/15.

Motion by Carol Athan, **second** by Corky Proulx to approve the above stated employment actions. **Roll Call Vote:** Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**

C. Updated Documents: The following documents were presented for consideration: Exit interview form, Secretary/Scheduler Job Description and Evaluation, Service Termination Policy, Client Sex Offender Policy. **Motion** by Bert LaFleche, **second** by Carol Athan to approve the above stated documents. **Motion carried, 4-0.**

D. Personnel Policy: Revisions to vacation were proposed with reduced vacation time for the second year of employment and accrual system. In addition, language regarding direct deposit was removed. **Motion** by Corky Proulx, **second** by Bert LaFleche, to approve the Personnel Policy revisions. **Motion carried, 4-0.**

E. Executive Director Evaluation: Discussion held regarding the July 11, 2015 fourth year anniversary date for Anna Rogers. Chairperson Bill Houston requested that the evaluation and job description be provided to board members with a request for return by April 3. Results will be provided to Personnel Committee with recommendation to full board. In addition to mailing, e-mails will be sent.

F. Statement of Grant Award #2015-3: **Motion** by Corky Proulx, **second** by Carol Athan to authorize Anna Rogers to sign the Statement of Grant Award #2015-3 as presented. **Motion carried, 4-0.**

G. United Way Mini Grant Application: Anna Rogers requested permission of the Board to submit a grant application for the Medical Equipment Loan Closet in the amount of \$1,346.79 with a \$150.00 MCCOA match. **Motion** by Carol Athan, **second** by Bert LaFleche to authorize Anna Rogers to submit a United Way grant application in the amount of \$1,346.79 with a \$150.00 financial match by MCCOA. **Roll Call Vote:** Carol Athan-yes; Bert LaFleche-yes, Corky Proulx-yes, William Houston-yes. **Motion passed 4-0.**

H. Social Host Awareness Month Proclamation: A request from Up North Prevention was received for MCCOA to support the proclamation. **Motion** by Carol Athan, **second** by Corky Proulx to adopt the Social Host Awareness Month Proclamation as presented. **Motion carried, 4-0.**

XII. **Old Business:**

- A. **Direct Deposit and Financial Depositories:** After research by Anna Rogers, it has been determined that the cost for the Direct Deposit benefit and changing financial depositories from AAACU to CFCU will be cost prohibitive. In addition, the majority of staff is not in support of Direct Deposit. **Motion by Corky Proulx, second by Carol Athan to rescind the previous changes as stated above. Motion carried, 4-0.**

XIII. **Committee and Staff Reports:**

- A. **Client Intake, Financial, Food Reports:** All reports were reviewed with the board.
- B. **Senior Center Reports:**
- i. **Lewiston:** Carol Athan reported on the following: Euchre tournament 04/11/15, hall rental fees increased to \$35/hour + \$100 cleaning deposit, the March 14 dinner dance raised \$300, the 50+ Club will be hosting a Father's Day craft show, Special Bingos on Memorial Day, 4th of July, Labor Day, Timberfest, and Elk Festival. A PIE&G Communities First grant application has been submitted for roof insulation.
 - ii. **Hillman:** Bert LaFleche reported on a Euchre tournament on 03/21/15, Memorial Day sale, and Pancake breakfast on 03/15.
 - iii. **Atlanta:** Bill Houston reported the Executive Board meets on 03/17/15, a new ice maker has been ordered, investigating possibility of a maintenance person for 3-4 hours per week. Bill also announced that he will not be seeking reappointment after the 08/31/15 term and Jim and Dorothy Katkus will be leaving as well.
 - iv. **Seniors of the Month:** March—Dave Scott of Hillman, April—Lewiston (to be determined), May—Ed Boucher of Atlanta.
- C. **Food Committee, 03/04/15:** Anna Rogers requested authorization for her to sign the POS Agreement with the Iron Kettle and request permission of OSA to begin the Food Voucher/Dining Out Program effective May 1, 2015. Several changes: Offer dining options in Lewiston Monday-Thursday, making a consistent dining schedule with the Atlanta and Hillman Centers and increased reimbursement rate to include \$0.75 per meal for tip. **Motion by Corky Proulx, second by Carol Athan to authorize Anna Rogers to sign POS Agreement as presented and request permission of OSA to approve the Dining Out Program effective May 1, 2015. Motion carried, 4-0.**
- D. **Executive Director Report:**
- i. **Food Bank Ornament Program:** The program concluded in late December for an overall donation of \$1199.00 for 2014. In comparison, for 2013 the amount was \$876.00, 2012 at \$1240.00, 2011 at \$777.00.
 - ii. **Montmorency County Probation:** Annette Porter, the new probation officer, has contacted me with an offer of community service probationers, misdemeanors. The intent is to develop a countywide database with participating businesses that the offenders would contact direct to coordinate their time. The Board previously approved this program and I will be proceeding forward.
 - iii. **Senior Box Program:** MCCOA has expended the \$4400.00 grant from PIE&G from the Communities First Fund for this program with 23 senior families assisted on a monthly basis.
 - iv. **Food Bank Giveaway:** We are confirmed for deliveries in August, September and October. Contact has been made seeking volunteers with the program.

- v. Educational Offerings:
 - a. Matter of Balance, April 7 to May 27, 1:30-3:30 p.m., Atlanta Center. Trainers will be Evelyn White and Kara LaMarre.
 - b. Creating Confident Caregivers, March 26 to April 30, 1:30-3:30 p.m., Lewiston Center. The Master Trainer will be Robin Petruska of OCCOA.
 - c. State Trooper, 3-part series: Trooper Simpson of the Alpena Post will be presenting on Personal Safety, ID Theft and a third to be determined at a later date. Trooper Simpson will be on-site at each of the three centers on the birthday dinner days beginning at 3:15 p.m. in April.
 - vi. Employee of the Month: The recipient for February 2015 was Julie Jones, In Home Provider, and for March 2015 was Evelyn White, In Home Coordinator.
 - vii. Thunder Bay Eagles: MCCOA has received \$800.00 worth of food for our food programs with a thank you letter being sent to the club for the generous donation.
 - viii. General and In-Home Assessments: This year's assessments have been scheduled for Wednesday, March 25, 2015 with Yvette Smigelski and cover the period of October 1, 2014 to current date.
 - ix. Congregate and Home Delivered Meal Assessments: The nutrition assessments have been scheduled for July 9, 2015 with Kelly Robinette, and again, covers the October 1, 2014 date to the date of the assessment.
 - x. Lewiston Lion's Club: MCCOA was invited to present to the Lioness Club on our programs and information. Anna Rogers and Evelyn White attended on March 3 at 6:00 p.m. in Lewiston. The event was well received and generated many questions and provided wonderful outreach.
 - xi. Food Vendors: Due to rising food costs, food vendor Sysco has been contacted to discuss our program needs and review products and request cost comparisons. As information is available, it will be shared with the Board.
 - xii. Vulcan Stove in Hillman: On February 19 the stove was red tagged by PIE&G due to a gas leak around the knobs on the griddle. After countless attempts, a contractor out of Traverse City repaired the stove on March 10.
- E. NEMCSA Report: Carol Athan exited at 11:00 a.m.
- XIV. Adjournment: Meeting adjourned at 11:00 a.m. upon **motion of** Corky Proulx, **second by** Bert LaFleche. **Motion carried, 4-0.**

Immediately Following a brief Webinar on the MySeniorCenter software/hardware program.

Minutes presented by,

Anna M. Rogers
Executive Director