

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR MAY 18, 2017**

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

**ABSENT:** Betty Clark, Secretary; Vickie Clayton, Trustee

**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 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** Bert LaFleche. **Motion carried, 5-0.**
- VI. **Secretary’s Report:** **Motion by** Ed Beswick to approve the minutes of 03/16/17 as presented, **second by** Bert LaFleche. **Motion carries, 5-0.**
- VII. **Correspondence:** Discussed within meeting.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that the MiCafe training will be held on June 13; she has no updates on the Federal budget.
- 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 03/17/17 through 05/18/17. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$33,072.55, **second by** Corky Proulx. **Roll Call:** Elaine Ableidinger-yes; Bert LaFleche—yes; Ed Beswick-yes; Corky Proulx-yes; Carol Athan-yes. **Motion carried, 5-0.**
- XI. **Old Business:**
  - A. **General and In Home Assessment:** The annual assessment was held on 04/06/17 with Yvette Smigelski of NEMCSA. Verbal report is that everything is in order; we are waiting on the written report.

XII. **New Business:**

- A. **Employment Actions: New Hires:** Kathleen Ridgeway, In Home, 03/24/17; April Tennant, In Home, 03/28/17; Cynthia Taylor, In Home, 05/17/17; Leone Stevens, In Home, 06/01/17. **Current:** Julie Jones, In Home, \$0.25, 02/20/17; Tammi Oberski, Office, \$0.25, 04/03/17 and MMAP Counselor; Sally Morse, Cook Aide, \$0.50, 05/15/17; Jessica Gardner, HDM Driver, \$0.25, 05/15/17; Pamela Kott, Cook, \$0.25, 05/19/17. **Terminations:** Jessica Kaminski, In Home, 04/17/17; Amanda VanTiem, In Home, 04/28/17. **Volunteer:** David Miller, 05/18/17. **Motion by** Corky Proulx, **second by** Elaine Ableidinger to approve employment actions as presented. **Motion carried, 5-0.**
- B. **Statement of Grant 2017-3:** **Motion by** Elaine Ableidinger, **second by** Ed Beswick to authorize Executive Director to sign statement of grant award 2017-3 from NEMCSA as presented. **Motion carried, 5-0.**
- C. **Food Bank Agreement:** The Food Bank of Eastern Michigan agreement was presented for consideration. **Motion by** Corky Proulx, **second by** Ed Beswick to authorize Executive Director to sign the FBEM contract. **Motion carried, 5-0.**
- D. **Annual 2017/2018 Request for Proposal:** Executive Director presented the 2017/2018 request for proposals for the following programs: Elder Abuse Prevention, Evidence-Based Disease Prevention Health Promotion, National Family Caregiver Support Program and State Caregiver Support. Funding requests are for Elder Abuse, Healthy Moves for Aging Well, Matter of Balance, Respite, Kinship, Resource Room and Alzheimer's Support Group for a combined total of \$10,745.00 with a required match of \$1,093.00. **Motion by** Corky Proulx, **second by** Ed Beswick to authorize Executive Director to submit the 2017/2018 RFP's as presented. **Motion carried, 5-0.**
- E. **MCCOA Office Sign Proposal:** Funds were allocated within the budget for the construction of a new office sign. Signs by Design submitted a proposal for a double sided, 8' x 4' sign with posts in the amount of \$1,373.00, without installation. **Motion by** Corky Proulx, **second by** Elaine Ableidinger to approve Signs by Design proposal in amount of \$1,373.00. **Roll call: Ableidinger—yes; LaFleche—no; Beswick—yes; Proulx—yes; Athan—yes. Motion carried, 4-1.**
- F. **Updated Website Proposal:** A proposal for an updated website to allow for internal updates, a fresh look, user friendly on-line employment and volunteer applications, etc. was sought. Current vendor, Alpine Web would design the new site, convert using updated software and training for staff was presented at a cost of \$1,570.00. **Motion by** Ed Beswick, **presented by** Corky Proulx to authorize Executive Director to sign contract with Alpine Web not to exceed \$1,570.00 for construction of a new MCCOA website. **Roll call: Ableidinger—no; LaFleche—yes; Beswick—yes; Proulx—yes; Athan—yes. Motion carried, 4-1.**
- G. **MMAP Memo of Understanding:** The new MMAP memo of understanding for the period of 04/01/17 to 03/31/19 was presented. **Motion by** Corky Proulx, **second by** Ed Beswick to authorize Executive Director to sign MMAP Memo of Understanding as presented. **Motion carried, 5-0.**
- H. **Computer Server Proposal:** Due to increased computer usage for MCCOA, delays in connections and potential security breaches, a stand-alone server was quoted. The quote was from Dell in the amount of \$2,627.35. **Motion by** Corky Proulx, **second by** Ed Beswick to authorize purchase of PowerEdge T330 from Dell in the amount of \$2,627.35. **Roll call: Ableidinger—yes; LaFleche—yes; Beswick—yes; Proulx—yes; Athan—yes. Motion carried, 5-0.**

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. **Atlanta Senior Center:** Ed reported that a rummage and bake sale will be held on Memorial weekend; election of officers held with Don Angell—President; Denny David—Vice President; Secretary—Linda Roberts; Trustees are Mary Mennard, Paul Roberts, Doris Kantro and Carolyn Hartford. The Treasurer has not been elected. Site agreement is being discussed and Board authorized copy of inventory to be provided to Ed.
2. **Hillman Senior Center:** Elaine reported that the Sunday breakfasts are going well, weight loss classes, knitting group and card groups are being held. Election of officers to be held later today. Discussion is on-going on how to proceed with the roof repairs; replace the full roof or do a partial repair.
3. **Lewiston Senior Center:** Nothing to report.
4. **Senior of the Quarter:** Alberta (Dolly) Klann was nominated as the June 2017 Senior of the Quarter.

C. **Executive Director Reports:**

1. **My Senior Center:** The program is up and running with training to staff and meal attendees receiving their scanner cards. There were some reservations by some of the seniors but when they discovered how simple the program was they are now supportive. We will continue the paper sign-in until all cards have been distributed.
2. **Take Back Drug Days:** MCCOA hosted a “Drug Disposal Contest” with the assistance of Catholic Human Services and the Montmorency County Sheriff Department at the three centers. Atlanta Center was the winner of the contest at 11.72 pounds, Hillman had 8.35 pounds and Lewiston 3.50 pounds with a gift bag of coffee products for the month presented to Atlanta compliments of MCCOA.
3. **Medical Equipment:** To replenish the medical loan closet two wheelchairs were purchased from the \$1500.00 donation from CFCU. In addition, funds were used for hand held shower units and safety bath tub rails. MCCOA received an additional \$500.00 from WalMart for these items.
4. **Mobile Food Pantries:** MCCOA will be hosting “Mobile Food Produce Pantries” at no cost this summer in Atlanta on May 24, June 15, July 13 and August 15.
5. **Senior History Profiles:** This new program would spotlight a senior from each center every month with a profile on their history to honor and acknowledge our areas seniors. The Volunteer Coordinator has been assigned this role and May will be the first profiles for each center.
6. **Work Experience Program:** The Michigan Works Experience Program is being investigated to source employees and training resources.
7. **Financial Assessment:** The annual financial assessment will be conducted on June 7, 2017 by NEMCSA with a formal report to the Board at a future meeting.
8. **Workers Compensation Insurance:** The new quote is being reviewed with our insurance carrier for a potential reduction due to reduced claims.
9. **2017/2018 Budget:** We are in the process of working on the preliminary budget and payroll projections for the next year beginning October 1, 2017.

10. Non-Emergency Medical Transportation: On 04/01/17 the transportation program for the MI Choice Waiver Program was changed to allow us to provide the transportation but with some additional requirements in place.
  11. Staff: Request to reinstate sign on bonus from \$250.00 to \$500.00 after 90 days for In Home and increase referral bonus from \$100.00 to \$250.00 after 90 days. **Motion by Corky Proulx, second by Bert LaFleche** to reinstate sign on bonus for in home providers to \$500.00 after 90 days and increase referral hire bonus from \$100.00 to \$250.00 after 90 days. **Roll call: Ableidinger—no, LaFleche—yes, Ed Beswick—no, Proulx—yes, Athan—yes. Motion carried, 3-2.**
  12. Smoking Cessation Assistance Program: We are investigating these programs to assist staff to quit smoking. Benefits: Reduce the large number of employees that smoke, therefore reducing health issues and work loss; reduce the exposure to our clients that have medical issues related to smoke exposure on clothing. The Board was in support of this idea.
  13. MCCOA Board Positions: Ed Beswick and Corky Proulx’s terms expire on August 31, 2017. Both Ed and Corky agreed to remain for another three-year term, through August 31, 2020. Ed’s appointment must be approved by the Atlanta Senior Center and if approved, both must be submitted to the Montmorency County Board of Commissioners for approval.
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D. NEMCSA Report: Nothing reported.

XIV. Public Comments: None. Regular session adjourned at 10:48 a.m.

XV. Closed Session, Executive Director Evaluation/Contract: Went into closed session at 10:49 a.m. upon **motion of Corky Proulx, second by Bert LaFleche** for purposes of Executive Director Evaluation/Contract with Executive Director excused. **Motion carried, 5-0.**

Meeting reconvened at 11:10 a.m.

Upon **motion of Corky Proulx, second by Bert LaFleche** the Executive Director evaluation questionnaire will be distributed to office and food service staff with responses to be directed to Corky Proulx by 06/15/17. A special meeting will be scheduled for 06/19/17 at 9:00 a.m. for review and discussion. **Motion carried, 5-0.**

XVI. Adjournment: Meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Anna M. Rogers  
Executive Director