

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR SEPTEMBER 21, 2017

PRESENT: Carol Athan, Chairperson; Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; William “Ed” Beswick; Betty Clark, Secretary; Vickie 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, six 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** Corky Proulx to approve the agenda as presented, **second by** Vickie Clayton. **Motion carried, 6-0.**
- VI. **Secretary’s Report:** **Motion by** Elaine Ableidinger to approve the minutes of 07/20/17 as presented, **second by** Corky Proulx. **Motion carries, 6-0.** **Motion by** Corky Proulx to approve the closed minutes of 07/20/17 as presented, **second by** Betty Clark. **Motion carries, 6-0.**
- VII. **Correspondence:** Discussed during the meeting.
- VIII. **NEMCSA Representative:** Kelly Robinette reported that the Nutrition Standards are being reviewed as part of the five-year process with a 2019 target date. The year-end food inventory process is underway with detailed explanation offered by Anna Rogers.
- 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 07/21/17 through 09/21/17. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$36,167.58, **second by** Vickie Clayton. **Roll Call:** Elaine Ableidinger-yes; Betty Clark—yes; Ed Beswick-yes; Vickie Clayton—yes; Corky Proulx-yes; Carol Athan-yes. **Motion carried, 6-0.**

XI. **Old Business:**

- A. **Annual Notice of Award:** MCCOA was notified of annual RFP awards from NEMCSA: a) Title IIID-Evidence Based Disease Prevention (Healthy Moves and Matter of Balance) at \$4,845; b) Title VII Elder Abuse Prevention at \$544; c) Title IIIIE National Family Caregiver Support Program (Health Resource Center at \$2,000; Alzheimer Support Group at \$846; Kinship at \$1,000 and Respite at \$1,500). **Motion by** Corky Proulx, **second by** Betty Clark to accept the funding in the amount of \$10,735.00. **Motion carried, 6-0.**

XII. **New Business:**

- A. **Employment Actions: New Hires:** A. Rounding, In Home, 08/07/17; M. Guy, In Home, 08/29/17; L. Prichard, Secretary/Scheduler, 08/30/17; R. Price, In Home/HDM, 08/30/17; G. Swinson, In Home, 09/18/17. **Current:** M. Jones, In Home, 08/20/17; E. McAlister, In Home, 08/11/17; K. Thompson, HDM, 08/20/17; M. Kent, RN, 08/22/17; L. Stevens, In Home, 09/18/17; P. Docherty, HDM, 09/26/17. **Terminations:** J. Gardner, HDM, 08/30/17; T. Kennedy, In Home, 07/24/17; K. Diegel, In Home, 08/04/17; T. Oberski, Secretary/Scheduler, 08/04/17. Evaluations conducted to from 07/20/17 to date: Food Service—2; In Home—5. **Motion by** Ed Beswick, **second by** Betty Clark to approve employment actions as presented. **Motion carried, 6-0.**
- B. **Officer Nominations:** The floor was opened for nominations. **Motion by** Ed Beswick, **second by** Vickie Clayton that the existing slate of officers be reappointed, upon recommendation of the Nominating Committee as follows: Chairperson—Carol Athan; Vice-Chairperson—Elaine Ableidinger; Treasurer—Corky Proulx, Secretary—Betty Clark. **Motion carried, 6-0.**
- C. **Committee Appointments:** Chairperson Athan will review the members request for committee assignments and make appointments based on those preferences.
- D. **Financial Depositories of Record:** Executive Director is recommending that the Primary depository be AAACU for checking and money market and Secondary depository be CFCU for checking and depository of record for the Atlanta, Hillman and Lewiston Food Programs with authorized signatories of Carol Athan, Corleen Proulx and Anna Rogers on all accounts. **Motion by** Elaine Ableidinger, **second by** Ed Beswick to designate AAACU as primary and CFCU as secondary depository of record for MCCOA and authorize signatories of Carol Athan, Corleen Proulx and Anna Rogers on all accounts. **Motion carried, 6-0.**
- E. **2018 MCCOA Meeting Calendar:** The proposed meeting calendar was distributed for the third Thursday, every other month beginning in January 2018 at 9:30 a.m. **Motion by** Elaine Ableidinger, **second by** Betty Clark to approve the 2018 calendar as presented. **Motion carried, 6-0.**
- F. **Updated Organizational Chart and Job Description:** With addition of Office Assistant, the organizational chart and job descriptions were updated. **Motion by** Elaine Ableidinger, **second by** Betty Clark to approve the organizational chart and office assistant job description as presented. **Motion carried, 6-0.**
- G. **Statement of Grant 2017-5:** The SOG 2017-5 for \$1,016.00 in additional funding was presented. **Motion by** Betty Clark, **second by** Ed Beswick to authorize Executive Director to sign the document accepting grant funding. **Roll Call:** Elaine Ableidinger-yes; Betty Clark—yes; Ed Beswick-yes; Vickie Clayton—yes; Corky Proulx-yes; Carol Athan-yes. **Motion carried, 6-0.**

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. **Hillman Senior Center:** Elaine informed the Board that the garage sale was a great success; a euchre tournament will be held on 09/30/17; the Sunday pancake breakfasts continue; Elaine wrote a grant from United Way for \$650 for updates to sinks and plumbing. The center may be hosting a Hunters Dinner and would be hosting on November 14. **Motion by** Vickie Clayton, **second by** Corky Proulx to authorize closure of the meal service on November 14 upon receipt of request from Hillman Senior Board. **Motion carried, 6-0.**
2. **Lewiston Senior Center:** Betty reported that Family Fare receipts continue to be collected, fencing has been installed in the front of the building and several replacement cupboards in the kitchen have been installed.
3. **Atlanta Senior Center:** Ed reported that the center will be hosting a Hunters Dinner on November 14. **Motion by** Vickie Clayton, **second by** Corky Proulx to authorize closure of the meal service on November 14 upon receipt of request from Atlanta Senior Board. **Motion carried, 6-0.** A booth will be setup at the Elk Festival along with raffle ticket sales.

C. **Executive Director Reports:**

1. **Mobile Food Pantries:** To date MCCOA has hosted 14 food drives since 07/2011 representing 151,988 pounds of food; service to 3,269 people and 1,386 families utilizing 379 volunteers.
2. **National Senior Citizen Day:** On August 21 MCCOA celebrated National Senior Citizens Day with a picnic/ice cream social at the Atlanta Senior Center with 72 attendees countywide.
3. **Workers Comp Insurance:** The recent audit resulted in additional costs to MCCOA due to increased staffing. As a member of the Alpena Chamber of Commerce buying unit for the insurance, we have received a dividend payment of \$918.12.
4. **2016/2017 Audit:** The auditing firm of Johnson and Schulze has expressed interest in bidding on the upcoming audit. **Motion by** Ed Beswick, **second by** Elaine Ableidinger that Executive Director provides a copy of the 2015/2016 audit to Johnson and Schulze. **Motion carried, 6-0.**
5. **Newsletters and Website:** New staff is being trained for the newsletters.
6. **MDSA and MANASP Annual Conference:** Executive Director will be attending the joint conference on October 18-20 in Mt. Pleasant
7. **RSVP Program:** Anna requested approval for MCCOA to participate as a volunteer station to implement this program within our county. The RSVP (Retired Senior Volunteer Program) would provide us with increased participation of volunteers within our organization. MCCOA would supervise and RSVP will be responsible for volunteer mileage. **Motion by** Corky Proulx, **second by** Betty Clark to authorize Executive Director to execute agreement for the RSVP program. **Motion carried, 6-0.**

8. Educational Programs: MCCOA has completed the Matter of Balance and PATH classes. On 10/11/17 the State Bar of MI will be at each center to present “Learn the Warning Signs of Estate Planning and Annuity Scams”. Our Alzheimer’s Support Group continues to expand and MCCOA is offering assistance with respite care and transportation for those that wish to attend that cannot leave their loved ones alone. The newest program, “Healthy Moves for Aging Well”, will begin within the next month with the assistance of OCCOA for guidance. This is a one-on-one, in home, physical program to assist identified clients that have been identified by our RN.
9. Lewiston Health Fair: This year’s event is set for 10/12/17 and MCCOA will be participating.
10. Community Service: An individual will be rotating between the three centers to assist as a cook aide to complete 80 hours of community service.

D. NEMCSA Report: Nothing to report. Kelly Robinette left at 10:26 a.m.

XIV. Public Comments: None. Regular session adjourned at 10:22 a.m. by call of chair.

XV. Closed Session, Senior Center Site Agreements: Went into closed session at 10:23 a.m. upon **motion of** Elaine Ableidinger, **second by** Ed Beswick for purpose of senior center site agreements. **Roll Call:** Elaine Ableidinger-yes; Betty Clark—yes; Ed Beswick-yes; Vickie Clayton—yes; Corky Proulx-yes; Carol Athan-yes. **Motion carried, 6-0.**

Meeting reconvened at 10:40 a.m. upon **motion of** Corky Proulx, **second by** Vickie Clayton. **Motion carried, 6-0.**

Motion by Corky Proulx, **second by** Betty Clark that the Atlanta, Hillman and Lewiston Senior Center Site Agreements for 10/01/17 to 09/30/20 be approved as follows: \$35.00 per day rental, MCCOA to pay Internet costs 100%, centers to cost share 50/50 with MCCOA the expenses of ServSafe certification and DHD #3 Food License annual costs and authorizing Executive Director to sign on behalf of MCCOA. **Roll call:** Elaine Ableidinger-yes; Betty Clark—yes; Ed Beswick-yes; Vickie Clayton—yes; Corky Proulx-yes; Carol Athan-yes. **Motion carried, 6-0.**

XVI. Adjournment: Meeting adjourned at 10:42 a.m. by Elaine Ableidinger, **second by** Vickie Clayton. **Motion carried, 6-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director