

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR MARCH 15, 2018

PRESENT: Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; William “Ed” Beswick; Vickie Clayton, Trustee; Bert LaFleche, County Commissioner

ABSENT: Betty Clark, Trustee

GUESTS: Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Yvonne Swagger, Montmorency County Tribune; Pam Kott; Bob Bloye; Kathy Podzikowski

- I. **Call to Order:** The meeting was called to order at 9:35 a.m. by Vice-Chairperson Elaine Ableidinger 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 Vickie Clayton.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Corky Proulx.
- V. **Chairperson Election:** The floor was opened for nominations. **Motion by** Corky Proulx to nominate Ed Beswick for Chairperson, **second by** Vickie Clayton. **Motion by** Bert LaFleche to nominate Elaine Ableidinger for Chairperson, motion died for lack of second. **Roll call for Ed Beswick as Chairperson:** Proulx-yes; Clayton-yes; LaFleche-no; Beswick-yes; Ableidinger-yes. **Motion carried, 4-1 (LaFleche-no).** Ed Beswick assumed the Chairperson position for the remainder of the meeting.
- VI. **Agenda:** **Motion by** Corky Proulx to approve the agenda with XII A and B reversed, **second by** Elaine Ableidinger. **Motion carried, 4-1 (LaFleche-no).**
- VII. **Secretary’s Report:** **Motion by** Corky Proulx to approve the minutes of 01/18/18 minutes as presented, **second by** Vickie Clayton. **Motion carries, 5-0.**
- VIII. **Correspondence:** Discussed during meeting.
- IX. **NEMCSA Representative:** Kelly Robinette reported that the Caregivers Conference is scheduled for 04/23/18, the proposed Nutrition Standards revisions from AASA are still in the review process and a Nutrition Summit will be scheduled in the summer.
- X. **Public Comment:** Request by Kathy Podzikowski to address the board regarding employment status of Pamela Kott.

XI. **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 presented for the period of 01/19/18 through 03/15/18. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$47,222.62, **second by** Corky Proulx. **Roll Call: Ed Beswick-yes; Corky Proulx-yes; Bert LaFleche-yes; Elaine Ableidinger-yes; Vickie Clayton-yes. Motion carried, 5-0.**

XII. **Old Business:**

- A. Lewiston Representative: **Motion by** Corky Proulx to table the appointment and refer candidate to Personnel Committee for interview, **second by** Vickie Clayton. **Motion carried, 5-0.**
- B. In Home Training Policy: The BT/BQ Impart Training Policy was presented for consideration. **Motion by** Elaine Ableidinger, **second by** Vickie Clayton to approve the In Home Training Policy. **Motion carried, 5-0.**

XIII. **New Business:**

- A. Closed Session Request by Pamela Kott: **Motion by** Corky Proulx to go into closed session at employee's request for employee issue at 10:04 a.m., **second by** Elaine Ableidinger. **Roll call: LaFleche-yes; Clayton-yes; Proulx-yes; Ableidinger-yes; Beswick-yes. Motion carried, 5-0.** Closed session concluded at 10:38 a.m., back into open session at 10:49 a.m. upon **motion of** Corky Proulx, **second by** Vickie Clayton. **Roll call: LaFleche-yes; Clayton-yes; Proulx-yes; Ableidinger-yes; Beswick-yes. Motion carried, 5-0.** **Motion by** Bert LaFleche, **second by** Elaine Ableidinger to reinstate Pamela Kott as Head Cook for 90 days to monitor and authorize Executive Director to terminate if issues are identified. **Roll call: LaFleche-yes; Clayton-no; Proulx-yes; Beswick-no; Ableidinger-yes. Motion carried, 3-2.**
- B. Employment Actions: **Current:** N. Radulski, 01/30/18; J. Jacks, 02/05/18; J. Jones, 02/11/18; S. Probert, 03/27/18. **Terminations:** J. Jones, 02/12/18; K. Ridgeway, 02/20/18; E. White, 03/26/18. Evaluations completed: 5. Disciplinary Actions: 1-30 day probation, 1-3 day suspension. **Motion by** Elaine Ableidinger, **second by** Corky Proulx to approve employment actions as presented. **Motion carried, 5-0.**
- C. Statement of Grant #2018-03/4: The 2018-03/04 statements of grants were presented for approval for program funding. **Motion by** Elaine Ableidinger to authorize Executive Director to sign the statement of grants, **second by** Corky Proulx. **Motion carried, 5-0.**
- D. Surplus equipment: **Motion by** Bert LaFleche, **second by** Vickie Clayton to authorize Executive Director to bid out surplus file cabinets and to accept or reject bids with report back to Board at next meeting. **Motion carried, 5-0.**

XIV. **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 reported that a Euchre Tournament was held on 02/24/18 with \$662.00 raised, next Sunday breakfast is 03/17/18, compliments to Jenny Jacks, Nutrition Coordinator on improved food quality at centers resulting in increased attendance.
2. **Atlanta Senior Center:** Ed also reported on increased attendance at meals, Bingo is going to be held at the center.
3. **Lewiston Senior Center:** Euchre tournament will be held on 03/24/18 and Bingo continues.

C. **Executive Director Reports:**

1. **Storage Shed:** Previously, the decision was made to relocate to the Atlanta Senior Center for MCCOA storage with transport donated by a volunteer. The Center has now requested that proof of insurance be provided on the shed and the volunteer has withdrawn the offer of free relocation. **Motion by Corky Proulx, second by Bert LaFleche** to provide proof of insurance and authorize Executive Director to pursue relocation options. **Motion carried, 5-0.**
2. **General and In Home Assessments:** Due to weather, the assessments were rescheduled from March 8 to March 22.
3. **Client vs. Participant Language:** As documents are updated the terminology will reflect “participant” rather than “client”.
4. **Emergency Plan:** The Montmorency County Emergency Plan is being updated and when available will be provided to MCCOA for their emergency plan updates.
5. **Service/Emotional Support Animals:** Clarification was provided regarding animals being brought into the centers during meal service per State and Federal Law. Only service animals are allowed within the centers and must apply to the guidelines.
6. **Veterans Contract:** After clarification on services that MCCOA is able to provide, veterans are now being referred to MCCOA.
7. **Employee Appreciation Day:** March 2 was recognized with staff by the Director.
8. **Accidents and Reports:** Incidents must be immediately reported to the Executive Director and written report within 24 hours. The Personnel Policy language was expanded to include this language.
9. **Alzheimer’s Support Group:** The attendance is increasing and MCCOA is providing respite and transportation support for caregivers to attend.
10. **Matter of Balance Classes:** The eight week course begins April 5 through May 24 from 1:30 to 3:30 p.m. in the MCCOA training room. The class is at size limit with a wait list for the next session.
11. **Healthy Moves:** Under the guidance of the RN, identified participants receive services through an exercise program with the in home providers. The goal is to increase mobility and improve health.
12. **NANASP Conference:** **Motion by Corky Proulx, second by Bert LaFleche** to authorize Executive Director to attend the conference with all associated expenses paid under staff training. **Motion carried, 5-0.**

13. Board Basics Training: The Community Foundation of Northeast Michigan is sponsoring a Regional Nonprofit Leaders Series. The first session is “Board Basics” on April 19, 2018 at ACC at cost of \$20.00 per person. Board members were encouraged to attend and R.S.V.P. to Anna.
14. Computer/Internet: Due to continued issues with the Internet due to wireless connections within the office, Executive Director requested approval for equipment and labor to hardwire the office. **Motion by Bert LaFleche, second by Vickie Clayton** to authorize Cutting Edge to proceed with project at cost not to exceed \$1,061.76. **Roll call: LaFleche-yes; Clayton-yes; Proulx-yes; Ableidinger-yes; Beswick-yes. Motion carried, 5-0.**

D. NEMCSA Report: Corky Proulx had nothing to report.

XIV. Adjournment: Meeting adjourned at 11:55 a.m. by **motion of Bert LaFleche, second by Corky Proulx. Motion carried, 5-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director