

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR JANUARY 16, 2019

PRESENT: William “Ed” Beswick, Chairperson; Elaine Ableidinger, Vice-Chair; Corky Proulx, Treasurer; Janice Burtch, Secretary; Gary Girardin, County Commissioner

ABSENT: Vickie Clayton, Trustee

GUESTS: Anna Rogers, Executive Director; Dan Smith; Yvonne Swagger (Tribune)

- I. **Call to Order:** The meeting was called to order at 9:00 a.m. by Chairperson Ed Beswick 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 Ed Beswick.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Corky Proulx.
- V. **Agenda:** **Motion by** Elaine Ableidinger to approve the agenda with addition of Statement of Grant, XI-C, **second by** Corky Proulx. **Motion carried, 5-0.**
- VI. **Secretary’s Report:** **Motion by** Janice Burtch to approve the regular minutes of 12/11/19 as presented, **second by** Corky Proulx. **Motion carried, 5-0.**
- VII. **Correspondence:** Information on National Terrorism Advisory Bulletin.
- VIII. **Public Comment:** No requests presented.
- IX. **Financial Reports:**
 - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board.
 - B. **Mileage, Liability Reports and Accounts Payable:** Reports were reviewed with the board and accounts payable presented for the period of 12/11/19 through 01/16/20. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$42,032.46, **second by** Janice Burtch. **Roll call: Yes: Girardin, Ableidinger, Burtch, Proulx, Beswick. Nays—0. Motion carried, 5-0.**
- X. **Old Business:**
 - A. **2018/2019 Audit Presentation:** Dan Smith, CPA, presented the Board with a clean opinion for the 2018/2019 fiscal year. Total revenues were \$1,015,689.00 and expenditures at \$928,449.00, resulting in an increase in net assets at \$87,240.00 and overall net assets at \$638,752.00 on 09/30/19 in comparison to \$551,512.00 on 09/30/18. **Motion by** Janice Burtch, **second by** Elaine Ableidinger to accept the 2018/2019 Financial Audit as presented. **Roll: Yes: Proulx, Ableidinger, Burtch, Girardin, Beswick. Motion carried, 5-0.**

Discussion led by Mr. Smith on employee benefits, consideration of health insurance for key positions and turnover with a Personnel and Finance Committee Meeting to be scheduled to review the topics. Mr. Smith indicated that the current systems in place with the financial services support from OCCOA work well and all documentation and organization of systems led by Executive Director are exceptional. Current fund balances are adequate to operate for at least six months.

XI. **New Business:**

- A. **Employment Actions:** Terminations: S. Townsend, J. Keegan. **Motion by** Janice Burtch, **second by** Elaine Ableidinger to approve employment actions as presented. **Motion carried, 5-0.**
- B. **Reach in Freezer:** Discussion on repair or replacement of reach in freezer in Lewiston that is 30+ years old. Insurance claim will pay \$1824.00 after \$1000.00 deductible. **Motion by** Elaine Ableidinger, **second by** Janice Burtch to purchase True reach in freezer for Lewiston at cost of \$4,362.57 inclusive of delivery, removal and installation and request disposal from NEMCSA. **Roll call: Yes: Ableidinger, Burtch, Proulx, Beswick, Girardin. Nays--0. Motion carried, 5-0.**
- C. **Statement of Grant 2020-02:** **Motion by** Corky Proulx, **second by** Elaine Ableidinger to accept award and authorize Executive Director to execute Statement of Grant for period of \$10/01/19 to 01/31/20 at \$13,798.00. **Roll call: Yes: Burtch, Proulx, Beswick, Girardin, Ableidinger. Nays: --0. Motion carried, 5-0.**

XI. **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 the Sno Drift Rally is scheduled for 01/22 to 01/25/20; Bunko/Bingo alternate Thursdays; quilters group meets 2-3 times per week.
 - 2. **Hillman Senior Center:** Elaine reported a euchre tournament is scheduled for 01/25/20; the MCCOA Matter of Balance classes are well received, and inquired into expanding shot clinics for tetanus and shingles.
 - 3. **Lewiston Senior Center:** Janice Burtch reported that membership continues to grow; a Facebook page has been developed for the club and a Euchre tournament is scheduled.
- C. **Executive Director Reports:**
 - 1. **Unemployment Tax Rates:** A spreadsheet was presented to the Board with statistics for 2009 to 2020 that shows a consistent reduction in rates due to low claims.
- E. **NEMCSA Report:** No meeting held.

XIII. **Adjournment:** Meeting adjourned at 10:55 a.m. upon **motion of** Corky Proulx, **second by** Gary Girardin. **Motion carried, 5-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director