**MONTMORENCY COUNTY COMMISSION ON AGING**

**MINUTES FOR MARCH 9, 2023**

**PRESENT:** Randy Wiscombe Chairperson, Elaine Ableidinger, Linda Kline-Secretary, Nancy Kaiser

**NOT IN ATTENDANCE:** Corleen Proulx-Treasurer, Donald Edwards-County Commissioner/Vice-President

**STAFF:** Harmony Lewis- Director, Jeanne Steele-Brady- Registered Nurse, Vicki Goodburne-Finance

**GUESTS:** Kelly Robinette-NEMCSA, Denny Davis-Atlanta Senior Center Vice President, Kathy Green-Atlanta Senior Center

1. **Call to Order:** The meeting at the MCCOA office was called to order at 5:30 p.m. by Randy Wiscombe
2. **Roll Call:** Quorum established; Four members present
3. **Pledge of Allegiance:** The Pledge of Allegiance was led by Randy Wiscombe.
4. **Mission Statement:** The MCCOA Mission Statement was read by Elaine Ableidinger.
5. **Introduction and welcome new board member:** Nancy Kaiser
6. **Approval of Agenda:** **Ableidinger motion** to approve agenda. **Kaiser seconded**. **Motion carried 4-0.**
7. **Approval of Minutes for 1/23/23: Kline motion** to approve minutes from both meetings. **Kaiser seconded**. **Motion carried 4-0**.
8. **Financial report Vicki Goodburne:** Profit and Loss presented for February end of month. As of March 9, 2023 $326,399.24 received from millage income. Federal and state NEMCSA grant money received is down YTD Respite services need to be moved to personal care to take advantage of the funds. New clients added must meet specific criteria to be categorized in the various funding sources, falling under Personal Care, Respite, or Homemaking. January donations were much higher than months and years prior. **Wiscombe** states a solicitation letter asking for community and business donations would be helpful. Dates/times needed for county Chamber of Commerce meetings to send representation. **Motion to accept Financial Report by Ableidinger. Seconded by Kline. Motion carried 4-0.**
9. **Nurses Report:** Nurse Report is current as of end of month January. Services have increased for month to date. Categories across the board have increased. **Wiscombe** would like to see article in newsletter about what services are currently offered by MCCOA on a monthly basis. **Kline** states more newsletters are needed in more businesses in the county.
10. **Director’s Report:**
	1. Wage schedule included with a spreadsheet showing the wages and benefits offered in surrounding counties. The latest wage schedule was approved in April 2019. Wages need to be looked at to be competitive to surrounding counties. **Wiscombe** states that wages need to be looked at to reflect current standards and possibly look at a COLA increase for employees. **Lewis** states In-Home Providers started at $12.00 in 2019. Now, they are starting at $14.00 to get any new employees at all. **Wiscombe** states all new employees should be asked to sign job description for understanding, as well as a personnel manual signed and dated at date of hire. **Ableidinger** states wages have to be increased across the board so long term employees aren’t overlooked. **Kaiser** states the Director has been working on grant resources to help increase funds. **Wiscombe** states many grants are available for building, energy saving, and other programs. **Lewis** asked for a grant committee to be created so that time spent applying for grants is well spent. Stakeholders need to be a part of the grant writing process. **Ableidinger** states senior centers should be handling their own grant writing process. **Wiscombe** would like to possibly hire a grant writer to assist in application process. Grant committee, financial committee, and personnel committee are needed for MCCOA.
	2. A general and in home assessment was done by NEMCSA on February 2. Results should be submitted within 60 days. Kelly Robinette does congregate and home delivered meals.
	3. Food Bank of Northeast Michigan has a grant opportunity for up to $25,000. Information regarding the grant is included in board packet.
	4. Habitat for Humanity has started a critical home repair project. Seniors needing critical home repair can get applications from us or direct them to the online application. **Wiscombe** states utility assistance from Salvation Army is also now available. Information regarding those projects should be included in April newsletter. **Kline** states the Home Delivered Meal drivers can also be someone who can distribute these materials to clients. **Ableidinger** states NEMCSA also has a home repair program that has helped with that in the past.
	5. Computer upgrade quote included for touchscreen interface for the My Senior Center program for all three centers. **Wiscombe** would like 3 quotes before the upgrade is approved. The program is utilized at the office level daily and should be used at the senior center upon check in for daily congregate meals. The computers used currently are approximately 6 years old. Wiscombe will be offering computer classes for seniors at all three county libraries in the future.
11. **Employee Actions:**
	1. Current employee anniversaries wage increase and longevity was approved. **Ableidinger** motion to approve wage increase and longevity. **Kline** seconded. **Motion passed 4-0.**
	2. **NEMCSA:** Representative needed from Montmorency County for the Regional Advisory Council. Meetings are held every other month at 1pm in the NEMCSA offices in Alpena Michigan.
12. **Senior Center Reports:**
	1. Lewiston Center Memorial Euchre tournament for Danny Burtch will be held this Sunday.
	2. Hillman Senior Center has euchre the last Saturday of the month, cards on Sunday and game day on Friday. Wednesdays are quilting and line dancing.
	3. Atlanta Senior Center emergency procedures with local schools to use center as an emergency shelter. Wiscombe states he will be going to all three centers to reach out for community input on things that we can improve. Davis states that all three centers had brought up the fact they wanted different menu items and asked about the status of that request. **Wiscombe** states that a survey should be done for congregate and Home Delivered Meals for further consideration. Kelly Robinette states that any menu items can be added as long as they conform to guidelines.
13. **Motion to adjourn: Motion by Wiscombe** to adjourn meeting at 6:35 p.m. **Kline seconded. Motion passed 4-0.**

Minutes recorded and submitted by Harmony Lewis, Director