

**MONTMORENCY COUNTY COMMISSION ON AGING MINUTES FOR
SPECIAL MEETING OF JUNE 11, 2020 VIA TELECONFERENCE**

PRESENT: Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; Janice Burtch, Secretary; Don Edwards, Montmorency County Commissioner

ABSENT: Ed Beswick, Chairperson (telephone); Vickie Clayton, Trustee

GUESTS: Anna Rogers, Executive Director

- I. Call to Order: Meeting called to order at 11:31 a.m. by Vice-Chairperson Ableidinger. Purpose of the meeting is to hold the regular board meeting that was rescheduled due to Covid-19.
- II. Roll call: Four members present, quorum established.
- III. Pledge of Allegiance: The pledge of allegiance was led by Corky Proulx.
- IV. Mission Statement: The mission statement read by Janice Burtch.
- V. Agenda: The agenda was approved as presented upon **motion of** Don Edwards, **second by** Janice Burtch. **Motion carried, 4-0.**
- VI. Minutes: The regular meeting of 01/16/20 and special meeting of 04/27/20 were approved as presented upon **motion of** Corky Proulx, **second by** Don Edwards. **Motion carried, 4-0.**
- VII. Correspondence: **Motion by** Don Edwards to waive reading of correspondence, **second by** Corky Proulx. **Motion carried, 4-0.**
- VIII. Public Comment: No public present.
- IX. Financial Reports:
 - A. Bank Balance Summary: Reviewed by board, no action.
 - B. Payroll, Mileage and Accounts Payable: For the period of April 27, 2020 to June 11, 2020 Accounts Payable is at \$42,579.29 and Payroll at \$62,650.45. **Motion by** Corky Proulx to approve Accounts Payable of \$42,479.29 **second by** Don Edwards. **Roll call: Proulx—yes; Burtch—yes; Edwards—yes; Ableidinger—yes. Motion carried, 4-0.**
- X. Old Business:
 - A. Medical Transportation: Grants have provided \$11,000.00 since 2016 for the program with all expended. **Motion by** Don Edwards to allocate \$2,000.00 out of undesignated funds to the program, **second by** Corky Proulx. **Roll call: Edwards—yes; Ableidinger—yes; Proulx—yes; Burtch—yes. Motion carried, 4-0.**

- B. Montmorency County Emergency Plan: Discussion on adding the Atlanta, Hillman and Lewiston Senior Centers as an emergency center for the court system. **Motion by Don Edwards, second by Corky Proulx** to designate the Atlanta, Hillman and Lewiston Senior Centers as Emergency Centers for the court system in the event of a countywide emergency. **Motion carried, 4-0.**

XI. New Business:

- A. Employment Actions: Current: Morse, Taylor, Brownlee, Remus, Radulski. Terminations: Stevens, Weaver, Bickley. **Motion by Janice Burtch** to approve employment actions as presented, **second by Corky Proulx. Motion carried, 4-0.**
- B. Statement of Grant, 2020-04 & FFCRA 2020-01: **Motion by Don Edwards** to accept the Statement of Grants, 2020-04 in amount of \$6,450.00 and FFCRA (Families First Coronavirus Response Act) 2020-01 at \$13,513.00, **second by Corky Proulx. Motion carried, 4-0.** The Board was informed that the full \$6,450.00 will be utilized for the additional costs to the HDM Program.
- C. Annual Request for Proposal: Executive Director presented two RFP's for potential funding through NEMCSA. The first is Title III E National Family Caregiver Support for the Respite Program in the amount of \$4,545.00 and the second for Title III D Evidence-Based Disease Prevention for Matter of Balance at \$2,700.00. **Motion by Elaine Ableidinger** to authorize submission of the two RFP's, **second by Don Edwards. Motion carried, 4-0.**
- D. Nutrition Assessment Feedback Report: The annual assessment was conducted on 03/09/20 at the Lewiston Center for congregate and HDM programs. Two minor issues identified but immediately corrected. **Motion by Don Edwards** to accept the Nutrition Feedback Report with responses, **second by Janice Burtch. Motion carried, 4-0.**
- E. Return to Work Plan: Executive Director presented the plan for services to resume through a six phase process that includes office, senior centers, in-home services and other services that MCCOA provides. The plan must also be approved by NEMCSA and AASA before formal implementation. Lengthy discussion on the details within the document with concerns expressed about restrictions within the centers regarding fundraising and activities. **Motion by Don Edwards** to accept the Return to Work Plan as presented, **second by Corky Proulx. Roll call: Edwards—yes; Proulx—yes; Burtch—no; Ableidinger—no. Motion failed, 2-2.** Board instructed Janice Burtch and Elaine Ableidinger to provide a written plan from the Lewiston and Hillman Centers on how they will address the Covid-19 Pandemic restrictions and provide details to the MCCOA Board at the 07/09/20 meeting.
- F. Millage Campaign, 08/04/20, SOS Checking: Board advised that the Statement of Organization must be amended to reflect the treasurer and banking institution for the "Support our Seniors" campaign. In addition, a checking account must be opened, account signatories authorized and funds deposited. **Motion by Elaine Ableidinger** to amend the Statement of Organization to reflect Treasurer Corky Proulx and AAACU as designated banking institution; authorize Executive Director to open the account at AAACU with Ed Beswick, Corky Proulx and Anna Rogers as authorized signatories and to deposit \$1000.00 from the undesignated funds budget line item; **second by Janice Burtch. Roll call: Edwards—yes; Proulx—yes; Ableidinger—yes; Burch—yes. Motion carried, 4-0.**

XII. 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: Nothing to report.
2. Hillman Senior Center: Nothing to report.
3. Lewiston Senior Center: Janice Burtch asked permission to use the MCCOA newsletter on the center's Facebook page. Anna will provide as a pdf document.

C. Executive Director Reports:

1. General and In Home Assessments: The annual assessment has been delayed due to Covid-19 with no new date scheduled.
2. ServSafe: Dawn Short has achieved certification with MCCOA now having six employees ServSafe certified.
3. Employee Insurance Meeting: At the 01/16/20 board meeting auditor Dan Smith recommended the board consider health insurance and employee benefits for key positions to assist with employee retention. The board referred to the Personnel Committee to meet with our insurance agents to review options and present recommendations to the board. The meeting was held but recommendations delayed due to the Covid-19 Pandemic. Executive Director will schedule another Personnel Meeting to review the options before formal presentation to the board at the 07/09/20 meeting.
4. MCCOA Memory Walk: MCCOA was scheduled to participate in the "Longest Day" event to fundraise for Alzheimer's Programs within our community. This was cancelled due to Covid-19.
5. Grants: Director wrote two separate grants through United Way of Northeast Michigan. Funds were awarded at \$2,000.00 for increased HDM costs due to the pandemic.
6. Mobile Food Pantries: MCCOA sponsored events on 04/22/20 and 05/06/20.
7. MMAP: Employees Karen Balcom and Nadine Radulski continue to provide Medicare/Medicaid Assistance to people via telephone or on-line.
8. Senior Project Fresh: MCCOA is again participating in the program to provide \$20.00 in food coupons for farmer's markets to 100 Montmorency County seniors. The process has changed due to Covid. We are completing applications via telephone with signatures waived and coupon distribution is by appointment only, two days per week.
9. USDA Food Boxes: In April MCCOA committed to distributing up to 150 free food boxes through Covid-19 Relief to isolated, area seniors on a weekly basis. This has created an enormous amount of additional paperwork and documentation on our part in addition to the staff time to pickup and deliver the items but is an important service.
10. NAPIS: This form must be completed for all individuals receiving MCCOA services and filed with the State of Michigan. Previously, NEMCSA staff have entered the information into the data base and now with the implementation of a new system, MCCOA staff must be trained to complete the data entry. The designated staff member is Karen Balcom and I will serve as the back-up.
11. Staff Meetings: Meetings are being held as needed remotely.
12. Site Agreements: The Atlanta, Hillman and Lewiston Center site agreements are for 3-year terms and last approved for 10/01/17-09/30/20. Daily rates were at \$25.00 per day in 2014, \$27.00 in 2015, \$29.00 in 2016, \$30.00 in 2017 and 2018 to 2020 to \$35.00 per day. Executive Director to send letters to center President's reminding them of the lease term ending 09/30/20.

13. Executive Director Evaluation: 07/11/20 will be the nine-year anniversary of employment for Anna Rogers. Evaluation process and benefits referred to Personnel Committee.
 14. Paycheck Protection Program: MCCOA was successful in obtaining the loan and after eight weeks we are to submit detailed information to verify that funding usage met the program guidelines.
 15. Friendly Reassurance Program: Limited funds are designated for the program for telephone calls (15 minutes in length) to isolated seniors. When the Return to Work Plan is approved, the Senior Employment Program member will initiate the calls with detailed records maintained and an emergency backup plan established.
 16. Public Risk Insurance Claim: Executive Director filed a claim under the business interruption of services section due to financial losses due to the pandemic. The claim was denied since it was classified as a loss due to virus or bacteria which is excluded.
 17. Workers Comp Audit: The annual audit was conducted resulting in a refund check in the amount of \$752.50 due to limited claims.
 18. Covid-19 Update: Summary of many of the additional requirements and duties of the Executive Director to provide a safe work environment and services to our clients. Daily screenings take place for staff and scheduled clients to insure they are healthy. We have experienced some staff turnover due to the stress of the pandemic.
 19. 2020/2021 Budget: A Finance Meeting will be scheduled soon to begin work on the upcoming budget beginning 10/01/20.
- E. NEMCSA Report: Corky reported that St. John's Church in Alpena is being considered for purchase and two members from low income classification are being sought for the board.

XIII. Adjournment: Meeting adjourned at 11:12 a.m. upon **motion of** Corky Proulx, **second by** Don Edwards. **Motion carried, 4-0**. Next board meeting 07/09/20 at 10:00 a.m. at the MCCOA office.

Minutes compiled by,

Anna M. Rogers
Executive Director