**MONTMORENCY COUNTY COMMISSION ON AGING**

**MINUTES FOR JANUARY 17, 2019**

**PRESENT:** Elaine Ableidinger, Vice-Chairperson; Corky Proulx, Treasurer; Betty Clark, Secretary; Christine St. George, Trustee; Bert LaFleche, County Commissioner

**ABSENT:** William “Ed” Beswick, Chairperson; Vickie Clayton, Trustee

**GUESTS:** Anna Rogers, Executive Director; Kelly Robinette, NEMCSA; Yvonne Swagger, Montmorency County Tribune (entered at 10:10 a.m.); Dan Smith, CPA

1. **Call to Order:** The meeting was called to order at 10:05 a.m. by Vice-Chair Elaine Ableidinger at the Montmorency County Commission on Aging office.
2. **Roll Call:** Quorum established; five members present.
3. **Pledge of Allegiance:** The Pledge of Allegiance was led by Bert LaFleche.
4. **Mission Statement:** The MCCOA Mission Statement was read by Christine St. George.
5. **Agenda:** **Motion by** Bert LaFleche to approve the agenda with addition of Statement of Grant under XIE and Mileage Reimbursement under XIF and Audit following Minutes. **Motion supported by** Corky Proulx. **Motion carried, 5-0.**
6. **Secretary’s Report:** **Motion by** Corky Proulx to approve the regular minutes of 11/13/18 as presented, **second by** Betty Clark. **Motion carries, 5-0.**

**2017/2018 Financial Audit**: Dan Smith, CPA, presented the Board with a clean opinion for the 2017/2018 fiscal year. Total revenues were $1,074,504.00 and expenditures at $960,444.00, resulting in an increase in net assets at $114,060.00 and overall net assets at $551,512.00 on 09/30/18 in comparison to $437,452.00 on 09/30/17. **Motion by** Bert LaFleche, **second by** Corky Proulx to accept the 2017/2018 Financial Audit as presented. **Roll: Yes: St. George, LaFleche, Clark, Proulx, Ableidinger. Motion carried, 5-0.**

Discussion on employee benefits and turnover with a Personnel and Finance Committee Meeting to be scheduled to review the topics. In addition, an internal control meeting in early spring will be scheduled with Auditor, Executive Director, Third Party Processor and Treasurer to review procedures and the Finance Policies.

VII. **Correspondence:** Information on medical marijuana and the annual NEMCSA report.

VIII. **NEMCSA Representative:** Kelly Robinette had nothing to report.

IX. **Public Comment:** No requests presented.

X. **Financial Reports:**

1. Bank Balance Summary: The bank balance summary was reviewed by the Board.
2. Payroll, Mileage, Liability Reports and Accounts Payable: Reports were reviewed with the board and accounts payable presented for the period of 11/14/18 through 01/17/19. **Motion by** Bert LaFleche to approve Accounts Payable in the amount of $47,313.09, **second by** Betty Clark. **Roll call: Yes: LaFleche, Clark, Proulx, St. George, Ableidinger. Motion carried, 5-0.**

XI. **New Business:**

1. Employment Actions: New Hires: Daudlin, Penn, Marshall. Current: Schook-Ledger. Terminations: Knowlton, LaClair, Garza. **Motion by** Bert LaFleche, **s**e**cond by** Betty Clark to approve employment actions as presented. **Motion carried, 5-0.**
2. Personnel Policy Revisions: Revision to Personnel Policy effective 01/01/19 to compensate staff that fill in for a position for a period of time that is one week or longer based on the current wage schedule for that position or that employee’s pay rate; whichever is higher. **Motion by** Corky Proulx, **second by** Christine St. George to approve the Personnel Policy revisions effective 01/01/19. **Roll call: Yes—Clark, Proulx, St. George, LaFleche, Ableidinger. Motion carried, 5.**
3. Direct Deposit/Pay Cards: Based on previous Board authorization to implement a direct deposit/pay card program for staff, the program will be in place by end of January 2019. **Motion by** Bert LaFleche to authorize Executive Director to enter into agreements with National Payment Corporation (NatPay) and Prepaid Technologies, **second by Christine St. George. Roll call: Yes—Proulx, St. George, LaFleche, Clark, Ableidinger. Motion carried, 5-0.**
4. Statement of Grant #2019-02: The 2019-02 statement of grant was presented for approval for program funding. **Motion by** Christine St. George to authorize Executive Director to sign the statement of grant, **second by** Bert LaFleche. **Roll call: Yes—St. George, LaFleche, Clark, Proulx, Ableidinger. Motion carried, 5-0.**
5. Mileage Reimbursement Policy: Revision to the policy to reflect reimbursement at the IRS guidelines, currently at $0.58 per mile. **Motion by** Christine St. George to approve the revision to the Mileage Reimbursement Policy to reflect the IRS guidelines, **second by** Betty Clark. **Roll call: Yes—LaFleche, Clark, Ableidinger, St. George. Abstain—Proulx. Motion carried, 4-0, 1 abstain.**

XII. **Old Business:**

1. Food Project Council: M**otion of** Bert LaFleche to appoint Bonnie Harrison, Geraldine Gatch, Claudia Sherwood and Oscar Wicks to the Project Council for a three year period, **second by** Betty Clark. **Motion carried, 4-1 (St. George-no).**

XIII. **Committee and Staff Reports:**

1. Food Service, Client Intake and Financial Reports: All reports were reviewed with the Board and questions answered.
2. Senior Center Reports:
3. Hillman Senior Center: Elaine reported a Euchre tournament is scheduled for 01/26/19; quilting and dancing held each week. The fire suppression system has been installed but the quote given did not include electrical upgrades with this resulting in an additional $750 to the center.
4. Atlanta Senior Center: Nothing to report.
5. Lewiston Senior Center: Betty advised the board that their Euchre Tournament was 01/12/19 and they have exercise classes three times each week.
6. Executive Director Reports:
7. General and In Home Assessment: The annual assessments have been scheduled for 02/19/19.
8. Contract RFP’s: A Letter of Intent for Fiscal Year 2020 contract for Title IIID Evidence Based Disease Prevention, Title IIIE National Family Caregiver Support Program, State Caregiver Support and Title VII/Elder Abuse Prevention and Fiscal Year 2020-2022 contract for Homemaking, Personal Care, Respite, Congregate Meals and Home Delivered Meals is due to NEMSCA by April 22.
9. Food Bank Ornament Program 2018: The program concluded with an overall donation of $2977.02. $600.00 was allocated for 105 Personal Care/Cleaning Kits to Montmorency County seniors in need with the balance toward Food Bank purchases for our Home Delivered Meal Program. In comparison, the amount for 2017 was $2055.75; 2016 was $1928.23; 2015 at $1,647.38; 2014 at $1,174.00; 2013 at $876.00; 2012 at $1246.30 and 2011 at $777.00.

D. NEMCSA Report: Nothing to report.

XIV. **Closed Session:** **Motion by** Corky Proulx, **second by** Christine St. George to go into closed session at 11:20 a.m. to discuss attorney/client communication. **Roll call: Yes—Clark, Proulx, St. George, LaFleche, Ableidinger. Motion carried, 5-0.**

Meeting back into open session at 11:25 a.m. upon **motion of** Bert LaFleche, **second by** Corky Proulx. **Motion carried, 5-0.**

XV. **Adjournment:** Meeting adjourned at 11:26 a.m. upon **motion of** Bert LaFleche, **second by** Corky Proulx. **Motion carried, 5-0.**

Respectfully submitted,

Anna M. Rogers

Executive Director