

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR MARCH 25, 2021

PRESENT: Elaine Ableidinger, Vice-Chair; Corky Proulx, Treasurer; Janet Demeulenaere, Trustee; Julie Kendrick, Trustee; Geyer Balog, Montmorency County Board of Commissioner

ABSENT: Pamela Austin, Trustee

GUESTS: Anna Rogers, Executive Director; Yvonne Swagger, Tribune; Lloyd Peltier, John Johnston, Dawn Ball, Danny Burtch, Janice Burtch, Dan Anderson, Pat Anderson, Randy Long

I. **Call to Order:** The meeting was called to order at 10:00 a.m. by Chair Elaine Ableidinger at the Atlanta Senior Center. New member Julie Kendrick was welcomed.

II. **Roll Call:** Quorum established; four members present.

III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Corky Proulx.

IV. **Mission Statement:** The MCCOA Mission Statement was read by Janet Demeulenaere.

V. **Agenda:** Additions: Montmorency County Commissioner Balog after agenda and possible action after public comments. **Motion by** Corky Proulx to approve the agenda with additions, **second by** Janet Demeulenaere. **Motion carried, 4-0.**

Discussion on the requirements of pre-screening for board members that requires background checks. Mr. Balog stated that he did not feel he would be required as a county commissioner. Board allowed Mr. Balog to be seated.

VI. **Secretary's Report:** **Motion by** Julie Kendrick to approve minutes of 01/28/21 as presented, **second by** Corky Proulx. **Motion carried 4-0, Balog abstain.**

VII. **Correspondence:** A donation of \$1000.00 was received from Mr. and Mrs. Louis Schmidt to use as MCCOA wished. **Motion by** Corky Proulx, **second by** Julie Kendrick to contribute \$500.00 each to the Atlanta and Hillman Senior Centers. **Motion carried, 5-0.**

VIII. **Public Comments:**
(a) Lloyd Peltier, Hillman Senior Center President. Mr. Peltier requested additional \$45.00 per day in rent due to additional expenses with Lewiston employees operating out of Hillman Center. **Motion by** Corky Proulx, **second by** Geyer Balog to increase rent to Hillman Senior Center by \$35.00 per day effective April 1, 2021. **Roll call: Yes: Proulx, Demeulenaere, Balog, Ableidinger. No: Kendrick. Motion carried, 4-1.**

(b) Randy Long, Vice-President Lewiston 50+ Club. Mr. Long referenced article in newspaper that he felt was not accurate with correction subsequently printed. Mr. Long would like MCCOA Board to consider re-negotiating site agreement that was terminated in November 2020. **Motion by** Elaine Ableidinger, **second by** Julie Kendrick for MCCOA to meet with Lewiston 50+ Club representatives to discuss possibility of renegotiating new site agreement. **Motion carried, 5-0.** MCCOA and Lewiston 50+ Club agreed to exchange board minutes.

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 01/30/20 through 03/24/21. **Motion by** Corky Proulx to approve Accounts Payable in the amount of \$79,316.04, **second by** Geyer Balog. **Roll call: Yes: Proulx, Balog, Demeulenaere, Kendrick, Ableidinger. Nays—0. Motion carried, 5-0.**

X. **New Business:**

- A. **Employment Actions:** Current staff: Steele-Brady, Brownlee, Balcom, Jones, Ploe, Traub, and Medical leave of absence. New: Wells. Volunteer: Carroll. **Motion by** Janet Demeulenaere to approve employment actions as presented, **second by** Corky Proulx. **Motion carried, 5-0.** New follow up evaluation form was reviewed.
- B. **RSVP/AmeriCorps:** **Motion by** Corky Proulx, **second by** Julie Kendrick to authorize Executive Director to sign Memo of Understanding for period of 02/15/21 to 01/31/24. **Motion carried, 5-0.**
- C. **Statement of Grant 2021-3 and 2021-4:** Funding for period 02/01/21-02/28/21 in the amount of \$12,878.00 and 10/01/20-09/30/21 for \$93,719.00 was presented for consideration. **Motion by** Geyer Balog to accept grant 2021-3 in amount of \$12,878.00 and 2021-4 at \$93,719.00, **second by** Janet Demeulenaere. **Motion carried, 5-0.**
- D. **Executive Director Evaluation Process:** July 11, 2021 is the ten-year anniversary for Executive Director. Discussion on existing tool, samples provided and staff input. **Motion by** Corky Proulx to use existing evaluation, **second by** Janet Demeulenaere. **Motion carried, 5-0.** The Personnel Committee will meet to review the employee evaluation tool and samples.

XI. **Old Business:**

- A. **Paycheck Protection Plan Application:** A second application was approved through Community Financial Credit Union in the amount of \$129,506.22. The process is documentation must be submitted verifying expenditures and request for loan forgiveness at the appropriate time.
- B. **Lewiston Center:** There is an open seat for a Lewiston 50+ Club representative that has been vacant. MCCOA By Laws allows for the MCCOA Board to make appointment if no one is presented. Lewiston 50+ Club was given to April 9, 2021 to present someone before MCCOA action taken to fill position.
- C. **Officers and Committees:** Vice-Chair Ableidinger appointed Julie Kendrick to Food Service, NEMCSA Policy Board, NEMCSA Advisory and Bylaws/Resolutions/ Policies and Procedures. The Chair and Secretary nominations were tabled to May to allow for a full board to be present.

XII. Committee and Staff Reports:

- A. Client and Financial Reports: Reports reviewed during meeting.
- B. Senior Center Reports: Atlanta and Lewiston--Nothing. Hillman—Fundraising restriction concerns. Center may use library for this purpose with no sales or items brought into the main dining or kitchen areas following CDC guidelines.
- C. Executive Director Report:
 - a. Congregate Meals: Meals have reopened in Atlanta and Hillman four days per week effective 03/15/21. The curbside takeout meals also continue as well as the HDM for all three centers following CDC guidelines.
 - b. Covid-19 Supplemental Pay: **Motion by Corky Proulx, second by Janet Demeulenaere to approve \$3.00 additional pay to all employees for hours worked through 09/30/21. Roll call: Yes: Balog, Demeulenaere, Proulx, Kendrick, Ableidinger. Motion carried, 5-0.**
 - c. Nutrition Assessment: Scheduled for 07/19/21 at Hillman Senior Center.
 - d. General and In-Home Assessment: Scheduled for 06/17/21 at office.
 - e. Telephone Reassurance Program: We have reinitiated the daily calls to homebound seniors by volunteers.
 - f. Alzheimer's Support Group: Monthly meetings resumed 03/11/21 at MCCOA office. This include MCCOA providing transport and respite services if needed.
 - g. Medical Transportation: Voluntary transport resumed effective 02/23/21. All volunteers and transported seniors are required to follow proper protocols and must sign a waiver holding MCCOA harmless in the event of potential issues.
 - h. Employee Appreciation Day: This was observed on 03/05/21 with a personal thank you note to each employee from the Executive Director.
 - i. Staff Trainings: The monthly In-Home Service meetings have resumed, food service and office as needed, BTBQ and Dementia trainings in person. On-line Infection Control for all staff, ServSafe Food Manager training and CPR classes through the end of March.
 - j. Insurance Renewals: Policies through Lappan Agency for public liability renewal on 05/19/21 and worker's comp renewal on 06/05/21 will be provided to Board for action when available.
 - k. Project Council: The annual meeting will be scheduled with Food Service members and representatives of Atlanta and Hillman to review items under the Nutrition Standards.

D. NEMCSA Report: Nothing.

XIII. Adjournment: Meeting adjourned at 11:37 a.m.

Respectfully submitted,

Anna M. Rogers
Executive Director