

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR OCTOBER 28, 2021

PRESENT: Elaine Ableidinger, Chairperson; Julie Kendrick, Vice-Chair; Corky Proulx, Treasurer; Janet Demeulenaere; Geyer Balog, Montmorency County Board of Commissioner (via phone); Dawn Hubbard

GUESTS: Harmony Lewis, Interim Director; Vicki Goodburne, MCCOA Accountant; Laurie Sauer, NEMCSA/AAA

- I. **Call to Order:** The meeting was called to order at 10:00 a.m. Chair Elaine Ableidinger at the Atlanta Senior Center. Welcome new board member Dawn Hubbard.
- II. **Roll Call:** Quorum established; six members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by **Corleen Proulx**.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by **Julie Kendrick**.
- V. **Agenda:** Proulx **motion** to approve agenda, **seconded** by Kendrick. **Motion carried, 6-0.**
- VI. **Approval of Minutes from September 23rd:** Amended **X-D** to indicate bank fees incurred by “On the Money.” Amend **X-G** to add that **Julie Kendrick** would follow up with Danny Burtch regarding Lewiston Center congregate hours. **Kendrick** motion to approve minutes, seconded by **Demeulenaere**. **Motion carried 6-0.**
- VII. **Approval of Minutes from September 30th:** **Kendrick** motion to approve minutes, seconded by **Demeulenaere**. **Motion carried 6-0.**
- VIII. **Employment Actions:** New employees S. Heikkuri hire date 9/23/21, resigned 9/27/21. L. Holbrook In-Home Coordinator, hire date 10/25/21, J. Burtch cook assistant Lewiston-pending screen, L. Kline HDM Driver Lewiston-pending screen. **Motion by Proulx** to accept contract between Vicki Goodburne and MCCOA for accounting services. **Seconded by Kendrick. Roll call: Ableidinger YES, Kendrick YES, Proulx YES, Hubbard YES, Demeulenaere YES, Balog YES. Motion carried 6-0. Motion by Kendrick** to accept contract for Kathy Heinz, CPA for services **seconded by Demeulenaere. Roll Call: Ableidinger YES, Kendrick YES, Proulx YES, Hubbard YES, Demeulenaere YES, Balog YES.**
- IX. Contract for MOU for NEMCSA RSVP program, Motion to approve signing by **Kendrick**, **seconded by Hubbard. Motion carried 6-0.**

- X. **Employee Paid Holidays:** Currently 13 paid holidays for employees that MCCOA is not open for business, except for waiver in home care. Veteran's Day, President's Day, Martin Luther King Jr. Day, could be removed in order to offset costs of health insurance. Further investigation and discussion will take place to determine clients holiday needs for Home Delivered Meals and In-Home Service. Letters to clients asking for holiday needs/expectations will be sent out and feedback reported to the board.
- XI. **Employee PTO:** Current vacation and PTO for employees currently would expire on December 31 with the exception of 16 hours of PTO that would be rolled over. 900 hours of PTO and vacation currently outstanding. Unused vacation and PTO may be turned in to the employee benevolence fund. Vacation and PTO will be looked at on a future date.
- XII. **Financial Reports:**
- A. **Bank Balance Summary:** No summary available.
 - B. Request by board to have accounts payable to approve at monthly board meetings.
 - C. Budget for 2021-2022 as presented by Vicki Goodburne. **Kendrick motion** to approve budget, **seconded** by **Demeulenaere**. **Roll call: Proulx YES, Hubbard YES, Demeulenaere YES, Kendrick YES, Ableidinger YES, Balog YES. Motion carried 6-0.**
- XIII. **Election of officers:** **Kendrick motion** to elect Ableidinger as Chair, **seconded** by **Demeulenaere**, **Motion carried 5-1**. Ableidinger declines motion to serve as chair, but will stay on the board. **Hubbard motion** to elect Kendrick as chair, **seconded** by **Balog**. Kendrick declines nomination due to nepotism if Harmony Lewis is appointed Director. **Proulx motion** to elect Balog as chair, **seconded** by **Demeulenaere**. **Motion carried 3-2**. **Ableidinger yes, Proulx yes, Demeulenaere yes. Kendrick no, Hubbard no. Balog** nominates Kendrick for Vice Chair, **seconded** by **Hubbard**. **Motion carried 5-0**. **Kendrick** nominates Proulx for Treasurer, **seconded** by **Hubbard**. **Kendrick** nominates Hubbard to serve as Secretary, **seconded** by **Demeulenaere**. **Motion carried 5-0**.
- XIV. **Old Business:**
- A. IT update: Alpine web has been unresponsive regarding updating website and maintaining email. Cutting edge will host emails and migrate existing emails for 100\$ per employee. Susie Matthewson, Jake Larsen and Jack Wierzbicki mentioned as possible contacts for website hosting and updates.
 - B. Frontier has sent a contract to upgrade the copper wiring to fiber optic at the Senior Center which would save approximately \$220.00 per month on Frontier bill. **Proulx motion** to approve upgrades by Frontier, **seconded** by **Kendrick**. **Motion carried 6-0**.
 - C. Executive Director appointment: after several interviews there are 3 candidates to do a final interview with the board. MCCOA Board will conduct final interviews with candidates on November 1 at 5:00p.m.
 - D. There were 10 Home Delivered Meal Tick sheets for the month of July that were not returned to MCCOA. Therefore, a report was filed with Department of Health and Human Services, as well as letters mailed to the clients' home informing them of the breach. Safeguards will be put into place to assure that will not be at risk of happening again. Paper documents will be password protected and scanned from office to employees working off-site as well as proper internet and computer

security to protect those files stored on electronic devices. Possibly in the future Electronic Visit Verification could be a solution to possible data breaches. Board members requested a possible demonstration from SANDATA to gather more information.

- E. Millage information was gathered from Montmorency County Treasurer with checks dispersed bi-weekly from December through April to MCCOA. Amounts depend upon tax revenue collected.

XV. Senior Center Report:

- A. Atlanta Senior Center is putting together a wish list for County Commissioners including air conditioning and a generator. Behind the center near the back door there is an area with potential ice buildup causing and the compressor is also exposed to elements.
- B. Lewiston Senior Center, Dawn Hubbard will reach out to 50 + Club president Danny Burtch.
- C. Hillman Senior Center had a successful bake sale, 50/50 raffle, euchre tournament, and estate sale.

- XVI. NEMCSA Report:** Laurie Sauer: AASA will now be known as HASA (Health and Aging Services Agency) which will be operating directly under Department of Health and Human Services. Laurie is requesting a document detailing the incident, report to Department of Health and Human Services and proposed solution. Ms. Sauer also recommended having a business associates agreement in place with any contracted employees that would be privy to private client information.

Motion by Hubbard to adjourn meeting. Motion **seconded** by **Demeulenaere Motion carried 6-0** meeting adjourned at 11:28 a.m.

Minutes recorded by Harmony Lewis, Interim Director