

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR September 23, 2021

PRESENT: Elaine Ableidinger, Chairperson; Julie Kendrick, Vice-Chairperson; Corleen Proulx, Treasurer; Janet Demeulenaere, Trustee, Geyer Balog, Montmorency County Board of Commissioners

STAFF: Harmony Lewis, Interim Director

GUESTS: Vicki Goodburne, Financial Analyst, NEMCSA; Lloyd Peltier, Hillman Center President, Denny Davis, Atlanta Senior Center President, Kathy Heinz, CPA, Cathy Hofer, HDM driver/Volunteer Activity Coordinator

- I. **Call to Order:** The meeting was called to order at 10:00 a.m. by Chair **Elaine Ableidinger** at the MCCOA Office.
- II. **Roll Call:** Quorum established; five 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 **Geyer Balog**.
- V. **Agenda:** Addition: **Motion** by **Balog** to Add Lewiston Representative Dawn Hubbard; **Motion** by **Kendrick** to add **Project Council** recommendation of changing meal times at centers for winter hours to **Old Business**, **IT status** to **Old Business**, and **Direct Deposit** for **Senior Centers** to **Old Business**. **Motion** by **Kendrick** to approve corrected agenda, **Demeulenaere** seconded, **motion carried 5-0**.
- VI. **Approval of Minutes** from 8/26/21 **Proulx** motion to approve minutes **Balog** Seconded **Motion carried 5-0**. **Closed Session of 9/7/21** **Balog** amends to revise he did not read Mission Statement at **Open Session on 9/7/21**. **Balog** motion to approve minutes of open session, **Demeulenaere** seconded **Motion carried 5-0**. **Kendrick** motion to approve closed session minutes **Demeulenaere** seconded **motion carried 5-0**.
- VII. **Financial Report: Kathy Heinz** Recommendation to switch to QuickBooks for financial needs starting with new fiscal year effective 10/1/21. **Kendrick** motion to switch from cougar mountain to QuickBooks, **Proulx** seconded. **ROLL Call Demeulenaere-yes, Kendrick-yes, Proulx-yes, Ableidinger-yes, Balog-yes Motion passed 5-0**. Mileage being paid at .58 cents per mile, current federal rate is .56 cents per mile. **Balog** motion to change mileage reimbursement to current federal rate. **Demeulenaere** seconded **motion carried 5-0**. **Proulx** recommends using last year's budget temporarily until new budget is ready. **Special meeting to be held September 30, 2021 to discuss budget**. AP report presented by Kathy for payables for past month.
- VIII. **Election of officers:** **Balog** motion to table election of officers until meeting in October 28, 2021, **Proulx** seconded **motion carried 5-0**.

IX. Public Comments: Cathy Hofer presents information regarding Volunteer Coordinator budget and expenses.

X. Old Business:

- A.** Open meeting act states an officer may continue to act until a successor is appointed. **Motion** by Balog Balog for Ableidinger Ableidinger to remain as president Demeulenaere Demeulenaere **seconded** all in agreement, **motion passed 5-0.**
- B. Lewiston Representative: Motion** by Balog to approve **Lewiston Representative Dawn Hubbard** to MCCOA board **Demeulenaere seconded motion carried 5-0.**
- C. Administration On-call policy revised. Kendrick** motion **Demeulenaere** seconded to approve amendments to on call policy **motion carried 5-0.**
- D. On the Money** final invoice received. **Motion** by **Kendrick** to approve payment less On the Money's bank fee. **Demeulenaere seconded. Balog-yes, Kendrick-yes, Demeulenaere-yes, Proulx-yes, Ableidinger-yes. Motion carried 5-0.**
- E. Unemployment update:** Unemployment denied for former employee.
- F. Executive Director Position:** 4 applicants were interviewed. Continue to accept applicants for 3 more weeks. **Balog motion** to continue advertising for 3 more weeks for Director and Assistant Director, **Kendrick** seconded. **Roll call: Balog-yes, Kendrick-yes, Demeulenaere-yes, Proulx-yes, Ableidinger-yes. Motion carried 5-0.**
- G. Project Council Meeting:** July 17th discussed moving center meal times earlier by one hour during winter months. **Atlanta** voted no, **Hillman** voted no, **Lewiston** vote, not known. **Kendrick** will follow up with Danny Burtch.
- H. IT status:** Dunn's submitted bid to MCCOA for IT updates. Alpine Web continues to host email and website information. Balog to contact Alpine web regarding website updating.

XI. Executive Director Report:

- A.** Direct Care Payments are expected to continue beyond September 30, 2021.
- B.** Policy revisions provided by Region 9 regarding background checks every 3 years.
- C.** Monthly NAPIS reporting will be required to continue to receive funds.
- D.** My Senior Center program not working in Lewiston or Atlanta Center. Hillman Center continuing to use key cards at their center.
- E.** EVV program by SANDATA is a program that will allow HDM drivers and Personal Care Aides to electronically log their drive time as well as their visits in the home so information is not lost and/or falsified. A zoom call at 2:30 with the SANDATA company to obtain more information.
- F.** Some internet accessibility reports that were sent out with July service summaries were returned by participants with internet information.
- G.** Freezer repairs were completed at the Atlanta Senior Center by Alpena Temp-Trol.
- F.** A \$500 donation was given to MCCOA on behalf of the Lewiston Chamber of Commerce Timber-Fest Fun Run.
- H.** A question was asked about the procedure in place should 911 need to be called by a provider or HDM Driver when visiting a client's home and how is that person's emergency contact notified. If the participant chooses to share emergency contact information with MCCOA we will reach out to them.

- XII. Committee and Staff Report:** As discussed the Executive Director position will be posted for 3 more weeks.
- XIII. NEMCSA Report: Vicki Goodburne** reported that final financial information will be due at the end of the fiscal year. October 12th will be the final accounts payable day. Waiting reports will also be due at that time.
- XIV. Senior Center Report: Atlanta Center** had a successful bake sale and rummage sale. They are currently taking bids on HVAC systems. Concern about the location of the motorized part of the new freezer since it is out in the open and most likely be covered with snow in the winter. Also conversation regarding cleaning the lighting in kitchen to remove debris. **Hillman Center** had a very successful yard sale. They also have put in for bids regarding HVAC system. Balog reports that air conditioning funds should be approved by the commissioners since the centers are considered emergency heating and cooling shelters.
- XV. Motion to adjourn** at 12:34 pm by **Balog, Ableidinger** seconded.

Recorded by Harmony Lewis, Interim Director.

Submitted by,

Harmony Lewis
Interim Director