

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR MAY 17, 2019

PRESENT: William “Ed” Beswick, Chairperson; Corky Proulx, Treasurer; Vickie Clayton, Trustee; Christine St. George, Trustee

ABSENT: Elaine Ableidinger, Vice-Chairperson; Bert LaFleche, County Commissioner
Betty Clark, Secretary

GUESTS: Anna Rogers, Executive Director; Yvonne Swagger, Montmorency County
Tribune

- I. **Call to Order:** The meeting was called to order at 10:00 a.m. by Chairperson Ed Beswick at the Montmorency County Commission on Aging office.
- II. **Roll Call:** Quorum established; four members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Ed Beswick.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Christine St. George.
- V. **Agenda:** **Motion by** Corky Proulx to approve the agenda as presented, **motion supported by** Vickie Clayton. **Motion carried, 4-0.**
- VI. **Secretary’s Report:** **Motion by** Vickie Clayton to approve the regular minutes of 03/21/19 as presented, **second by** Corky Proulx. **Motion carried, 4-0.** **Motion by** Vickie Clayton, **second by** Christine St. George to approve the special minutes of 04/15/19 as presented. **Motion carried, 4-0.** **Motion by** Vickie Clayton, **second by** Corky Proulx to approve the closed minutes of 04/15/19 as presented. **Motion carried, 4-0.**
- VII. **Correspondence:** Atlanta Area Little League sponsorship declined.
- VIII. **Public Comment:** No requests presented.
- IX. **Financial Reports:**
 - A. **Bank Balance Summary:** The bank balance summary was reviewed by the Board.
 - B. **Payroll, Mileage, Liability Reports and Accounts Payable:** Reports were reviewed with the board and accounts payable presented for the period of 03/22/19 through 05/16/19. **Motion by** Corky Proulx to approve Accounts Payable in the amount of \$49,247.54, **second by** Vickie Clayton. **Roll call: Yes: Clayton, Proulx, St. George, Beswick. Motion carried, 4-0.**

- X. **New Business:**
- A. **Employment Actions:** New Hires: Weaver. Current: Taylor. **Motion by** Vicky Clayton, **second by** Christine St. George to approve employment actions as presented. **Motion carried, 4-0.**
 - B. **2020 Millage Proposal:** Information was provided to board on the three, individual millages that are due for renewal in 2020. Decision must be made on when to schedule, referred to Millage Committee.
 - C. **Board Communication or Complaint Policy:** **Motion by** Vickie Clayton, **second by** Corky Proulx to approve the policy as presented. **Motion carried, 4-0.**
- XI. **Old Business:**
- A. **RFP's for 2019/2020 and 2019-2022 Funding:** A special meeting will be called when the documents are ready for action by the Board and then presented to the County Commissioners for approval before submission.
- 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. **Hillman Senior Center:** Nothing to report.
 - 2. **Atlanta Senior Center:** Ed reported that Armed Forces Day will be held on May 16, TFAP distribution 05/21, Atlanta Senior Center Board 05/21 and the annual Memorial Day weekend garage/bake sale will be held.
 - 3. **Lewiston Senior Center:** Nothing to report.
 - C. **Executive Director Reports:**
 - 1. **Small Claims Case:** The Small Claims case has been paid and dismissed.
 - 2. **Mobile Food Pantries:** Five distributions have been schedule in Atlanta for 11:00 a.m. on 05/23, 06/13, 07/11, 08/15 and 09/19/19.
 - 3. **Senior Project Fresh:** Distribution has begun for the \$20.00 food coupon packets that are available at the office or during the times that are scheduled at each center.
 - 4. **AARP Safe Driving Course:** A course will be held at the MCCOA office on June 26 and 27 from 9:00 a.m. to 1:00 p.m. each day. Cost is \$15.00 for AARP members, \$20.00 for non-members.
 - 5. **GFS Mini Food Show:** If schedules allow, the three cooks and Executive Director will be attending on June 25 in Gaylord.
 - 6. **Medical Transportation:** The program has limited funding available and an ad has been placed in the paper to notify our senior population that the program is available.
 - 7. **Job/Employment Fair:** We will be hosting a Job Fair on May 22 at the office from 8:00 a.m. to 6:00 p.m. to hire additional staff. On-the-spot interviews will be conducted for positions.
 - 8. **Armed Forces Day Celebration:** New this year is an event to recognize and celebration people in the armed forces. Military veterans and their spouses will receive a free meal that day.
 - 9. **GFS Food Tasting Event:** The event will be held at each of the centers (Atlanta—06/04; Hillman—06/05; Lewiston—06/06). We will not be serving soup and salad that day due to the event.

10. Newsletter and Website: MCCOA Staff is being trained to create and maintain internally to insure that updates are conducted timely.
 11. MMAP: MCCOA now has two counselors in house to provide Medicaid/Medicare Assistance Program counseling to our local seniors.
 12. Nutrition Assessment: This year's assessment is scheduled for June 16 at the Atlanta Senior Center. The congregate portion will be conducted that day and the HDM portion that includes a ride-along with the HDM driver at a future date.
 13. Matter of Balance: MCCOA now has two certified trainers that will be leading classes that are six weeks in length, two hours per week. The first class went very well and the second is scheduled for 07/10-08/28/19 at the Lewiston 50+ Club.
 14. Employee Recognition: The first quarter recipient is Shirley Schook-Ledger and second quarter award goes to Cathy Reeves.
 15. Surveys: Follow up communication was mailed to all MCCOA clients outlining key areas that were identified in the surveys that required additional education and information. Based on the results, each center's menus are being tailored to their preferences if they follow the nutritional guidelines.
- E. NEMCSA Report: Nothing to report.

XIII. **Closed Session: Executive Director Evaluation/Contract, Carroll Case: Motion by Corky Proulx, second by Vickie Clayton to go into closed session at 10:35 a.m. Roll call: St. George, Clayton, Proulx, Beswick. Motion carried, 4-0.**

Meeting back into open session at 10:59 a.m.

XIV. **Adjournment:** Meeting adjourned at 11:00 a.m. upon **motion of** Corky Proulx, **second by** Vickie Clayton, Motion **carried, 4-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director