

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR DECEMBER 3, 2020

PRESENT: Elaine Ableidinger, Vice-Chair; Corky Proulx, Treasurer; Pamela Austin, Trustee; Don Edwards, Montmorency County Board of Commissioner

ABSENT: Vickie Clayton, Secretary

GUESTS: Anna Rogers, Executive Director; Yvonne Swagger (Tribune)

- I. **Call to Order:** The meeting was called to order at 10:01 a.m. by Vice-Chair Elaine Ableidinger via conference call.
- II. **Roll Call:** Quorum established; four members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by Don Edwards.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by Corky Proulx.
- V. **Agenda:** **Motion by** Don Edwards to approve the agenda with addition of XI-G, financial signatories, **second by** Corky Proulx. **Motion carried, 4-0.**
- VI. **Secretary's Report:** **Motion by** Don Edwards to approve special minutes of 10/15/20 as presented, **second by** Corky Proulx. **Motion carried 4-0.** **Motion by** Don Edwards to approve the special minutes of 11/09/20 as presented, **second by** Corky Proulx. **Motion carried, 4-0.**
- VII. **Correspondence:** None.
- VIII. **Public Comments:** None.
- IX. **2019/2020 Financial Audit:** The 2019/2020 financial audit, conducted by Dan Smith CPA, was presented. An increase in net assets was acquired at \$66,599.00 bringing net year end assets to \$705,351.00. For the 2018/2019 period net asset increase was at \$87,240.00 with year-end net assets at \$638,752.00. Factoring in changes during the 2019/2020 period as a direct result of the Covid-19 pandemic, MCCOA ended the year better than anticipated. **Motion by** Don Edwards, **second by** Pamela Austin to accept the 2019/2020 financial audit as presented. **Roll call: Yes—Austin, Proulx, Edwards, Ableidinger. Motion carried, 4-0.** Copies of the audit will be provided to NEMCSA and Montmorency County Board of Commissioners.

X. 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 10/13/20 through 12/05/20. **Motion by** Elaine Ableidinger to approve Accounts Payable in the amount of \$27,499.09, **second by** Don Edwards. **Roll call: Yes: Edwards, Ableidinger, Proulx, Beswick. Nays—0. Motion carried, 4-0.**

XI. New Business:

- A. Employee Leave: Moved under Executive Director Report.
- B. Snowplowing Bid: One bid was received from KNK Excavating. **Motion by** Don Edwards, **second by** Corky Proulx to accept bid from KNK Excavating for snowplowing at \$35.00, shovel steps/ramp at \$10.00, sand of parking lot at \$30.00, salting of parking lot at \$25.00, equipment time moving snow at \$75.00 per hour. **Motion carried, 4-0.**
- C. Chairman Appointment: Vice-Chair Elaine Ableidinger to continue as acting Chair until replacement identified.
- D. Clayton Resignation: **Motion by** Elaine Ableidinger to accept Vickie Clayton’s resignation with regrets, **second by** Don Edwards. **Motion carried, 4-0.**
- E. Annual County Tax Agreement: The annual agreement for the county to collect and disburse the MCCOA millage funds was reviewed with language revision to reflect the one mill as one millage rather than the previous three, separate millages. **Motion by** Corky Proulx, **second by** Pamela Austin to present the agreement to the Montmorency County Board of Commissioners. **Motion carried, 4-0.**
- F. Statement of Grant 2021-1: Funding for period ending 12/31/20 in amount of \$40,415.00 presented for consideration. **Motion by** Don Edwards to accept grant 2021-1 in amount of \$40,415.00, **second by** Elaine Ableidinger. **Motion carried, 4-0.**
- G. Financial Signatories: **Motion by** Corky Proulx, **second by** Don Edwards to remove William “Ed” Beswick from accounts and authorized signatores Anna Rogers, Corleen Proulx and Elaine Ableidinger as an authorized signatores of the AAACU and CFCU accounts. **Motion carried, 4-0.**

XII. Old Business:

- A. Lewiston Center Closure: Executive Director reported that MCCOA vacated the premises on 11/19/20. Items that were not transferred to Atlanta or Hillman or offered to other COA’s have been placed into storage. The closure required extensive planning by staff and Anna thanked the Lewiston Center staff for their assistance with packing and going above and beyond. Multiple alternate locations were inspected by Director for both rental and purchase with no recommendations at this time. Continued locations will be sought. The staff now work out of the Hillman Senior Center and home delivered meals are prepared and delivered from that location. The pyrochem system that was offered to the Lewiston 50+ Club for purchase was declined. Due to the cost of removal that would make the unit inoperable decision was made to leave the system in place for the club.

XII. Committee and Staff Reports:

- A. Senior Center Reports: Nothing.

B. Executive Director Reports:

1. Employee Leave Bank: Due to the impact of Covid-19 with employee's taking time off and working through the crisis, there remains a large amount of unused leave for employees. The personnel policy allow only 16 hours of PTO to be carried forward. Executive Director requests the Board to approve a one-time cash out of employee leave, less the 16 hours of PTO. **Motion by** Elaine Ableidinger, **second by** Don Edwards to authorize a one-time cash out of unused vacation and PTO for all staff, less 16 hours of PTO carryover. **Roll call: Yes—Edwards, Austin, Proulx, Ableidinger. Motion carried, 4-0.**
 2. Employee Covid-19 Payment: In recognition of the MCCOA staff's ongoing support for our mission statement and for providing services to in-home and food program clients, Executive Director is recommending that the board approve a one-time \$500.00 payment to all staff with MCCOA absorbing payroll taxes. **Motion by** Elaine Ableidinger, **second by** Corky Proulx to authorize a one-time payment of \$500.00 with payroll taxes paid by MCCOA to staff. **Roll call: Yes—Austin, Edwards, Proulx, Ableidinger. Motion carried, 4-0.**
- C. NEMCSA Report: Elaine reported that the Cheboygan School has been purchased by NEMSA and meetings are conducted via "teams".

- XV. Adjournment: Meeting adjourned at 10:40 p.m. upon **motion of** Corky Proulx, **second by** Don Edwards. **Motion carried, 4-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director