

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR DECEMBER 16, 2021**

**PRESENT:** Julie Kendrick, Chairperson via phone; Geyer Balog, Vice-Chair; Corky Proulx, Treasurer; Janet Demeulenaere; Elaine Ableidinger, Secretary

**GUESTS:** Dan Smith, CPA; Laurie Sauer, NEMCSA; Lloyd Peltier, Hillman Senior Center President

**STAFF:** Vicki Goodburne, MCCOA Accountant; Maureen Kent, MCCOA RN, Harmony Lewis, Director

- I. **Call to Order:** The meeting at the MCCOA office was called to order at 10:00 a.m. by Chair Julie Kendrick (via phone).
- II. **Roll Call:** Quorum established; four members present, Kendrick present via phone
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by **Elaine Ableidinger**.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by **Geyer Balog**.
- V. **Agenda:** **Kendrick** move to add Dan Smith to item VII, add Finance Committee Report to XIV, and move item X-A. to XIV-C. under finance committee report. **Balog motion** to accept amended agenda, **Ableidinger seconded. Motion carried, 5-0.**
- VI. **Approval of Minutes from November 18<sup>th</sup>:** **Ableidinger motion** to approve minutes of November 18, 2021. **Seconded by Proulx. Motion carried 5-0.**
- VII. **Dan Smith, CPA, Financial Report Audit.** At close of fiscal year 2021, revenues were down, most seen in Federal Grant area due to not being able to offer many programs that were previously offered. Wages increased approximately \$110,000, due to Covid hazard pay. Loss of approximately \$135,749 in operations. Decrease in net assets of approximately \$6,200. The DCW hazard pay offered to employees last year was only partially reimbursed through NEMCSA funding. The remainder of which cost MCCOA several thousand dollars. Smith noted the change to QuickBooks will allow the board to have much more reliable reports, including tracking revenue, bank reconciliation, and timely reporting to NEMCSA and MCCOA board. **Motion** to accept audit by Dan Smith, CPA by **Geyer Balog. Seconded by Janet Demeulenaere. Motion carried 5-0.**
- VIII. **Leadership Report: Vicki Goodburne:** Fiscal Year 2021 Profit and loss statement. Millage money received last year was less than budgeted \$520,000. Balog suggests adjustments need to be made to be more conservative with millage since amounts may not match actual money received. Actual millage received was \$512,000. No employee insurance related costs were factored into the 2022 budget. Private pay services are not currently available, due to lack of staff and program needs in other areas. **Ableidinger motion** to accept report by Goodburne. **Demeulenaere seconded. Motion carried 5-0.**

- IX. **Leadership Report: Maureen Kent:** Cannot accommodate any new clients until more staff is in place. One full time provider has gone to part time. 2-3 more providers are needed at this time. Private pay cannot start up until properly staffed and all program needs can be met. **Motion** to accept Kent's report by **Proulx. Seconded by Demeulenaere. Motion carried 5-0.**
- X. **Directors Report:** 220 goodie bags were assembled and delivered to clients in a collaborative effort that included board members, members of the Elk County Friendship Garden Club, Atlanta and Hillman Elementary Schools and MCCOA staff. Resignation of Logan Holbrook effective December 13, 2021. There currently is an employee on FMLA for the foreseeable future, discussion to offer her the use of her 2022 vacation hours to be effective December 7, 2021 if she would like. **Motion** by **Proulx** to offer her 2022 vacation hours effective December 7, 2021. **Seconded by Ableidinger. Roll call Balog-yes, Proulx-yes, Demeulenaere-yes, Kendrick-Yes, Ableidinger-Yes. Motion carried 5-0. Motion** to accept Directors Report made by **Proulx**, seconded by **Demeulenaere. Motion carried 5-0.**
- XI. **Old Business:**  
DCW reporting completed for 2021. Reporting will be streamlined for 2022 by specific paystub line language and timely reporting. Laurie Sauer states that Direct Care Workers will only be paid for the actual time spent in the home. Waiver funded program will only apply for actual hours allotted by NEMCSA. Grant funded program reimbursement may not always equal out to actual hours spent in home.
- XII. **New Business:**  
New board member resume for Richard Perry from Lewiston for member at large open position. Possible moving meetings until 5pm to accommodate new member. **Motion** to refer Perry to Commissioners for appointment by **Balog seconded by Ableidinger. Motion carried 5-0.**
- XIII. **Senior Center Report:** Hillman Center: Christmas party on December 17. Atlanta Center: no meeting. Lewiston Center: no representative.  
**NEMCSA Report:** Audit by Dan Smith needed for NEMCSA records." Build back better" initiative, if passed, may yield additional funding in the future. Resignation of Gina Bey effective February 2022.
- XIV. **Finance Committee:** meeting December 13, 2021. Vacation and PTO payout at 100% was discussed for employees for the current year. **Proulx motion** to payout 100% PTO and vacation pay for calendar year 2021, **Balog Seconded. ROLL CALL: Balog-yes, Ableidinger-yes, Proulx-yes, Demeulenaere-yes, Kendrick-yes. Motion carried 5-0.** Travel time is currently paid out to providers and Registered nurse at minimum wage, discussion at finance meeting to change that amount to current wage effective at first pay period in January 2022, at a cost to MCCOA of approximately \$36,000 per year. **Ableidinger motion** to increase travel time wage to regular hourly wage effective first pay period of January 2022. **Proulx seconded. ROLL CALL: Balog-yes, Demeulenaere-yes, Ableidinger-yes, Proulx-yes, Kendrick-yes. Motion carried 5-0.**
- XV. **Motion** to adjourn at 11:00 am by **Balog, Ableidinger seconded. Motion carried 5-0.**

Minutes recorded and submitted by Harmony Lewis, Director