

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR JULY 23, 2020

PRESENT: William “Ed” Beswick, Chairperson; Elaine Ableidinger, Vice-Chair; Corky Proulx, Treasurer; Janice Burtch, Secretary; Vickie Clayton, Trustee; Don Edwards, Montmorency County Board of Commissioner

GUESTS: Anna Rogers, Executive Director; Yvonne Swagger (Tribune); Kelly Robinette, NEMCSA (Telephone)

- I. **Call to Order:** The meeting was called to order at 10:02 a.m. by Chairperson Ed Beswick at the Atlanta Senior Center.
- II. **Roll Call:** Quorum established; six 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 Corky Proulx to approve the agenda as presented, **second by** Elaine Ableidinger. **Motion carried, 6-0.**
- VI. **Secretary’s Report:** **Motion** by Elaine Ableidinger to approve the special minutes of 06/11/20 as presented, **second by** Vickie Clayton. **Motion carried 6-0.** **Motion** by Corky Proulx to approve the special minutes of 06/30/20 as presented, **second by** Vickie Clayton. **Motion carried, 6-0.**
- VII. **Correspondence:** Information on National Terrorism Advisory Bulletin.
- VIII. **Public Comment:** No requests presented.
- IX. **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 06/12/20 through 07/20/20. **Motion** by Elaine Ableidinger to approve Accounts Payable in the amount of \$15,979.85, **second by** Vickie Clayton. **Roll call: Yes: Edwards, Ableidinger, Burtch, Proulx, Beswick, Clayton. Nays—0. Motion carried, 6-0.**
- X. **Old Business:**
 - A. **Senior Center Agreements:** The Atlanta and Hillman Centers have provided written revisions to the agreement, nothing from Lewiston. Executive Director will schedule individual meetings between each center for negotiations. ~~MCCOA representatives will be Edwards, Ableidinger and Rogers and each center asked to have a maximum of three center representatives. (Removed 09/17/20).~~

- XI. **New Business:**
- A. **Employment Actions: Resignations:** Schook-Ledger, Podzikowski, Rappuhn, Smith. Current: Oberski, Balcom. New: Woodhull, Gardner, Podzikowski. **Motion by Corky Proulx, second by Vickie Clayton to approve employment actions as presented. Motion carried, 6-0.**
- XI. **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. **Atlanta Senior Center:** Nothing to report.
 2. **Hillman Senior Center:** Nothing to report
 3. **Lewiston Senior Center:** Discussion on restrictions during Covid-19 for Bingo and mobile food distribution. MCCOA dumpster will be made available and Lewiston 50+ Club responsible for cost of any additional pickups due to dumpster use. **Motion by Corky Proulx to allow Lewiston 50+ Club to use the kitchen for Bingo with proper clean-up following sanitary guidelines during Covid-19, second by Don Edwards. Motion carried, 6-0.**
- C. **Executive Director Reports:**
1. **Center Reopening's for Congregate Meals:** Preparation is being made to allow for the safe reopening of the centers for CM twice per week beginning August 3, 2020. Information has been shared with the public regarding proper protocols.
 2. **Grants:** A grant through NANASP (National Association Nutrition Adult Service Program) for assistance with associated costs related to Covid-19, specifically PPE and kitchen equipment has been submitted with notification in early August.
 3. **2020/2021 Budget:** Preparation has begun for the new budget with a meeting to be scheduled with the Finance Committee to review prior to presentation to the full board. The budget must be in place by September 30, 2020.
 4. **Organizational Meeting:** Scheduled for September 17, prior to the regular meeting. Agenda: Officer nominations, bank depository of record/authorized signatories, and meeting dates. The regular meeting agenda: Adoption of 2020/2021 budget, audit contract, along with regular business.
 5. **Senior Employment Program:** Individual has returned to work as of July 20 at ten hours per week. She will assist with the Friendly Reassurance Program phone calls.
 6. **Executive Director Acknowledgment:** Janice Burtch thanked Anna Rogers for the work that she does as the Executive Director for MCCOA including grant applications and asked that this be noted in the minutes.
- E. **NEMCSA Report:** Nothing to report.
- XIII. **Closed Session:** **Motion by Don Edwards, second by Corky Proulx to go into closed session at 10:55 a.m. for Executive Director evaluation. Motion carried, 6-0.**
- XIV. **Open Session:** **Motion by Corky Proulx, second by Don Edwards to return to open session at 11:05 a.m. Motion carried, 6-0.**

A. Personnel Committee: Committee will be meeting again to review employee benefits before recommendations to board.

XV. **Adjournment**: Meeting adjourned at 11:10 a.m. upon **motion of** Corky Proulx, **second by** Vickie Clayton. **Motion carried, 6-0.**

Respectfully submitted,

Anna M. Rogers
Executive Director