

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR NOVEMBER 18, 2021

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

GUESTS: Vicki Goodburne, MCCOA Accountant; Maureen Kent, MCCOA RN, Logan Holbrook, MCCOA In-Home Coordinator

- I. **Call to Order:** The meeting was called to order at 10:00 a.m. Chair Geyer Balog at the MCCOA office.
- II. **Roll Call:** Quorum established; five members present.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by **Geyer Balog**.
- IV. **Mission Statement:** The MCCOA Mission Statement was read by **Corky Proulx**.
- V. **Agenda:** **Kendrick** adds discussion regarding by laws to agenda to New Business recruiting Lewiston Representatives. **Ableidinger motion** to approve agenda, **seconded** by **Proulx**. **Motion carried, 6-0.**
- VI. **Approval of Minutes from October 28th:** Amend call to order from Atlanta Senior Center to MCCOA office. Employment actions VIII, add Motion carried 6-0. **Kendrick** motion to approve minutes **Demeulenaere seconded**. **Motion carried 6-0.**
- VII. **Approval of Minutes from October 20th:** **Kendrick** motion to approve minutes, seconded by **Ableidinger**. **Motion carried 6-0.**
- VIII. **Leadership Report: Vicki Goodburne:** NEMCSA approved request for funds HDM, congregate, homemaking full amount approximately \$28,000 requested for August and September. **Kendrick** requests monthly and year end P&L reports. **Proulx** requests Finance committee meeting to discuss budget and P&L reports. Bank Balance Summary and Accounts Payable presented. PPP loan forgiveness status complete. Travel time analysis for in home services is currently minimum wage. October analysis shows total travel time at minimum wage \$597.91 vs. hourly wage \$917.01 difference would be \$319. Approximately \$36,000 per year. Continue discussion when profit and loss statements have been approved. Rent check discussion by Lloyd Peltier paper vs direct deposit. Additional cost for direct deposit for each center would be \$45 per month. **In Home Service Report Maureen Kent:** October Program hours 276, personal care and respite care are down. Most respite hours are waiver at 483 hours. Hours could be greatly increased with more staff. 9 new clients for HDM and in home care. 15 discharges for month, and 6 new referrals. No hold on any clients at this time. NEMCSA has several

waiver hours that need covered for additional people that are not currently under our care. An additional 3-4 employees could accommodate more clients. No reimbursement on waiver mileage for employee travel. Currently 80 clients seen in home at this time. Kent requests contract with VA to be looked at and possibly renewed.

IX. **Directors Report:** Dan Smith has started audit and will conclude in December.

Employee vacation and PTO hours expiring on December 31st. Balog requests cost analysis for full payout. Special meeting to discuss employee PTO and vacation.

X. **Old Business:**

- A. Mass mailing to ask about delivery on holidays. Currently HDM gives frozen meals for any holiday closures unless client does not want.
- B. IT bid for website. Goodburne states if website was changed she could update monthly for MCCOA. Balog states Allegra out of Alpena could possibly accommodate our needs. More bids are needed before a decision should be made.
- C. Proulx notes phone number for centers don't appear on the monthly menu.
- D. DCW Report status: Has been approved for October 1st. No word on funding. DCW Reports were sent by quarter, and monthly to NEMCSA.

XI. **New Business:**

- A. Snow removal bid by KNK. Proulx **motion** to accept bid by KNK for snow removal. **Seconded** by Ableidinger. **Roll Call: Ableidinger YES, Proulx YES, Kendrick YES, Demeulenaere YES, Balog YES. Motion carried 5-0.**
- B. Chairperson addition to bank accounts. Minutes need to reflect new chairperson added to specific bank accounts including Community Financial and Alpena Alcona Area Credit Union. **Ableidinger motion** to add Geyer Balog as signee for Community Financial Credit Union and Alpena Alcona Area Credit Union as of November 18, 2021 and remove Elaine Ableidinger from accounts. **Demeulenaere seconded. Roll Call: Kendrick YES, Demeulenaere YES, Proulx YES, Ableidinger YES, Balog YES. Motion carried 5-0.**
- C. By laws regarding Lewiston residents serving on the board. Many members reside out of the county of Montmorency. Would a member of the Lewiston 50+ Club be eligible even if they did not live within the county? Refer to by law committee for review.

XII. **Committee and staff reports:**

- A. Secretary currently is part time; a full time position is in budget for 2022. Resignation of HDM driver/volunteer coordinator.
- B. Committee assignments could be simplified by only having a Finance committee and a Quality committee. **Kendrick motion** to implement Finance and Quality committee to encompass all prior committees. **Ableidinger seconded. Roll call: Proulx YES, Demeulenaere YES, Ableidinger YES, Kendrick YES, Balog YES. Motion passed 5-0.**
Committee assignments: Financial: Proulx-Chair, Kendrick and Ableidinger.
Quality: Kendrick-Chair, Demeulenaere, Ableidinger. Discussion of committee meetings starting in January would be done prior to regular board meetings.

- XIII. **Senior Center Report:** Hillman Center: no additional activities in November. Atlanta Center: not in attendance. Lewiston Center: Euchre tournament on November 13th. Bingo every week.
- XIV. **Correspondence:** Ableidinger **motion** to go into **closed session**, Proulx **seconded**. **Roll Call: Kendrick YES, Ableidinger YES, Proulx YES, Balog YES, Demeulenaere YES. Motion carried 5-0. CLOSED SESSION**
- XV. **Open session:** Cathy Hofer resignation letter, Dawn Hubbard resignation as board member. Special meeting to be held at MCCOA office November 22 at 4 pm to discuss employee relations. **Balog motion** to adjourn, **Proulx seconded**. **Motion passed 5-0.**

Minutes recorded by Logan Holbrook, In Home Coordinator
Submitted by Harmony Lewis, Director