

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR JUNE 15, 2023**

**PRESENT:** Randy Wiscombe Chairperson, Donald Edwards Vice-Chair, Corleen Proulx  
Treasurer, Linda Kline-Secretary  
**STAFF:** Harmony Lewis- Director, Jeanne Steele-Brady- Registered Nurse, Vicki  
Goodburne-Financial Director

- I. **Call to Order:** The meeting at the MCCOA office was called to order at 5:30 p.m. by Randy Wiscombe
- II. **Roll Call:** Quorum established; Four members present
- III. **Pledge of Allegiance:** The Pledge of Allegiance was led by **Randy Wiscombe.**
- IV. **Mission Statement:** The MCCOA Mission Statement was read by **Corleen Proulx.**
- V. **Approval of Agenda:** **Kline motion** to approve agenda. **Edwards seconded. Motion carried 4-0.**
- VI. **Approval of Minutes:** from 5/18/23 **Kline motion** to approve minutes. **Edwards seconded. Motion carried 4-0.** **Edwards motion** to approve minutes from Finance committee session on 5/24/23. **Kline seconded. Motion carried 4-0.**
- VII. **Financial Report:** Waiver income was received in June vs. May which will mean two months of waiver income will be received in June. Although Millage income was budgeted for May we do not anticipate receiving additional money. Monthly donations were up for May. A refund from workman's comp audit was received. The freezer ordered for Lewiston center was paid for, but reimbursement has not been received from PIE&G funds yet. ARP funds have been requested for the purchase of computers and Culligan Water system.
- VIII. **Nurse's Report:** Increase Homemaking, Personal Care and Respite. 18 new clients for the month of June. There is a current waitlist of approximately 12 for homemaking services. Word of mouth seems to be driving the increase in clients. We are receiving more requests for respite services due to many home care companies being low on staff. More referrals from rehab and nursing home discharges.
- IX. **Director's Report:** Community Financial has done fraud sessions at the area senior centers for our congregate diners. Many attempts at fraud are being done via text messages and email. ARP grant award still has funds available for purchasing items for our programs. Some of the ARP funds can be used for Personal care and in-home supplies. Many clients can use new brooms, toilet brushes etc. that can be reimbursed

from ARP money. Fleece jackets, uniforms, or t-shirts could be purchased. Kline suggested perhaps magnets could be purchased for HDM vehicles to better identify drivers as they arrive at the home. Vicki did a congregate and Home Delivered meal spreadsheet for the 3 centers for the month of May. Breaking it down by center and then as a whole. **Edwards motion to approve Director's Report. Kline seconded. Motion carried 4-0.**

X. **New Business:**

- A. Application was received for the open Atlanta seat on the MCCOA board. Board would like to invite her to the next board meeting to meet her.
- B. The standards for Home Delivered Meals was presented to the board.
- C. A mass mailing was suggested to advertise the services we offer.

XI. **Employee Actions:**

- A. The cook at Atlanta has a 30-year anniversary working at MCCOA on June 20<sup>th</sup>.
- B. Kline looked through wages and reported on employees who could use an increase.
- C. Suggestion to ask cook assistant at Atlanta to help in Hillman. **Proulx motion to approve employee actions. Kline seconded. Motion carried 4-0.**

XII. **Committee and Center Reports:**

- XIII. **Motion to adjourn at 6:55 p.m. by Proulx. Edwards seconded.**

Minutes recorded and submitted by Harmony Lewis, Director

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- VII. **Financial Report:**
- VIII. **Nurse's Report:** Client hours and counts continue to increase. Cases that we are seeing are continuing to be clients with higher need. Client plan of care paperwork was presented to the board. Grab and go meals continue to increase with the Hillman site doing up to 25 on some evenings.
- IX. **Director's Report:** OMH will not be doing pre-employment physicals and drug screens. Elmira site will be utilized for future pre-employment physicals and drug screens. Thunder Bay Community Health will do physicals but does not do drug screens at this time. Per our personnel policy a drug screen must be done for all new hires. The RN could administer a drug screen here in office, which could be very cost effective. DEI training was completed by all staff. Senior action week is May 15<sup>th</sup>-19<sup>th</sup>. Memorandum of agreement was signed for Project Fresh coupons. Sign up for coupons will be held at Senior Centers, office, and Pop-up produce market. Market hours this year were increased for all three sites. Senior menu item suggestions were presented to the board. Nutrition coordinator has implements some new suggestions to menus.
- X. **New Business:**

- A. Statement of Grant Received from NEMCSA
  - B. New freezer for Lewiston location: PIE&G has funding available for new energy star efficient appliances. They will reimburse 75% or up to \$4000 toward a new freezer. **Edwards motion** to approve freezer purchase. **Ableidinger seconded.**  
**Roll call: Proulx –Yes, Ableidinger –Yes, Kline –Yes, Edwards – Yes, Wiscombe –Yes. Motion passed 5-0.**
  - C. A resignation was received from Nancy Kaiser. Board accepts with regrets.
- XI. **Old Business:**
- A. Computer purchase for senior centers to utilize the scan in program “My Senior Center.” Jake Larsen presented installation and costs for new computers. ARP funds for congregate for the computer purchases. **Ableidinger motion** to approve computer purchase from Jake Larsen. **Proulx seconded. Roll call: Proulx –Yes, Ableidinger-Yes, Kline-Yes, Edwards-Yes, Wiscombe-Yes.**
  - B. New Culligan Water System purchase from ARP funds for Hillman Center. **Kline motion** to approve water system. **Proulx seconded. Roll Call Proulx –Yes, Kline –Yes, Edwards-Yes, Ableidinger-Yes, Wiscombe –Yes. Motion passed 5-0.**
- XII. **Committee and Center Reports:**
- A. Committee meeting schedule to be presented at next meeting for Finance and Personnel.
  - B. Kline’s application for the NEMCSA Advisory Council was given.
  - C. Senior Center Report: Atlanta, no news. Lewiston holds Euchre every other month, Poker is also held every other month. Bingo is held every Wednesday. Wiscombe would like a block for each center regarding activities with dates and times included in monthly Senior newsletter. Hillman has elections in June for new officers. Game nights on Friday. Euchre on Saturday. Potluck dinner is provided by senior center members. Wednesdays are quilting and line dancing.
  - D. Kline would like a MCCOA presence at local festivals to distribute materials and answer any questions. Kline and Brady will attend the Morel Festival. Volunteers could possibly be recruited for these functions.
- XIII. **Motion to adjourn at 6:36p.m. by Edwards. Kline seconded.**

Minutes recorded and submitted by Harmony Lewis, Director