

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR JULY 20, 2023**

**PRESENT:** Randy Wiscombe Chairperson, Donald Edwards Vice-Chair, Corleen Proulx  
Treasurer, Linda Kline-Secretary  
**STAFF:** Harmony Lewis- 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 **Linda Kline.**
- V. **Approval of Agenda:** **Proulx motion** to approve agenda. **Kline seconded. Motion carried 4-0.**
- VI. **Approval of Minutes:** from 6/15/23 **Kline motion** to approve minutes. **Edwards seconded. Motion carried 4-0.**
- VII. **Financial Report:** Monthly financial information presented by director. June income increased \$13,316 over budgeted amount. Spending decreased budgeted amount by \$4,921. Total meals served for June was 4344.
- VIII. **Nurse's Report:** Nursing report presented by director. Program client count no change. Slight decrease in Homemaking hours. Waiver client hours' slight decrease. Staffing remains the same. Ten new requests for service. One discharge from program.
- IX. **Director's Report:** Home Delivered Meal and Congregate assessment was held on 7/19/23. NEMCSA Financial audit takes place on 7/27/23 and Unemployment Insurance Agency Audit takes place in August. A computer purchase was suggested for extra employee use for the office. Pop up produce Market started on July 11<sup>th</sup>. Newsletters continue to run out on a monthly basis.
- X. **New Business:**
  - A. Personnel policy changes regarding body modification presented. Director will reach out to other entities regarding their policies. Earrings and rings could also pose a problem when working in-home. Final action will be taken when more information is received.

- B. A statement letter was presented to the board. Suggestions to shorten the letter and make more concise was offered. A rework of the letter will be presented at the following meeting.
  - C. Center contract negotiations will occur in August of 2023 in preparation for the new contract start date of October 1, 2023 through September 30, 2024. Reach out to centers to confirm appointment date of either August 7<sup>th</sup> or August 14<sup>th</sup>.
- XI. **Employee Actions:** July Employee actions approved. **Kline motion** to approve employee actions. **Edwards seconded. Motion passed. 4-0.**

**Committee and Center Reports:** NEMCSA meeting scheduled for July 24<sup>th</sup>. Senior center report:

Hillman Euchre Sundays from 1:30-4. Upcoming V-Jay Day float. Lewiston Timberfest on August 4-5<sup>th</sup>.

- XII. **Motion to adjourn at 6:30 p.m. by Proulx. Edwards seconded.**

Minutes recorded and submitted by Harmony Lewis, Director