

**MONTMORENCY COUNTY COMMISSION ON AGING**  
**MINUTES FOR SEPTEMBER 28, 2023**

**PRESENT:** Randy Wiscombe Chairperson, Donald Edwards Vice-Chair, Corleen Proulx  
Treasurer, Linda Kline-Secretary, Vicki Goodburne- Accountant  
**STAFF:** Beverly Crawford- Interim Director, Jeanne Steele-Brady- RN, Cailey Tebedo-  
Office Assistant  
**GUESTS:** Laurie Sauer, Joe Juarez, Geyer Balog

- 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; Five 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:** **Wiscombe motion** to approve agenda. Application from J. Muholland not received, removed from agenda. Not accepting applications until an ad is ran in the newspaper **Kline seconded. Motion carried 4-0.**
- VI. **Approval of Minutes:** from 8/17/23 **Wiscombe motion** to approve minutes. **Proulx** questioned number 9. Typo was made, **Vicki Goodburne** to remain contractor, not employee. **Kline seconded. Motion carried 4-0.**
- VII. **Public Comment:** **Juarez** interested in improving activities and member numbers at Atlanta Senior Centers. Suggestions of a booth set up at Elk Fest with newsletter and other informationals with services offered and contact information.
- VIII. **Financial Report:** Monthly financial information presented by **Goodburne**. The Congregate meal count for Atlanta was 304. Hillman was 543 and Lewiston 613. Still concerned about Atlanta's low count. Revenue in August increased by \$911. Expenses are over budget by \$16,512. Total meals served for August was 4,684. Donations maintained from July to August. Received checks from Habitat from Humanity. Each center received \$10,000 and the MCCOA Office received \$15,000.
- IX. **Nurse's Report:** Nursing report presented by **Steele-Brady**. Increase of four in Program clients. Increase in Homemaking, Respite and Person Care Hours. Waiver client hours slightly decreased. Staffing decrease of one due to maternity leave. Eleven new requests for service. Five clients were discharged. Waitlist is dwindling down.

- X. **Director's Report:** Presented by Interim-Director **Crawford**. There was an eighty cent increase in DCW wage, effective hopefully shortly after October. Amended the Personnel Policy under Personal Cleanliness and Sanitation to include wearing facial hair nets while in food prep area. Updated fire safety evacuation procedures. Fire inspections and drills were completed at all senior centers and MCCOA office. Inspector asked that the address numbers be bigger on the sign at the Atlanta Senior Center. Very good results for the In-Home Service Participant Survey.
- XI. **New Business:**
- A. Reviewed board member application from J. Bouchey. **Wiscombe** vouched that he is very active in the community and capable person with a background in finance. **Proulx** motion to approve **Bouchey** as Hillman representative. **Kline seconded. Motion carried 4-0.**
  - B. An advertisement was put in the newspaper for Hillman HDM part-time position. Received one applicant which is being reviewed. Ideas about possibly splitting the Hillman meal route into two routes with two different drivers in hopes of keeping that position filled for a longer period of time and also leaving the center a little earlier in the morning to avoid driving in the dark during the winter months, because it is so long.
- XII. **Old Business:**
- A. **Wiscombe** spoke on center employees fulfilling job requirements and to clean vents over stoves which is scheduled for a professional cleaning. Met with Lewiston board to clarify where the line is drawn with our employees and their members.
  - B. Senior Center contracts were looked over and updated.
- XIII. **Laurie Sauer - NEMSCA Director:**
- A. Provider meeting for Mi Choice Waiver contractors, happy to see **Crawford** and **Steele-Brady** attend. Important for contracting requirements for the program and refreshers for existing employees. Turn in contract amendment pieces to get into the system before we move into the new year or they will remain the same. Due to staffing issues, had to institute waitlist for Mi Choice Waiver Clients.
  - B. **Sauer** Suggested attending next summit for strategies to increase congregate meal counts and finding volunteers to host activities to draw people in.
  - C. Reminder of criminal history checks that are required before we are to engage in employment or volunteer arrangement. Applaud for our Direct Care Worker numbers, most COA's are struggling to find or keep people. With end of fiscal year coming, turn in all required reports.
- XIV. **Adjournment:** **Wiscombe** motion to adjourn at 6:30. **Kline** seconded. **Motion carried 4-0.**

Minutes recorded and submitted by Cailey Tebedo, Office Assistant