

MONTMORENCY COUNTY COMMISSION ON AGING

MINUTES FOR NOVEMBER 16, 2023

PRESENT: Randy Wiscombe – Chairperson, Don Edwards – Vice-Chairperson, Corleen Proulx – Treasurer, Linda Kline – Secretary.

STAFF: Beverly Crawford – Interim Director, Jeanne Steele-Brady – RN, Vicki Goodburne – Accountant

Guests: Geyer Balog, Dan Smith, Denny Davis, Kathy Green, On Zoom – NEMCSA

- I. **Call to Order:** The meeting at MCCOA office was called to order at 5:30pm 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 the Agenda:** **Kline motion** to approve agenda. **Edwards seconded motion. Motion carried 4-0.**
- VI. **Approval of the Minutes:** From 10/19/23, **Proulx motion** to approve minutes. **Kline seconded motion. Motion carried 4-0.**
- VII. **Dan Smith Presentation:** CPA Audit Financial Report, page 4 Balance Sheet, page 12 overall summaries, Loss of Operations \$153,000.
- VIII. **Financial Report:** Monthly financial information presented by **Goodburne.** The Congregate meal count for Atlanta was 303. Hillman was 509 and Lewiston was 475. Money out of money market into Alpena/Alcona account. **Costs per meal**, Atlanta\$8.71, Hillman \$ 6.78, and Lewiston \$8.18. The costs will be looked at again the next meeting to see if the costs are correct due to the amounts don't seem correct.
- IX. **Nurse's Report:** Nursing report presented by **Steele-Brady.** There was an increase in program clients, six discharges, and 2 re-certifications. Increase in homemaking close to 100 more. Increase in personal care by 32 more. Increase in respite care by 22 more. Waivers stayed the same at 12. Increase in service hours by 30.
- X. **Director's Report:** Presented by Interim Director **Crawford.** Looking into what we can use the AARP Grant for. Sam from PIEG is expediting the refund on the Freezer that was delivered to Lewiston. The rebate is \$4000. The air conditioner outside is covered and the furnace was cleaned out and a new filter was put in. Don Kline was approved for maintenance inspections for the centers. Changes to Hillman route to decrease time for the driver, the Lewiston driver will be picking up the changes. Should be about 45minutes off the Hillman route. In-Home Coordinator position was posted on Indeed. Changed phone and internet service to Spectrum from Frontier. Savings of about \$300/month.
- XI. **Closed Meeting:** Motion made to go to closed meeting by **Kline**, seconded by **Proulx. Motion carried 4-0.**

- XII. Open Meeting:** Motion made to go to open meeting **by Proulx**, seconded **by Edwards**. Interviews for Executive Director position to be held on Wednesday, November 29, 2023 starting at 5:30pm, every ½ hour, Interim Director Crawford and 4 applicants, 5 applicants total. Office to close on Fridays was discussed. Donation letter was also discussed.
- XIII. Adjournment:** Motion was made for adjournment made **by Kline** and seconded **by Edwards**. **Motion carried 4-0.**

Minutes recorded and submitted by Linda Kline, In-Home Coordinator.