

# MONTMORENCY COUNTY COMMISSION ON AGING

## MINUTES FOR DECEMBER 21, 2023

**PRESENT:** Randy Wiscombe – Chairperson, Don Edwards – Vice-Chairperson,  
Corleen Proulx – Treasurer, Joe Bouchey- Hillman Rep.

**STAFF:** Beverly Crawford – Interim Director, Jeanne Steele-Brady – RN, Vicki Goodburne – Accountant, Linda Kline – In Home Coordinator (Minutes)

**Guests:** NEMCSA, Denny –Atlanta President

- 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 **Joe Bouchey.**
- V. **Approval of the Agenda:** **Proulx motion** to approve agenda. **Edwards seconded motion. Motion carried 4-0.**
- VI. **Approval of the Minutes:** From 11/16/23, **Bouchey motion** to approve minutes. **Edwards seconded motion. Motion carried 4-0.**
- VII. **Financial Report:** Monthly financial information presented by **Goodburne.** The Congregate meal count for Atlanta was 232. Hillman was 412 and Lewiston was 415. Money out of money market into Alpena/Alcona account. **Total 1059.**
- VIII. **Nurse’s Report:** Nursing report presented by **Steele-Brady.** There was a decrease in program clients, 9 discharges, and 12 re-certifications. Decrease in homemaking. Decrease in personal care. Decrease in respite care. Waivers increase by 1.
- IX. **Director’s Report:** Presented by Interim Director **Crawford.** Looking into what we can use the AARP Grant for. PIEG refund on the Freezer that was delivered to Lewiston. The rebate is \$3238.36. The home delivered meal routes changes were put into effect. The route in Hillman route decreased by 1 hour and the Lewiston route increased by 45 minutes. Sharon Vandeer with affiliation with the Hillman Center adopted a MCCOA family for Christmas. The family remained anonymous. Walmart \$50.00 gift cards will be given to Staff for Christmas on December 22<sup>nd</sup>. Christmas cookies, candy and card to all clients, also senior centers were given a tray of cookies for congregate meal. MCCOA printed 2024 calendars for home journals. Possible candidate for a representative Atlanta.
- X. **Closed Meeting:** **Motion** made to go to closed meeting **by Bouchey**, seconded by **Proulx. Motion carried 4-0.**
- XI. **Open Meeting:** **Motion** made to go to open meeting **by Edwards**, seconded by **Proulx.** Office to close on Fridays was discussed. Hours were changed to 830am – 430pm M – F; closed to the Public on Fridays. Executive Director contract was motioned **by Proulx** to remain the same as the previous contract, including PTO/Vacation and Holidays was seconded by **Bouchey. Passed 4-0. Motion** to approve yearly raises **by Edwards** seconded by **Bouchey.**

**XII. Adjournment:** Motion was made for adjournment made **by Edwards** and seconded **by Bouchey**. **Motion carried 4-0.**

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