

MONTMORENCY COUNTY COMMISSION ON AGING
MINUTES FOR OCTOBER 19, 2023

PRESENT: Randy Wiscombe- Chairperson, Corleen Proulx- Treasurer, Joe Bouchey- Hillman Representative, Linda Kline- Secretary, Vicki Goodburne- Accountant
STAFF: Beverly Crawford- Interim Director, Jeanne Steele-Brady- RN, Cailey Tebedo- Office Assistant
GUESTS: Laurie Sauer

- 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:** **Kline motion** to approve agenda. **Bouchey seconded. Motion carried 5-0.**
- VI. **Approval of Minutes:** from 9/28/23, **Wiscombe motion** to approve minutes. **Kline seconded. Motion carried 5-0.**
- VII. **Financial Report:** Monthly financial information presented by **Goodburne**. The Congregate meal count for Atlanta was 241. Hillman was 446 and Lewiston 493. Freezer, computers and water system under fixed assets moved to expenses, but up to change and may go back under fixed assets after the external audit. Additional \$17,000 from NEMCSA for Homemaking, Personal Care and Respite. Reimbursed for water system for Hillman center. Should be receiving freezer ordered back in May, PIE&G will reimburse us once it is received. Donations increased by \$2,868 from August to September. Revenue increased by \$39,460. Expenses are over budget by \$26,228.
- VIII. **Nurse's Report:** Nursing report presented by **Steele-Brady**. Decrease of Program clients, five discharges and one death. Slight decrease in Homemaking, Respite and Person Care Hours. Increase in one new Waiver client. Staffing remains the same. One staff member on maternity leave is due to come back October 30th. Five new clients admitted.
- IX. **Director's Report:** Presented by Interim-Director **Crawford**. Atom Electric replaced bulb in the Atlanta Center walk in freezer, missing globe from fixture and once fixture in MCCOA office is purchased, that will be fixed as well. Interstate Maintenance completed cleaning of vents and hoods above equipment at all Senior Centers. New hire for Hillman

Home Delivered Meal driver, welcome B. Cheney. ICHAT background checks now free for volunteers and employees. Volunteer application from retired engineer J. Osborne for basic maintenance for clients/elderly community. Possible merging of money markets to business money market to earn 3.68%. Forms to be passed out to all centers to document any breakages or repairs that need to be made monthly. Making the switch to Spectrum to save money and have faster internet services at the MCCOA office and all senior centers. **Kline** will create a list of fundraising ideas to be presented. **Bouche**y will devise a plan for advertising ideas.

- X. **Closed Meeting: Wiscombe motion** to go into closed session. **Kline seconded. Motion carried 5-0.**

- XI. **Open Meeting: Kline motion** to go into open meeting. **Bouche**y seconded. **Motion carried 5-0.**

- XII. **Adjournment: Bouche**y motion to adjourn at 6:55. **Kline seconded. Motion carried 5-0.**

Minutes recorded and submitted by Cailey Tebedo, Office Assistant