**MONTMORENCY COUNTY COMMISSION ON AGING**

**MINUTES FOR May 19th, 2022**

**PRESENT:** Elaine Ableidinger. Chairperson; Geyer Balog, Vice-Chair; Corky Proulx, Treasurer; Janet Demeulenaere; Marian Weber, Secretary (via zoom), Richard Perry, Dr. Jean Truscott

**GUESTS:** Steve Wright, Healthy Food Coordinator

**STAFF:** Vicki Goodburne, MCCOA Financial; Maureen Kent, MCCOA RN, Harmony Lewis, Director

1. **Call to Order:** The meeting at the MCCOA office was called to order at 5:30 p.m. by Chair Elaine Ableidinger.
2. **Roll Call:** Quorum established; Seven members present
3. **Pledge of Allegiance:** The Pledge of Allegiance was led by **Jean Truscott**.
4. **Mission Statement:** The MCCOA Mission Statement was read by **Richard Perry**.
5. **Approval of Minutes from April 21st: Proulx motion to** accept minutes **seconded by Perry. Motion carried 7-0**
6. **Approval of Finance Committee minutes April 21st: Balog motion** to approve minutes from Finance Committee meeting. **Seconded by Demeulenaere. Motion carried 7-0.**
7. **Steve Wright, Healthy Food Coordinator:** Information regarding the “pop-up produce market” available every two weeks at the senior centers starting June 28th. There will be $20 box options for produce for any age. They will accept SNAP benefits, Senior Project Fresh Coupons, and cash. This pop up market will be supplied Chris Allen from Rose City Greenhouse. This pilot program will be the first of its kind in Northern Michigan and is a work in progress.
8. **Leadership Report: Vicki Goodburne:**  Budget and monthly P&L were presented by **Goodburne**. For profit and loss, NEMCSA funding for April was not received until May. Also there were 3 payrolls in April, so payroll numbers, tax expense and travel were over the original budget amount. **Truscott** suggests a notation of any variances for financials for explanation prior to the meeting. April funding also included $6,696.00 DCW funds from NEMCSA to supplement the extra DCW wage paid to Personal Care Aides. Truscott questioned millage payment variances month to month. Suggests a footnote to correlate to any changes in budgeted amounts. Goodburne stated when she did the budget she had referred to last year’s numbers as a guide to forecast income for this year. Ableidinger states waiver income changes every month, depending on census. Goodburne requests approval on AP for 5/12/22. **Motion** **by Balog** to approve AP. **Proulx seconded. Roll call Proulx-yes, Balog-yes, Weber-yes, Ableidinger-yes, Demeulenaere-yes, Perry-yes, Truscott-yes**. **Motion carried 7-0.**
9. **Nurse’s Report:** Not much changes for the past 30 days. New clients have been added. Discharges may include possible hospitalization, or rehab for a short period of time, those clients will be put on HOLD for short stays in hospitals or rehab. Respite hours are increasing for clients. Since we have such a large area it can be difficult to schedule and serve. **Proulx** asked about training for new Personal Care Aides. **Kent** states all employees who provide in home care are trained the same.
10. **Director’s Report:**  Insurance renewal was done with Lappan Insurance. Changes to be made include the storage space that was previously rented is no longer in use. MDHHS audit was completed. Difficulty finding medical transport drivers continues. Sheriff’s Department did a take back drug day with a few of the centers. Over 30 pounds of medicine was turned in. SANDATA progress continues with client schedules and employee phone interface is underway.
11. **Old Business:**
	1. Center employee food purchase options: Employee purchasing milk and bread would have to be put on all accounts. A petty cash option or separate credit card option could be used. **Truscott** suggests a “procurement card” would be best for accounting purposes and transparency. **Proulx** favors petty cash with included receipts to be checked by Food Coordinator and Director. **Proulx motion** for petty cash for $250.00 for at least a month for center employee paying for bread and milk until a credit card can be put into place. **Balog seconded. Truscott** asked if petty cash would be reconciled quarterly or monthly. **Perry** asked if a store credit card accruing high interest would be a good idea. **Roll call Demeulenaere-Yes, Balog-Yes, Perry-Yes, Proulx-Yes, Weber-Yes, Truscott-Yes, Ableidinger-Yes. Motion carried. 7-0.**
	2. **Home Delivered Meal driver gas cards. Truscott** suggests investigating other entities to see what is being paid, since there can be issues paying additional gas cards. **Proulx** states either continue to pay supplemental gas cards or add additional mileage above .58 per mile. Several other workers who drive to see clients have also expressed concerns with mileage reimbursement. **Webe**r states that .18 per mile can be claimed for medical purposes or .14 cents per mile for non-profit driving. Director will reach out to Kathy Heinz, CPA for clarification on possibly raising the mileage rate for employees and what the ramification on employees and MCCOA would be. **Truscott** and **Proulx** suggest if CPA confirms a mileage reimbursement raise could be done, that is the best option. **Balog** **motion** to increase mileage rate to 72.5 cents per mile and eliminating gas cards contingent on Kathy Heinz, CPA stating no impact with IRS taxing. **Perry seconded. Roll call Demeulenaere-Yes, Perry-Yes, Proulx-Yes, Weber-Yes, Truscott-Yes, Balog-Yes, Ableidinger-Yes. Motion carried 7-0.**

**New Business:**

**SGA received** from 10/1/22 through 6/30/22. Request for Funding is currently being worked on and will be submitted by due date of June 3, 2022. Many funds available are for specific programs that we currently do not offer or that have not garnered interest.

 **MDHHS** released information on affordable internet act to help grant internet access for low income individuals.

**Employee Actions:** 3 employee anniversaries as well as 3 longevity checks to be released. **Perry-Motion** to approve employee actions and longevity **Demeulenaere** seconded. **Roll call Demeulenaere-yes, Ableidinger-Yes, Balog-Yes, Perry-Yes, Weber-Yes, Truscott-Yes, Proulx-Yes Motion carried 7-0.**

1. **Senior Center reports:** Atlanta- included minutes from last board meeting. Lewiston-Truscott will be working to attend center board meeting. Hillman- Memorial Day Sale will be held at the center Friday and Saturday 9-5. Friday game days continue with games and food and cards.
2. **NEMCSA Reports:** Balog reported issues in the county were transportation and broadband access.
3. **Motion** to adjourn at 6:37 pm by **Balog, Demeulenaere seconded**. **Motion carried 7-0**.

Minutes recorded and submitted by Harmony Lewis, Director