



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting
February 20th, 2024

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:15

Present: Vice Chair Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Helen “Taddy” Keeler & Director Bryant. Excused: Chair Patrick Smith.

General Meeting

Meeting held in person & called to order at 10:00

Roll Call: Vice-Chair Spurgeon, Treasurer Zimmerman, Secretary Helen “Taddy” Keeler, Members Michelle Geiger, & Gail Stahl.

Staff: Director Harris-Bryant

Absent: Patrick Smith (Excused), Liaison Hughston

Pledge and invocation by Spurgeon. Devotion given by Stahl.

Public: Jean Swaffer discussed the importance of fire safety in seniors’ homes. Making sure there are working extinguishers and alarms. She said there is a grant in MI that will help cover the cost. Heather will reach out to the Fire Department to discuss a collaboration. Also stating important topic to be reviewed at client assessments and will add as a recurring question.

Consent of Agenda & Review of Minutes

Additions/Deletions/Approval — Motion by Zimmerman to approve the agenda as presented, 2nd Stahl. Motion to accept the January 2024 minutes as presented by Keeler, 2nd Geiger.

Reporting —Financial & Service Summary Reports Reviewed and in great shape.

New Business

1. Financial Audit — Final report submitted and presented to the Board for review. Audit showed no deficiencies. Zimmerman did question a statement in the report on page 11 regarding our Land Contract. A remaining balance of \$135,000 was listed after a \$20,000 down payment on \$150,000 amount. Heather will ask the auditor to clarify this amount is correct vs. \$130,000.
2. Policies: Service Fee Policy Cost Share & Client Billing (Accounts Receivable) - Reviewed and approved and will be applicable to all new clients starting services.
3. Senior Mailing List — Shannon research the cost to obtain a list of people living in the county that are age 60 and older. Cost tag around \$3,000 along with application process through the state. Going to research alternative ways to gather information that is more cost effective.
4. AllPro AgeCare Quote — Heather reports her and Holly met with Wes from AllPro to discuss integration of the client software into QuickBooks. Will require upgrades and additional costs to create an app that can be used on a phone or tablet vs. laptop. \$4,699.00 cost quote reviewed. The administration team will research all options and report back, no action at this time.
5. Greatest 4th in the North — Heather proposed \$100 Fireworks Donation/\$100 Star Sponsorship this year. Will come out of the already budgeted marketing fund.

Old Business

1. Daybreak — Heather is still working on gathering information.
2. Strategic Planning Meeting Update — Meals on Wheels. The committee is still hoping for a better understanding of funding and how dollars are distributed. Next scheduled meeting TBD.

Community Outreach & FYI

Train the Trainer — Caregivers of those with Dementia. AAA is offering through a grant the opportunity for free training. Jennifer & Kelly will be attending the 6-hour class on 03/14. Once trained, MCCOA will host 3 1-hour classes for staff and caregivers of clients before September 30th.

Next MCCOA Staff Meeting March 20th @ Noon.

Missaukee County Board of Commissioners — Next Meeting March 12th @ 4p.

Next MCCOA Board Meeting March 19th at 10a, **Executive Meeting at 9:15a**

Senior Network Advocacy Group (SNAG) — Baskets of Love Campaign collecting cleaning & personal supplies now through March 16th. Staff will be at Walmart in Cadillac on the 16th from 10a-4p collecting.

Adjournment: 1132a motion by Bigham, 2nd Stahl.