

## MINUTES

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
February 19, 2007 @ Grayling Senior Center

The meeting was called to order at 9:38am

Board members in attendance: Lynn Hagon, Mike Lange, Jack Mahank, Dean McCray, Joan Miller.

Absent: w/notice – Linda Munsey, Howard Taylor

Also in attendance: Alice Snyder, Anne Poirier

The Pledge of Allegiance was led by McCray

The invocation was offered by Miller

## AGENDA

MOTION by Lange, second by McCray to approve the AGENDA as presented.  
5 aye                      0 no                      MOTION passes

## MINUTES

MOTION by McCray, second by Hagon to approve the MINUTES of the regular Board meeting of January 15, 2007 as presented.  
5 aye                      0 no                      MOTION passes

## FINANCIAL REPORT @ 1/31/07 showing a NET revenue of - \$ 4,894.22

Discussion:

- Director highlighted revenues & expenses in various Departments, i.e.
  - 1) millage monies/budget
  - 2) change in receivables from millage monies
  - 3) deficit at 1/31/07
    - program changes
    - revenue increases
  - 4) fund-raising activities
  - 5) explore other areas for increasing revenue

MOTION by Lange, second by Miller to receive & file the FINANCIAL report  
5 aye                      0 no                      MOTION passes

**CORRESPONDENCE**                      NONE

**REPORTS**

A. Director – a written report was received by Board members

Discussion:

- raffle tickets are available for COA fund-raiser; drawing to be held in July at the Chicken BBQ
- check to see if we can sell tickets at other community events
- there will be TWO(2) COA nights held at Wendy's in April
- congregate meal program
  - 1) extras served at lunch & dinner
  - 2) increase under 60 meal charge
  - 3) encourage additional donations
  - 4) ask for input from the seniors & respond to their suggestions
  - 5) difficult to address the issue until federal & state funding Levels are known
  - 6) dine & discussion with the Director on March 6th

MOTION by McCray, second by Lange to receive & file the Director's report  
5 aye                      0 no                      MOTION passes

B. NEMCSA - Chair reported no action taken that affect this Board

C. Area Agency on Aging

Meeting to be held this month. Customer Satisfactor survey results  
To be discussed.

D. Joint Aging/Housing Task Force

Next meeting date not confirmed as yet. Director Snyder will inform the  
Members of the committee when meeting is to be held.

**OLD BUSINESS**

A. Definition of Administrative Cost for End #8

Discussion:

- Director’s definition for administrative costs include
  - 1) Director’s expenses at 70%
  - 2) Asst. Director at 30%
  - 3) Bookkeeper at 100%
 This total would bring administrative costs to 16%
- there are other items in dept. #672 that could be considered administrative costs also.

B. Policy Governance Calendar – Governance Process Survey results

- 1. A. - appropriate results ? Yes
  - appropriate persons ?  
 Director – we need to define “appropriate persons.” Item to be on the agenda  
 For future discussion.
  - . - appropriate cost? Yes
- 1. B - avoidance of unacceptable Activities, etc. Yes
- 2. A – G Yes
- 3.. A. – link between the Board and the people  
 Item to be on the agenda for future discussion
- 4. B – annual Board planning cycle Yes

MOTION by McCray, second by Lange to receive & file Governance Process Survey results.

5 aye                      0 no                      MOTION passes

**NEW BUSINESS**

A. Policy Governance Calendar – review By-Laws

MOTION by Hagon, second by Miller that the Board has reviewed the By-Laws and found Them consistent with the operation

**PUBLIC COMMENTS**

NONE

**MEETING EVALUATION**

SATISFACTORY

**ADJOURNMENT**

MOTION by Hagon, second by McCray to ADJOURN the meeting

5 aye

0 no

MOTION passes

The meeting was adjourned at 11:11am

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Jack Mahank, Chairperson

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Anne Poirier, Recording Secretary