

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
December 17, 2007 @ Grayling Senior Center

The meeting was called to order at am 9:33am by Chairperson.

Board members in attendance: Jack Mahank, Dean McCray, Linda Munsey, Howard Taylor, Joan Miller.

Absent: Lynn Hagon and Mike Lange w/notice.

Also in attendance: Snyder Snyder, Melanie Conway and various guests.

The Pledge of Allegiance was led by McCray. The invocation was offered by Snyder.

AGENDA

Additions were made by the Chairman under New Business 12 D, Roberts Rules & 12 E, Chairperson comments.

MOTION by McCray, second by Munsey to approve the agenda as presented with the additions.

5 aye 0 no MOTION passes

MINUTES

MOTION by Taylor, second by McCray to approve the minutes of the Special Board Meeting November 12, 2007 as presented.

5 aye 0 no MOTION passes

FINANCIAL REPORT

Snyder reported current balance of +\$3282.06 as of 11/30/07.

MOTION by McCray, second by Munsey to receive & file the financial report ending November 30, 2007.

5 aye 0 no MOTION passes

CORRESPONDENCE

Chairperson reported he received 3 items.

- 1) A letter dated Nov 6th from Debbie Stabenow reference the Older Americans Act. Letter read by Mahank. Snyder provided an update stating increases to the OAA passed in the Senate and the House but was vetoed by the President.

- 2) A letter dated Nov 19th from Lynn Hagon stating she will not run for another term on COA Board. Her term expires June 2008. Letter read by Mahank.
- 3) A letter dated Dec. 11th from Region 9 AAA from Connie Skowronek regarding vacancy on Regional Council effective 12/31/07. Jack Mahank's term is ending at that time. Letter read by Mahank. Action will be taken under new business.

REPORTS

- A. Director – Snyder stated the service report shows that we are way over our units, over 20% in all areas in the first two months of the new budget year. Should be at 17% usage. HDM counts are down compared to the end of last year but still up compared to last year at this time. Snyder informed the board some kind of action needs to be taken. We have more clients than money. Prior years grant money was given back but that is no longer happening due to increase in advertising. This past year we have stopped the advertising.

Snyder stated, one option may be to determine the amount of money allocated for the year for each service then develop a service formula for the donation level. If a client wanted service above this level then a cost would be determined and client would pay for the additional hours. Client would be billed.

Taylor suggested informing the public of the lack of funds for programs in a non threatening way.

Financial situation: Mileage is no longer adequate (ends 2010). Grants are not increasing but clientele is. Also the loss of \$10,000 in millage monies last year due to tax decrease are all having an effect.

Snyder identified program issues which include board requirement for no waiting lists and Homemaking has already been reduced. Limiting the hours of service is an option. Jack stated clients that are most at risk are the ones that are most unable to pay. Snyder reported the client list has been explored for possible Medicaid eligible clients that are currently not receiving waiver services but concluded only one is in the process for waiver and no one else meets the eligibility requirements.

Taylor identified that congregate meals are not keeping up and budget amounts are in the red. According to Snyder soup and salad are not self supporting, and a sign has been posted "one trip only". The suggested donation is \$2 for congregate, but the cost of the meal is actually \$5. The average donation amount is under the \$2 at this time. Individuals that just take soup and salad are not counted by NEMCSA and we receive no reimbursement for these people. Jack suggested raising the cost for the meal to \$3. Snyder stated people are upset already with the cost and we will lose funding if meal counts go down. Joan reported most people are of the mind set that COA has all kinds of funds so they don't need the money. Taylor stated we need to get the word out about our financial needs.

Taylor suggested to maybe develop a program with DHS for purchase of a meal ticket. Snyder reported NEMCSA requires it to be a suggested donation so this is not an option. Munsey suggested making the donation based on income levels. This has been discussed in the past per Snyder.

Snyder identified 2 of the highest cost factors 1) staffing and 2) food cost. Taylor suggested not separating the soup and salad. Snyder stated that isn't an option due to

grant funding cannot be used for this as it is considered extra. Snyder reported we may have to charge the actual cost of the soup and salad bar and give each person a plate when they pay.

Snyder reported that a lack of staffing is beginning to affect operations. It is difficult to get everything accomplished when short staffed and the current staff are wearing out. COA has been without a bookkeeper since April and Nicole also left. Staff are picking up the slack. We either need to reduce the number of programs offered or be able to hire staff. New programs need staff and funding.

Snyder reported she has developed a budget committee to assist her in reviewing the end of the first quarter data. Linda Munsey and Jack Mahank will be a part of the committee.

Taylor suggested table tents to boost donations and change them frequently to increase awareness of the financial problem. Snyder responded that the seniors are feeling pressure as it is with the recent raise in congregate donation. She stated when they feel pressured they don't come to eat so the meal counts decrease.

Taylor suggested getting commodities to use in the kitchen. Snyder informed we use the food bank but reported Gordon's is as good or better in price and the food bank has limited items. According to Snyder TEFAP program has been in jeopardy so that may not help. Hunters' feeding the Hungry program was introduced along with getting discarded items from Glens that can still be used for example that day but they cannot sell.

Board asked about drawings from the Eagles. Snyder reported it will be after the 1st when she will get the drawings.

Motion by McCray, second by Munsey to receive & file the Director's Report.

5 aye

0 no

MOTION passes

B. NEMCSA - No Business

C. Area Agency on Aging – Dec. 13th meeting cancelled due to snow. Rescheduled January 28, 2008 in Alpena.

D. Building – Snyder's updates are in the Director's report. She also updated the seniors at Dinner and Discussion. Eagles currently cannot find a floor plan and is having one made. An architect from Gaylord has offered services free of charge for drawings of the different options. Snyder will probably take this offer. Taylor identified an important factor being total cost issues. Jack reported a complete due diligence study will be done. According to Snyder she would like to define a process with criteria for evaluation with a list of categories (for example space), formulate some questions about each option, rate the questions and finally score and tally. Five categories including cost, space, location, grant appeal, and tangibles are ideas. Also need to have a way to measure the questions. The board agrees to have Snyder gather ideas and get the information to the board prior to the next board meeting. Board members will bring their thoughts to the next meeting. This should be added to the agenda. Snyder reported she received letters regarding the structural evaluation of the Fish Hatchery. One letter is from Joe Duran, Crawford County and another from Wade Trim in Gaylord. They both

are favorable for the structural integrity of the building. Board approval was sought to present to the public via the press or other means the process that COA has gone through when considering space issues. Director stated the public has a lack of understanding of why the COA is relocating and the process that has happened to conclude a move. A letter to the editor, gazette article or article in the newspaper is needed to educate the public (tax payers) regarding the facts from beginning to present on building information. Board agreed to have Snyder write a letter about the process thus far then submit it to board members for feedback and approval.

10. Public Comment – Guest in attendance spoke regarding update on Eagles. Commented about article in the newspaper regarding Eagles Club. Reported petitions are circulating. Against the Fish Hatchery and in favor of the Eagles Club. Asked for a vote from seniors to see where they want the senior center. Presented reasons favorable of the Eagles over the Fish Hatchery.

Second guest advised that some seniors were disappointed in the past out to lunch trip. Described the issues that seniors reported that took place during the trip.

Suggestion was made to have two separate donation boxes one for congregate and the other for soup and salad as seniors get confused when donating. A suggestion was made to use the farmers market for fresh vegetable for the salad bar and kitchen.

OLD BUSINESS None.

NEW BUSINESS

A. Northern Michigan Council on Aging Advisory Council Appointment:
Mahank is unable to fulfill the seat and has asked for any other individuals that may want to occupy this position. It is a three year term. Responsibilities were described. Ron Gribb has stated he is willing to fulfill this position as of Jan 1st.

Motion was made by Taylor to appoint Gribb to the Northern Michigan Council on Aging Advisory Council for Crawford County, second Miller.

5 aye 0 No Motion Passes

Snyder will inform the AAA regarding the appointment.

B. Board Meeting Date/Time Change:

Due to conflicts in schedules for Senior Center activities in the new year, 5 new dates and times were proposed to hold board meetings. Board members explored the options presented and agreed to the 4th Thursday of the month at 1pm.

Motion made by McCray to change board meeting to the 4th Thursday of the month at 1pm with the agreement that this day and time worked for Mike Lange, if Lange doesn't agree with day and time then an alternative location will be pursued for current meeting day and time. Second by Miller.

5 aye 0 no Motion passes

C. Policy Governance Calendar – Governance Process Survey:

All board members received a survey. Chairperson encouraged board members to complete the survey and return them to Snyder prior to Jan 4th. Snyder will summarize and report the results to the board at the January meeting.

D. Roberts Rules:

A copy of Roberts Rules was distributed to all board members. Chairperson emphasized the importance of board members reading and understanding Roberts Rule of Order. Encouraged members to read and bring back questions in January.

E. Chairpersons Comments:

Mahank stressed the importance of the Oath all board members took when agreed to take office. Mahank read the oath of office aloud and encouraged all board members to carry out their duties without being intimidated by the public or petitions to the best of their ability. At any time a board member feels intimidated they are encouraged to report this to the Board Chairperson.

ADJOURNMENT

MOTION by Taylor, to adjourn. Second by Miller.

5 aye 0 no motion passes

The meeting was adjourned at 11:11am.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary