

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
January 24, 2008 @ Grayling Senior Center

The meeting was called to order at am 9:30 am by Chairman Mahank.

Board members in attendance: Jack Mahank, Howard Taylor, Lynn Hagon, Dean McCray, and Howard Taylor.

Absent: Joan Miller, Linda Munsey excused.

Also in attendance: Alice Snyder, Sandra Moore and various guests.

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

AGENDA

Motion by Taylor, second by McCray, to approve the agenda as presented. Ayes (5) five, nays (0) none, absent (2) two, Motion Carried.

MINUTES

Motion by McCray, second by Taylor, to approve the minutes of the Regular Board Meeting of December 17, 2007 as presented. Ayes (5) five, nays (0) none, absent (2) two, Motion Carried.

FINANCIAL REPORT

Director Alice Snyder reported the balance as of 12/31/07 is \$9,900 which is due to the still vacant Administrative Assistant position.

Board Member Joan Miller now present @ 1:04 p.m.

Motion by Taylor, second by Lange, to accept the December 31, 2007 financial report. Ayes (6) six, nays (0) none, absent (1) one, Motion Carried.

CORRESPONDENCE - None.

REPORTS

A. Director's Report

Director Snyder's report was placed on file.

Motion by Taylor, second by Miller, to accept the Director's Report. Ayes (6) six, nays (0) none, absent (1) one, Motion Carried.

B. NEMCSA - No business was held this month. Chairman Mahank and Director Snyder attended a positive and informative AAA Task Force Meeting in Mio. Director Snyder advised they looked at consolidating purchasing within the 12 county region as well as staff training facilitated jointly if the 12 Directors can identify a suitable location. Individual training is labor intensive and not cost effective. The NEMCSA Board of Directors are looking at a 10% cost savings across the district through consolidated efforts. Updates are forthcoming.

C. Area Agency on Aging – Rescheduled January 28, 2008 in Alpena.

D. Building – Director Snyder’s updates are in the Director’s report. Owners of the May Day Building contacted COA for a possible sale or lease of their facility. Director Snyder and Chairman Mahank reviewed the site and indicated it is not connected to the City water/sewer system. There is a large office space in the front and 60 X 100 in the back for remodeling. Parking is not an issue. It was built in 1999 and has in floor heating. The site should be listed as a potential option. Director Snyder indicated member Lange received information relative to a \$400,000 MSHDA grant if the committee could choose a building within the city boundaries. The Director met with the Economic Development Director who did not feel confident that COA could meet the criteria as the move would not create jobs. The grant must generate 51% more jobs. Director Snyder met with Bill Gannon to discuss the feasibility of the Hotel and/or the Ben Franklin building. MSHDA has a requirement that the building must meet the criteria for expanded housing needs and has offered to take a look at the downtown options and review potential grant monies for the County. MSHDA Community Development Specialist James Espinoza is willing to meet with members to discuss this issue in the near future.

10. Public Comment – Vivian Powers appeared to request answers to questions by either the Director or Chairman.

Ms. Powers quoted remarks made at the December 2007 board meeting regarding members being intimidated by anything that was in the newspaper or letters to the editor or any public comment. Chairman Mahank read the Chairpersons comments from the December minutes. Ms. Powers advised that board members are public servants and need to answer to the public. Chairman Mahank reiterated he only cautioned members about being intimidated by the public or petitions being circulated. Ms. Powers inquired on the inspection charge from Wade Trim and Associates in Gaylord and whether the steering committee was notified of the expense. Director Snyder advised the fund balance is available for building expenses as approved by the Board, but for now it comes out of the operating budget. The inspection was prompted by concerns from seniors that the building was not stable. The Fish Hatchery building inspection came back that the building is sound. Ms. Powers inquired on why the Director told her to be careful of what is said, and answers are not consistent from either the Board or the Director. Director Snyder informed Ms. Powers that information needs to be received, circulated and then discussed. There is a new site selection due diligence process that will be discussed later in the meeting. It was brought to the attention of the Board that time is of the essence as state grants may be cut given the present economic status. Ms.

Powers advised that the senior group is interested in the Eagles as their new center and the window shopping must be stopped as time is being wasted.

Martha Barnum advised the Eagles building is suitable for senior needs, as there is room for future expansion, it is handicap accessible, has a nice kitchen, and has ample parking. It is centrally located for all seniors. The Director noted that the Eagles has 6,000 square feet and COA needs are 7,800 square feet. No formal proposal has been made through either the Eagles or Road Commission for expansion needs.

Linda Farrell inquired on what the seniors living at the Housing Commission will do for meals and activities. Director Snyder advised they would commute through the public transit system as they presently do with the different complexes in town. The COA owns the present kitchen equipment and depending how many people are here, the kitchen may be utilized as a satellite location like Lovells and Frederic townships have.

Yvonne Anderson suggested a Dial-A-Ride monthly ticket may be useful for seniors.

Dolly Adolph questioned the need to expedite the issue as we are limited on funding. Director Snyder indicated it will cost close to a million dollars regardless if they buy or build and COA doesn't want to short change the process.

Joan Secord advised the Fish Hatchery location would be a hardship for seniors.

Board Member Hagon advised the economy is not going to prosper anytime soon and prices are competitive.

OLD BUSINESS None.

NEW BUSINESS

A. Union Contract – Proposed language changes were agreed upon through a letter of agreement.

Motion by Taylor, second by Hagon, to approve the following addition to the union contract:

“The successful applicant shall serve a twelve week trial period in the new position. During such trial period, the employee may be returned to his/her former position by the employer if the employee is not satisfactory in the new position. Upon request, the employee shall receive, in writing, the evidence of his/her unsatisfactory performance. Such action shall not be considered a demotion. Upon written notification, the employee shall also have the right to revert back to his/her former position during the trial period at his/her discretion. Upon mutual agreement of the employee and the employer, the trial period may be shortened or lengthened based upon previous experience or the lack thereof

in the new position. The Union will be notified of any changes in the length of the trial period.”

Ayes (6) six, nays (0) none, absent (1) one, Motion Carried.

B. Budget Amendments – 1st Quarter amendments reviewed.

Motion by Lange, second by Taylor, to accept the following COA budget amendments as presented:

GL #	DESCRIPTION	REVENUE	EXPENSE
CONGREGATE	BEGINNING BALANCE	62,866.48	62,866.48
297-610-543.500	FEDERAL GRANT REIM - USDA	(62.00)	
297-610-672.000	PROGRAM INCOME	62.00	
297-610-678.500	IN-KIND MATCH	74.00	
297-610-878.000	IN-KIND EXPENSE		74.00
	NEW TOTAL	62,940.48	62,940.48
HDM	BEGINNING BALANCE	119,801.94	119,801.94
297-611-542.500	STATE GRANT REIMBURSEMENT	612.00	
297-611-543.500	FEDERAL GRANT REIM - USDA	337.00	
297-611-672.000	PROGRAM INCOME	(949.00)	
297-611-678.500	IN-KIND MATCH	58.00	
297-611-878.000	IN-KIND EXPENSE		58.00
	NEW TOTAL	119,859.94	119,859.94
RESPITE	BEGINNING BALANCE	10,142.12	10,142.12
297-614-542.500	STATE GRANT REIMBURSEMENT	571.00	
297-614-672.000	PROGRAM INCOME	(634.00)	
297-614-678.000	REQUIRED MATCH	63.00	
	NEW TOTAL	10,142.12	10,142.12
FAM CAREGIVER	BEGINNING BALANCE	9,145.00	9,145.00
297-616-543.411	FEDERAL GRANT - INFORMATION	1,232.00	
297-616-543.614	FEDERAL GRANT - RESPITE	4,000.00	
297-616-550.000	COA - NEMSCA FUNDING	(1,232.00)	
297-616-672.000	PROGRAM INCOME	(4,000.00)	
297-616-678.411	REQUIRED MATCH - INFORMATON	1.00	
297-616-902.297	SERVICES PROGRAM MATERIALS		1.00
	NEW TOTAL	9,146.00	9,146.00
HOMEMAKING	BEGINNING BALANCE	30,216.93	30,216.95
297-621-672.000	PROGRAM INCOME	31.00	
297-621-678.000	REQUIRED MATCH	(31.00)	

	NEW TOTAL	30,216.93	30,216.95
HOMEMAKING	BEGINNING BALANCE	25,162.22	25,162.22
297-622-542.500	STATE GRANT REIMBURSEMENT	(3.00)	
297-622-672.000	PROGRAM INCOME	3.00	
	NEW TOTAL	<u>25,162.22</u>	<u>25,162.22</u>

Ayes (6) six, nays (0) none, absent (1) one, Motion Carried.

Board Member Taylor requested it be noted that members of the audience left before the new site selection due diligence process was discussed (1:50 p.m.).

C. New Site Selection Due Diligence Process:

An evaluation form indicating site criteria, costs, capacity, location, public opinion and other intangibles was reviewed. Each site will be compiled and ranked through six (6) categories. The board reviewed each category and criteria with numerous changes to be made. Discussion followed regarding insurance values, operating costs, future expansion needs, funding sources and the scoring scale to equal 100 points.

Consensus to allow open discussion at the February 7th, 2008 at 5 p.m. COA Dinner meeting. To present chronological facts as to how the COA got here and why we are moving in this direction via a newspaper submission. To tally senior comments for presentation at the February 28th meeting.

D. Policy Governance Calendar – Governance Process Survey:

Chairman Mahank advised surveys have been completed from only three of the seven board members and requested the other 4 members respond before reviewing results.

Board member Taylor advised he will be out of State for the next two (2) months and unable to attend the February and March meetings.

ADJOURNMENT

MOTION by McCray, second by Lange, to adjourn the COA meeting at 3:13 p.m. Ayes (6) six, nays (0) none, absent (1) one, Motion Carried.

Jack Mahank, Chairperson

Sandra Moore, Recording Secretary