

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
April 17, 2006 @ Grayling Senior Center

The meeting was called to order at 9:31 am.

Board Members in attendance: Lynn Hagon, Gloria Kraus, Mike Lange, Jack Mahank, Neal Michal, Joan Miller, Howard Taylor.

Absent: None

Also in Attendance: Alice Snyder, Melanie Conway, Anne Poirier, various seniors and guests.

The Pledge of Allegiance was led by Hagon..

The invocation was offered by Michal.

AGENDA

MOTION by Michal, second by Lange to approve the AGENDA as written
7 aye 0 no MOTION passes

MINUTES

MOTION by Taylor, second by Michal to approve the MINUTES of the March 20, 2006 regular Board meeting as presented.

7 aye 0 no MOTION passes

FINANCIAL REPORT @ 3/31/06 showing a net revenue of + \$20,792.60

Discussion: several items, i.e. payrolls, county expenses, etc. could affect the Plus side of our revenues. Increases in program income, interest Income, other income could help offset expenses. Analysis at the 3rd quarter (6-30-06) of probable revenues & expenses through year-end will provide a guide to necessary adjustments.

MOTION by Michal, second by Lange to receive & file the FINANCIAL REPORT, including the prior budget amendments.

7 aye

0 no

MOTION passes

MOTION by Michal, second by Lange to approve the amended budget FY 05/06

7 aye

0 no

MOTION passes

FINAL AUDIT - FY 04/05

Discussion: changes in final y.e. total. Adjustments were made.

1) + \$628.00 / additional tax revenue

2) - \$1491.00 / missed expense

leaving a final year-end at - \$36.00

MOTION by Taylor, second by Michal to receive & file the FINAL AUDIT for 04/05

7 aye

0 no

MOTION passes

CORRESPONDENCE: None

REPORTS:

A. Director: A written report was received by Board members.

Discussion:

- request to City Council - no response as yet

- Director's commendation to Robin Ryan, Head Cook, for a job well-done; including a health department inspection report with NO violations. Thanks, also, to Denise Conte, kitchen assistant.

MOTION by Michal, second by Miller to place a letter of commendation from the COA Board re: the level of job expertise, into Robin & Denise 's Personnel files; the Director concurs.

7 aye

0 no

MOTION passes

- minimum wage change will not affect current employees
- City Council request for Capital Improvements – 06/07. A letter with pertinent data was sent to City Council requesting they look at the parking situation on Lawndale St; and look at resolutions.

B. NEMCSA: The Chair provided information to the Director re: Foster grand Parents & Senior companion programs. Proposed Federal Budget was also provided. No other business to come before The COA board.

C. Area Agency on Aging: No meeting

D. Building Committee:

Discussion:

- The Director received a call from a developer/builder re: property near City Hall. Director to invite this developer and other building committee members to the next COA board meeting.
- building on Old 27 not feasible
- a letter will be sent to Mr. Quigley with copies to the Housing Commission requesting relevant information, if in fact, we Can purchase this building. Additional copies to be sent to H.U.D. and legislative officials. Will request time on their Meeting agenda.
- evaluate K. of C. building and renovating expenses.
- schedule a building committee meeting and discuss both options.

E. TRIAD; No Report

OLD BUSINESS:

Up-grades on computer systems – not addressed as yet.

NEW BUSINESS:

A. Needs assessment surveys

- 1) Consumer survey -- 15% return/response

2) Community Partners -- 23% return/response

Discussion: re: needs analyses/combined

B. Community Plan 07/09

Development based on Needs assessment surveys

- 1) will focus on information & assistance needs
- 2) Goals & objectives to be implemented – next 3 years

MOTION by Hagon, second by Miller to approve the Community Plan 07/09.

7 aye 0 no MOTION passes

C. Customer Service Satisfaction Survey

- 1) 48% return/response
- 2) #'s 2 and 9 were 100% “always agree”/ grand total 94.3% “always agree”
- 3) commendation to the Director
- 4) letter to be sent to staff, individually, from the COA Chair commending them on the results of the survey

D. Policy Governance Calendar – Measurement of Ends

Discussion: results @ 6 months into fiscal year

- 1) no waiting lists
- 2) services to seniors at 35% of total population
- 3) customer satisfaction at 98.3%
- 4) information provided –we’re over projected increase of 10%
- 5) compliance issues – financial procedures manual being developed
- 6) service at comparable cost – yes
- 7) acquisition of appropriate income – yes

MOTION by Taylor, second by Michal to receive & file Measurement of Ends .

7 aye 0 no MOTION passes

PUBLIC COMMENTS: None

ADJOURNMENT:

MOTION by Michal, second by Taylor to ADJOURN the meeting.

7 aye 0 no MOTION passes

The meeting was adjourned at 11:17 am

Jack Mahank, Chairperson

Anne Poirier, Recording Secretary