

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
December 15, 2015, 2015 @ 308 Lawndale St., Grayling

The meeting was called to order at 6:00 p.m. by Carol Lovely.

BOARD MEMBERS IN ATTENDANCE:

Carol Lovely, Dean McCray, Matthew LeBlanc, Jack Mahank, Jamie McClain, Cheryl Hopp, and Rev. Elizabeth Chace.

BOARD MEMBERS ABSENT:

ALSO IN ATTENDANCE: Alice Snyder, Melanie Conway, Lynn Cheney, and Kara LaMarre.

The Pledge of Allegiance was led by LeBlanc. A prayer was offered by Lovely.

APPOINTMENT OF TIME KEEPER: McClain was appointed time keeper for the meeting.

AGENDA:

Mahank stated that during the October meeting, there was a motion that the director would provide a financial plan to end the fiscal year 15-16 in the black. Director Snyder stated that it is discussed in the Directors Report. Millage renewal will be added to the January agenda.

Motion by Mahank to approve the agenda, supported by Hopp. Ayes (7) seven, nays (0) zero. Motion carried.

CONFLICT OF INTEREST: None.

PUBLIC COMMENT: None.

CONSENT AGENDA:

Mahank ask that both financial reports be removed from the Consent Agenda.

Motion by Mahank to approve the minutes from the October board meeting, supported by McClain. Ayes (7) seven, nays (0) zero. Motion carried.

Mahank stated that at the End of October the savings were at \$18,521 which seems reasonable, the financial report for November went up by \$2000. Director Snyder stated that in October there were only 1 and ½ payrolls. The savings at the bottom would have been less if there were two full payrolls. The last 3 months expenses are higher than normal, 2 of the last 3 months have 3 payroll periods. We need to save in the first nine months to cover the extra expenses in the last quarter.

Motion by Mahank to receive and file the financial reports dated October 31, 2015 and November 30, 2015, supported by LeBlanc. Ayes (7) seven, nays (0) zero. Motion carried.

CORRESPONDENCE: Lovely received a letter regarding the home delivered meal program assessment. Lovely also received a Christmas card from the Area Agency on Aging.

REPORTS

A. DIRECTOR'S REPORT:

All board members are invited to the Annual Year End Review. It will be on Monday January 25, 2016 at 6:00 p.m. The next board meeting is on Tuesday January 19, 2016 at 6:00 p.m. Our statement of grant award has run out. We will receive our monthly grant awards in December. January is on hold until something is passed at the federal level. Director Snyder stated the COA did get a notification on one change to the meal funding. There will be a \$1,000 loss for the fiscal year due to the congregate count being down.

Tax Aide Program: Last year was the first year we did not have the Northern Michigan Free Tax Service. There were enormous problems trying to pull Tax Aide off. Everyone involved had different problems and it didn't go well. Last year's lead volunteer went to Florida for the winter, and we need to have a lead volunteer to run the program. Director Snyder reached out to Kirtland to try and find a leader. The other difficulty with the tax aide program is there is not enough preparation and training ahead of time. With Karl Schreiner retiring on January 21, 2016, Director Snyder's recommendation is that we do not partner with NEMSCA to host tax aide this year. Director Snyder has talked to Heidi Powers who may wish to continue the program. The COA asked for information from NEMSCA on the number of people that were served. On December 9, 2015 we received data that 180 tax returns were processed. We could not get the information to use for the unduplicated count. Mahank stated that 5% less congregate meals and 180 less served for tax aide. I hate to see us lose our relevance.

Motion made by Mahank to receive and file the Director's Report, supported by McClain. Ayes (7) seven, nays (0) zero. Motion carried.

- B. NEMCSA:** Mahank stated there was no business at NEMSCA directly related to the Commission on Aging.

OLD BUSINESS:

- A. PLANNED GIVING:** McClain stated Joe Wakeley did not think the COA could start or put county money into the community foundation. It must be a donation.
- B. FUNDRAISING:** Celebrity Server - Director Snyder would check to see how much the United Way makes on celebrity server night at Spikes. Rev. Chace stated that at River House there is a core group of members that plans the fundraisers. McClain stated the Art Uncorked has been doing fundraising, and will check into how much it will cost to do an event. Director Snyder stated we need to find people to help plan the fundraisers. Director Snyder asked board members to think of someone who would like to help plan fundraisers and have them call her.

LaMarre stated a successful fundraiser for the Alzheimer's Association was a pool tournament. There was a group of bar owners that held a pool tournament on Sundays. They would sell 50/50 tickets and play during the day. It would rotate from bar to bar over 6 weeks. It was planned mostly by the bar owners. They raised over \$10,000 for the Alzheimer's Association.

NEW BUSINESS:

- A. FISCAL YEAR END 14-15 FINANCIAL STATEMENT:**

The Board Reviewed and discussed the fiscal year end financial statement. Director Snyder stated we discontinued the salad bar as of November 1, 2015. In the Congregate program, we transferred 9,000 to HDM. We only needed to transferred \$2,200 but we needed to make the transfer in June. Home Delivered Meals department has a donation line. Some donors like to make donations to this popular

department. The COA put in about \$75,000 out of millage to balance this program. We have two Respite grants. All respite expenses must be split between the two departments. Department 618 is contracted meals for waiver clients. We receive \$5.75 per meal. Department 620 is all the activities that happen at the senior center. There are four homemaking departments. Department 670 is the Advocacy Department. All of Karl's programs will be in here. Department 672, is where the millage gets deposited. The expenses that are in this department are paid for by millage.

Director Snyder stated the board needs to decide where the money to cover the shortage of \$6565.19 will be pulled from. Directors Snyder's recommendation is to pull the shortage from the Building Fund. Motion made by Mahank to delay action on withdrawing the shortfall until the final number is available, supported by LeBlanc. Ayes (7) seven, nays (0) zero. Motion carried.

Event Statistics is what happens at the senior center. This details what events happen and how many clients come to the event. The most popular activity is Bingo, 2nd Zumba Gold, 3rd is Wii bowling.

Unduplicated count went up for FY 14-15. Most popular was 1st Concerts, 2nd Bingo, 3rd Breakfast Presentation with Munson. Medical transports increased significantly.

The annual report was updated to show we are now accepting credit cards. The COA will be doing an email with the Annual Report and mailing it to the donor list.

B. GOVERNANCE ENDS EVALUATION FY 14-15:

Reviewed and discussed the Governance Ends.

Motion made by Mahank that the board has reviewed the Governance Ends and found the agency at 99% compliant; and to carry over the Ends to next year, supported McClain. Ayes (7) seven, nays (0) zero. Motion carried.

C. EXPANDED ADVOCACY & RESOURCE COORDINATOR:

The board discussed the expanded Advocacy & Resource Coordinator position. The difference for the COA would be the cost of benefits. The cost to the COA would be for the health insurance benefits of \$3,600.

D. NORTHEAST MICHIGAN REGIONAL COUNCIL ON AGING APPOINTMENT:

Karl Schreiner submitted a letter of interest for the open position as a NEMSCA delegate.

Motion made by McClain to accept Karl Schreiner as the Crawford County delegate and to direct Director Snyder to notify the AAA, supported by Mahank. Ayes (7) seven, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS:

PUBLIC COMMENT: None.

ADJOURNMENT: Motion by McClain, supported by McCray to adjourn the meeting at 8:40 p.m. Ayes (7) seven, nays (0) zero. Motion carried.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Lynn Cheney