

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
May 22, 2013 @ 305 Lawndale Street, Grayling (across road from Senior Center)

The meeting was called to order at 2:40 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Terrie Lockwood, Carol Lovely, Jack Mahank, Dean McCray, Linda Munsey.

BOARD MEMBERS ABSENT: Don Williams (absent with notice).

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway and Chris Davis.

The Pledge of Allegiance was led by Munsey. A prayer was offered by Lockwood.

AGENDA: Motion by McCray, supported by Lovely to approve the agenda. Ayes (6) six, nays (0) zero. Motion carried.

PUBLIC COMMENT: None.

CONSENT AGENDA: Lockwood requested Item #6.B. Receive and File Financial Report ending April 30, 2013 be removed from the consent agenda.

- A. **Approval of Minutes from Board Meeting April 24, 2013:** Motion by Lovely, supported by Lockwood to approve the April 24, 2013 board minutes. Ayes (6) six, nays (0) zero. Motion carried.
- B. **Receive and File Financial Report Ending April 30, 2013:** Lockwood questioned expenses being higher than revenue in Department 618 – Contracted Meals. Director Snyder explained revenue runs a month behind because cannot bill for expenses until the following month. A Statement of Grant Award for April and May has been received. The federal grant funds scheduled to be received for this time period will result in a decrease of approximately \$4,000. Motion by McCray, supported by Lockwood to receive and file the financial report ending April 30, 2013. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE:

- A. **Beaver Creek Township-Notice of Hearing:** Chairman Mahank received letter from Beaver Creek Township regarding the Weyerhauser tax exempt status. Motion by Lockwood, supported by Lovely to receive and file the Beaver Creek Township-Notice of Hearing dated April 22, 2013. Ayes (6) six, nays (0) zero. Motion carried.

REPORTS

- A. **Director's Report:** Lockwood asked reasons for the increase in Home Delivered Meals. Assistant Directory Conway reported a lot of clients are now receiving sack lunches due to change in bread and lunch meat. Milk is changing from individual serving cartons to ½ gallon containers for our HDM clients. Board asked if the COA is required to offer the both the hot lunch and sack lunch or the hot lunch only to HDM clients. Director will report at next meeting. Discussion regarding low donations in the HDM program. Director noted 75% of HDM clients are at or below the poverty level. Motion by Lovely, supported by Lockwood to receive and file the Director's Report. Ayes (6) six, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA**: Chairman Mahank reported there were no items from the NEMCSA meeting that directly related to the COA.
- C. **Area Agency on Aging Advisory Council**: Earl Corpe distributed information regarding the Older Michiganians Day on June 4th in Lansing. Multi year plan was approved. Public hearing is scheduled in Gaylord on May 23, 2013. Earl Corpe and Barb Selesky are on the By Law review committee.
- D. **Gazette Advertising**: Gazette Advertising is in the black in the amount of \$2,100 through the May gazette.

OLD BUSINESS

- A. **Board Governance Policy-Board/Staff Relationship Revision**: Revised policy was reviewed. Motion by Lovely, supported by Lockwood to adopt the language into the Board/Staff Relationship policy, #1 Director Role. Ayes (6) six, nays (0) zero. Motion carried.

NEW BUSINESS

- A. **Beaver Creek Response Letter**: Chairman Mahank reviewed the Director's response to the Beaver Creek Letter. Motion by Munsey, supported by Lovely, that the May 12th letter to Sharon Hartman is this Board's response to the request letter from Beaver Creek Township. Ayes (6) six, nays (0) zero. Motion carried.
- B. **By Laws – Out of County Board Membership**: Discussion regarding the interpretation of the By Laws, page 2, section 3 regarding out of county board membership. The county does not have a policy regarding this issue and referred the Board back to the COA By Laws. Motion by McCray, supported by Lockwood to add the following language “who shall be residents of Crawford County” to Page 2, Section #1-Members. Ayes (5) five, nays (1). Motion carried.
- C. **Policy Governance Calendar – Vision, Mission & Values**: Motion by Lovely, supported by McCray that the Board has reviewed the Vision, Mission & Values statement and finds it to be appropriate. Ayes (6) six, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: Motion by McCray, supported by Lockwood to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 4:15 p.m.

Respectfully Submitted,

Linda Munsey, Secretary

Recorded by Chris Davis and Melanie Conway