

**CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER**  
**Regular Board Meeting**  
**June 25, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)**

The meeting was called to order at 2:08 p.m. by Chairman Mahank.

**BOARD MEMBERS IN ATTENDANCE:**

Earl Corpe, Jack Mahank, Dean McCray, April Thayer-Ashton, and Carol Lovely.

**BOARD MEMBERS ABSENT:** Terri Lockwood, absent with notice and Shelly Pinkelman.

**ALSO IN ATTENDANCE:** Director Snyder, Melanie Conway, Commissioner Jamie McClain and Bill Leeson.

The Pledge of Allegiance was led by April Thayer-Ashton. A prayer was offered by Carol Lovely.

**AGENDA:** Mahank asked to add item 10 D, meetings to the agenda. Motion by McCray, supported by Lovely to approve the agenda as amended. Ayes (5) five, nays (0) zero. Motion carried.

**PUBLIC COMMENT:** Brief introduction of Jamie McClain County Commissioner in attendance.

**CONSENT AGENDA:** *Shelly Pinkelman joined the meeting, at 2:15pm.*

**A. Minutes from Board Meeting May 28, 2014:**

**B. Receive and File Financial Report Ending May 31, 2014:**

Motion by Earl Corpe, supported by Dean McCray to approve the Consent Agenda including the minutes from the board meeting of May 28, 2014 and receive and file the financial report ending May 31, 2014. Ayes (6) six, nays (0) zero. Motion carried.

**CORRESPONDENCE:** Mahank received a report of the assessment that was completed for the congregate and home delivered meal programs. Director Snyder will provide a copy to the board at the next board meeting. She stated a PCP policy is needed for the HDM program. Also temperature issues were a concern for the hot meals and we are now using hot stones to help. So far this has been successful. Motion by Corpe, supported by Pinkelman to receive and file the assessment report from the AAA for congregate and HDM programs. Ayes (6) six, nays (0) zero. Motion carried.

Motion by Corpe, supported by McCray to recess the board meeting and convene the Committee of the Whole. Ayes (6) six, nays (0) zero. Motion carried. Chair Mahank turned the Committee of the Whole over to Lovely.

***Committee of the Whole Convenes***

**REPORTS**

- A. Director's Report:** Lovely asked for total revenue for the Art fundraiser. Director Snyder reported she doesn't have the official results but believes about \$2000. Director Snyder stated it didn't go as well financially, but we had a lot of good exposure and a lot of people attended the function. Corpe asked about the change of the salad bar to a congregate meal. Director Snyder reported the new guidelines are a little looser and we may be able to use the salad bar for a congregate meal. This would increase our congregate count about 200 a month which potentially increase our grant amount. Director Snyder stated she is still exploring the rules regarding providing the two meals at one sitting. Corpe asked about the elimination of Lemonade. Director Snyder stated with the new guidelines beverages can be paid with congregate dollars. Due to the high sugar content lemonade is not

included in the list of items that we can serve and be included in the congregate funding. We will be replacing the beverage with fresh lemons that can be used for lemon water. Director Snyder reported she has talked with the Health Dept. and educated her staff on the procedure for serving the fresh lemons.

- B. **NEMCSA/AAA**: Mahank reported on June 6<sup>th</sup> NEMCSA meeting where they approved the area plan. He discussed with Laurie Sauer, AAA Director about block granting the HDM and congregate monies. He stated this would let the agency choose how and what program to use the money toward. This would be a big help to the senior centers according the Mahank.
- C. **Northeast Michigan Regional Council on Aging**: Corpe reported there was no meeting this month and the next meeting will be in July. Corpe asked Director Snyder if she would be willing to come to a meeting and give positive or negative attitude, what's working and what's not, to the committee. This would be an answer/question session. Director Snyder stated she would attend. She also stated she would like the meetings to be held at the senior centers so the committee would have a better idea of the needs.
- D. **Gazette Advertising**: Mahank reported the budget was set at \$19,000 and we have exceeded that amount. Lovely and McCray reported they went to the business expo but have had no positive leads yet. Explored possible advertisers, new fabric store, chiropractic, Banks, and corporations. Pinkelman provided information on accessing corporation's apps thru the internet.

#### **OLD BUSINESS:**

- A. **Fundraising Sub-Committee Results**: Director Snyder stated she needs a group of people to organize and run fundraisers. At this time it is too late to have a golf outing. Pinkelman suggested partnering with another agency like the Eagles. Maybe put an ad in the Avalanche asking for volunteers to form a committee. Also reaching out to the public thru the local radio station. Kirtland college students were introduced as a possibility for helpers. Lovely agreed to send an email to Beth at Kirtland get some feedback of the possibility. At this time volunteers for the Fundraiser Planning Committee consist of Director Snyder, Lovely, Thayer-Ashton and possibly Jamie McClain.
- B. **Board Retreat Planning**: The suggestion was made to wait until the two board positions are filled before scheduling the retreat. Corpe presented to have the retreat with only board members and omit Director Snyder. Agreed to have the item on next month's agenda as at that time the vacant positions will be filled.

**Governance Policy Calendar – Evaluation of Ends**: Mahank reiterated there are 8 ends and it appears the Director is on schedule to meet most of the ends. This is a 6 month review for the Director to put the board on alert of any ends that may not be met. Director Snyder responded she will not hit 100% on some. She stated on end #2 since the 2010 census she had never met that end. Lovely stated we should look at the ends to see if they are realistic demands for the Director. Mahank stated it is important to challenge the Director. At the Board retreat may be a time to examine the ends.

*Pinkelman exited the meeting at 3:22pm.*

- C. **Governance Calendar- Vision, Mission, Values**: Board members agree no change is needed at this time.

## **NEW BUSINESS:**

- A. **Met Life/Computershare Stock**: Director Snyder reported the COA owns 10 shares of stock from a previous employee plan valued at \$561.00. She recommends we sell the stock and place the revenue into the general fund.
- B. **Michigan Deliverable Fuels Program Resolution**: Signing the resolution will assist the public in having better access to the available funding.
- C. **Governance Calendar- COA By-Laws**: Board members would like to see at the bottom of the last page the date that the document was reviewed or changed.
- D. **Meetings**: The Board discussed where and when board meetings should be held. Possibly meet at the senior center, evenings, or every other month. Meeting at the senior center would be more accessible for the seniors to attend, evenings may be better for the board members since some work and also the availability of the building, and every other month would be a savings to COA. This item will be added to the next month's agenda.

Motion by, Thayer-Ashton supported by Earl Corpe to adjourn the Committee of the Whole. Ayes (5) five, nays (0) zero. Motion carried.

*Committee of the Whole Adjourns*

## **BOARD ACTION ITEMS:**

**Director's Report**: Motion by McCray, supported by Thayer-Ashton to receive and file the Director's Report. Ayes (5) five, nays (0) zero. Motion carried.

**Governance Policy Calendar – Evaluation of Ends**: Motion by Thayer-Ashton supported by Lovely to receive and file the Evaluation of Ends. Ayes (5) five, nays (0) zero. Motion carried.

**Governance Calendar- Vision, Mission, Values**: Motion by McCray supported by Thayer-Ashton to approve the Vision, Mission, and Values as is with no changes. Ayes (5) five, nays (0) zero. Motion carried.

**Met Life/Computershare Stock**: Motion by Lovely supported by McCray to authorize the Director to sell Computershare stock #C0010442745. Ayes (5) five, nays (0) zero. Motion carried.

**Michigan Deliverable Fuels Program Resolution**: Motion by Corpe supported by Thayer-Ashton to adopt the resolution of support for the Michigan Deliverable Fuels Program. Ayes (5) five, nays (0) zero. Motion carried.

**Governance Calendar- COA By-Laws**: Motion by, Corpe supported by Lovely to approve the COA By-Laws with no changes required. Ayes (5) five, nays (0) zero. Motion carried.

**BOARD MEMBER COMMENTS/CONCERNS**: Thayer-Ashton stated she enjoyed serving on the board.

**PUBLIC COMMENT**: The Met Life stock may be unclaimed funds from an employee. Mahank stated checks have been made to ensure the stock is in the name of the COA.

**ADJOURNMENT**: Motion by Lovely, supported by McCray to adjourn. Ayes (5) five, nays (0) zero. Motion carried. Meeting adjourned at 3:55 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway