

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
July 23, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)

The meeting was called to order at 2:00 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Cheryl Hopp, Jack Mahank, Dean McCray, Matthew LeBlanc, and Carol Lovely.

BOARD MEMBERS ABSENT: Terri Lockwood and Shelly Pinkelman.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway.

The Pledge of Allegiance was led by Dean McCray. A prayer was offered by Carol Lovely.

Lockwood and Pinkelman entered at 2:05pm. Mahank introduced the two new board members. Introductions were given by all attendees.

AGENDA: Motion by McCray, supported by Pinkelman to approve the agenda as amended. Ayes (7) seven, nays (0) zero. Motion carried.

RECOGNITION OF RETIRING COA BOARD MEMBERS: Mahank read the certificates for Munsey, Corpe and Thayer-Ashton. Director Snyder will deliver the certificates as they were not in attendance.

PUBLIC COMMENT: None

CONSENT AGENDA: Due to the new board members first time attendance Mahank stated the consent agenda will be separated.

A. Minutes from Board Meeting June 25, 2014: Motion by Pinkelman, supported by Lovely to approve the minutes from board meeting June 25, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

B. Receive and File Financial Report Ending June 30, 2014: Mahank explained the details of the financial report. Motion by Pinkelman, supported by Lovely to receive and file the financial report ending June 30, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

CORRESPONDENCE: None

Motion by McCray, supported by Lockwood to recess the board meeting and convene the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried. Chair Mahank turned the Committee of the Whole over to Vice-Chair Lovely.

Committee of the Whole Convenes

REPORTS

A. Director's Report: Director Snyder explained the new law that will take effect January 2015, pertaining to hourly wages for the homemakers. She stated this will have an impact on our budget of about \$10,000. Director Snyder reported the yearly raffle will be starting and introduced a challenge between the board and staff to see who would sell the most tickets. The board accepted the challenge. Director Snyder revisited the out of county membership fee. She stated there has been some

discontent with the seniors who have family visiting for a short stay and having to pay the fee to attend activities. She stated she is struggling with the policy as it often leads to poor customer satisfaction. Board members explored possible solutions. Director Snyder explained the details of the Service Report. She identified donations have increased with the addition of the actual cost of services on the service statements. Director Snyder stated the grant adjustment with congregate and home delivered meals will change the numbers next month.

- B. **COMMUNITY PLAN:** A report was included in board members packet. No questions noted plan.
- C. **NEMCSA/AAA:** Mahank reported no meeting took place. He stated he met with Laurie Sauer about block granting the meal money. She stated she understood the concerns but doesn't see any hope for change. Mahank suggested involving other COA Directors to express their thoughts about block granting the food money.
- D. **Northeast Michigan Regional Council on Aging:** No report today as no meeting took place. Mahank reported he spoke with Corpe and he will continue to serve on the Council representing the COA.
- E. **GAZETTE ADVERTISING:** Literature was not included in board members packet. Director Snyder stated at this time no change has taken place from last month's information. Director Snyder congratulated the board for meeting their budgeted goal. Director will email the previous month's report to the new board members.
- F. **FUNDRAISING:** No development at his time. Director Snyder agreed to set up a meeting with the fundraising committee. Discussion regarding advertising in the Gazette and local newspapers for volunteers to be a member of the committee.

OLD BUSINESS:

- A. **BOARD RETREAT PLANNING:** Tabled the retreat and will bring back in November.
- B. **MEETING SCHEDULE:** Board members discussed the location and time of the future board meetings. At this time agreement was reached to continue with current schedule.

NEW BUSINESS:

- A. **CONGREGATE/HOME DELIVERED MEAL ASSESSMENTS:** Director Snyder reported the assessment is incorrect and have informed the AAA of the error. No citations for Congregate, one for Home Delivered Meals. Director Snyder stated the temperatures of the hot meals have increased since we have been using heat stones in conjunction with plugging them in. A new Person Center Panning policy for HDM has been developed and submitted to the AAA. The COA is now in compliance.
- B. **ELECTION OF OFFICERS:** Mahank explained the process of election of officers.
- C. **GOVERNANCE POLICY CALENDAR-EXECUTIVE LIMITATIONS:** Mahank explained Executive Limitations of the Policy Governance.

Motion by, Pinkleman supported by Lockwood to adjourn the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried.

Committee of the Whole Adjourns

Lockwood left the meeting at 3:53pm and returned at 3:56pm.

BOARD ACTION ITEMS:

- A. Meeting Schedule** Removed, no action required.
- B. Election of Officers:** Chair Mahank opened the nominations for chair. McCray nominated Lovely for board chair, Lovely accepted nomination. Motion by Pinkleman and support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Lovely as chair Ayes (7) seven, nays (0) zero. **Carol Lovely is the new Board Chair.**

At this time Chair Mahank turned the chair over to Lovely. Lovely opened the nominations for vice chair. McCray nominated Mahank, Mahank accepted the nomination. Motion by Pinkleman support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Mahank for vice chair. Ayes (7) seven, nays (0) zero. **Jack Mahank is the new Vice Chair.**

Lovely opened the nominations for secretary. Pinkleman nominated McCray. McCray accepted the nomination. Motion by Mahank support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of McCray for secretary Ayes (7) seven, nays (0) zero. **Dean McCray will continue as Secretary.**

- C. Governance Policy Calendar-Executive Limitations:** Motion by Mahank supported by Lockwood the board reviewed the governance policy-executive limitations and the Director was found to be in compliance. . Ayes (7) seven, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Pinkleman introduced thinking outside the box. She stated the county has office space and a meeting room available at the Health Department building. She introduced moving COA staff to this building for more privacy and additional space. Lockwood also introduced her expansion at the funeral home for activity space. Agreed to include this as an agenda item for next meeting. Lovely invited all attendees to her home for the annual canoe race.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Lockwood, supported by McCray to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 4:13 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway

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CORRESPONDENCE: None

Motion by McCray, supported by Lockwood to recess the board meeting and convene the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried. Chair Mahank turned the Committee of the Whole over to Vice-Chair Lovely.

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At this time Chair Mahank turned the chair over to Lovely. Lovely opened the nominations for vice chair. McCray nominated Mahank, Mahank accepted the nomination. Motion by Pinkleman support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Mahank for vice chair. Ayes (7) seven, nays (0) zero. **Jack Mahank is the new Vice Chair.**

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BOARD MEMBER COMMENTS/CONCERNS: Pinkleman introduced thinking outside the box. She stated the county has office space and a meeting room available at the Health Department building. She introduced moving COA staff to this building for more privacy and additional space. Lockwood also introduced her expansion at the funeral home for activity space. Agreed to include this as an agenda item for next meeting. Lovely invited all attendees to her home for the annual canoe race.

PUBLIC COMMENT: None

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- C. **NEMCSA/AAA:** Mahank reported no meeting took place. He stated he met with Laurie Sauer about block granting the meal money. She stated she understood the concerns but doesn't see any hope for change. Mahank suggested involving other COA Directors to express their thoughts about block granting the food money.
- D. **Northeast Michigan Regional Council on Aging:** No report today as no meeting took place. Mahank reported he spoke with Corpe and he will continue to serve on the Council representing the COA.
- E. **GAZETTE ADVERTISING:** Literature was not included in board members packet. Director Snyder stated at this time no change has taken place from last month's information. Director Snyder congratulated the board for meeting their budgeted goal. Director will email the previous month's report to the new board members.
- F. **FUNDRAISING:** No development at his time. Director Snyder agreed to set up a meeting with the fundraising committee. Discussion regarding advertising in the Gazette and local newspapers for volunteers to be a member of the committee.

OLD BUSINESS:

- A. **BOARD RETREAT PLANNING:** Tabled the retreat and will bring back in November.
- B. **MEETING SCHEDULE:** Board members discussed the location and time of the future board meetings. At this time agreement was reached to continue with current schedule.

NEW BUSINESS:

- A. **CONGREGATE/HOME DELIVERED MEAL ASSESSMENTS:** Director Snyder reported the assessment is incorrect and have informed the AAA of the error. No citations for Congregate, one for Home Delivered Meals. Director Snyder stated the temperatures of the hot meals have increased since we have been using heat stones in conjunction with plugging them in. A new Person Center Panning policy for HDM has been developed and submitted to the AAA. The COA is now in compliance.
- B. **ELECTION OF OFFICERS:** Mahank explained the process of election of officers.
- C. **GOVERNANCE POLICY CALENDAR-EXECUTIVE LIMITATIONS:** Mahank explained Executive Limitations of the Policy Governance.

Motion by, Pinkleman supported by Lockwood to adjourn the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried.

Committee of the Whole Adjourns

Lockwood left the meeting at 3:53pm and returned at 3:56pm.

BOARD ACTION ITEMS:

- A. Meeting Schedule** Removed, no action required.
- B. Election of Officers:** Chair Mahank opened the nominations for chair. McCray nominated Lovely for board chair, Lovely accepted nomination. Motion by Pinkleman and support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Lovely as chair Ayes (7) seven, nays (0) zero. **Carol Lovely is the new Board Chair.**

At this time Chair Mahank turned the chair over to Lovely. Lovely opened the nominations for vice chair. McCray nominated Mahank, Mahank accepted the nomination. Motion by Pinkleman support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Mahank for vice chair. Ayes (7) seven, nays (0) zero. **Jack Mahank is the new Vice Chair.**

Lovely opened the nominations for secretary. Pinkleman nominated McCray. McCray accepted the nomination. Motion by Mahank support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of McCray for secretary Ayes (7) seven, nays (0) zero. **Dean McCray will continue as Secretary.**

- C. Governance Policy Calendar-Executive Limitations:** Motion by Mahank supported by Lockwood the board reviewed the governance policy-executive limitations and the Director was found to be in compliance. . Ayes (7) seven, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Pinkleman introduced thinking outside the box. She stated the county has office space and a meeting room available at the Health Department building. She introduced moving COA staff to this building for more privacy and additional space. Lockwood also introduced her expansion at the funeral home for activity space. Agreed to include this as an agenda item for next meeting. Lovely invited all attendees to her home for the annual canoe race.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Lockwood, supported by McCray to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 4:13 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
July 23, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)

The meeting was called to order at 2:00 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Cheryl Hopp, Jack Mahank, Dean McCray, Matthew LeBlanc, and Carol Lovely.

BOARD MEMBERS ABSENT: Terri Lockwood and Shelly Pinkelman.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway.

The Pledge of Allegiance was led by Dean McCray. A prayer was offered by Carol Lovely.

Lockwood and Pinkelman entered at 2:05pm. Mahank introduced the two new board members. Introductions were given by all attendees.

AGENDA: Motion by McCray, supported by Pinkelman to approve the agenda as amended. Ayes (7) seven, nays (0) zero. Motion carried.

RECOGNITION OF RETIRING COA BOARD MEMBERS: Mahank read the certificates for Munsey, Corpe and Thayer-Ashton. Director Snyder will deliver the certificates as they were not in attendance.

PUBLIC COMMENT: None

CONSENT AGENDA: Due to the new board members first time attendance Mahank stated the consent agenda will be separated.

A. Minutes from Board Meeting June 25, 2014: Motion by Pinkelman, supported by Lovely to approve the minutes from board meeting June 25, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

B. Receive and File Financial Report Ending June 30, 2014: Mahank explained the details of the financial report. Motion by Pinkelman, supported by Lovely to receive and file the financial report ending June 30, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

CORRESPONDENCE: None

Motion by McCray, supported by Lockwood to recess the board meeting and convene the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried. Chair Mahank turned the Committee of the Whole over to Vice-Chair Lovely.

Committee of the Whole Convenes

REPORTS

A. Director's Report: Director Snyder explained the new law that will take effect January 2015, pertaining to hourly wages for the homemakers. She stated this will have an impact on our budget of about \$10,000. Director Snyder reported the yearly raffle will be starting and introduced a challenge between the board and staff to see who would sell the most tickets. The board accepted the challenge. Director Snyder revisited the out of county membership fee. She stated there has been some

discontent with the seniors who have family visiting for a short stay and having to pay the fee to attend activities. She stated she is struggling with the policy as it often leads to poor customer satisfaction. Board members explored possible solutions. Director Snyder explained the details of the Service Report. She identified donations have increased with the addition of the actual cost of services on the service statements. Director Snyder stated the grant adjustment with congregate and home delivered meals will change the numbers next month.

- B. **COMMUNITY PLAN:** A report was included in board members packet. No questions noted plan.
- C. **NEMCSA/AAA:** Mahank reported no meeting took place. He stated he met with Laurie Sauer about block granting the meal money. She stated she understood the concerns but doesn't see any hope for change. Mahank suggested involving other COA Directors to express their thoughts about block granting the food money.
- D. **Northeast Michigan Regional Council on Aging:** No report today as no meeting took place. Mahank reported he spoke with Corpe and he will continue to serve on the Council representing the COA.
- E. **GAZETTE ADVERTISING:** Literature was not included in board members packet. Director Snyder stated at this time no change has taken place from last month's information. Director Snyder congratulated the board for meeting their budgeted goal. Director will email the previous month's report to the new board members.
- F. **FUNDRAISING:** No development at his time. Director Snyder agreed to set up a meeting with the fundraising committee. Discussion regarding advertising in the Gazette and local newspapers for volunteers to be a member of the committee.

OLD BUSINESS:

- A. **BOARD RETREAT PLANNING:** Tabled the retreat and will bring back in November.
- B. **MEETING SCHEDULE:** Board members discussed the location and time of the future board meetings. At this time agreement was reached to continue with current schedule.

NEW BUSINESS:

- A. **CONGREGATE/HOME DELIVERED MEAL ASSESSMENTS:** Director Snyder reported the assessment is incorrect and have informed the AAA of the error. No citations for Congregate, one for Home Delivered Meals. Director Snyder stated the temperatures of the hot meals have increased since we have been using heat stones in conjunction with plugging them in. A new Person Center Panning policy for HDM has been developed and submitted to the AAA. The COA is now in compliance.
- B. **ELECTION OF OFFICERS:** Mahank explained the process of election of officers.
- C. **GOVERNANCE POLICY CALENDAR-EXECUTIVE LIMITATIONS:** Mahank explained Executive Limitations of the Policy Governance.

Motion by, Pinkleman supported by Lockwood to adjourn the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried.

Committee of the Whole Adjourns

Lockwood left the meeting at 3:53pm and returned at 3:56pm.

BOARD ACTION ITEMS:

- A. Meeting Schedule** Removed, no action required.
- B. Election of Officers:** Chair Mahank opened the nominations for chair. McCray nominated Lovely for board chair, Lovely accepted nomination. Motion by Pinkleman and support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Lovely as chair Ayes (7) seven, nays (0) zero. **Carol Lovely is the new Board Chair.**

At this time Chair Mahank turned the chair over to Lovely. Lovely opened the nominations for vice chair. McCray nominated Mahank, Mahank accepted the nomination. Motion by Pinkleman support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Mahank for vice chair. Ayes (7) seven, nays (0) zero. **Jack Mahank is the new Vice Chair.**

Lovely opened the nominations for secretary. Pinkleman nominated McCray. McCray accepted the nomination. Motion by Mahank support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of McCray for secretary Ayes (7) seven, nays (0) zero. **Dean McCray will continue as Secretary.**

- C. Governance Policy Calendar-Executive Limitations:** Motion by Mahank supported by Lockwood the board reviewed the governance policy-executive limitations and the Director was found to be in compliance. . Ayes (7) seven, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Pinkleman introduced thinking outside the box. She stated the county has office space and a meeting room available at the Health Department building. She introduced moving COA staff to this building for more privacy and additional space. Lockwood also introduced her expansion at the funeral home for activity space. Agreed to include this as an agenda item for next meeting. Lovely invited all attendees to her home for the annual canoe race.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Lockwood, supported by McCray to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 4:13 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
July 23, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)

The meeting was called to order at 2:00 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Cheryl Hopp, Jack Mahank, Dean McCray, Matthew LeBlanc, and Carol Lovely.

BOARD MEMBERS ABSENT: Terri Lockwood and Shelly Pinkelman.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway.

The Pledge of Allegiance was led by Dean McCray. A prayer was offered by Carol Lovely.

Lockwood and Pinkelman entered at 2:05pm. Mahank introduced the two new board members. Introductions were given by all attendees.

AGENDA: Motion by McCray, supported by Pinkelman to approve the agenda as amended. Ayes (7) seven, nays (0) zero. Motion carried.

RECOGNITION OF RETIRING COA BOARD MEMBERS: Mahank read the certificates for Munsey, Corpe and Thayer-Ashton. Director Snyder will deliver the certificates as they were not in attendance.

PUBLIC COMMENT: None

CONSENT AGENDA: Due to the new board members first time attendance Mahank stated the consent agenda will be separated.

A. Minutes from Board Meeting June 25, 2014: Motion by Pinkelman, supported by Lovely to approve the minutes from board meeting June 25, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

B. Receive and File Financial Report Ending June 30, 2014: Mahank explained the details of the financial report. Motion by Pinkelman, supported by Lovely to receive and file the financial report ending June 30, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

CORRESPONDENCE: None

Motion by McCray, supported by Lockwood to recess the board meeting and convene the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried. Chair Mahank turned the Committee of the Whole over to Vice-Chair Lovely.

Committee of the Whole Convenes

REPORTS

A. Director's Report: Director Snyder explained the new law that will take effect January 2015, pertaining to hourly wages for the homemakers. She stated this will have an impact on our budget of about \$10,000. Director Snyder reported the yearly raffle will be starting and introduced a challenge between the board and staff to see who would sell the most tickets. The board accepted the challenge. Director Snyder revisited the out of county membership fee. She stated there has been some

discontent with the seniors who have family visiting for a short stay and having to pay the fee to attend activities. She stated she is struggling with the policy as it often leads to poor customer satisfaction. Board members explored possible solutions. Director Snyder explained the details of the Service Report. She identified donations have increased with the addition of the actual cost of services on the service statements. Director Snyder stated the grant adjustment with congregate and home delivered meals will change the numbers next month.

- B. **COMMUNITY PLAN:** A report was included in board members packet. No questions noted plan.
- C. **NEMCSA/AAA:** Mahank reported no meeting took place. He stated he met with Laurie Sauer about block granting the meal money. She stated she understood the concerns but doesn't see any hope for change. Mahank suggested involving other COA Directors to express their thoughts about block granting the food money.
- D. **Northeast Michigan Regional Council on Aging:** No report today as no meeting took place. Mahank reported he spoke with Corpe and he will continue to serve on the Council representing the COA.
- E. **GAZETTE ADVERTISING:** Literature was not included in board members packet. Director Snyder stated at this time no change has taken place from last month's information. Director Snyder congratulated the board for meeting their budgeted goal. Director will email the previous month's report to the new board members.
- F. **FUNDRAISING:** No development at his time. Director Snyder agreed to set up a meeting with the fundraising committee. Discussion regarding advertising in the Gazette and local newspapers for volunteers to be a member of the committee.

OLD BUSINESS:

- A. **BOARD RETREAT PLANNING:** Tabled the retreat and will bring back in November.
- B. **MEETING SCHEDULE:** Board members discussed the location and time of the future board meetings. At this time agreement was reached to continue with current schedule.

NEW BUSINESS:

- A. **CONGREGATE/HOME DELIVERED MEAL ASSESSMENTS:** Director Snyder reported the assessment is incorrect and have informed the AAA of the error. No citations for Congregate, one for Home Delivered Meals. Director Snyder stated the temperatures of the hot meals have increased since we have been using heat stones in conjunction with plugging them in. A new Person Center Panning policy for HDM has been developed and submitted to the AAA. The COA is now in compliance.
- B. **ELECTION OF OFFICERS:** Mahank explained the process of election of officers.
- C. **GOVERNANCE POLICY CALENDAR-EXECUTIVE LIMITATIONS:** Mahank explained Executive Limitations of the Policy Governance.

Motion by, Pinkleman supported by Lockwood to adjourn the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried.

Committee of the Whole Adjourns

Lockwood left the meeting at 3:53pm and returned at 3:56pm.

BOARD ACTION ITEMS:

- A. Meeting Schedule** Removed, no action required.
- B. Election of Officers:** Chair Mahank opened the nominations for chair. McCray nominated Lovely for board chair, Lovely accepted nomination. Motion by Pinkleman and support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Lovely as chair Ayes (7) seven, nays (0) zero. **Carol Lovely is the new Board Chair.**

At this time Chair Mahank turned the chair over to Lovely. Lovely opened the nominations for vice chair. McCray nominated Mahank, Mahank accepted the nomination. Motion by Pinkleman support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Mahank for vice chair. Ayes (7) seven, nays (0) zero. **Jack Mahank is the new Vice Chair.**

Lovely opened the nominations for secretary. Pinkleman nominated McCray. McCray accepted the nomination. Motion by Mahank support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of McCray for secretary Ayes (7) seven, nays (0) zero. **Dean McCray will continue as Secretary.**

- C. Governance Policy Calendar-Executive Limitations:** Motion by Mahank supported by Lockwood the board reviewed the governance policy-executive limitations and the Director was found to be in compliance. . Ayes (7) seven, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Pinkleman introduced thinking outside the box. She stated the county has office space and a meeting room available at the Health Department building. She introduced moving COA staff to this building for more privacy and additional space. Lockwood also introduced her expansion at the funeral home for activity space. Agreed to include this as an agenda item for next meeting. Lovely invited all attendees to her home for the annual canoe race.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Lockwood, supported by McCray to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 4:13 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
July 23, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)

The meeting was called to order at 2:00 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Cheryl Hopp, Jack Mahank, Dean McCray, Matthew LeBlanc, and Carol Lovely.

BOARD MEMBERS ABSENT: Terri Lockwood and Shelly Pinkelman.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway.

The Pledge of Allegiance was led by Dean McCray. A prayer was offered by Carol Lovely.

Lockwood and Pinkelman entered at 2:05pm. Mahank introduced the two new board members. Introductions were given by all attendees.

AGENDA: Motion by McCray, supported by Pinkelman to approve the agenda as amended. Ayes (7) seven, nays (0) zero. Motion carried.

RECOGNITION OF RETIRING COA BOARD MEMBERS: Mahank read the certificates for Munsey, Corpe and Thayer-Ashton. Director Snyder will deliver the certificates as they were not in attendance.

PUBLIC COMMENT: None

CONSENT AGENDA: Due to the new board members first time attendance Mahank stated the consent agenda will be separated.

A. Minutes from Board Meeting June 25, 2014: Motion by Pinkelman, supported by Lovely to approve the minutes from board meeting June 25, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

B. Receive and File Financial Report Ending June 30, 2014: Mahank explained the details of the financial report. Motion by Pinkelman, supported by Lovely to receive and file the financial report ending June 30, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

CORRESPONDENCE: None

Motion by McCray, supported by Lockwood to recess the board meeting and convene the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried. Chair Mahank turned the Committee of the Whole over to Vice-Chair Lovely.

Committee of the Whole Convenes

REPORTS

A. Director's Report: Director Snyder explained the new law that will take effect January 2015, pertaining to hourly wages for the homemakers. She stated this will have an impact on our budget of about \$10,000. Director Snyder reported the yearly raffle will be starting and introduced a challenge between the board and staff to see who would sell the most tickets. The board accepted the challenge. Director Snyder revisited the out of county membership fee. She stated there has been some

discontent with the seniors who have family visiting for a short stay and having to pay the fee to attend activities. She stated she is struggling with the policy as it often leads to poor customer satisfaction. Board members explored possible solutions. Director Snyder explained the details of the Service Report. She identified donations have increased with the addition of the actual cost of services on the service statements. Director Snyder stated the grant adjustment with congregate and home delivered meals will change the numbers next month.

- B. COMMUNITY PLAN:** A report was included in board members packet. No questions noted plan.
- C. NEMCSA/AAA:** Mahank reported no meeting took place. He stated he met with Laurie Sauer about block granting the meal money. She stated she understood the concerns but doesn't see any hope for change. Mahank suggested involving other COA Directors to express their thoughts about block granting the food money.
- D. Northeast Michigan Regional Council on Aging:** No report today as no meeting took place. Mahank reported he spoke with Corpe and he will continue to serve on the Council representing the COA.
- E. GAZETTE ADVERTISING:** Literature was not included in board members packet. Director Snyder stated at this time no change has taken place from last month's information. Director Snyder congratulated the board for meeting their budgeted goal. Director will email the previous month's report to the new board members.
- F. FUNDRAISING:** No development at his time. Director Snyder agreed to set up a meeting with the fundraising committee. Discussion regarding advertising in the Gazette and local newspapers for volunteers to be a member of the committee.

OLD BUSINESS:

- A. BOARD RETREAT PLANNING:** Tabled the retreat and will bring back in November.
- B. MEETING SCHEDULE:** Board members discussed the location and time of the future board meetings. At this time agreement was reached to continue with current schedule.

NEW BUSINESS:

- A. CONGREGATE/HOME DELIVERED MEAL ASSESSMENTS:** Director Snyder reported the assessment is incorrect and have informed the AAA of the error. No citations for Congregate, one for Home Delivered Meals. Director Snyder stated the temperatures of the hot meals have increased since we have been using heat stones in conjunction with plugging them in. A new Person Center Panning policy for HDM has been developed and submitted to the AAA. The COA is now in compliance.
- B. ELECTION OF OFFICERS:** Mahank explained the process of election of officers.
- C. GOVERNANCE POLICY CALENDAR-EXECUTIVE LIMITATIONS:** Mahank explained Executive Limitations of the Policy Governance.

Motion by, Pinkleman supported by Lockwood to adjourn the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried.

Committee of the Whole Adjourns

Lockwood left the meeting at 3:53pm and returned at 3:56pm.

BOARD ACTION ITEMS:

- A. Meeting Schedule** Removed, no action required.
- B. Election of Officers:** Chair Mahank opened the nominations for chair. McCray nominated Lovely for board chair, Lovely accepted nomination. Motion by Pinkleman and support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Lovely as chair Ayes (7) seven, nays (0) zero. **Carol Lovely is the new Board Chair.**

At this time Chair Mahank turned the chair over to Lovely. Lovely opened the nominations for vice chair. McCray nominated Mahank, Mahank accepted the nomination. Motion by Pinkleman support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Mahank for vice chair. Ayes (7) seven, nays (0) zero. **Jack Mahank is the new Vice Chair.**

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- C. Governance Policy Calendar-Executive Limitations:** Motion by Mahank supported by Lockwood the board reviewed the governance policy-executive limitations and the Director was found to be in compliance. . Ayes (7) seven, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Pinkleman introduced thinking outside the box. She stated the county has office space and a meeting room available at the Health Department building. She introduced moving COA staff to this building for more privacy and additional space. Lockwood also introduced her expansion at the funeral home for activity space. Agreed to include this as an agenda item for next meeting. Lovely invited all attendees to her home for the annual canoe race.

PUBLIC COMMENT: None

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Recorded by Melanie Conway

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Motion by, Pinkleman supported by Lockwood to adjourn the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried.

Committee of the Whole Adjourns

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BOARD ACTION ITEMS:

- A. Meeting Schedule** Removed, no action required.
- B. Election of Officers:** Chair Mahank opened the nominations for chair. McCray nominated Lovely for board chair, Lovely accepted nomination. Motion by Pinkleman and support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Lovely as chair Ayes (7) seven, nays (0) zero. **Carol Lovely is the new Board Chair.**

At this time Chair Mahank turned the chair over to Lovely. Lovely opened the nominations for vice chair. McCray nominated Mahank, Mahank accepted the nomination. Motion by Pinkleman support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Mahank for vice chair. Ayes (7) seven, nays (0) zero. **Jack Mahank is the new Vice Chair.**

Lovely opened the nominations for secretary. Pinkleman nominated McCray. McCray accepted the nomination. Motion by Mahank support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of McCray for secretary Ayes (7) seven, nays (0) zero. **Dean McCray will continue as Secretary.**

- C. Governance Policy Calendar-Executive Limitations:** Motion by Mahank supported by Lockwood the board reviewed the governance policy-executive limitations and the Director was found to be in compliance. . Ayes (7) seven, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Pinkleman introduced thinking outside the box. She stated the county has office space and a meeting room available at the Health Department building. She introduced moving COA staff to this building for more privacy and additional space. Lockwood also introduced her expansion at the funeral home for activity space. Agreed to include this as an agenda item for next meeting. Lovely invited all attendees to her home for the annual canoe race.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Lockwood, supported by McCray to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 4:13 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
July 23, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)

The meeting was called to order at 2:00 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Cheryl Hopp, Jack Mahank, Dean McCray, Matthew LeBlanc, and Carol Lovely.

BOARD MEMBERS ABSENT: Terri Lockwood and Shelly Pinkelman.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway.

The Pledge of Allegiance was led by Dean McCray. A prayer was offered by Carol Lovely.

Lockwood and Pinkelman entered at 2:05pm. Mahank introduced the two new board members. Introductions were given by all attendees.

AGENDA: Motion by McCray, supported by Pinkelman to approve the agenda as amended. Ayes (7) seven, nays (0) zero. Motion carried.

RECOGNITION OF RETIRING COA BOARD MEMBERS: Mahank read the certificates for Munsey, Corpe and Thayer-Ashton. Director Snyder will deliver the certificates as they were not in attendance.

PUBLIC COMMENT: None

CONSENT AGENDA: Due to the new board members first time attendance Mahank stated the consent agenda will be separated.

A. Minutes from Board Meeting June 25, 2014: Motion by Pinkelman, supported by Lovely to approve the minutes from board meeting June 25, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

B. Receive and File Financial Report Ending June 30, 2014: Mahank explained the details of the financial report. Motion by Pinkelman, supported by Lovely to receive and file the financial report ending June 30, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

CORRESPONDENCE: None

Motion by McCray, supported by Lockwood to recess the board meeting and convene the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried. Chair Mahank turned the Committee of the Whole over to Vice-Chair Lovely.

Committee of the Whole Convenes

REPORTS

A. Director's Report: Director Snyder explained the new law that will take effect January 2015, pertaining to hourly wages for the homemakers. She stated this will have an impact on our budget of about \$10,000. Director Snyder reported the yearly raffle will be starting and introduced a challenge between the board and staff to see who would sell the most tickets. The board accepted the challenge. Director Snyder revisited the out of county membership fee. She stated there has been some

discontent with the seniors who have family visiting for a short stay and having to pay the fee to attend activities. She stated she is struggling with the policy as it often leads to poor customer satisfaction. Board members explored possible solutions. Director Snyder explained the details of the Service Report. She identified donations have increased with the addition of the actual cost of services on the service statements. Director Snyder stated the grant adjustment with congregate and home delivered meals will change the numbers next month.

- B. COMMUNITY PLAN:** A report was included in board members packet. No questions noted plan.
- C. NEMCSA/AAA:** Mahank reported no meeting took place. He stated he met with Laurie Sauer about block granting the meal money. She stated she understood the concerns but doesn't see any hope for change. Mahank suggested involving other COA Directors to express their thoughts about block granting the food money.
- D. Northeast Michigan Regional Council on Aging:** No report today as no meeting took place. Mahank reported he spoke with Corpe and he will continue to serve on the Council representing the COA.
- E. GAZETTE ADVERTISING:** Literature was not included in board members packet. Director Snyder stated at this time no change has taken place from last month's information. Director Snyder congratulated the board for meeting their budgeted goal. Director will email the previous month's report to the new board members.
- F. FUNDRAISING:** No development at his time. Director Snyder agreed to set up a meeting with the fundraising committee. Discussion regarding advertising in the Gazette and local newspapers for volunteers to be a member of the committee.

OLD BUSINESS:

- A. BOARD RETREAT PLANNING:** Tabled the retreat and will bring back in November.
- B. MEETING SCHEDULE:** Board members discussed the location and time of the future board meetings. At this time agreement was reached to continue with current schedule.

NEW BUSINESS:

- A. CONGREGATE/HOME DELIVERED MEAL ASSESSMENTS:** Director Snyder reported the assessment is incorrect and have informed the AAA of the error. No citations for Congregate, one for Home Delivered Meals. Director Snyder stated the temperatures of the hot meals have increased since we have been using heat stones in conjunction with plugging them in. A new Person Center Panning policy for HDM has been developed and submitted to the AAA. The COA is now in compliance.
- B. ELECTION OF OFFICERS:** Mahank explained the process of election of officers.
- C. GOVERNANCE POLICY CALENDAR-EXECUTIVE LIMITATIONS:** Mahank explained Executive Limitations of the Policy Governance.

Motion by, Pinkleman supported by Lockwood to adjourn the Committee of the Whole. Ayes (7) seven, nays (0) zero. Motion carried.

Committee of the Whole Adjourns

Lockwood left the meeting at 3:53pm and returned at 3:56pm.

BOARD ACTION ITEMS:

- A. Meeting Schedule** Removed, no action required.
- B. Election of Officers:** Chair Mahank opened the nominations for chair. McCray nominated Lovely for board chair, Lovely accepted nomination. Motion by Pinkleman and support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Lovely as chair Ayes (7) seven, nays (0) zero. **Carol Lovely is the new Board Chair.**

At this time Chair Mahank turned the chair over to Lovely. Lovely opened the nominations for vice chair. McCray nominated Mahank, Mahank accepted the nomination. Motion by Pinkleman support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of Mahank for vice chair. Ayes (7) seven, nays (0) zero. **Jack Mahank is the new Vice Chair.**

Lovely opened the nominations for secretary. Pinkleman nominated McCray. McCray accepted the nomination. Motion by Mahank support by Lockwood to close the nominations. Ayes (7) seven, nays (0) zero. Motion carried. Show of hands all in favor of McCray for secretary Ayes (7) seven, nays (0) zero. **Dean McCray will continue as Secretary.**

- C. Governance Policy Calendar-Executive Limitations:** Motion by Mahank supported by Lockwood the board reviewed the governance policy-executive limitations and the Director was found to be in compliance. . Ayes (7) seven, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Pinkleman introduced thinking outside the box. She stated the county has office space and a meeting room available at the Health Department building. She introduced moving COA staff to this building for more privacy and additional space. Lockwood also introduced her expansion at the funeral home for activity space. Agreed to include this as an agenda item for next meeting. Lovely invited all attendees to her home for the annual canoe race.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Lockwood, supported by McCray to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 4:13 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway

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BOARD MEMBERS ABSENT: Terri Lockwood and Shelly Pinkelman.

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CORRESPONDENCE: None

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Committee of the Whole Convenes

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- C. **GOVERNANCE POLICY CALENDAR-EXECUTIVE LIMITATIONS:** Mahank explained Executive Limitations of the Policy Governance.

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PUBLIC COMMENT: None

ADJOURNMENT: Motion by Lockwood, supported by McCray to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 4:13 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway