

**CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER**

**Regular Board Meeting**

**October 21, 2014 @ 308 Lawndale St., Grayling**

The meeting was called to order at 6:04 p.m. by Carol Lovely.

**BOARD MEMBERS IN ATTENDANCE:**

Cheryl Hopp, Dean McCray, Matthew LeBlanc, Jamie McClain, Terry Lockwood, Jack Mahank and Carol Lovely.

**BOARD MEMBERS ABSENT:** None.

**ALSO IN ATTENDANCE:** Director Snyder, Melanie Conway, Lynn Cheney, Kara LaMarre and Beth Hubbard.

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

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

**PUBLIC COMMENT:** Beth Hubbard came to answer questions about the renewal millage for Kirtland Community College. Taxes will remain the same. The funding would be used to build a new health science building on Four Mile Road. Mahank asked if there is a waiting list for nursing program. Hubbard said there is no waiting list for the nursing program. To get into the program a student has to meet a certain GPA and other required criteria. They also will have a winter enrollment. Mahank said that there is a misconception in the community about a waiting list. It is hard for people with work and families to be on a waiting list. Last three years there has not been a waiting list. Carol Lovely went down to Lansing to lobby for a bachelorette degree program for Kirtland and asked about the status. Hubbard said that it will all be earned at the Kirtland except for one semester at Saginaw Valley. Kirtland is lacking students for the program as of right now. They must have 12 students in fall to make the program happen.

**CONSENT AGENDA:**

- A. Motion by Mahank, supported by Hopp to approve the consent agenda. Ayes (7) seven, nays (0) zero. Motion carried.
  
- B. Financial Report Ending September 30, 2014. The numbers are not yearend final. As of today we are in the black by \$36,244. Fund Balance is \$278,212. Three month operating budget of \$176,000. Contingency fund balance of \$152,527 which is due to money being pulled out last year when budget was not met. Anticipating adding money back to contingency fund to bring the balance back up to \$176,000 and then \$12,000 into building fund. Director Snyder will have recommendations at the next board meeting when yearend is final. Motion to receive and file by Mahank and supported by McCray. Ayes (7) seven, nays (0). Motion carried.

**CORRESPONDENCE:** None

**REPORTS**

**A. Director's Report:**

Year end budget: If you look at our expenditures we were right on the expected expenses. What changed was our revenue. There is a difference on our amended budget. We had an increase in our grants in the middle of the year. We planned to transfer \$10,000 from the fund balance and have not

had to do that. All of our program income increased except congregate meals. Close to \$41,000 increase in revenue. For fiscal year 14-15, we now have a \$12,000 additional grant from AAA. \$8000 went into Homemaking and \$4000 into Home Delivered Meals. This funding is related to what Governor Snyder purposed. Director Snyder testified Friday to the OSA Commissioners how much we appreciated the money and also told them this is still not enough to meet the needs in Crawford County. Mahank wanted to know if the increase in the budget forecast was going to put pressure on the staff. Director Snyder commented we already spend that money in services and now we will be able to back out millage money which can be used for other programs not funded. We would not be changing the \$706,000 budget for next year.

As of yesterday we hired a new Homemaker. We will not have a waiting list by the end of the month. The longest person on the waiting list was 34 days. We call our on-call Homemakers to fill in when needed. One is working a lot and one is not available at this time. Second, we contract with a service agency to fill in when needed. They are having the same issue with staffing. We are in the process of hiring a new contract agency. Lovely asked if we are doing background checks. Director Snyder said that we do background checks on the employees that we hire through the Michigan State Police. It will also be part of the contract that they will have to do background checks. Everything is being done to make sure that we do not have a waiting list.

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

**B. NEMCSA/AAA:** Mahank reported that there is no direct report at this time. NEMCSA CEO is retiring June 2015. They are down to 5 finalists, and interviewing in November. Will select the new CEO in the beginning of next year. My Choice Waiver program encourages clients in nursing homes to go back to their own home. It will provide meals, personal care, respite care. LeBlanc also commented that it is a great program that provides services beyond just supervision. Lockwood asked how this will affect the COA. Director Snyder said that the COA already provides meals through our HDM program. The AAA was not able to cover the full cost of in-home services, so we no longer have that contract. The additional waiver money is intended to reduce the waiting list, no wait state. Mahank commented that this is very constant with our mission statement.

**C. GAZETTE ADVERTISING:** A report was provided. A discussion about the renewals that need to be done. McCray: Grayling Hospital for Animals; Lovely: Mercy Rehab, Dave Lovely Plowing when he returns to plowing; Mahank: Cornell, Lange Vending, Scheer Motors, Fick and Sons; Lockwood: Sorenson Lockwood Funeral Home.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. COMMUNITY PLAN UPDATE:** It is on our website and you can view the full plan there. Established in 2013 after our needs assessment. Director Snyder talked about creating a new program based off of the Tuesday Tool Men program of St. Joseph County. It basically uses volunteers to help those in need of repairs. Karl Schreiner is on the board of Habitat for Humanity, but they are struggling to get their program going. If Habitat continues, we could work with their program Brush with Kindness. We did not want to wait to start our program. Helen Nolan is putting together a volunteer opportunities brochure to try and get more volunteers. Also, ads have been placed in the Avalanche and Weekly Choice papers. We will be redesigning the web page with an updated volunteer section. Helen will be going into the community to reach volunteers at churches and other organizations. It was also stated that all in-home volunteers have a background check done through the Michigan State Police ICHAT program. It is free for non-profits. We do not use fingerprints or

FBI checks for out of state. It was also stated that no volunteers would do work that would require a building permit or be on top of a roof. The County has liability insurance that will cover volunteers and staff.

Tax Aide: We will be using the NEMSCA program this year. We only have two volunteers so far. Training is in December and we are still looking for more volunteers. We contacted local CPA's and that was not successful. Schreiner is contacting Kirtland for volunteers. Director Snyder stated we will have tax aide, but not sure that we will be able to meet the needs. Location of services have not yet been determined. Ayes (7) seven, nays (0) zero. Motion Carried.

B. **YEAR END BUDGET AMENDMENTS:** AAA asked us to amend our budget do to the increase in program income. Zumba grant for certification fees decreased as there was no training in northern Michigan. AAA increased our funding an additional \$1,250 for the Homemaking program after year end. Motion made to amend the budget by \$22,627 by Mahank supported Lockwood. Ayes (7) seven, nays (0) zero. Motion Carried.

C. **WEATHERIZATION ASSISTANCE PROGRAM FUNDING RESOLUTION:** NEMSCA has made a resolution of this type. Mahank recommended that this board approve the resolution and that it is forwarded it to the state. Motion by McCray supported by McClain. Ayes (7) seven, nays (0) zero. Motion carried.

D. **CUSTOMER SATISFACTION SURVEY RESULTS:** In Home survey results were discussed. Motion made to receive and file that our clients are 97% satisfied. Motion by Mahank and supported by Lockwood. Ayes (7) seven, nays (0) zero. Home Delivered Meals surveys were discussed. Motion made to receive and file that our clients are 97% satisfied. Motion made by Mahank and supported by Lockwood. Ayes (7) seven, nays (0) zero. Congregate meals survey was discussed. Motion made to receive and file that our clients are 97% satisfied. Motion by Mahank and supported by Lockwood. Ayes (7) seven, nays (0) zero.

E. **REAPPOINTMENT TO THE AAA COUNCIL:** Motion made to re-elect Barb Selesky to the Regional Advisory Council by Lockwood and supported by Mahank. Ayes (7) seven, nays (0) zero.

**BOARD MEMBER COMMENTS/CONCERNS:**

McCray asked about how everyone liked the microphones and sound system. Everyone can hear better even the board. You can hear in both rooms when we have large gatherings. We can also walk around and talk with the lapel microphone.

**PUBLIC COMMENT:** None

**ADJOURNMENT:** Motion by Lockwood, and supported by Hopp to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 7:24 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Lynn Cheney