

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
November 18, 2014 @ 308 Lawndale St., Grayling

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

BOARD MEMBERS IN ATTENDANCE:

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

BOARD MEMBERS ABSENT: Terry Lockwood absent with notice.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway, Lynn Cheney.

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

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

PUBLIC COMMENT: None.

CONSENT AGENDA:

- A. Motion to remove the financial portion of the Consent Agenda by Mahank, supported by McClain. Ayes (6) six, nays (0) zero. Motion carried.

- B. Motion to receive and file financial report ending October 31, 2014 by Mahank and supported by McCray. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE: None

REPORTS

A. Director's Report:

- a. FY 13-14 Budget: Total Fund balance is at \$278,212. The contingency fund balance is \$152,527.48. Building fund balance is \$125,684.52. The excess balance from FY 13-14 is \$40,764. Director Snyder recommended putting \$23,000 in contingency fund to bring it back to a 3 month contingency balance, and the rest (\$17,764) put into the building fund.

- b. There will be an Open Meeting Act training for the Commission on Aging employees and Crawford County Board Members. The training will be at 6:00 pm, on February 2, 2015, at Commission on Aging. This meeting will be posted as training.

Motion made to receive and file the Director's Report by Mahank supported by McClain. Ayes (6) seven, nays (0) zero. Motion carried.

B. Northeast Michigan Regional Council on Aging: No report this month.

C. GAZETTE ADVERTISING: Lovely snow plowing should be back in business soon. There are a number of service organizations in the community including banks, doctors and dentists that we are not reaching. There is a big opportunity to get some advertising if the board is willing to work at it.

OLD BUSINESS: None.

NEW BUSINESS:

- A. **Year End Financial Report Ending September 30, 2014:** This is the final report, pre audit. Motion made to receive and file the financial report dated November 13, 2014 by Mahank supported by McCray. Ayes (6) six, nays (0) zero. Motion Carried
- B. Motion to move \$23,000 into the contingency fund and \$17,764 into the building fund by Mahank, supported by McClain. Ayes (6) six, nays (0) zero. Motion Carried.
- C. **Governance Calendar – Evaluate Ends:**

End #1: Director has stated that there is no waiting list. Motion that End #1 was reviewed and Board agrees that the Agency is 100% compliant, made by Mahank supported by McCray. Ayes (6) six, nays (0) zero. Motion Carried.

End #2: Services accessible to 69% of seniors in Crawford County. The under 60 age group went down. Last year we charged an out of county service charge. Wondering if that is why the numbers went down. A motion made that end #2 was reviewed and agrees that the agency is 69% compliant by Mahank supported by LeBlanc. Ayes (6) six, nays (0) zero. Motion Carried.

End #3: Motion made to accept that seniors are 97% satisfied with their experience at the senior center by Hopp, supported by McClain. Ayes (6) six, nays (0) zero. Motion Carried.

End #4: Services provided will increase each year. This year the numbers went down. Director Snyder took the number of programs that had increased (3) and divided by the total programs (9). 33% increase over all years. Mahank recommended that it would be better to look at the total units this year compared to last year. $43,814/52,104$ which equals 84% services provided this year to last. Motion made to approve End #4 at 84 %, by Mahank supported by McCray. Ayes (6) seven, nays (0) zero. Motion Carried.

End #5: The COA will be compliant with all funder programs guidelines. There were three that were complaint out of seven so 43 % compliant. Mahank recommended changing how the End was calculated. There were three at 100%, and four that were 99% complaint. $697/700 = 99\%$. Motion made that the board has reviewed and agrees, that we are 99% complaint by Mahank supported by Hopp. Ayes (6) seven, nays (0) zero. Motion Carried.

End #6: The Commission on Aging will provide services at a comparable cost. State averages \$4.79 and we are at \$5.47 per meal. In Home Services for the state is \$23.81 and we are at \$25.47 per hour. Our cost is 8% higher than the state average.

Motion made that we are 92% comparable in cost by Mahank supported by McClain. Ayes (5) five, nays (1) one. Motion carried.

End #7: The Commission on Aging will acquire appropriate income to support programs. Motion made that we are 100% complaint with End #7, by McClain supported by Hopp. Ayes (6) six, nays (0) zero.

End #8: The Commission on Aging administration cost will be equal to or less than 10% of the total budget not including direct service expenses. Motion made to approve End #8 at 100% by Mahank supported by McClain. Ayes (6) seven, nays (0) zero. Motion Carried.

Jack is going to put together a report for the next meeting to be presented to the County Commissioners.

- D. **Donor Recognition:** Director Snyder has been working on donors for the agency. The Director noted the big jump in donor donations this past fiscal year. More people are choosing the COA to donate to. We send out thank you letters and try to add a little note on each one. The Director would also like to see a board member call donors and thank them personally. Lovely volunteered to make phone calls to thank donors.

BOARD MEMBER COMMENTS/CONCERNS: McCray would like to ask the County Commissioners to raise their per diem from \$35 to \$45 dollars because of the increase in gas prices. McClain will check with the Commissioners at the next meeting.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by McCray, and supported by LeBlanc to adjourn the meeting at 7:36pm. Ayes (6) six, nays (0) zero. Motion carried.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Lynn Cheney