

## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
February 28, 2008 @ Grayling Senior Center

The meeting was called to order at 1:02pm by Chairman Mahank.

**Board members in attendance:** Linda Munsey, Jack Mahank, Joan Miller, Lynn Hagon, Dean McCray, and Howard Taylor was present by phone conference. Mike Lange entered the meeting at 1:12pm.

**Also in attendance:** Director Snyder, Melanie Conway and 16 guests.

The Pledge of Allegiance was led by Munsey. The invocation was offered by Miller.

## **AGENDA**

Add to the agenda under new business- C. Stupak Appropriation Request and D. Grayling Housing Commission Issues Motion by McCray and support Munsey to approve the agenda as amended. Ayes (6) six, nay (0) none – Taylor affirmed vote by phone. Motion Carried.

## **MINUTES**

Noted the time called to order was incorrect in January 24<sup>th</sup> minutes. It states called to order 9:30am when actually it should state 1pm. Motion by Miller and support by McCray to approve the minutes as amended. Ayes (6) six, nay (0) none – Taylor affirmed vote by phone. Motion Carried.

## **FINANCIAL REPORT**

Director Director Snyder reported the budget is in the black \$12,983. Director reported this figure is without the Administrative Assistant position that has been vacant. If this position was filled the budget would reflect a reduction of \$8800. Last year at the end of January we were in the red \$4800. Motion by Munsey and support by Hagon to receive and file the financial report. Aye (6) six, nay (0) none – Taylor affirmed vote by phone. Motion carried.

Board Member Mike Lange now present @ 1:12 p.m. Lange addressed the Chair reference a change in January 24<sup>th</sup> minutes. The minutes reflect Taylor was present twice and Lange is not identified as present. Lange asked for a revision to show he was present at the January meeting. A change in the motion by Miller and supported by McCray to amend the minutes to add the change that Lange was present at the January meeting.

**CORRESPONDENCE** – The Chair reported one (1) anonymous correspondence was received. Board members discussed recognizing the correspondence. Board agreed to not read or recognize this due to lack of signature.

## **REPORTS**

### **A. Director's Report**

Director Snyder's report was placed on file.

Motion by McCray, second by Hagon, to receive and file the Director's Report. Ayes (6) six, nay (0) none – Taylor affirmed vote by phone. Motion Carried.

### **B. NEMCSA - No report**

C. **Area Agency on Aging** – A newsletter is now being sent out to all COA directors. No action since last meeting regarding the task force to help reduce costs.

D. **Building – a. Feedback on Due Diligence Criteria.** A copy of the due diligence was sent out to the County Commissioners. This process was presented to the seniors at dinner and discussion. Director thanked the Board Members and County Commissioners for their attendance at February dinner and discussion. Feedback was presented regarding the criteria including operating costs needing to be weighted heavier, adding to tangibles if the building will not be taken off the tax roles, and adding the current GHC space the COA has or take the former GHC expansion plans. Board discussed the 4 feedback questions presented in the Director's report.

1. Should the operating cost be weighted higher because ultimately that determines if we will be able to move forward? Howard stated he believed it is weighed appropriately. Jack stated maybe take a look at the depreciation cost over weight. Lange stated depreciation cost will ultimately become operating cost. A suggestion was made to combine the two costs and define as operating costs with an increase to 15. The board discussed defining the term depreciation. Factors that create the depreciation cost, new apposed to a 5 year old building. Director stated she intended depreciation cost to be used to keep the board aware of what may need to be fixed on down the road such as; a new building might not need a new roof for 10 years but a building that is 10 years old might need a new roof in two years. Director agreed to combine operating and depreciation cost but identified we still need to be able to measure it. Maybe rename depreciation costs to major maintenance issues or extra ordinary cost. The board agreed to keep the two costs separate 10 and 5 and look at changing the term depreciation.

2. Should the current GHC site be added for comparison? Taylor stated we already dealt with this issue, no need to put it on the list. Mahank stated it may be good to compare with what is already known, GHC. Lange mentioned that we already made a determination about the GHC building but, using it as a comparison only is okay. Munsey stated using GHC might give us a good basis to work with. Lange stated we know we can't stay here. Director stated we could use for example the square footage as a good comparison. According to Mahank the comparison could defend whatever decision is made. Hagon stated it would be good to be able to show the public. Using GHC as a comparison can show the problems with the space in the building and could be a good indicator of what's available and what's current, Mahank identified. Add current location stated Munsey. Director reiterated that GHC would not be rated and only used as factual comparison. It was agreed that the GHC would be added to the matrix as the 1<sup>st</sup> item.

3. Should the proposed GHC remodel site be added as an option? According to Lange we cannot add to this building. Taylor added there were too many restraints and we already have board action. Mahank stated this option may come back if data doesn't add up. At this time the board agreed not to add this as an option.

4. Would another known intangible be taking a building off the tax rolls? Board agreed to add tax rolls.

Taylor left the meeting at 1:38pm and was reconnected at 1:45pm.

Additional discussion: What county properties are available? Other than the fish hatchery the County owns property behind Scheer Motors. If the county owns the property it has no cost to the COA as the COA is part of the county. What about tearing down homes in the current area and building as the seniors have expressed they want to stay in this particular area? We would have to get the City to come to a meeting to talk about this. According to Lange, it would mean condemning property which he would not agree to. Board Chair expressed concern of sending the Director on too many journeys at one time.

**b. Public Comment on Due Diligence Criteria.** Ron Gribb questioned if utilities was weighted high enough as utilities are continuous. He also questioned if the kitchen area needs to be weighted higher. The board responded as the operating and depreciation cost was defined earlier and addressed this issue regarding the weight of each and explained.

**c. Finalize Due Diligence Criteria.** Director wanted to confirm that everyone was on the same page when looking at the weight. For example using capacity, if the dining is the largest out of the selection then it would be rated a 5 and the rating scale would be 1-5. If two were the same in size they would both get the same number. Board members agreed everyone has the same understanding. A motion made by Lange and supported by McCray

to make the changes and accept the weighting option as finalized. Ayes (6) six, nay (0) none – Taylor affirmed vote by phone. Motion Carried.

**d. COA Building Project Timetable.** Seniors are concerned this may drag on for a long time. Director has a timetable in place, so this doesn't happen. It was mentioned that a large group of seniors expressed concern at the last county board of commissioners meeting and they don't want it to lag on. There is an issue of the timetable set being very aggressive which might be difficult to attain. Director stated she has other Director duties along with the bookkeeping as still have no one in place. It was stated that some potential options may fall off the table immediately. Director stated the data still has to be gathered. She reported she has had no success in finding an architect to look at all 6 options. Need free help and have contacted Kirkland for assistance to see if they would take on as a project. Director stated she would like to have authorization from the Board to spend money to pursue an architect. There was a question about lengthening the time table. Director responded she doesn't want to at this time and would like to find knowledgeable volunteers to help with the buildings. Joe Duran was made as a suggestion. Director stated she thought she could meet the time table with help. Mahank and Taylor agreed to help and will look into talking to Joe Duran. Lange and Mahank suggested the Director do culling for March with Mahank and Duran to help stay with the time table. Taylor complimented Director in doing a good job of putting the timetable together and then stressed the importance of the timetable.

Hagon left the meeting at 2:02pm.

A suggestion of doing an initial calculation to narrow it down with Don Williams' help. In March, preliminary collection of data, committee analysis of the actual cost and a review to see if any options fall out.

## 10. Old Business

**A. Policy Governance Calendar-Governance Process Survey.** 5 members responded. A motion by McCray and support by Miller to receive and file. Aye (5) five, nay (0) none – Taylor affirmed vote by phone. Motion Carried.

## 11. New Business

**A. NEMCSA/AAA Agreed Upon Procedures Review.** On January 25<sup>th</sup> a letter was received from Jim Robage pertaining to the financial review that was done in July 2007. Things that were identified as needed correction was the payroll time keeping system. He requested payroll be broken down by grant program. Director stated she thought the way he wants it done is excessive. Mahank stated if you don't agree then don't make the changes. Director responded she agreed with the findings and will comply, but will try and find a more efficient way. Motion made by Munsey and second by Miller to receive and file. Aye (5) five, nay (0) none – Taylor affirmed vote by phone. Motion Carried.

**B. Policy Governance Calendar-** Review By-Laws. Last review was February 2007. Board members acknowledged they reviewed the By Laws and no changes were needed. Motion by McCray and support by Lange that the By Laws were reviewed and found appropriate. Aye (5) five, nay (0) none – Taylor affirmed vote by phone. Motion Carried.

**C. Stupak Appropriation Request** - Director has put in a request for 1.5 million for the Fish Hatchery. As the grant can only be used for property we already own the Fish Hatchery was chosen. The proposal must be submitted by 2/29/08. Board support was sought by the Director. The cost of an elevator was introduced and it was suggested to add this to the proposal. Questions regarding how the amount was arrived at were posed to Director. Director reported she contacted construction companies and they informed her that the cost would be around \$100 per square foot to build or remodel and so this was the figure that was used for calculations. Director will look in to the cost of an elevator and add it to the proposal. Motion made by Lange and supported by McCray to approve and send proposal. Aye (5) five, nay (0) none – Taylor affirmed vote by phone. Motion Carried.

**D. Grayling Housing Commission Issues** - Director reported she received a letter from GHC stating the COA no longer had access to the basement and the lock had already been changed upon receiving the letter. Director reported she submitted a letter to the GHC Board in which suggestions were contained that may accommodate COA and GHC needs. The COA's storage space has been reduced significantly with the loss of the basement. The medical loan closet items and other items that COA uses on a regular basis now must be stored upstairs and limited space is available to do so. The interview area used for Blood Pressure, MMAP and other programs now has shelves with items that used to be stored in the basement. Mahank reported he attended the GHC board meeting to address this issue. He had the understanding the GHC Director was to work it out with Director so both entities can access the basement. Director reported at this time there has been no communication with Guy Quigley. The Board agreed COA Representative should attend the next GHC board meeting to readdress this issue. Director reported the drainage problem in the entry level continues to create ice build up and is a safety issue. Director has sent communication to the GHC Director to address the problem. Last fall the problem existed and was presented to Guy Quigley with a few options to resolve the issue such as creating a dry well, but the ice problem is still not fixed. Director stated a year ago, she was required to complete a fire safety survey pertaining to all meal sites. After receiving the results of the survey she contacted Lovells, Frederic and GHC to inform them of the corrections needed to bring the buildings in compliance for fire safety. GHC is the only entity that has not responded since the notice was sent. Mahank advised Director to forward this information onto Thayer and the GHC Board.

12. **Public Comment-** Senior participant, Phil Faustman stated he was disappointed in the meeting today. He had thoughts to share but will not due to the Board's statement that GHC is not an option. He stated the seniors live and eat here and that doesn't mean anything. Mahank replied that he is not alone in his feelings. Faustman stated he would like to see COA continue to lease the GHC building for another 20 years and is seeing a power struggle between COA and GHC. He identified other property in close proximity could be purchased for activities and office space such as buying houses adjacent and keep the dining here. He stated he doesn't feel the seniors are the ones of interest and a compromise should be worked out w/ GHC. Lange informed attendees that for 2 years we have tried to stay in this building. He has attended all the meetings to represent every tax payer as well as seniors. He stated the COA has basically begged the City to take our money and cooperate with us so we could stay here. We tried and couldn't make it happen. Faustman asked why not continue the lease and lease this building for dining and buy other property for the rest. Ellen Christian asked what the constraints were regarding this building. The Board responded it was mainly the size as well as other issues which the Director has listed. Guest commented on the conflict between GHC and COA. The board reported COA wanted to contact an attorney to work with GHC and HUD so we could stay in this building. COA received a letter from HUD stating COA cannot lease the entire building and will not be able to expand the GHC building. Director replied splitting the programs such as offices and activities in a different building from dining would not be in the best interest of the seniors.

## **ADJOURNMENT**

Motion by Lange, support by Miller to adjourn. Aye, (5) five, nay (0) none – Taylor affirmed vote by phone. Motion carried adjournment at 2:47pm.

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Jack Mahank, Chairperson

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Melanie Conway, Recording Secretary

