

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
July 24, 2008 @ Grayling Senior Center

The meeting was called to order at 1:03 pm by Chairman Mahank.

Board members in attendance: Jack Mahank, Dean McCray, Helen Nolan, Howard Taylor, and Don Williams.

Also in attendance: Director Snyder, Melanie Conway, Chris Davis, and guests.

The Pledge of Allegiance was led by Helen Nolan. The invocation was offered by Joan Miller.

AGENDA

Motion by Taylor, supported by McCray, to accept the agenda. Ayes (5) five, nay (0) none. Motion Carried.

MINUTES

Motion by McCray, supported by Nolan, to approve the minutes of the June 26, 2008 board meeting. Ayes (5) five, nay (0) none. Motion Carried.

FINANCIAL REPORT

At this time the budget shows \$20,297.49 in the black after 9 months (6/30/08). Motion by Taylor, supported by Nolan, to receive and file the financial report ending June 30, 2008. Ayes (5) five, nay (0) none. Motion Carried.

CORRESPONDENCE

Director Snyder received a thank you note from Lynn Hagon.

Mike Lange entered at 1:15 p.m.

REPORTS

- A. **Director's Report** - Director's report was discussed. Director Snyder noted there are no updates regarding the Grayling Housing Commission lease at this time. The new HDM schedule was discussed. Clients appear to be adjusting well. It has been noted there are fewer meal cancellations. Every HDM client is called on Tuesdays and Thursdays (non-meal delivery days) to check on clients. Motion by McCray, supported by Nolan, to receive and file the Director's Report. Ayes (6) six, nay (0) none. Motion Carried.
- B. **NEMCSA** – Mahank noted the July meeting is cancelled. Next meeting is August 1st in Oscoda.
- C. **Area Agency on Aging** – No report at this time. Next meeting is July 28th.
- D. **Building** – Director Snyder noted three board members were present at the structural evaluation of the Shoppenagon Hotel. Wade-Trim performed a structural analysis of the building, and the report stated the repairs needed did not affect the structural integrity of the building. Director noted the main floor of the building is well over 10,000 square feet and Director does not feel the COA can maintain this total size of building. Discussion among

board members regarding concerns. It was noted the seller is not yet committed to selling the property. Motion by McCray, supported by Lange, to remove the hotel from the due diligence process. Discussion among board members about removing site or letting the due diligence process take place and see what happens with the site. No vote took place. Motion by Williams, supported by Lange, to table the motion to remove the hotel from the due diligence process. Ayes (5) five, nay (1) one. Motion carried. Mike Lange and the Director will meet with Mr. Gannon, hotel owner to review lease options.

Director Snyder noted the architect for the build new site can no longer serve as a volunteer architect in this process. Another build new site was discussed. This property is located at the corner of North Down River road and Roberts road. Search will be expanded to find other architects. The revised COA Building Project Timetable was reviewed.

OLD BUSINESS – There is no old business at this time.

NEW BUSINESS

- A. **Executive Director Job Description** - Director reviewed the job description. Director noted auditor’s recommendation is to review the job description annually. Moved by Taylor, supported by Williams, to approve the revised Executive Director Job Description. Ayes (6) six, nay (0) none. Motion carried.
- B. **Assistant Director Contract Renewal** – Director reviewed the contract and wage analysis study done among Region IV Directors and Assistant Directors. Motion by McCray, supported by Nolan, to accept the Director’s recommendation of the Assistant Director’s Contract Renewal. Ayes (6) six, nay (0) none. Motion carried.
- C. **Policy Governance Calendar – Executive Limitations #8-#10** – Limitations were reviewed. Motion by Taylor, supported by Lange, to accept the Executive Limitations #8-#10 showing the Director is in full compliance. Ayes (6) six, nay (0) none. Motion carried.

PUBLIC COMMENT

Public comment offered regarding new board members and senior representation.

ADJOURNMENT

Motion by McCray, supported by Williams, to adjourn. Ayes (6) six, nay (0) none. Motion Carried. Meeting adjourned at 2:03 pm.

Jack Mahank, Chairperson

Chris Davis, Recording Secretary