

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
February 25, 2009 @ Grayling Senior Center

The meeting was called to order at 1:05 p.m. by Chairman Mahank.

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

Board members absent: Linda Munsey and Howard Taylor, both absent with notice.

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

The Pledge of Allegiance was led by Mike Lange. The invocation was offered by Helen Nolan.

AGENDA – Add Item 6A, Approval of the minutes from February 17, 2009 special board meeting. Motion by McCray, supported by Nolan, to approve the agenda as amended. Ayes (5) five, nay (0). Motion carried.

MINUTES

Motion by Nolan, supported by Williams, to approve the minutes of the January 28, 2009 board meeting. Ayes (5) five, nay (0) none. Motion carried.

Motion by Williams, supported by McCray, to approve the minutes of the February 17, 2009 special board meeting. Ayes (5) five, nay (0) none. Motion carried.

FINANCIAL REPORT

At this time the budget shows \$13,130.97 in the black after 4 months (1/31/09). Motion by McCray, supported by Nolan, to receive and file the financial report ending January 31, 2009. Ayes (5) five, nay (0) none. Motion carried.

CORRESPONDENCE - No correspondence has been received.

REPORTS

- A. **Director's Report** - Director's report was discussed. Motion by Lange, supported by Williams, to receive and file the Director's Report. Ayes (5) five, nay (0) none. Motion carried.
- B. **NEMCSA** – Regular meeting was held on February 6, 2009. There is concern regarding funding for the state; however, no specifics at this time.
- C. **Area Agency on Aging** – Ron Gribb reported on proposed 2010 budget reductions (handout). New stimulus project will provide some additional funding for weatherization, and income level eligibility has been raised to 200% of poverty.

D. Building – Director has put together a Building Committee to guide this project. The Building Committee consists of: Mike Lange, Don Williams, Alice Snyder, Paul Compo, and Bruce Patrick. Mr. Patrick has also led the Fish Hatchery Steering Committee. The Building Committee's first meeting was held on February 24, 2009. Proposal from Bradley Butcher and Associates and proposal from LifeSpan Design Studio were reviewed. Jim from Bradley Butcher & Associates spoke regarding the different phases of the proposal. Main challenges are the needed site work and North Down River Road access. The proposal has been interfaced with LifeSpan Design Studios, so as not to have overlapping services. Site Plan review process is key and is first in the service proposal. Once approved, next step will be field measuring of building and sharing information with engineers and LifeSpan. After construction documents are received, there will be a bidding phase and awarding of contracts. Observation and assistance from Bradley Butcher & Associates will be performed throughout the course of the project.

Once the COA Board approves the proposal, the budget in the proposal can be drawn against and checks can be issued to Bradley Butcher & Associates without additional approval from the County Commissioners. COA Board will not be approving individual invoices. Per Jim from Bradley Butcher & Associates, costs will not exceed \$30,000 during the next 45 days. Motion by Williams, supported by Nolan, to accept the Bradley Butcher and Associates proposal dated February 24, 2009, and authorize expenditure of up to \$30,000 for expenses in Phase 1 of the proposal.

Roll call vote taken.

Mike Lange – aye, Jack Mahank – aye, Dean McCray – aye, Helen Nolan – aye, Don Williams – aye. Ayes (5) five, nay (0) none. Motion carried.

It was noted there are three major stopping points for this project: 45 day comment period where signatures could be collected to put the bond issue on the ballot, interest rate for the issuing of the bonds, and cost of the bids. It was also noted that the County would bond up to 1.5 million for this project.

Doug Gallow from LifeSpan Design Studio spoke on speakerphone regarding LifeSpan Design Studio's proposal. Proposal has been provided based on 7,800 square foot. This is a continuation of the programming exercise that had begun in September. LifeSpan Design Studio will be acting as an advocate for the staff and seniors of the senior center and working hand in hand with Bradley Butcher & Associates to ensure the intent of the original design approach is followed through from start to finish. LifeSpan Design Studio is available to start whenever Bradley Butcher & Associates is ready to begin. The plan is to complete the survey within a month. Two weeks will be needed to process the survey results. At that time, Bradley Butcher & Associates will meet with LifeSpan Design Studio. Director confirmed the need for the expertise of LifeSpan Design Studio. Lange confirmed the County Commissioners support the need for LifeSpan Design Studio services. The total sum is not to exceed \$21,000. LifeSpan Design Studio bills monthly. If the project should terminate at any point, LifeSpan Design Studio will only invoice for services provided up to that point of termination. Motion by Nolan, supported by Williams, to accept the LifeSpan Design Studio proposal dated February 23, 2009 and authorize expenditure of up to \$20,800.

Roll call vote taken. Mike Lange – aye, Jack Mahank – aye, Dean McCray – aye, Helen Nolan – aye, Don Williams – aye. Ayes (5) five, nay (0) none. Motion carried.

OLD BUSINESS

A. Policy Governance Calendar – Governance Process Evaluation Survey Results – Results were reviewed. Motion by McCray, supported by Nolan, to receive and file the governance process evaluation results. Ayes (5) five, nay (0) none. Motion carried.

NEW BUSINESS

A. Policy Governance Calendar – Review By-Laws – Motion by McCray, supported by Nolan, stating the By-Laws are in order and should be carried on for another year. Ayes (5) five, nay (0) none. Motion carried.

BOARD MEMBER CONCERNS – Mahank discussed the new building square footage is smaller than originally recommended. Discussion regarding the third floor being utilized for storage. Jim from Bradley Butcher & Associates stated it could be used for storage if the structural analysis indicates it is adequate for that purpose. In addition, if framing needs to be changed to bring up to code, the third floor could be modified for storage. Adding another stop on the elevator is an option, but it does increase cost.

McCray suggested Public Relations work needs to begin as soon as possible. Discussion to stop calling the building the fish hatchery and determine a name, logo, etc. Director will add this item to the agenda for next month.

PUBLIC COMMENT - There was no public comment.

ADJOURNMENT

Motion by Williams, supported by Lange, to adjourn. Ayes (5) five, nay (0) none. Motion carried. Meeting adjourned at 2:55 p.m.

Jack Mahank, Chairperson

Chris Davis, Recording Secretary