

## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
September 23, 2009 @ Grayling Senior Center

The meeting was called to order at 1:15 p.m. by Chairman Mahank. Mahank noted the meeting was started 15 minutes late due to the Business Loop construction.

**Board members in attendance:** Jack Mahank, Dean McCray, Linda Munsey, and Don Williams

**Board members absent:** Howard Taylor, Mike Lange and Helen Nolan

**Also in attendance:** Director Snyder, Melanie Conway, Assistant Director, and 5 guests.

The Pledge of Allegiance was led by Don Williams. Silent Prayer was offered.

## **AGENDA**

Motion by McCray, supported by Munsey to approve the agenda. Ayes (4), nay (0), Motion carried. Mike Lange entered the meeting at 1:17 pm.

## **MINUTES**

Motion by Munsey, supported by Lange, to approve the minutes of the August 12, 2009 special board meeting. Ayes (5), nay (0), Motion carried.

## **FINANCIAL REPORT**

It was noted that the budget is currently in the black and hope to end the fiscal year in the black but will be really close. The Home Delivered meal program continues to need support from the millage. The program is not generating enough revenue for it to support itself. Congregate has supported itself with no millage needed. Motion by Lange supported by Munsey, to receive and file the financial report ending August 31, 2009. Ayes (5), nay (0). Motion carried.

## **CORRESPONDENCE** – none

## **REPORTS**

**A. Director**– Director Snyder reported the Gazette is in the red and needs millage support. We no longer contract the advertising. Pages were reduced a while back from 24 to 16 to help compensate the loss of revenue. The board members were approached by Director Snyder to advocate to local businesses for Gazette advertising. Director Snyder submitted information to the City Recreation Planning committee educating them regarding the population and the recreational needs of seniors within the community. Director Snyder asked that the committee to include and make accommodations for the senior population when developing the recreation plan. Mahank stated he attended the meeting and Director Snyder's comments were received and included. Breakfast counts are down, stated Director Snyder. The menu, quality and quantity of the food for Sunday brunch were discussed. Director Snyder encouraged continuous feedback regarding brunch from seniors and board members immediately following brunch days. The NEMCSA financial assessment was provided. The agency is in compliance with the contractual agreement. No violations are reported. A motion by Lange and supported by Williams to accept the financial assessment, receive and file the Independent Accountants' Report on Applying Agreed-Upon Procedures, dated September 9, 2009. Ayes (5), nay (0).

Motion carried. Bank deposit routine and security was discussed. Motion by Williams supported by McCray to receive and file the director's report. Ayes (5), nay (0). Motion carried.

**B. NEMCSA** –Chairman Mahank reported he provided a list of grant funding by County to Director Snyder. He stated at this time we are getting our appropriate share. According to Mahank, the waiver program currently has a 6 month waiting period.

**C. Area Agency on Aging** –no report

## **OLD BUSINESS**

- A. Future Building Plans** – Director Snyder reported the owners of the Knights of Columbus and May Day Windows have approached her as possible building options for a new senior center. Director Snyder asked the board for direction regarding responding to the two entities. At this time the board stated the County and Director Snyder will continue to get suggestions for senior center property. Currently we are no position to purchase or remodel a building due to lack of adequate funding. No future plans to consider at this time.
- B. Fund Balance Budget Amendment**- The dollar amount provided by the County for the special election expenses was incorrect and an additional \$18.99 must be moved to balance the building renovation fund. Motion by Lange supported by McCray to amend the budget to reflect \$18.99 to balance the building renovation fund for a total of \$33,575.00. Ayes (5), nay (0). Motion carried.

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- E. Approval of FY 09-10 Board Meeting Calendar** – Motion by McCray supported by Lange to approve the calendar for the 09-10 Board Meeting Schedule. Ayes (5), nay (0). Motion carried.

**Board Member Concerns** – It is difficult to hear during the meeting and would like the dining room doors shut during the meeting to deaden the noise. Director Snyder responded the COA doesn't lease the dining room as it is considered GHC tenant common space. The GHC has instructed COA that a door to the dining room must remain open at all times.

**Public Comment** – The white board in the dining room had the meeting written on it to start at 2pm. Director Snyder acknowledged the white board had a mistake. The correct time was on the agenda on the bulletin board and apologized for the error.

#### **ADJOURNMENT**

Motion by Lange, supported by Williams, to adjourn. Ayes (5), nay (0). Motion carried. Meeting adjourned at 2:47 p.m.

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Jack Mahank, Chairperson

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**Board Member Concerns** – It is difficult to hear during the meeting and would like the dining room doors shut during the meeting to deaden the noise. Director Snyder responded the COA doesn't lease the dining room as it is considered GHC tenant common space. The GHC has instructed COA that a door to the dining room must remain open at all times.

**Public Comment** – The white board in the dining room had the meeting written on it to start at 2pm. Director Snyder acknowledged the white board had a mistake. The correct time was on the agenda on the bulletin board and apologized for the error.

#### **ADJOURNMENT**

Motion by Lange, supported by Williams, to adjourn. Ayes (5), nay (0). Motion carried. Meeting adjourned at 2:47 p.m.

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Jack Mahank, Chairperson

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Melanie Conway, Recording Secretary

## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
September 23, 2009 @ Grayling Senior Center

The meeting was called to order at 1:15 p.m. by Chairman Mahank. Mahank noted the meeting was started 15 minutes late due to the Business Loop construction.

**Board members in attendance:** Jack Mahank, Dean McCray, Linda Munsey, and Don Williams

**Board members absent:** Howard Taylor, Mike Lange and Helen Nolan

**Also in attendance:** Director Snyder, Melanie Conway, Assistant Director, and 5 guests.

The Pledge of Allegiance was led by Don Williams. Silent Prayer was offered.

## **AGENDA**

Motion by McCray, supported by Munsey to approve the agenda. Ayes (4), nay (0), Motion carried. Mike Lange entered the meeting at 1:17 pm.

## **MINUTES**

Motion by Munsey, supported by Lange, to approve the minutes of the August 12, 2009 special board meeting. Ayes (5), nay (0), Motion carried.

## **FINANCIAL REPORT**

It was noted that the budget is currently in the black and hope to end the fiscal year in the black but will be really close. The Home Delivered meal program continues to need support from the millage. The program is not generating enough revenue for it to support itself. Congregate has supported itself with no millage needed. Motion by Lange supported by Munsey, to receive and file the financial report ending August 31, 2009. Ayes (5), nay (0). Motion carried.

## **CORRESPONDENCE** – none

## **REPORTS**

**A. Director**– Director Snyder reported the Gazette is in the red and needs millage support. We no longer contract the advertising. Pages were reduced a while back from 24 to 16 to help compensate the loss of revenue. The board members were approached by Director Snyder to advocate to local businesses for Gazette advertising. Director Snyder submitted information to the City Recreation Planning committee educating them regarding the population and the recreational needs of seniors within the community. Director Snyder asked that the committee to include and make accommodations for the senior population when developing the recreation plan. Mahank stated he attended the meeting and Director Snyder's comments were received and included. Breakfast counts are down, stated Director Snyder. The menu, quality and quantity of the food for Sunday brunch were discussed. Director Snyder encouraged continuous feedback regarding brunch from seniors and board members immediately following brunch days. The NEMCSA financial assessment was provided. The agency is in compliance with the contractual agreement. No violations are reported. A motion by Lange and supported by Williams to accept the financial assessment, receive and file the Independent Accountants' Report on Applying Agreed-Upon Procedures, dated September 9, 2009. Ayes (5), nay (0).

Motion carried. Bank deposit routine and security was discussed. Motion by Williams supported by McCray to receive and file the director's report. Ayes (5), nay (0). Motion carried.

**B. NEMCSA** –Chairman Mahank reported he provided a list of grant funding by County to Director Snyder. He stated at this time we are getting our appropriate share. According to Mahank, the waiver program currently has a 6 month waiting period.

**C. Area Agency on Aging** –no report

## **OLD BUSINESS**

- A. Future Building Plans** – Director Snyder reported the owners of the Knights of Columbus and May Day Windows have approached her as possible building options for a new senior center. Director Snyder asked the board for direction regarding responding to the two entities. At this time the board stated the County and Director Snyder will continue to get suggestions for senior center property. Currently we are no position to purchase or remodel a building due to lack of adequate funding. No future plans to consider at this time.
- B. Fund Balance Budget Amendment**- The dollar amount provided by the County for the special election expenses was incorrect and an additional \$18.99 must be moved to balance the building renovation fund. Motion by Lange supported by McCray to amend the budget to reflect \$18.99 to balance the building renovation fund for a total of \$33,575.00. Ayes (5), nay (0). Motion carried.

## **NEW BUSINESS**

- A. FY 08-09 Budget Projections** – The budget is very close this year. Grants were cut in the amount of \$5000 and another \$4100 was used toward the new building options. These expenditures were not included in the 08-09 budget, reported Director Snyder. This year we were awarded excess congregate money that can only be used for the congregate program. Director Snyder stated some small items that were needed have been ordered and we will also be getting new tables for the dining room. At our current location we have a storage problem; we have new tables coming and limited storage for the old tables. Director Snyder reported for the past year she has been accumulating items that could have been used when we had a new center. Items such as lobby furniture, space dividers, etc. have been donated and to help save money we have stored them for the new center. Director Snyder asked the board for direction about storing, selling or donating these items. Board agreed that items could be donated to another service organization, sold or disposed of.
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Director Snyder identified her contract is inconsistent with the County policy under vacation leave. Where it states 10 days, it should be changed to 5 which continues to be the same

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#### **ADJOURNMENT**

Motion by Lange, supported by Williams, to adjourn. Ayes (5), nay (0). Motion carried. Meeting adjourned at 2:47 p.m.

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## **MINUTES**

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**Board members in attendance:** Jack Mahank, Dean McCray, Linda Munsey, and Don Williams

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**Also in attendance:** Director Snyder, Melanie Conway, Assistant Director, and 5 guests.

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Motion by Munsey, supported by Lange, to approve the minutes of the August 12, 2009 special board meeting. Ayes (5), nay (0), Motion carried.

## **FINANCIAL REPORT**

It was noted that the budget is currently in the black and hope to end the fiscal year in the black but will be really close. The Home Delivered meal program continues to need support from the millage. The program is not generating enough revenue for it to support itself. Congregate has supported itself with no millage needed. Motion by Lange supported by Munsey, to receive and file the financial report ending August 31, 2009. Ayes (5), nay (0). Motion carried.

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**A. Director**– Director Snyder reported the Gazette is in the red and needs millage support. We no longer contract the advertising. Pages were reduced a while back from 24 to 16 to help compensate the loss of revenue. The board members were approached by Director Snyder to advocate to local businesses for Gazette advertising. Director Snyder submitted information to the City Recreation Planning committee educating them regarding the population and the recreational needs of seniors within the community. Director Snyder asked that the committee to include and make accommodations for the senior population when developing the recreation plan. Mahank stated he attended the meeting and Director Snyder's comments were received and included. Breakfast counts are down, stated Director Snyder. The menu, quality and quantity of the food for Sunday brunch were discussed. Director Snyder encouraged continuous feedback regarding brunch from seniors and board members immediately following brunch days. The NEMCSA financial assessment was provided. The agency is in compliance with the contractual agreement. No violations are reported. A motion by Lange and supported by Williams to accept the financial assessment, receive and file the Independent Accountants' Report on Applying Agreed-Upon Procedures, dated September 9, 2009. Ayes (5), nay (0).



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## **OLD BUSINESS**

- A. Future Building Plans** – Director Snyder reported the owners of the Knights of Columbus and May Day Windows have approached her as possible building options for a new senior center. Director Snyder asked the board for direction regarding responding to the two entities. At this time the board stated the County and Director Snyder will continue to get suggestions for senior center property. Currently we are no position to purchase or remodel a building due to lack of adequate funding. No future plans to consider at this time.
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#### **ADJOURNMENT**

Motion by Lange, supported by Williams, to adjourn. Ayes (5), nay (0). Motion carried. Meeting adjourned at 2:47 p.m.

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Jack Mahank, Chairperson

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Melanie Conway, Recording Secretary



## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
September 23, 2009 @ Grayling Senior Center

The meeting was called to order at 1:15 p.m. by Chairman Mahank. Mahank noted the meeting was started 15 minutes late due to the Business Loop construction.

**Board members in attendance:** Jack Mahank, Dean McCray, Linda Munsey, and Don Williams

**Board members absent:** Howard Taylor, Mike Lange and Helen Nolan

**Also in attendance:** Director Snyder, Melanie Conway, Assistant Director, and 5 guests.

The Pledge of Allegiance was led by Don Williams. Silent Prayer was offered.

## **AGENDA**

Motion by McCray, supported by Munsey to approve the agenda. Ayes (4), nay (0), Motion carried. Mike Lange entered the meeting at 1:17 pm.

## **MINUTES**

Motion by Munsey, supported by Lange, to approve the minutes of the August 12, 2009 special board meeting. Ayes (5), nay (0), Motion carried.

## **FINANCIAL REPORT**

It was noted that the budget is currently in the black and hope to end the fiscal year in the black but will be really close. The Home Delivered meal program continues to need support from the millage. The program is not generating enough revenue for it to support itself. Congregate has supported itself with no millage needed. Motion by Lange supported by Munsey, to receive and file the financial report ending August 31, 2009. Ayes (5), nay (0). Motion carried.

## **CORRESPONDENCE** – none

## **REPORTS**

**A. Director**– Director Snyder reported the Gazette is in the red and needs millage support. We no longer contract the advertising. Pages were reduced a while back from 24 to 16 to help compensate the loss of revenue. The board members were approached by Director Snyder to advocate to local businesses for Gazette advertising. Director Snyder submitted information to the City Recreation Planning committee educating them regarding the population and the recreational needs of seniors within the community. Director Snyder asked that the committee to include and make accommodations for the senior population when developing the recreation plan. Mahank stated he attended the meeting and Director Snyder's comments were received and included. Breakfast counts are down, stated Director Snyder. The menu, quality and quantity of the food for Sunday brunch were discussed. Director Snyder encouraged continuous feedback regarding brunch from seniors and board members immediately following brunch days. The NEMCSA financial assessment was provided. The agency is in compliance with the contractual agreement. No violations are reported. A motion by Lange and supported by Williams to accept the financial assessment, receive and file the Independent Accountants' Report on Applying Agreed-Upon Procedures, dated September 9, 2009. Ayes (5), nay (0).

Motion carried. Bank deposit routine and security was discussed. Motion by Williams supported by McCray to receive and file the director's report. Ayes (5), nay (0). Motion carried.

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**C. Area Agency on Aging** –no report

## **OLD BUSINESS**

- A. Future Building Plans** – Director Snyder reported the owners of the Knights of Columbus and May Day Windows have approached her as possible building options for a new senior center. Director Snyder asked the board for direction regarding responding to the two entities. At this time the board stated the County and Director Snyder will continue to get suggestions for senior center property. Currently we are no position to purchase or remodel a building due to lack of adequate funding. No future plans to consider at this time.
- B. Fund Balance Budget Amendment**- The dollar amount provided by the County for the special election expenses was incorrect and an additional \$18.99 must be moved to balance the building renovation fund. Motion by Lange supported by McCray to amend the budget to reflect \$18.99 to balance the building renovation fund for a total of \$33,575.00. Ayes (5), nay (0). Motion carried.

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- A. FY 08-09 Budget Projections** – The budget is very close this year. Grants were cut in the amount of \$5000 and another \$4100 was used toward the new building options. These expenditures were not included in the 08-09 budget, reported Director Snyder. This year we were awarded excess congregate money that can only be used for the congregate program. Director Snyder stated some small items that were needed have been ordered and we will also be getting new tables for the dining room. At our current location we have a storage problem; we have new tables coming and limited storage for the old tables. Director Snyder reported for the past year she has been accumulating items that could have been used when we had a new center. Items such as lobby furniture, space dividers, etc. have been donated and to help save money we have stored them for the new center. Director Snyder asked the board for direction about storing, selling or donating these items. Board agreed that items could be donated to another service organization, sold or disposed of.
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#### **ADJOURNMENT**

Motion by Lange, supported by Williams, to adjourn. Ayes (5), nay (0). Motion carried. Meeting adjourned at 2:47 p.m.

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Jack Mahank, Chairperson

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