

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
May 26, 2010 @ Grayling Senior Center

The meeting was called to order at 1:02 p.m. by Chairman, Jack Mahank.

Board members in attendance: Kathy Rogers, Howard Taylor, Linda Munsey, Jack Mahank, Don Williams, Helen Nolan, and Dean McCray

Board members absent: None

Also in attendance: Director Snyder, Melanie Conway, Melissa Timmreck and guests.

The Pledge of Allegiance was led by Kathy Rogers. The invocation was offered by Helen Nolan.

AGENDA – Motion by Munsey, supported by Nolan, to approve the agenda. Ayes (7) seven, nay (0). Motion carried.

MINUTES

Motion by Taylor, supported by McCray, to approve the minutes of the April 28, 2010 board meeting. Ayes (7) seven, nay (0) none. Motion carried.

FINANCIAL REPORT – April 30, 2010

The budget is in the black \$5,680.72. Last year the budget was in the black \$20,000 + at this time. Director Snyder stated the gap will narrow as the Gazette revenue continues to come in. Also fundraisers are down this year thus far. Expenses in comparison to last year, last month was within a \$1000. Fundraisers are down this year. Motion by McCray, supported by Williams, to receive and file the financial report ending April 30, 2010. Ayes (7) seven, nay (0) none. Motion carried.

CORRESPONDENCE - No correspondence has been received.

REPORTS

A. Director's Report

Director Snyder announced Kitchen Assistant, Charlie DeMoines has resigned his position. He has found full time employment elsewhere. At this time staff is unaware of the resignation as it just occurred today and Snyder asked board members to keep this to themselves until she meets with staff to inform them. Snyder stated she will recruit for his position. Snyder reported staff will receive training pertaining to HIPAA on July 8th. Director Snyder and Melanie have already attended the training and changes are being made daily to correct some situations to become more HIPAA compliant. HIPAA has been addressed with the home delivered meal drivers this past month. Director Snyder thanked Dean McCray for taking on the hotdog sale again this year at the Dollar General Memorial Day weekend Friday and Saturday. Don Williams has secured the Hometown Furniture Store for the Rummage Sale in August. The Christian Help Center is selling Wendy's coupons for a \$1.00 if anyone interested talk with Director Snyder. Snyder asked for feedback regarding the grandparent's issue noted in the Director's Report. Examined the size of the small group and the resources available in the area for the group. At this time Snyder recommends due to low attendance and the lack of volunteer

facilitators to discontinue the Kinship program. Motion by Williams, supported by Nolan, to receive and file the Director's Report. Ayes (7) seven, nay (0) none. Motion carried.

B. NEMCSA – none

C. Area Agency on Aging –Gary Rapelje submitted a report regarding the May 24th AAA board meeting.

D. Gazette Advertising –The revised annual review was presented to the board for review. Discussion regarding the pamphlet. The pamphlet is lacking the non-profit rate. Director Snyder will add a special rate for non-profit and print about 100 for board members. Board members were encouraged to watch for the ads that expire and solicit those businesses. This month 3 new ads have been sold. Proofed the list of potential and current advertisers, made corrections and discussed removal of names from the list.

OLD BUSINESS

A. MMAP Program Update

Director Snyder worked with Susan from the AAA and sent out an email to a group that may be interested in a part-time position and then interviewed the 2 that were interested. The position will pay \$9.00 and hour at 10 hours per week with regularly scheduled hours. Position will start June 7th and we will reevaluate this temporary position in September. Revision of the duties to include recruitment of volunteers is needed. This position will be paid from the fund balance as agreed upon by board members.

B. By Laws

The updated version of the bylaws were emailed to board members 5 days prior per by-law rules with the change being page 4, Article VI, Section 4, Quorum. Motion by Williams supported by Nolan to accept the revision of the bylaws. Ayes (7) six, nay (0) none, motion carried.

NEW BUSINESS

A. Region 9 COA Board Sharing Session - Move to next months meeting.

B. NEMCSA Customer Satisfaction Survey Results FY 08-09.

Motion by McCray and supported by Nolan to receive and file the NEMCSA Customer Satisfaction Survey Results FY 08-09. Ayes (7) seven, nay (0) none. Motion carried.

C. Employee Health Insurance

Director Snyder provided a spread sheet with health insurance options. She described the options of a PPO, HMO and POS. She also presented information regarding HSA and HRA. The board acknowledged the importance of this benefit that is provided to the employees. The board asked for additional information from the insurance agents that provided quotes. The board asked Director Snyder to invite Franklin, Cornell and the representative from the County to address the Board regarding the options available for an answer and question session. Explored the number of employees that participate in the health insurance program. Director Snyder stated the goal is to provide comparable coverage to the employee, but also have savings to the agency. Due to the decrease of income that is projected by grants and millage our expenses must be reduced.

D. Policy Governance Calendar-Evaluation of Ends Move to next months agenda.

E. Policy Governance Calendar- Evaluation of Board/Staff Relationship Results

The board reviewed the evaluation results. Motion by Taylor and supported by Munsey the board reviewed the evaluation of the board/staff relationship and was found in compliance. Ayes (7) seven, nay (0) none. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS None

PUBLIC COMMENT None

ADJOURNMENT

Motion by Taylor, supported by Williams, to adjourn. Ayes (7) seven, nay (0) none. Motion carried. Meeting adjourned at 3:49 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary