

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
September 22, 2010 @ Grayling Senior Center

The meeting was called to order at 1:08 p.m. by Chairman, Jack Mahank.

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

Board members absent: Kathy Rogers

Also in attendance: Director Snyder, Melanie Conway

The Pledge of Allegiance was led by Howard Taylor. The invocation was offered by Helen Nolan.

AGENDA – Motion by McCray, supported by Nolan, to approve the agenda. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Nolan, supported by McCray, to approve the minutes for the September 1, 2010 special board meeting. Ayes (6) six, nay (0). Motion carried.

FINANCIAL REPORT – August 31, 2010

The budget shows net revenue over expenses \$13,629.48. Director's report last month indicated where we would be this month with a projected at \$38,000. We ended at \$37,797. Director Snyder still projecting a possible ending in the red, but less than \$10,000. Payroll, MMAP, gazette revenue, year end bills and congregate money will have to be adjusted before the final calculation. Motion by Munsey, supported by Taylor, to receive and file the financial report ending September 31, 2010. Ayes (6) six, nay (0). Motion carried.

CORRESPONDENCE - none

REPORTS

A. Director's Report

According to Director Snyder union negotiations are still in process. Many proposals back and forth between the two parties. Director Snyder reported she had the union contract reviewed by our attorney this year. The attorney advised some language changes that did not change the content of the contract. Also advised making legal changes to the family medical leave act to be in compliance. The union added the 3 letters of agreement agreed upon in the past to the negotiations which were longevity, snow days and promotion probationary period. Health insurance has been an issue with the union. Snyder reported she notified the union on June 28th and then again on Sept. 1st in writing of the health insurance change. The union wants to negotiate health insurance but hasn't produced any proposal as of yet. Snyder stated she encouraged the union to negotiate the health insurance after the contract is signed and informed the union she would be willing to explore the options at any later date. Director Snyder has informed the union that to provide the 1.4% increase and the 2 cent increase in mileage is all we can do financially. It is important to move forward with the new health insurance so we can reduce our costs to be able to provide the aforementioned increases. All the information has been

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B. NEMCSA/AAA Mahank reported he received a copy of the needs assessment of Northeast Michigan. He reported Director Snyder has copy and Storm Miller, GHC has been provided a copy. He will pass this information on to other agencies within the community.

C. Area Agency on Aging Advisory Council No meeting.

D. Gazette Advertising We need to work on renewing the ads that expire at the end of the fiscal year. This year we ended \$500 in the red. The list needs to be expanded to show who we need to approach for renewal. Director Snyder reported she did some research regarding news print for the Gazette. The Avalanche can do the gazette in black ink newspaper print for about \$400 a month (currently paying \$750). There is an insert (dinky) for the Avalanche, one sheet, for a cost of \$410 per week that is also available which would increase our distribution. Director Snyder reported she is looking into the school for printing and publishing. Postage for the mailing of the newspaper print may be cheaper and reduce costs as well. Suggestion of selling advertisement to support the dinky and do articles about the businesses.

OLD BUSINESS None

NEW BUSINESS

A. Budget Amendments FY 09-10 – Adjustment for additional Respite monies \$2040 and \$227 for the match for a total budget amendment of \$2267. Motion by Taylor supported by Nolan to accept the two budget amendments, one in the amount of \$2040 and \$227 for a total of 2267. Ayes (6) six, Nays (0). Motion carried.

B. NEMCSA/AAA Fiscal Assessment – Second year in a row with no findings and showing we are in full compliance. Director Snyder reported she will do a physical inventory before the end of the fiscal year. Motion by Williams supported by Nolan to receive and file the fiscal assessment report. Ayes (6) six, Nays (0). Motion carried.

C. FY 10-11 Annual Board meeting Schedule Motion by Munsey supported by McCray to accept the board meeting schedule for 2010-2011. Ayes (6) Nays (0). Motion carried.

D. Policy Governance Calendar-Perpetual Board Calendar Motion by Nolan supported by Munsey to approve the calendar. Ayes (6) six, nay (0). Motion carried.

BOARD MEMBER COMMENTS/CONCERNS Suggestion to reduce the number of board members to 5 to help save money. Director Snyder noted that not all board members accept the payment for setting on the board so reducing the number would not be a savings.

PUBLIC COMMENT None.

ADJOURNMENT

Motion by Williams, supported by Nolan to adjourn. Ayes (6) six, nay (0). Motion carried. Meeting adjourned at 2:19 pm.

Jack Mahank, Chairperson

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D. Policy Governance Calendar-Perpetual Board Calendar Motion by Nolan supported by Munsey to approve the calendar. Ayes (6) six, nay (0). Motion carried.

BOARD MEMBER COMMENTS/CONCERNS Suggestion to reduce the number of board members to 5 to help save money. Director Snyder noted that not all board members accept the payment for setting on the board so reducing the number would not be a savings.

PUBLIC COMMENT None.

ADJOURNMENT

Motion by Williams, supported by Nolan to adjourn. Ayes (6) six, nay (0). Motion carried. Meeting adjourned at 2:19 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
September 22, 2010 @ Grayling Senior Center

The meeting was called to order at 1:08 p.m. by Chairman, Jack Mahank.

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

Board members absent: Kathy Rogers

Also in attendance: Director Snyder, Melanie Conway

The Pledge of Allegiance was led by Howard Taylor. The invocation was offered by Helen Nolan.

AGENDA – Motion by McCray, supported by Nolan, to approve the agenda. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Nolan, supported by McCray, to approve the minutes for the September 1, 2010 special board meeting. Ayes (6) six, nay (0). Motion carried.

FINANCIAL REPORT – August 31, 2010

The budget shows net revenue over expenses \$13,629.48. Director's report last month indicated where we would be this month with a projected at \$38,000. We ended at \$37,797. Director Snyder still projecting a possible ending in the red, but less than \$10,000. Payroll, MMAP, gazette revenue, year end bills and congregate money will have to be adjusted before the final calculation. Motion by Munsey, supported by Taylor, to receive and file the financial report ending September 31, 2010. Ayes (6) six, nay (0). Motion carried.

CORRESPONDENCE - none

REPORTS

A. Director's Report

According to Director Snyder union negotiations are still in process. Many proposals back and forth between the two parties. Director Snyder reported she had the union contract reviewed by our attorney this year. The attorney advised some language changes that did not change the content of the contract. Also advised making legal changes to the family medical leave act to be in compliance. The union added the 3 letters of agreement agreed upon in the past to the negotiations which were longevity, snow days and promotion probationary period. Health insurance has been an issue with the union. Snyder reported she notified the union on June 28th and then again on Sept. 1st in writing of the health insurance change. The union wants to negotiate health insurance but hasn't produced any proposal as of yet. Snyder stated she encouraged the union to negotiate the health insurance after the contract is signed and informed the union she would be willing to explore the options at any later date. Director Snyder has informed the union that to provide the 1.4% increase and the 2 cent increase in mileage is all we can do financially. It is important to move forward with the new health insurance so we can reduce our costs to be able to provide the aforementioned increases. All the information has been

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B. NEMCSA/AAA Mahank reported he received a copy of the needs assessment of Northeast Michigan. He reported Director Snyder has copy and Storm Miller, GHC has been provided a copy. He will pass this information on to other agencies within the community.

C. Area Agency on Aging Advisory Council No meeting.

D. Gazette Advertising We need to work on renewing the ads that expire at the end of the fiscal year. This year we ended \$500 in the red. The list needs to be expanded to show who we need to approach for renewal. Director Snyder reported she did some research regarding news print for the Gazette. The Avalanche can do the gazette in black ink newspaper print for about \$400 a month (currently paying \$750). There is an insert (dinky) for the Avalanche, one sheet, for a cost of \$410 per week that is also available which would increase our distribution. Director Snyder reported she is looking into the school for printing and publishing. Postage for the mailing of the newspaper print may be cheaper and reduce costs as well. Suggestion of selling advertisement to support the dinky and do articles about the businesses.

OLD BUSINESS None

NEW BUSINESS

A. Budget Amendments FY 09-10 – Adjustment for additional Respite monies \$2040 and \$227 for the match for a total budget amendment of \$2267. Motion by Taylor supported by Nolan to accept the two budget amendments, one in the amount of \$2040 and \$227 for a total of 2267. Ayes (6) six, Nays (0). Motion carried.

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BOARD MEMBER COMMENTS/CONCERNS Suggestion to reduce the number of board members to 5 to help save money. Director Snyder noted that not all board members accept the payment for setting on the board so reducing the number would not be a savings.

PUBLIC COMMENT None.

ADJOURNMENT

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Board members absent: Kathy Rogers

Also in attendance: Director Snyder, Melanie Conway

The Pledge of Allegiance was led by Howard Taylor. The invocation was offered by Helen Nolan.

AGENDA – Motion by McCray, supported by Nolan, to approve the agenda. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Nolan, supported by McCray, to approve the minutes for the September 1, 2010 special board meeting. Ayes (6) six, nay (0). Motion carried.

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CORRESPONDENCE - none

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OLD BUSINESS None

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A. Budget Amendments FY 09-10 – Adjustment for additional Respite monies \$2040 and \$227 for the match for a total budget amendment of \$2267. Motion by Taylor supported by Nolan to accept the two budget amendments, one in the amount of \$2040 and \$227 for a total of 2267. Ayes (6) six, Nays (0). Motion carried.

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BOARD MEMBER COMMENTS/CONCERNS Suggestion to reduce the number of board members to 5 to help save money. Director Snyder noted that not all board members accept the payment for setting on the board so reducing the number would not be a savings.

PUBLIC COMMENT None.

ADJOURNMENT

Motion by Williams, supported by Nolan to adjourn. Ayes (6) six, nay (0). Motion carried. Meeting adjourned at 2:19 pm.

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MINUTES

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Board members absent: Kathy Rogers

Also in attendance: Director Snyder, Melanie Conway

The Pledge of Allegiance was led by Howard Taylor. The invocation was offered by Helen Nolan.

AGENDA – Motion by McCray, supported by Nolan, to approve the agenda. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Nolan, supported by McCray, to approve the minutes for the September 1, 2010 special board meeting. Ayes (6) six, nay (0). Motion carried.

FINANCIAL REPORT – August 31, 2010

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CORRESPONDENCE - none

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OLD BUSINESS None

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MINUTES

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D. Gazette Advertising We need to work on renewing the ads that expire at the end of the fiscal year. This year we ended \$500 in the red. The list needs to be expanded to show who we need to approach for renewal. Director Snyder reported she did some research regarding news print for the Gazette. The Avalanche can do the gazette in black ink newspaper print for about \$400 a month (currently paying \$750). There is an insert (dinky) for the Avalanche, one sheet, for a cost of \$410 per week that is also available which would increase our distribution. Director Snyder reported she is looking into the school for printing and publishing. Postage for the mailing of the newspaper print may be cheaper and reduce costs as well. Suggestion of selling advertisement to support the dinky and do articles about the businesses.

OLD BUSINESS None

NEW BUSINESS

A. Budget Amendments FY 09-10 – Adjustment for additional Respite monies \$2040 and \$227 for the match for a total budget amendment of \$2267. Motion by Taylor supported by Nolan to accept the two budget amendments, one in the amount of \$2040 and \$227 for a total of 2267. Ayes (6) six, Nays (0). Motion carried.

B. NEMCSA/AAA Fiscal Assessment – Second year in a row with no findings and showing we are in full compliance. Director Snyder reported she will do a physical inventory before the end of the fiscal year. Motion by Williams supported by Nolan to receive and file the fiscal assessment report. Ayes (6) six, Nays (0). Motion carried.

C. FY 10-11 Annual Board meeting Schedule Motion by Munsey supported by McCray to accept the board meeting schedule for 2010-2011. Ayes (6) Nays (0). Motion carried.

D. Policy Governance Calendar-Perpetual Board Calendar Motion by Nolan supported by Munsey to approve the calendar. Ayes (6) six, nay (0). Motion carried.

BOARD MEMBER COMMENTS/CONCERNS Suggestion to reduce the number of board members to 5 to help save money. Director Snyder noted that not all board members accept the payment for setting on the board so reducing the number would not be a savings.

PUBLIC COMMENT None.

ADJOURNMENT

Motion by Williams, supported by Nolan to adjourn. Ayes (6) six, nay (0). Motion carried. Meeting adjourned at 2:19 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
September 22, 2010 @ Grayling Senior Center

The meeting was called to order at 1:08 p.m. by Chairman, Jack Mahank.

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

Board members absent: Kathy Rogers

Also in attendance: Director Snyder, Melanie Conway

The Pledge of Allegiance was led by Howard Taylor. The invocation was offered by Helen Nolan.

AGENDA – Motion by McCray, supported by Nolan, to approve the agenda. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Nolan, supported by McCray, to approve the minutes for the September 1, 2010 special board meeting. Ayes (6) six, nay (0). Motion carried.

FINANCIAL REPORT – August 31, 2010

The budget shows net revenue over expenses \$13,629.48. Director's report last month indicated where we would be this month with a projected at \$38,000. We ended at \$37,797. Director Snyder still projecting a possible ending in the red, but less than \$10,000. Payroll, MMAP, gazette revenue, year end bills and congregate money will have to be adjusted before the final calculation. Motion by Munsey, supported by Taylor, to receive and file the financial report ending September 31, 2010. Ayes (6) six, nay (0). Motion carried.

CORRESPONDENCE - none

REPORTS

A. Director's Report

According to Director Snyder union negotiations are still in process. Many proposals back and forth between the two parties. Director Snyder reported she had the union contract reviewed by our attorney this year. The attorney advised some language changes that did not change the content of the contract. Also advised making legal changes to the family medical leave act to be in compliance. The union added the 3 letters of agreement agreed upon in the past to the negotiations which were longevity, snow days and promotion probationary period. Health insurance has been an issue with the union. Snyder reported she notified the union on June 28th and then again on Sept. 1st in writing of the health insurance change. The union wants to negotiate health insurance but hasn't produced any proposal as of yet. Snyder stated she encouraged the union to negotiate the health insurance after the contract is signed and informed the union she would be willing to explore the options at any later date. Director Snyder has informed the union that to provide the 1.4% increase and the 2 cent increase in mileage is all we can do financially. It is important to move forward with the new health insurance so we can reduce our costs to be able to provide the aforementioned increases. All the information has been

provided to the union and the two COA employees during negotiations. About 24 hours of negotiations have taken place and another meeting has been scheduled for Sept. 30th. The union contract expires the end of September 2010. An extension and having the contract retroactive will probably be discussed. The board discussed contracting services to be able to serve the seniors at a more cost effective rate. Food service and the Gazette are examples of services that may save money if contracted. A motion by Williams and supported by Munsey to authorize the director to pursue outsourcing if the Director has no other options other than cutting services. Discussion regarding the procedure after the union contract expires. Director Snyder reported she will contact our attorney to inquire about form of action needed. Ayes (6) six, nay (0). Motion carried.

Computer classes have been offered in the past by Kirtland Community college at the COA. Due to space issues, we are unable to offer classes this fall. Director Snyder and Clay Horton from Kirtland have been communicating days and times that are available for both parties' schedules and were unable to schedule classes this fall. They agreed to work on a schedule for classes during the winter. Don Williams volunteered to help Horton during computer classes if needed.

Director Snyder informed the Board she has looked at having the documents older than the required 7 years shredded by a company out of Gaylord. She reported Otsego COA uses this company for their shredding. The cost would be between \$500-800 and this disposal would put us in compliance with privacy laws. The question was asked by the board if they were bonded. Snyder will check to see if they are bonded. Snyder reported she hasn't had a response from Kelly Robinette, AAA regarding discontinuing brunch at this time. Brunch will be scheduled the month of October. The GHC board has approved the lease but still waiting on HUD approval. Motion By McCray and supported by Nolan to receive and file the Directors report. Ayes (6) six, nays (0).

B. NEMCSA/AAA Mahank reported he received a copy of the needs assessment of Northeast Michigan. He reported Director Snyder has copy and Storm Miller, GHC has been provided a copy. He will pass this information on to other agencies within the community.

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Jack Mahank, Chairperson

Melanie Conway, Recording Secretary