

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
February 22, 2012 @ Grayling City Hall

The meeting was called to order at 1:04 p.m. by Chairman Mahank.

Board Members in Attendance: Linda Munsey, Jack Mahank, Dean McCray, Don Williams, and Carol Lovely.

Board Members Absent: Howard Taylor absent with notice. Lynne Ruden joined the meeting after the approval of agenda.

Also in Attendance: Melanie Conway, Chris Davis, and Yvette Smigelski.

The Pledge of Allegiance was led by Linda Munsey. A prayer was said by Carol Lovely.

AGENDA –Motion by McCray supported by Williams, to approve the agenda. Ayes (5) five, nays (0) zero. Motion Carried.

Lynn Ruden joined the meeting.

MINUTES – Motion by Williams supported by Ruden to approve the minutes for January 25, 2012 Board meeting. Ayes (6) six, nays (0) zero. Motion carried.

FINANCIAL REPORT ENDING January 31, 2012

The budget is currently in the black \$43,125.42. Motion by McCray supported by Ruden to receive and file the financial report ending January 31, 2012. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE: Chairman Mahank noted there are 3 correspondence items.
Item 1: Chairman Mahank received letter from NEMCSA dated 1-26-12 regarding his re-appointment to Executive Board and Program Planning & Evaluation Committee for NEMCSA. Motion by McCray, supported by Lovely to receive and file the NEMCSA letter of 1-26-12. Ayes (6) six, nays (0) zero. Motion carried.
Item 2: Board members received copy of letter from Loretta Hassan dated 1-31-12 regarding lack of space and facilities at current senior center location. Discussion with board members regarding a response letter to L. Hassan. Board asked Director to write a response letter under Mahank's name and signature indicating letter was read outloud to COA Board and thanking L. Hassan for her concern. Munsey noted County Commissions are aware of the space issue. Munsey agreed to take letter to County Commissioners. Motion by Williams supported by Lovely to receive and file the L. Hassan letter dated 1-31-12; forward to County Commissioners via Munsey; and write letter to Ms. Hassan expressing appreciation for her comments. Ayes (6), nays (0) zero. Motion carried.
Item 3: Chairman Mahank received letter from AAA dated 2-6-12 regarding the COA's general assessment and I H S assessment. M. Conway noted Director Snyder will include her response to the assessment on next month's agenda. Motion by Lovely supported by Ruden to receive and file the 2-6-12 communication from AAA. Ayes (6) six, nays (0) zero. Motion carried.

REPORTS

- A. **Director's Report:** Chairman Mahank reviewed the Director's Report and Service Report. Lovely and Ruden requested event brochures be emailed to them. Motion by McCray and supported by Lovely to receive and file the Directors report. Ayes (6) six, nays (0) zero. Motion carried.
- B. **NEMCSA/AAA:** Chairman Mahank reported NEMCSA met on 2-13-12; however, there was no business that directly affects the COA. It was noted there has been a new board member from Crawford County, Laura Matthews, appointed to NEMCSA Board representing the Head Start program.
- C. **Area Agency on Aging Advisory Council:** There was no meeting.
- D. **Gazette Advertising:** Chairman Mahank reviewed the Gazette Advertising Report. Chairman Mahank asked Director Snyder to follow up on the Hospice of Michigan advertisement that expires 3-2012. It was also noted the following advertisements are expiring: Craf Center, Grayling Car Care and Spikes. McCray noted Dollar Castle cannot afford an advertisement and should be removed from list. Board members agreed to update the board representatives for gazette advertising information as follows: AAA Michigan, Cornell Insurance, Hilltop Manor, Lange Vending & Olson/Hinkle – Mahank; Sabin and H & R – Munsey. Ruden noted there have been no callbacks from Country Village. Lovely noted Mercy Rehab may be willing to advertise. Contact should be directed to Jerry Cannon. Williams noted the jewelry maker behind Goodale's Bakery should be contacted regarding advertising. Ruden suggested COA staff meet with Chamber of Commerce regarding new businesses. Ruden will talk to Marianne Ferrigan regarding an advertisement with Land Company.

OLD BUSINESS – None.

Recess. Meeting resumed at 2:05 p.m.

NEW BUSINESS

- A. **County Commissioner Survey:** Chairman Mahank thanked those members who attended the County Commissioners Meeting on 1-26-12. Chairman Mahank reviewed assessment results. Discussion regarding the responses. Lovely suggested Snyder respond back to the County Commissioners. Chairman Mahank asked if COA Board would be willing to meet with the County Commissioners Board to review the responses. Motion by Lovely supported by Williams to receive and file the 1-26-12 County Commissioner Assessment Survey results with a follow-up response and Board to Board meeting addressing the survey responses. Ayes (6) six, nays (0) zero. Motion carried.
- B: **Policy Governance Calendar-Agency Evaluation:** Chairman Mahank reviewed the results from the Governance Process Survey. Lovely noted it is difficult to measure the link between the Board and the people (Section 3) because it is subjective. Discussion regarding the wording and meaning. It was noted "link" is between community/taxpayers and Board, not

just clients and Board. Chairman Mahank noted the following compliance rates based on survey results:

Item 1 = 99.2%

Item 2 = 92.9%

Item 3 = 96.7%

Item 4 = 96.7%

Overall average = 96.4%

Motion by McCray supported by Ruden to receive and file the Governance Process Evaluation Survey showing the COA is in 96.4% compliance. Ayes (6) six, nays (0) zero. Motion carried.

Chairman Mahank asked each Board member to read and review the Governance Policy.

BOARD MEMBERS COMMENTS/CONCERNS: Question regarding advertising in newspaper. It was noted the COA does advertise for a cost in the newspapers. Ruden suggested the COA have a QR code for the website.

PUBLIC COMMENT No comments.

ADJOURNMENT Motion by Williams, supported by Lovely to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 3:04 pm.

Jack Mahank, Chairperson

Chris Davis, Recording Secretary