

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
July 24, 2012 @ Crawford County Commission on Aging

The meeting was called to order at 9:09 a.m. by Chairman Mahank.

**Board Members in Attendance:**

Carol Lovely, Linda Munsey (left at 11:15am following agenda item #10), Jack Mahank, Dean McCray, Lynne Ruden and Don Williams

**Board Members Absent:** Howard Taylor

**Also in Attendance:** Alice Snyder, Melanie Conway, Laurel Marshall, Earl Corpe, Yvette Smigelski, Denise Hansen and Chris Fisher.

The Pledge of Allegiance was led by Taylor. A prayer was said by Lovely.

**AGENDA:** Director Snyder asked to add a MMAP Program Update to the agenda under 10G, New Business. Motion by McCray, supported by Lovely, to approve the agenda. Ayes (6) five, nays (0) zero. Motion Carried.

**MINUTES:** Motion by Williams, supported by Lovely to approve the minutes for the June 26, 2012 Board Meeting. Ayes (6) six, nays (0) zero. Motion carried.

**FINANCIAL REPORT ENDING June 30, 2012:** The budget shows that the agency is currently in the black \$44,587.94. Discussion was held about COA asset investments, which are handled by Joe Wakeley through the County. Ruden notes that we may want to invest in our local banks or credit unions. There was discussion about approaching our investment clients to advertise in the Senior Gazette. Director Snyder reported that the county does have an investment policy and notes that Mr. Wakeley looks at the CD interest rates available at various institutions on a regular basis. Commissioner Munsey will bring these items to the attention of the Commissioners. Motion by Ruden, supported by Munsey to receive and file the financial report ending June 30, 2012. Ayes (6) six, nays (0) zero. Motion carried.

**CORRESPONDENCE:** None received.

**REPORTS**

- A. **Director's Report:** Director Snyder invites the COA Board to the Ice Cream Social tonight, July 24<sup>th</sup> from 4 to 6 pm. Tonight also starts our annual Raffle Ticket Sales. Motion by McCray and supported by Williams to receive and file the Director's Report Ayes (6) six, nays (0) zero. Motion carried.
- B. **NEMCSA/AAA:** No July meeting to report
- C. **Area Agency on Aging Advisory Council:** Earl Corpe reported that funds requested by Director Snyder were approved by the AAA Advisory Council. Elder Abuse and Neglect Conference to be held on September 11<sup>th</sup> in West

Branch and another in Alpena. Director Snyder will send this information out by e-mail to the board members.

- D. **Gazette Advertising:** Chairman Mahank notes that some of the ads are running out in July. Mercy Hospital Rehab did renew. McCray and Mahank need to see Terry Bloomquist. Lovely will follow up with the Grayling Country Club. Ruden has not received any response from the Country Village Apartments. Director Snyder has been successful in getting advertising from Hospice of Helping Hands and Mercy Hospital Grayling. Taylor was able to renew the Grayling Generating Station.

## **OLD BUSINESS**

- A. **Computer Upgrade Bid** Director Snyder provided an updated quote from Kodiak Group for new computers and software, which includes an additional computer and software package for one new employee. Director Snyder reviewed prices for computers and software as discussed last month. She looked at Cyberpower and their prices were more expensive for comparable computers and software. Mr. Fisher was available for any questions from the COA Board. There was some discussion about increasing RAM for future video editing but it was decided that it was not needed at this time. Motion by Williams and supported by McCray to authorize the director to expand and upgrade computers and software up to value of \$7,000.00. Ayes (6), six, nays (0) zero. Motion carried.
- B. **Evaluation of Contingency and Building Fund Balances** Director Snyder brought to the board's attention our current Fund Balances, including Building Fund. Director Snyder would like us to implement a Contingency Fund in case of emergency needs to cover equipment failure or under funded services. Director Snyder recommends a three month contingency fund be established, which would be \$150,000.

Lovely proposed that we take a survey of the seniors that use the current building to see if they want us to pursue a different site and what their level of commitment to helping this change to happen, as well demographics and how they get here (walking vs. driving). Director Snyder will e-mail a draft survey to the COA board for their review. Ruden also suggested the need to survey the seniors in the community that are *not* currently using the senior center after surveying the seniors using the facility. Exit survey could be considered like what is used at the Free Clinic.

Motion was made by Lovely, supported by Munsey that Director Snyder create a survey of senior center participants that will help us evaluate the contingency fund needs, in order to guide the board's decision for future funding needs. Ayes (6), six, nays (0) zero. Motion carried.

## **NEW BUSINESS**

- A. **Strategic Planning Proposal** Director Snyder expressed the need for the COA to have a clear strategic plan. This will help the Director to know the priorities for her time. Denise Hansen presented the proposal for a Strategic Plan for the COA that can be facilitated by the Six County Employment Alliance group in a 2-day process. A commitment of time by the board would be required. Motion by Lovely, supported by McCray that we authorize Director Snyder to spend up to \$1,000.00 for the cost of creating a strategic plan through the Six County Employment Alliance. Ayes (6) six, nays (0) zero. Motion carried.
- B. **Grayling Housing Commission Lease Agreement FY 12-13** No changes to the lease except for a small 1% increase due to inflation. No changes in square footage use or hours of operation. Discussion about reevaluating current phone and internet carriers. Ruden will provide the name of a new carrier. Motion made by McCray, supported by Ruden to approve the lease agreement with the Grayling Housing Commission in the amount of \$2082.23 per month for the coming fiscal year, October 1, 2012 – September 30, 2013. Ayes (6), six, nays (0) zero. Motion carried.
- C. **AFSCME Union Contract 2012-2016** Changes to the agreement from the previous year are highlighted. Discussion about how national healthcare will affect our contracts. Director Snyder is starting to get information about the Affordable Care Act through the County. Motion by Williams, supported by Lovely that the draft contract dated July 24, 2012, between the COA and the AFL-CIO Chapter 2759 be approved. Ayes (6), six, nays (0) zero. Motion carried.
- D. **Executive Director Contract FY 12-13** No changes except the effective date and a 1.6% cost of living increase in salary. Chairman Mahank recommends the 1.6% percent cost of living increase and a 1.5% merit increase to equal a 3.1% increase to total a \$55,000 salary. Motion by McCray and supported by Munsey to renew the Director's contract with the amendment for the annual salary to total \$55,000, effective October 1, 2012. Ayes (6), six, nays (0) zero. Motion carried.
- E. **Assistant Director Contract FY 12-13** Chairman Mahank suggested that we increase the salary by 2.9% to equal \$36,000. Motion by Lovely, supported by Ruden that we approve the contract for the Assistant Director, effective October 1, 2012 to include the increase to \$36,000 salary. Ayes (6), six, Nays (0), zero. Motion carried.
- F. **Policy Governance Calendar – Executive Limitations #1-#10** Each limitation was briefly discussed. Discussion about asking all of our vendors if we can receive a discount if bills are paid on time, similar to what Gordon Food Services offers. Discussion about considering volume ordering with area senior centers. Motion by Williams, supported by Lovely that the COA board has reviewed the Policy Governance Calendar Executive Limitations #1-10 and found the COA to be in compliance. Ayes (6), six, nays (0) zero. Motion carried.

**G. MMAP Report** Letter received from Susan Bowen, MMAP Coordinator, noting that Crawford County was one of the highest performing MMAP sites in the region. Chairman Mahank recommends putting this recognition in the Avalanche and using this as an opportunity to highlight this program to the community. Discussion about partnering with area businesses to help new retirees.

**BOARD MEMBERS COMMENTS/CONCERNS:** No comments or concerns reported.

**PUBLIC COMMENT:** No public comment.

**ADJOURNMENT:** Motion by Williams, supported by Lovely to adjourn. Ayes (5) five, nays (0) zero. Motion carried. Meeting adjourned at 11:20 a.m.

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Jack Mahank, Chairperson

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Laurel Marshall, Recording Secretary