

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
February 16, 2016 @ 308 Lawndale St., Grayling

The meeting was called to order at 6:02 p.m. by Carol Lovely.

BOARD MEMBERS IN ATTENDANCE:

Carol Lovely, Dean McCray, Matthew LeBlanc, Jamie McClain, Cheryl Hopp, and Rev. Elizabeth Chace.

BOARD MEMBERS ABSENT:

ALSO IN ATTENDANCE: Alice Snyder, Melanie Conway, and Lynn Cheney.

The Pledge of Allegiance was led by LeBlanc. A prayer was offered by Chace.

APPOINTMENT OF TIME KEEPER: Hopp was appointed time keeper for the meeting.

CONFLICT OF INTEREST: None.

AGENDA:

Motion by Chace to approve the agenda, supported by McCray. Ayes (6) six, nays (0) zero. Motion carried.

PUBLIC COMMENT: Chace stated that the seniors at one of the tables stated that this was the best restaurant in town.

CONSENT AGENDA:

Rev. Elizabeth Chace corrected the spelling of her name in the January minutes.

Motion by Hopp to approve the Consent Agenda with the corrected minutes, supported by McClain. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE: None.

REPORTS

A. DIRECTOR'S REPORT:

Director Snyder stated that each board member has five filers for the Breakfast with the Easter Bunny to distribute in the community. McClain asked about the salad bar. Director Snyder stated that the COA stopped serving salads November 1st, but kept the soup. In the financial report the department is called soup and salad bar.

Discussion was held regarding the financial report. Director Snyder stated that if you look at the bottom line on the front page, by the end of the first 9 months the figure should be \$45,000 to not use the \$30,000 that was transferred into the budget. That is \$5,000 per month. By the end of January we should be at \$20,000. Snyder stated that the numbers are distorted with how the millage comes in. LeBlanc asked how realistic is to reach the fundraising goal. Director Snyder stated that between the rummage sale and raffle we made \$6,000 last year. It is hard to say how much the Breakfast with the Easter Bunny and Chris Cakes will bring in. Every bit of fundraising we can do will bring down how much we will need to transfer. LeBlanc stated that we are pulling \$30,000 from the fund balance this year. If we ask the voters to raise the millage and they say no, at what point do we hit the panic button. Director Snyder stated that at this point she will be presenting two different budgets for fiscal year 16-17 depending on what happens. LeBlanc asked if the COA has to bring the contingency fund back up to \$190,000. Snyder stated that the COA does not need to have a contingency fund. Director

Snyder stated the when the COA was talking about cuts the Union asked if the COA had plans to build a new building, and if not why not use the building fund to provide services. Two things that affect the budget are how many vacancies we have. With a union contract they move up the latter, when you lose someone they start over on the pay scale. Also when we lose someone, it will take some time to fill the position. The second is how many requests for services we have in a year. LeBlanc asked how do we avoid spending \$30,000 long term. Director Snyder's answer was to bring more revenue in, increase program income, keep expenses down, or make cuts. LeBlanc asked how can we feel better about this, what is the contingency plan? Snyder stated that as a board you approved the budget with a \$30,000 transfer. If you are comfortable with the \$30,000 we are good this year. If you are not, then the board needs to take action. McClain stated that Mahank was the master of the budget. LeBlanc is doing a great job asking questions. Is there something the board should be looking for? McClain asked if we could schedule training to help understand the budget documentation.

Lovely asked why is the COA struggling with Gazette Advertising. Director Snyder replied that Christine Sayad was able to get Gaylord Art Van in the beginning of the year. She has been working on more ads in the Grayling and Gaylord area. Some of the current ad renewals are downsizing their ad.

Director Snyder talked about the new freezer and that there may be an article in the paper. The Mason's presented the COA with a check for \$500 for the freezer.

Upcoming dates: May 26, 2016 at 6:00pm we are going to be hosting a Chamber after Hours at the COA, possibly partnering with Blarney Stone Broadcasting.

Motion made by LeBlanc to receive and file the director's report supported by Hopp. Ayes (6) six, nays (0) zero. Motion carried.

- B. NEMCSA & NORTHEAST MICHIGAN REGIONAL COUNCIL ON AGING – Earl Corpe**
Northeast Michigan Regional Council Meeting: January elections of officers were held. Corpe was re-elected Chairman of the Northeast Michigan Regional Council on Aging. Guest speaker was Tammy Dean from NEMCSA Commodity Food Program. Dean discussed the program and requirements to qualify. Sauer's Directors report stated that the Federal budget was passed with a slight increase. A big issue with liquid meals is that the meals cannot be counted in NAPIS. There is a new way to count liquid meals.

NEMCSA: meeting was held on February 5, 2016. First two hours were used for training for the new and old members. Corpe circulated two fliers about NEMCSA. Director Snyder will make copies of the fliers for the board. Weatherization program was discussed. There is a waiting list for the program. They had Jack Mahank's obituary at the meeting, and his name has been added to a plaque for over twenty years of services. NEMCSA is in the process of redesigning their website.

OLD BUSINESS:

A. CONFLICT OF INTEREST POLICY:

Director Snyder stated that if you remember Mahank wanted a conflict of interest statement. I talked to Paul Compo and decided that the county should come up with the policy. This document is the County's new conflict of interest policy.

B. ELECTION OF VICE-CHAIR:

With the passing of Mahank, we have an open position on the board. Hopp has nominated LeBlanc as Vice-Chair. Nominations are closed. LeBlanc was appointed Vice-Chair.

C. 2016 MILLAGE ELECTION

Discussion held about a renewal vs. renewal with increase. The increase would be approximately \$152,000 if the millage passed.

Motion made by Hopp to request the County to draft ballot language to renew our current total millage and furthermore request the County to draft language for an additional millage in the amount of .2815 which will increase the total COA millage to one full mil for 8 years, supported by Chace. Ayes (5) five, nays (1) one. Motion carried. Roll Call: Leblanc – No, Chace – Yes, McCray – Yes, Lovely – Yes, Hopp – Yes, McClain – Yes.

McClain would like Director Snyder to bring back information about possible cuts if the millage is not passed

D. FY 14-15 YEAR END FINANCIAL

Director Snyder stated that at the county level the audit has been completed and no additional adjustments have been made for the COA. At this point we need a motion as to where to take the shortage from. Director Snyder’s recommendation is to take the money from the building fund.

Motion made by McClain to transfer \$6,565.19 from the build fund supported by LeBlanc. Ayes (6) six, nays (0) zero. Motion carried. Roll call: Leblanc – Yes, Chace – Yes, McCray – Yes, Lovely – Yes, Hopp – Yes, McClain – Yes.

NEW BUSINESS:

A. GOVERNANCE CALENDAR – GOVERNANCE PROCESS EVALUATION SURVEY RESULTS:

McClain stated that she liked the comment about budget training. Snyder pointed out question 3 – establishing a link between the board and the people. The board meetings, gazette articles, posted notices, and public comments at board meetings are not a link. You need to look at it from a personal level. We need to link with the people, and it is different for each person. Lovely stated that it is going to be even more important with the millage renewal.

Motion made by Hopp to receive and file the Governance process evaluation survey FY 15-16 supported McClain. Ayes (6) six, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS:

LeBlanc stated that as a board we are not always going to agree. I am on board and in full support of what the board voted on.

PUBLIC COMMENT: None.

ADJOURNMENT: Motion by McClain, supported by Hopp to adjourn the meeting at 8:32p.m. Ayes (6) six, nays (0) zero. Motion carried.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Lynn Cheney