

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
December 20, 2016 @ 308 Lawndale St., Grayling

The meeting was called to order at 6:02p.m. by Matt LeBlanc.

BOARD MEMBERS IN ATTENDANCE:

Matthew LeBlanc, Rev. Elizabeth Chace, Cheryl Hopp, Karl Schreiner, Jamie McClain and Jason Thompson.

BOARD MEMBERS ABSENT: Lorelei King absent with notice. Jamie McClain arrived at 6:04pm.

ALSO IN ATTENDANCE: Alice Snyder, Melanie Conway, Lynn Cheney, Earl Corpe and Kara LaMarre.

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

CONFLICT OF INTEREST: Thompson stated that if there is a discussion regarding his old partner and the Bloomquist office building, he will refrain from that discussion.

AGENDA:

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

PUBLIC COMMENT: None.

CONSENT AGENDA:

Motion by Thompson to approve the Consent Agenda, supported by Rev. Chace. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE: None.

REPORTS

A. DIRECTOR'S REPORT:

Discussion held regarding Directors Report. Schreiner talked about the MMAP open enrollment program and saving this year.

Director Snyder stated that the copier was not in the budget. The board will need to take action for the purchase.

Motion made by Schreiner to accept the Director Snyder recommendation to purchase a copier from Michigan Officeways, supported by McClain. Ayes (6) six, nays (0) zero. Motion carried.

Discussion held regarding using the empty Bloomquist building as office space. Director Snyder and Conway went to look at this building. At this time, no action will be taken.

Motion by McClain 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

NEMCSA: Had a presentation on the their new website nemcsa.org. Corpe stated that all the Board Members should check out the website

Northeast Michigan Regional Council on Aging: Did not hold a meeting due to a lack of a quorum.

OLD BUSINESS:

A. BOARD TRAINING

Two options to choose from: John Amrhein from MSU Extension came up with 3 areas, effective meetings, 2006 Steven Cubby speed of trust, policy governance. The cost is \$55 per hour and travel costs. The training would be for 2 hours in the evening.

Pam Evans North Sky Nonprofit out of Traverse City offers a board basics training. Her cost is \$35 per person.

Director Snyder stated that she will schedule the training with John at MSU.

NEW BUSINESS:

A. AAA CONGREGATE, HOME DELIVERED MEALS & IN-HOME ASSESSMENTS:

Discussion held regarding the AAA assessments. The only sighting on Home delivered meals is having a written agreement for emergency if we cannot cook the meals at the COA. Director Snyder is looking two options at this time. The General and In Home Assessment: was sighted for not doing volunteer evaluations. LeMarre stated that Laurie Sauer is taking the issue up with OSA.

Motion by Schreiner to accept and send the letter to Sauer as written, supported by Thompson. Ayes (6) six, nays (0) zero. Motion carried.

B. SATISFACTION SERVEY RESULTS:

Director Snyder stated that under 50% of seniors are connected to the internet. Each survey has a question on the overall quality. In the past we would add excellent and average to get the score. This year we only used the excellent score, so our score has went down. Thompson was impressed with the return rate of the surveys. The results will be posted on the website.

Motion made by McClain to receive and file the satisfaction surveys, supported by Schreiner. Ayes (6) six, nays (0) zero. Motion carried.

C. FISCAL YEAR END 15-16 FINANCIAL STATEMENTS & ANNUAL REPORT:

Discussion held about the year-end financial statement and balance sheet.

Motion made by Thompson to transfer the deficit from the building fund and to transfer from the building fund to the contingency fund to reach a 3 month contingency fund of \$213,710, and rename the building fund to capital fund, supported by Rev. Chace. Ayes (6) six, nays (0) zero. Motion carried.

D. GOVERNANCE CALENDAR – EVALUATION OF ENDS & AGENCY EVALUATION

Discussion held regarding the measurement of ends.

Motion made by Thompson to receive and file the Measurement of Ends, supported by Schreiner. Ayes (6) six, nays (0) zero. Motion carried.

E. NEW STAFFING PROPOSAL FY 17

Discussion held regarding the staffing proposal. The proposal is based on a full year.

Motion made by Schreiner to make the budget changes to support Director Snyder's recommendation, supported by Thompson. Ayes (6) six, nays (0) zero. Motion carried.

F. REAPPOINTMENT OF EARL CORPE TO REGIONAL COUNCIL ON AGING

Earl Corpe was notified at the meeting of his reappointment to the Regional Council on Aging.

Motion made by Rev. Chace to reappoint Earl Corpe to the Regional Council on Aging supported by McClain. Ayes (6) six, nays (0) zero. Motion carried.

G. BOARD MEETING FREQUENCY:

Discussion held regarding how often the board should meet. Director Snyder will see if the board training can be held during the January board meeting time frame. At this time the schedule remains the same. If a meeting is not held Director Snyder will email the Directors Report and financials to the board members.

BOARD MEMBER COMMENTS/CONCERNS:

Schreiner provided information the Michigan Senior Advocates Council meeting in Lansing on December 7th.

LeBlanc stated that at the end of October he took over as the administrator of Cherry Hill in Kalkaska.

McClain stated that it has been brought to the county's attention that someone is interested in the land behind Scheer Motors. Director Snyder stated that the COA is not interested in the land.

PUBLIC COMMENT:

ADJOURNMENT: Motion by Thompson, supported by Schreiner to adjourn the meeting at 8:04pm. Ayes (6) six, nays (0) zero. Motion carried.

Respectfully Submitted,

Jamie McClain, Secretary

Recorded by Lynn Cheney