

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
September 25, 2012 @ Crawford County Commission on Aging

The meeting was called to order at 9:04 a.m. by Chairman Mahank.

Board Members in Attendance:

Terri Lockwood, Jack Mahank, Dean McCray, Linda Munsey and Lynne Ruden. Carol Lovely joined the meeting at 9:07am. Don Williams joined the meeting at 9:40.

Board Members Absent: None

Also in Attendance: Director Snyder, Melanie Conway, Donna Ashbeck, Earl Corpe, Arrow Trudeau and Kara LaMarre.

The Pledge of Allegiance was led by McCray. A prayer was offered by Lockwood. Donna Ashbeck was introduced by Alice Snyder. Arrow Trudeau, Social Work student, introduced herself to the board.

AGENDA: Chairman Mahank asked that we add to New Business: Director Spending Limit, which is a carryover from the last meeting. Motion by McCray, supported by Ruden to approve the agenda as amended. Ayes (6) six, nays (0) zero. Motion Carried.

MINUTES: Correction made “Ayes” in approving the agenda to “six”. Number was correct, but word was not. Moved by Ruden, supported by Lovely to approve the minutes as amended. Ayes (6) six, nays (0) zero. Motion carried. Linda Munsey agreed to be the Secretary for the board as voted last month.

Don Williams joined the meeting at 9:40am.

FINANCIAL REPORT ENDING August 31, 2012: The budget shows that the agency is currently in the black \$28,982.62. Director Snyder is confident we will end the year in the black. Motion by McCray, supported by Ruden to receive and file the financial report for the month ending August 31, 2012. Ayes (7) seven, nays (0) zero. Motion carried.

CORRESPONDENCE: Chairman Mahank received correspondence from Helen Nolan, COA Activity and Volunteer Coordinator. The Wii Bowling Team would like to challenge the COA Board to a Wii bowling tournament. Motion by Lovely, supported by Ruden to accept the bowling challenge and also to receive and file the communication letter. Some discussion occurred about making it a fundraiser, such as a 50/50 drawing or an entrance fee to observe, player sponsors, etc. Helen Nolan will coordinate the schedule, with suggested date in November. Ayes (7) seven, nays (0) zero. Motion carried.

REPORTS

A. Director’s Report: Director Snyder explained the Medicaid Waiver program. Director Snyder added that the AAA completed their fiscal audit and found no compliance issues in the preliminary report. Moved by Lovely and supported by McCray to receive and file the Director’s Report. Ayes (7) seven, nays (0) zero. Motion carried.

B. NEMCSA/AAA Kara LaMarre reported that will be giving a Chronic Pain PATH program training session.

- C. **Area Agency on Aging Advisory Council.** Four to five million dollars funding will be cut from Federal Older Americans Act programs due to the “sequestration” law passed last year approving a 8.4% across the board cut. Mr. Corpe asked that we talk to our State Representatives about this issue. Blue Cross Blue Shield wants to change their status with the State of Michigan. Mr. Corpe will look into it further. CRCMich.org is the Citizen’s Research Council of Michigan website, which provides an in-depth study of all of the ballot proposals. Director Snyder noted the business personal property tax proposal looks like it might will go through during the lame duck session and be a cut for the COA and impact our budget. We have already lost \$14,000 annually due to decreased property tax valuations in the last 3 years.
- D. **Gazette Advertising** Note a number of ads will be due for renewal starting in October. No response from Spicy Bobs regarding renewal. McCray to contact again. Chairman Mahank will talk to Kodiak Group, NEMSCA and The Brook. Lovely has contacted Northern Home and Lawn Care and Dave Lovely Snow Plowing. She will contact Amigo Mobility again. She talked to the Craft Center, but they are over the limit for now. Lovely to call back in January. She talked to Grand Traverse Heart Associates. We need to consider contacting Munson instead. Ruden contacted Harriet Farms, Fish Hatchery and Forest Dunes. Discussed connections with any of the listed potential advertisers. Radio Shack and Davis Jewelers declined. Lovely will contact the Sportsmans Club, The Ramada, North Country Corner and Basic Communications. McCray will contact the Animal Hospital again. Huntington Bank, Citizen’s Bank do business with the County and our CDs are with these banks as well as with Flagstar. Chairman Mahank will write them a letter and then contact them personally. We did end the year at \$1,198 in the red for the cost of publishing the Gazette. We discussed reducing the cost of the Gazette by changing the format to newsprint. Director Snyder noted that this would most likely mean pulling our printing business out of Grayling. Director Snyder will report back with the cost of changing the print style.

OLD BUSINESS

- A. **Evaluation of Contingency and Building Fund Balances:** The Director anticipates that the COA will have some money leftover at the end of this fiscal year. The Director recommends that the contingency fund have a 3 month balance, which would be \$156,915. Director Snyder further recommends any excess be moved into the Building Fund. Lockwood suggests leaving the extra funds in the contingency fund to account for possible changes in revenue in the coming fiscal year. Director Snyder reminded the Board that the County Treasurer is in charge of COA investments. Chairman Mahank suggested that we continue to think about this issue and keep it on the agenda. A decision will need to be made at the next meeting if a final fiscal year statement is available.
- B. **Building Survey** Director Snyder brought the prospective building participant survey for the board to review. Could be printed on a legal size sheet to fit on one page. Director Snyder will do the satisfaction surveys with the seniors at a later time.
- C. **My Senior Center Software** Director Snyder again requests that we purchase this program. One-time onsite training is recommended. In addition, web based training is provided on an ongoing basis. Moved by McCray and supported by Williams to go forward with the My Senior Center Funding Request, not to exceed \$7,000. Ayes (7) seven, nays (0). Motion carried. Board was in agreement to purchase software before end of current fiscal year since excess funding was expected.

NEW BUSINESS

- A. Board Meeting Schedule FY 12-13** Director Snyder recommends the fourth Wednesday each month from 2:30-4:00/4:30pm, beginning in October 2012. Strategic planning is scheduled on the 4th Wednesday in October. We could meet for a regular board meeting from 2:00-3:00 pm on October 24th, and then go into the Board Retreat/Strategic Planning session from 3 to 9 pm, which continues into the 25th of October from 3-9 pm. This would take place at the City Hall. Starting in November, the regular meeting time would be 2:30-4:00 pm, with the goal to keep the regular meetings from 1.5 to 2 hours in length. For December, we will have it on the 3rd Wednesday due to the Holidays. In June 2013, Director Snyder will have a conflict on the 4th week, so it will be changed to June 19th, the 3rd week. Director Snyder will e-mail the FY12-13 schedule to the Board Members as well as publish it in the paper. Moved by Ruden and supported by Lockwood that we accept the new schedule as proposed. Ayes (7) seven, nays (0) zero. Motion carried.
- B. Policy Governance** McCray moved, supported by Lovely, to approve the Perpetual COA Board Calendar as presented. Ayes (7) seven, nays (0). Motion carried.
- C. Director Spending Limit** Discussion to allow the Director to spend up to \$10,000 without board approval. Moved by McCray and supported by Williams to modify Board Policy Executive Limitation III. #5G and increase the Director's spending authority from \$5,000 to \$10,000. Ayes (7) seven, nays (0) zero. Motion carried.
- D. Board Member Comments/Concerns** McCray suggests that we may want to have emergency power available. The Director will contact the high school to see if we can operate our kitchen there if an emergency happens. The hospital also has a generator. Lovely and Lockwood expressed appreciation of the electronic packet submission.

PUBLIC COMMENT: No public comment.

ADJOURNMENT: Motion by McCray, supported by Ruden to adjourn. Ayes (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 10:55 p.m.

Jack Mahank, Chairperson

Laurel Marshall, Recording Secretary