

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
April 24, 2013 @ 305 Lawndale Street, Grayling (across road from Senior Center)

The meeting was called to order at 1:05 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Terrie Lockwood, Jack Mahank, Dean McCray, Linda Munsey and Don Williams

BOARD MEMBERS ABSENT: Carol Lovely (absent with notice)

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway, Chris Davis and Yvette Smigelski.

The Pledge of Allegiance was led by Williams. A prayer was offered by Lockwood.

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

PUBLIC COMMENT: None.

CONSENT AGENDA: Chairman Mahank requested Item #6.B. Receive and File Financial Report ending March 31, 2013 be removed from the consent agenda.

- A. **Approval of Minutes from Board Meeting March 27, 2013:** Motion by McCray, supported by Munsey to approve the March 27, 2013 board minutes. Ayes (5) five, nays (0) zero. Motion carried.

- B. **Receive and File Financial Report Ending March 31, 2013:** Chairman Mahank noted the financial report shows a negative balance. Director Snyder stated the following exceptions occurred during March 2013: 3 pay periods instead of 2; paid bills 5 times instead of 3 or 4 and quarterly retirement benefits were not booked in December 2012 resulting in 6 months' worth being booked in March. It was also noted that overall costs are higher. There will be no federal revenue coming in April, due to the federal sequestration so revenue will be down in April. Still anticipating a total grant reduction of around \$7,500. Motion by Munsey, supported by Williams to receive and file the financial report ending March 31, 2013. Ayes (5) five, nays (0) zero. Motion carried.

CORRESPONDENCE: None.

REPORTS

- A. **Director's Report:** Director Snyder invited all members to come to the May 23, 2013 NEMCSA Public Hearing in Gaylord. Handout in packet. The May Gazette with the new format was distributed to board members. Motion by McCray, supported by Lockwood to receive and file the Director's Report. Ayes (5) five, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA:** Yvette Smigelski noted NEMCSA is waiting for the distribution of federal funds.

- C. **Area Agency on Aging Advisory Council:** No meeting/report.

- D. Gazette Advertising:** Gazette Advertising is in the black in the amount of \$992. Additional ads were brought in by board members this month.

OLD BUSINESS

- A. 2013-2015 Strategic Objective #1/Initiative #1 and Objective #1/Initiative #4:** Initiative #1 – Task #1: There are currently 38 gazette advertisers and the goal is 45. Task #2 is now completed. Initiative #4 – Director Snyder noted the COA’s lease specifically states subletting is prohibited so space rental is not an option at the current location. Director Snyder and Lockwood are pursuing Adult Day Care. An article will be in the press along with a follow up community survey.
- B. Policy Governance Calendar – Evaluate Board/Staff Relationship Survey Results:** - The results were reviewed. Regarding Question #1 – The Board has instructed Director to speak to Board Chair if Director feels pressure from Board members to implement individual ideas, unless the pressure is from the Board Chair. In that case, Director is to speak with the Vice Chair. Motion by Williams, supported by McCray that COA Board has reviewed the Policy Governance Policy for Board/Staff Relationship and finds the agency in full compliance. Ayes (5) five, nays (0) zero. Motion carried.
- C. FY 2014-16 Community Plan:** Board members had requested a copy of the 2014-16 Community Plan. NEMCSA has legal aid funds and Director suggested Legal Aid come to each COA monthly to advise seniors instead of referring by phone calls. It was noted the COA has partnered with the AuSable Valley Animal Shelter to provide seniors help with pet food. Director noted volunteers are being recruited to lead several new programs. Board asked Director to give quarterly Community Plan updates in the Director’s Report.

NEW BUSINESS

- A. Priority Health Open Enrollment Insurance Options:** Director reviewed the current health insurance options, including the new HSA option. The County will be funding a portion of employees’ HSA accounts due to the savings the County receives for this plan. The County has approved the Employer HSA contribution amounts of \$1,000 for single, \$2,000 for double and \$2,750 for family.

Recessed for 5 minutes. Reconvened at 2:25 p.m.

Total increase for COA premiums is \$2,099 if all employees stay with the same plan. If employees switch to HSA this amount will decrease. Current COA cost for employee health insurance is estimated at \$62,796. Motion by Williams, supported by Munsey that COA has reviewed the open enrollment plan the County has followed and the Board finds it acceptable for COA employees. Ayes (5) five, nays (0) zero. Motion carried.

- B. Policy Governance Calendar – Evaluate Ends & Progress Toward Achievement:** The FY 12-13 Mid-Year Measurement of Ends document was reviewed. Discussion regarding changing the measurement of End #2. Decision not to change mid-year. Discussion regarding End #5. Board requested Director provide an overall percentage measurement of non-compliance compared to total areas reviewed for each assessment. Discussion regarding End #6 and #8. Director noted it is difficult to accurately measure these ends. Regarding End #6: Comparable cost is difficult to measure because state and local COAs all measure costs differently.

Suggestion by board to bid out cost and use as a comparable. Director feels this End is not a valuable measurement and would like Board to consider removing this as an End. Board wants to continue to measure cost with the best information available. Regarding End #8: Director asked for Board definition of administrative cost. Discussion followed. Chairman Mahank suggested lowering the administration cost. Operating expenditures were reviewed for inclusion as administrative cost. Yvette Smigelski will assist in defining administrative cost as it's defined for NEMCSA. Motion by McCray, supported by Williams to receive and file the FY 12-13 Mid-Year Measurement of Ends. Ayes (5) five, nays (0) zero. Motion carried.

- C. **Board Member Resignation/Recruitment:** Letter of resignation from Ruden was reviewed. Motion by Lockwood, supported by McCray for Director to write letter to Ruden thanking her for her service as a Board member. Ayes (5) five, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Williams discussed his possible resignation due to health reasons. Board reviewed the resignation process.

PUBLIC COMMENT: None.

ADJOURNMENT: Motion by Williams, supported by Lockwood to adjourn. Ayes (5) five, nays (0) zero. Motion carried. Meeting adjourned at 3:15 p.m.

Jack Mahank, Chairperson

Chris Davis, Recording Secretary