

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
August 28, 2013 @ 305 Lawndale Street, Grayling (across road from Senior Center)

The meeting was called to order at 2:00 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Earl Corpe, Carol Lovely, Terrie Lockwood (entered at 2:04 p.m.), Jack Mahank, Dean McCray and Linda Munsey.

BOARD MEMBERS ABSENT: None

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway, Chris Davis, Kara LaMarre, Barb McCray, Glenn King, Nancy Smith and Helen Hatfield.

The Pledge of Allegiance was led by Munsey. A prayer was offered by Lovely.

Lockwood entered at 2:04 p.m.

AGENDA: Mahank asked to move 10D ahead of 10A and add Item 9A: Community Plan Update under Old Business. Motion by Lovely, supported by Munsey to approve the agenda as amended. Ayes (6) six, nays (0) zero. Motion carried.

PUBLIC COMMENT: None.

CONSENT AGENDA: Mahank asked to remove Item 6B, Financial Report from Consent Agenda.

- A. **Approval of Minutes from Board Meeting July 24, 2013:** Motion by Corpe, supported by Lovely to approve the minutes from board meeting of July 24, 2013. Ayes (6) six, nays (0) zero. Motion carried.
- B. **Receive and File Financial Report Ending July 31, 2013:** Mahank questioned why revenue is low in July as compared to other months. Director noted this is due to no more millage money being received. Home Delivered Meals shows \$24,568 in the red. This will continue in the red and millage money will continue to support this program. It was noted that Home Delivered Meals and Homemaking total deficit is approximately \$30,000. Motion by Lovely, supported by Munsey to receive and file the financial report ending July 31, 2013. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE: Mahank received a copy of letter addressed to Alice Snyder, dated August 09, 2013 from Yvette Smigelski at AAA. This letter approved funding recommendations. One year awards were: Title IIID Evidence Based Disease Prevention, Title III E National Family Caregiver Support Program and Title VII Elder Abuse Prevention. Three year awards were Homemaker, Personal Care, Respite, Congregate Meals and Home Delivered Meals. Motion by Munsey, supported by Lockwood to receive and file the AAA letter dated August 9, 2013. Ayes (6) six, nays (0) zero. Motion carried.

REPORTS

- A. **Director's Report:** Rummage sale brought in \$3,000 and thanks to Dean McCray for all of his hard work. \$2,200 in raffle money has been brought in to date. Currently, staff have sold 1,456 tickets and board has sold 1,260.

Motion by McCray, supported by Lovely to receive and file the Director's Report. Ayes (6) six, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA**: Regular meeting was held; however, there was no direct business for this board.
- C. **Area Agency on Aging Advisory Council**: There was no meeting.
- D. **Gazette Advertising**: Gazette Advertising is in the black approximately \$6,000 through the September gazette.

OLD BUSINESS

- A. **Community Plan Update**: There was a report given in the last month's board packet. No questions or comments were raised. The next quarterly update will be at the October meeting.

NEW BUSINESS

- A. **FY 2014 Budget Approval**: Director reviewed the HDM counts showing the history of meals for the last several years and the increase in number of clients. In January and February, some quality improvements were made to sack lunches and 5 or 6 people added the sack lunches. 10 new people and 5 or 6 existing people taking additional 7 meals per week can easily account for the increase in meals. Therefore, a few people can dramatically affect the meal counts.

Two budget proposals were in packet. There is no proposal for waiting list because it is in the Ends to have no waiting lists. Board and recent public input has been to protect and keep services to the more vulnerable in-home seniors. Director has followed up with discussion regarding wasted HDM meals. Director asked that seniors report to Director if meals are being discarded or given away.

Director's budget recommendation is Option 1 – Closing the Senior Center on Fridays and leaving part-time Receptionist position vacant. Option 2 combines savings from leaving the part-time Receptionist position vacant, reducing the Advocacy position by 8 hours, increasing suggested Congregate donation to \$3.00, eliminating the cost of living increase (COLA) for staff and increasing fundraising opportunities. Both Option 1 and Option 2 were reviewed and discussed. Other options were discussed such as eliminating all dinner meals. Board expressed concern that participants would not have the senior center available to them on Fridays for socialization and activities, as well as the lunch meal. Director noted activities on Fridays can be moved to other days and that Congregate meals operate in the black. Concern also noted regarding lack of 1 part-time receptionist. Board members have noticed other staff members sitting at front desk. Director noted staff members are being pulled from their regular duties to cover the front desk due to lack of full-time receptionist coverage. Discussion regarding the increase in congregat meal suggested donation. Some participants will donate the additional amount, some will not, and some will choose not to attend the meal because they cannot afford the increased donation amount. Board members also expressed concern over the impact on staff of decreasing staff hours and/or no COLA increase. Board members were concerned that some employees may choose to leave due to these changes. Director reviewed the positions that would have hours reduced, as well as the amount in savings. If Option 1 is selected, Lovely recommended the building be secured when the COA is not open.

During discussion, Lockwood left the meeting at 3:15 p.m. and re-entered the meeting at 3:55 p.m.

Motion by McCray, supported by Lovely to accept Option #1 as proposed for preparation of FY 13-14 budget. Roll call vote taken. Earl Corpe-No; Terrie Lockwood-No; Carol Lovely-Yes; Dean McCray-Yes; Jack Mahank-No; Linda Munsey-Yes. Ayes (3) three, nays (3) three. Motion failed.

Discussion regarding waiting lists for Home Delivered Meals and Homemaking services. The only real way to control costs in these programs is to determine the number you can serve and then create a waiting list for anyone beyond that number. Discussion regarding informal poll at the public input session which showed that most seniors favored serving vulnerable in-home clients over providing recreational opportunities is a priority had to be given.

Motion by Mahank, supported by Corpe, to propose a new Option #2 without eliminating COLA and instead adding waiting lists for Home Delivered Meals and/or Homemaking for a total savings of \$39,000. Discussion regarding motion. Roll call vote taken. Earl Corpe-Yes; Terrie Lockwood-Yes, Carol Lovely-Yes; Dean McCray-Yes; Jack Mahank-Yes, Linda Munsey=Yes. Ayes (6) six, nays (0) zero. Motion passed. Director is to go back and create a third option based upon this motion.

A special Board meeting for the third option is scheduled for Thursday, September 5th at 6:00 p.m. at the COA. Director will post special meeting.

B. Director's Contract Renewal: It was noted there are not cost of living or other changes to the Director's Contract, Assistant Director's Contract or the Administrative Assistant's Contract except for date changes. Motion by Lovely, supported by McCray to approve all 3 contracts. Ayes (6) six, nays (0) zero. Motion carried.

C. Assistant Director's Contract Renewal

D. Administrative Assistant's Contract Renewal

BOARD MEMBER COMMENTS/CONCERNS: McCray would like to go with a HDM Driver for a meal delivery.

PUBLIC COMMENT: Public commented they were happy with not closing Friday. Public also commented that participants will continue to donate what they are donating now even if donation is raised.

ADJOURNMENT: Motion by Corpe, supported by Lovely to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 4:40 p.m.

Respectfully Submitted,

Linda Munsey, Secretary

Recorded by Chris Davis and Melanie Conway