

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER

Regular Board Meeting

November 27, 2013 @ 1:00pm 200 W. Michigan Ave., Grayling (Crawford County Courthouse)

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

BOARD MEMBERS IN ATTENDANCE:

Earl Corpe, Carol Lovely, Jack Mahank, Dean McCray, Linda Munsey and April Thayer-Ashton.

BOARD MEMBERS ABSENT: Terrie Lockwood.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway, and one guest.

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

AGENDA: Mahank asked to add C. Budget Amendment and move C. Receive and File Financial Report ending October 31 to item D under consent agenda. Motion by McCray, supported by Lovely to approve the agenda with the amended items. Ayes (6) six, nays (0) zero. Motion carried.

PUBLIC COMMENT: None.

CONSENT AGENDA: Mahank asked to remove items B and D from the consent agenda and to add C. Budget Amendment.

A. **Approval of the Minutes from Board Meeting October 23, 2013:** Motion by Corpe, supported by Lovely to approve the Minutes from Board Meeting October 23, 2013. Ayes (6) six, nays (0) zero. Motion carried.

B. **Receive and File Year End Financial Report Ending September 30, 2013:** The year-end report shows a loss of \$25,808.14 for the fiscal year 12-13. The year-end report shows the fund balance of \$267,823.30. Motion by McCray, supported by Thayer-Ashton to receive and file the year end financial report ending September 30, 2013. Ayes (6) six, nays (0) zero. Motion carried.

C. **Budget Amendment:** Motion by Thayer-Ashton supported by Lovey to approve the final budget adjustment to the fiscal year 12-13 in the amount of \$25,000 from the fund balance. Ayes (6) six, nays (0) zero. Motion carried.

D. **Receive and File Financial Report Ending October 31, 2013:** The report doesn't show revenue from millage or grants. With Millage and grants, the estimated balance would be \$14,183.63. Director Snyder explained the National Caregiver grant. Director Snyder reported, to get a true cost for programs, the Assistant Director's wage item will change. Wages and benefits will be charged to the appropriate programs she works in. Wages and benefits for the Activities Coordinator will be added to the Fund Raising and Activities sheet so board members will see an increase in expenses. At this time, no federal funding has been received for October or November, and no state money for November. Director Snyder stated the AAA has received the state and federal funding and we should receive our grant funding soon. Motion by Lovely, supported by Thayer-Ashton to receive and file the financial report ending October 31, 2013 showing a balance of \$14,183.63 in the black. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE: None

REPORTS

- A. **Director's Report:** Director Snyder reported that using volunteers in place of staff isn't always very efficient. Volunteers do not have the knowledge as a staff person would about the agency operations. Currently volunteers are being used in the kitchen, for HDM, reception, events, Medicare and Medicaid and telephone reassurance. Volunteer hours are logged and used as in kind when they can be. Seniors volunteering does help the seniors take ownership of the Senior Center.

GHC Director, Storm Miller approached Director Snyder about the cold air coming in the lobby area and the space being cold. Miller would like Snyder to get estimates and pay for the building change to fix the problem. Discussion regarding paying for such an expense. Board members questions included would funds be withdrawn from the fund balance? Is this a landlord issue? Ideas to resolve the problem were 1) Double set of doors outside 2) Blower 3) Sliding door that separates coat room from lobby 3) The angle of the entrance changed. The loss of heat may be increasing the cost to heat the building. Discussion about whose expense this should be GHC or COA. Director Snyder will check with Joe Duran to see what his ideas are for making the entrance more efficient for heat loss. If the advice from Duran sounds reasonable, then Director Snyder will pursue a bid for renovations.

Director Snyder reported that the RSVP program is getting rejuvenated. The office is now located in Crawford County at the Michigan Works office and Heidi Powers is the Project Director. She is working on getting more mileage reimbursement for HDM volunteers. We are looking into possibly using RSVP volunteers to take seniors shopping.

Director Snyder reported the Statement of services that are mailed to clients monthly will have a new look. The statement will now reflect the actual cost of the service along with the suggested donation. The actual cost will have the Assistant Director's wages and benefits included.

Discussion regarding the cost of a meal. Director Snyder explained the under 60 cost is based upon the actual cost of the meal. This cost has reduced \$0.50 from last year. Director Snyder provided the service report which indicates the actual cost of the meal at \$4.32 and is rounded up to \$4.50. Director Snyder will provide details regarding the decrease in the cost of the meal at the next meeting. Motion by Lovely, supported by Munsey to receive and file the Director's Report. Ayes (6) six, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA:** Mahank reported regarding the community needs and satisfaction survey for the whole region. This was provided to Director Snyder. Nothing will be available specifically for Crawford County until April 2014.
- C. **Area Agency on Aging Advisory Council:** Corpe reported regarding the changes proposed to car insurance policies. He stated the Senior Advocacy Counsel were opposed 49-59. He reported sequestration cuts of a minimum of 6% will be over the next 9 years which will result in a huge loss in federal monies.
- D. **Gazette Advertising:** Last year the advertising made \$6000. If we keep selling ads and get all the renewals we will make money this year also. Corpe and Thayer-Ashton were encouraged to participate in selling ads. Corpe agreed to take Grayling Generation and State Farm Insurance. Other businesses discussed to approach were dentists, realtors and tax assistance.

OLD BUSINESS:

- A. **Revenue Generation:** Options for generating revenue were reviewed. Additional millage would generate about \$140,000 a year. The date to decide is May 20, 2014, paperwork must be filed at the

county to go on the ballot. Other options are charging fees for activities at the center and fundraising with a golf outing. Lovely reported she is planning a golf fundraising meeting the 2nd week in January.

NEW BUSINESS

A. In-Home Service Limitations Proposal Director Snyder reported she received an email from Laurie Sauer AAA and OSA representative, Dan Doezma stating the only way to limit services is through a waiting list. Director Snyder provided a news article describing the financial difficulties Antrim County is having and what they had to do in their county to meet financial needs. They actually describe limiting services. Director Snyder will follow up to see how they were able to do this. If the agency was to provide services only according to the amount of grant money received, the COA would cut the number of Homemaking hours over 50% from last year. The board discussed limiting services, waiting lists and senior center limits. Director Snyder recommended not doing anything to limit services and make adjustments to the senior center instead. Discussion regarding reducing HDM from 7 days to 5 days. Board members and Director Snyder were not in favor of reducing home delivered meal days. Director Snyder stated seniors that come to the senior center can get meals elsewhere if we were to close on Fridays. She did identify that closing on Fridays would affect some of the seniors who depend on the nutrition and the socialization. Director Snyder will continue to make cuts to help reduce costs. An increase in millage will not have an effect on this year's budget. The Board asked Director Snyder to provide information on the effects of the staff and the seniors if the center was to close on Fridays at the next meeting. The board agreed to not make cuts in the in-home services at this time. Suggestion of cutting out evening meals at the senior center was discussed. This would eliminate 4 meals compared to only one if the center closed on Fridays.

After reviewing the in-home services limited proposal, a Motion was made by Lovely and supported by Thayer-Ashton to not reduce services or create waiting lists for the in home services program. Roll Call vote taken: McCray, yes, Thayer-Ashton, yes, Lovely, yes, Mahank, yes, Corpe, no, and Munsey, yes, Lockwood absent. Motion carried.

B. Governance Calendar-Evaluate Ends:

End #1-100%

End #2-66%

End #3- 98.3% Disagreement with the Directors calculation of the 72%. Average should be considered along with excellent which would make the end at 98.3% compliant. This reflects a more honest assessment of the end. Board members agree.

End #4-100%

End #5-98% The Board should consider 98% a more reasonable percentage than the 75% the Director has given herself. The Director has corrected everything that needed to be and is working on an Emergency disaster plan.

End #6- 100%

End #7- 96.4 % Take the revenues and divide by the total expenses it would show 96.4% of expenses were met, not the 0% the Director reflected in her report.

End #8-100%

Motion made by Lovely and supported by Munsey to accept the ends at a 94.8% compliance. Ayes (6) six, nays (0) zero. Motion carried.

Director Snyder added the cost of under 60 meal can be changed at any time. She will continue to watch the service report for changes.

Senior Center statistics that were included with the ends report need a third column showing person at each event and average # of times per person.

BOARD MEMBER COMMENTS/CONCERNS: Thayer-Ashton announced she will be going south for the winter for 4 months. She agreed to resign if the board wanted. She will be gone beginning with the December meeting. The board agreed to participate in a conference call for the month of December to see how that works. Mahank reported if her absence affects the COA in a negative way he would approach the County Board and advocate for removal.

PUBLIC COMMENT: Barb McCray announced she Wii bowled a 300 game at the senior center. This is her 31st 300 game.

ADJOURNMENT: Motion by Lovely, supported by Thayer-Ashton to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 3:36 p.m.

Respectfully Submitted,

Linda Munsey, Secretary

Recorded by Melanie Conway