

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER

Regular Board Meeting

December 18, 2013 @ 3:30pm 200 W. Michigan Ave., Grayling (Crawford County Courthouse)

The meeting was called to order at 3:30 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Earl Corpe, Terrie Lockwood (entered at 3:34 p.m.), Carol Lovely, Jack Mahank, and Dean McCray. April Thayer-Ashton attended by phone.

BOARD MEMBERS ABSENT: Linda Munsey.

ALSO IN ATTENDANCE: Melanie Conway, Chris Davis and one guest.

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

Lockwood entered at 3:34 p.m.

Mahank explained there will be no board business transacted during the Committee of the Whole.

AGENDA: Motion by Lovely, supported by Corpe to approve the agenda. Ayes (6) six, nays (0) zero. Motion carried.

PUBLIC COMMENT: None.

CONSENT AGENDA: McCray asked to remove item A from the consent agenda.

A. **Approval of the Minutes from Board Meeting November 27, 2013:** Discussion regarding options for installation of a front door at the COA. Director will check with Joe Duran, Building Department. Motion by McCray, supported by Lovely to approve the Minutes from Board Meeting November 27, 2013. Ayes (6) six, nays (0) zero. Motion carried.

B. **Receive and File Financial Report Ending November 30, 2013:** Motion by McCray, supported by Lockwood to receive and file the financial report ending November 30, 2013 showing a balance of \$12,684.10 in the black. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE: None

Motion by Corpe, supported by McCray to convene Committee of the Whole. Ayes (6) six, nays (0) zero. Motion carried.

REPORTS

A. **Director's Report:** Assistant Director Conway reported interviews are scheduled next week for the part-time Kitchen Assistant. Discussion regarding reducing services instead of waiting lists. NEMCSA stated this is not an option; however, it was noted Antrim County does reduce services. This is possible because Antrim County does not use any NEMCSA funding for those services. Millage money provides the funding. Mahank reminded board members that he will be reporting on the COA's Annual Report on the County Commissioners' meeting tomorrow at 9:00 a.m. All board members are invited to attend.

Motion by Mahank, supported by Lockwood to forward the Director's Report to Board Action Item, 11.C. Ayes (6) six, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA**: Mahank stated there was no COA business to report.
- C. **Area Agency on Aging Advisory Council**: Corpe stated there was no COA business to report.
- D. **Gazette Advertising**: Updates discussed regarding advertising. Currently, Gazette advertising is at a profit of approximately \$3,000.

Lockwood left the meeting at 3:54 p.m.

OLD BUSINESS:

- A. **Revenue Generation**: Options for generating revenue were reviewed. Date for golf outing will be set at first meeting. Approximately 200 Annual Reports were mailed last week and \$500 has been received in donations.

NEW BUSINESS

- A. **Budget Amendments**: Grant monies were reduced in the amount of \$2,898.
- B. **Board Member Attendance/Voting/Quorum**: McCray expressed concern re: Thayer-Ashton being out of state and physically absent for 4 meetings. Discussion regarding whether Thayer-Ashton can attend meeting by Skype video and whether she is able to vote by video. Mahank stated the County's attorney has been asked for an opinion on this matter. Thayer-Ashton will hold off on making a resignation decision until more information is received regarding video attendance. It was noted the County Commissioners will be notified if any board member is absent for three meetings. Thayer-Ashton agreed to solicit gazette advertising by phone during the next few months and will also assist with golf outing.
- C. **Proposal for Friday Closure**: Discussion regarding financial savings if COA were closed on Fridays, as well as impact on seniors. Corpe discussed option of COA open 5 days per week, 6 hours per day, with no dinner meal served.

Lockwood entered at 4:40 p.m.

Motion by Mahank, supported by McCray to forward 5 day, 6 hours per day proposal request to Board Action Item, 11.D. Ayes (6) six, nays (0) zero. Motion carried.

- D. **Governance Calendar – Agency Evaluation**: Mahank reported this evaluation is a summary of governance policy segments for this fiscal year and a comparison to the previous three years. It was noted the COA is performing at 98.7% compliance.

Motion by Mahank, supported by McCray to adjourn the Committee of the Whole. Ayes (6) six, nays (0) zero. Motion carried.

- A. **Budget Amendments**: Motion by McCray, supported by Lovely to accept budget amendments in the amount of \$2,898. Ayes (6) six, nays (0) zero. Motion carried.

- B. **Agency Evaluation**: Motion by Corpe, supported by Lockwood to approve the Agency Evaluation. Ayes (6) six, nays (0) zero. Motion carried.

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

D. **5 day/6 hour day Proposal:** Motion by Corpe, supported by McCray to request Director to prepare an economic proposal for next meeting for a 5 day, 6 hours per day Senior Center schedule with no dinner served. Ayes (6) six, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Corpe discussed concerns over the under 60 cost per meal decreasing to \$4.50. Information on this issue was in board packet and reviewed. This item will be added to the January agenda for further discussion. Motion by Corpe, supported by Lovely to ask Director to review the legalities of amount charged for under 60 people and to reassess the charge going forward. Ayes (6) six, nays (0) zero. Motion carried.

PUBLIC COMMENT: Public wished everyone a Merry Christmas.

ADJOURNMENT: Motion by Corpe, supported by Lockwood to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Linda Munsey, Secretary

Recorded by Chris Davis