

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
January 22, 2014 @ 200 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, Terrie Lockwood, Jack Mahank, Dean McCray, and April Thayer-Ashton (by phone). Thayer-Ashton not part or voting or quorum.

BOARD MEMBERS ABSENT: Carol Lovely and Linda Munsey, both absent with notice.

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

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

AGENDA: Motion by McCray, supported by Lockwood to approve the agenda. Ayes (4) four, nays (0) zero. Motion carried.

PUBLIC COMMENT: None.

CONSENT AGENDA: Corpe asked that Financial Report be removed from the consent agenda.

- A. **Approval of Minutes from Board Meeting December 18, 2013:** Motion by McCray, supported by Lockwood to approve the board minutes of the December 18, 2013 meeting. Ayes (4) four, nays (0) zero. Motion carried.
- B. **Receive and File Financial Report Ending December 31, 2013:** Question by Corpe regarding total collected of membership fees and event fees. Total of \$450 of membership/event fees have been received. Approximately \$1,300 of grant funds has not been received yet through the first quarter. Motion by Corpe, supported by Lockwood to receive and file the financial report ending December 31, 2013. Ayes (4) four, nays (0) zero. Motion carried.

CORRESPONDENCE: None

Motion by Corpe, supported by McCray to convene the Committee of the Whole. Ayes (4) four, nays (0) zero. Motion carried.

REPORTS

- A. **Director's Report:** Director noted the reduced hours for Karl Schreiner's Advocacy & Resource position is impacting the seniors. It was also noted that volunteers are not as effective as staff; however, they are necessary. Advertising is being done for the part-time receptionist and part-time cook positions. Freezer needs to be replaced at a cost of \$4,000 -\$5,000. Director is applying for grant assistance to cover this expense. Lockwood offered use of her freezer in emergency situation. Public input session from January 21, 2014 was discussed. Discussion regarding meal cost of under 60 participants at \$4.50.
- B. **NEMCSA/AAA:** Regular meeting was held; however, there was no direct business for this board.
- C. **Area Agency on Aging Advisory Council:** No report.
- D. **Gazette Advertising:** Ads were reviewed. Sales must be at \$1,583 per month to meet budgeted amount.

OLD BUSINESS: None.

NEW BUSINESS

- A. **Board-Staff Relationship:** Staff members have been instructed to refer all Board members to the Director to answer any operational questions. No board members objected.
- B. **Community Plan Update:** Community Plan Update was reviewed.
- C. **County Commissioner Assessment Results:** Results were reviewed and will be discussed at tomorrow's Commissioner's meeting.
- D. **Governance Calendar – Governance Process Evaluation Survey:** Board members are to complete and return to the COA.

Motion by McCray, supported by Lockwood to adjourn the Committee of the Whole. Ayes (4) four, nays (0) zero. Motion carried.

Director's Report: Motion by Lockwood, supported by McCray to receive and file the Director's Report. Ayes (4) four, nays (0) zero. Motion carried.

Community Plan Update: Motion by Lockwood, supported by McCray to receive and file the Community Plan Update. Ayes (4) four, nays (0) zero. Motion carried.

Fund Balance: Discussion regarding Building Fund and Fund Balance. Currently, there is not 3 months' worth of operational coverage in the Contingency Fund. Motion by Lockwood, supported by Corpe that Board has reviewed the Building Fund and Contingency Fund balances and recommends no changes at this time. Board will revisit in three months at April's meeting. Ayes (4) four, nays (0) zero. Motion carried.

Proposal for Reduction of Daily Senior Center Hours: Kitchen staff dollar amount is not included because it is so variable. Comparison was presented between the Friday closure proposal versus the Reduction in Daily Hours proposal. Director would recommend closing the Senior Center on Fridays because it is less of an impact than the reduction in daily hours. Motion by Lockwood, supported by McCray, that if the need arises, the closure of Senior Center on Fridays is the preferred proposal. Ayes (1) one, nays (3) three. Motion failed. Motion by Corpe, that if the need arises, the reduction of daily senior center hours is the preferred proposal. No support for the motion. Motion failed.

BOARD MEMBER COMMENTS/CONCERNS: None

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Corpe, supported by Lockwood to adjourn. Ayes (4) four, nays (0) zero. Motion carried. Meeting adjourned at 3:20 p.m.

Respectfully Submitted,

Linda Munsey, Secretary

Recorded by Chris Davis