

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
February 26, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)

The meeting was called to order at 1:00 p.m. by Chairman Mahank.

BOARD MEMBERS IN ATTENDANCE:

Earl Corpe, Terrie Lockwood, Carol Lovely, Jack Mahank, Dean McCray, and April Thayer-Ashton (by phone). Thayer-Ashton not part of voting or quorum.

BOARD MEMBERS ABSENT: Linda Munsey, absent with notice.

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

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

AGENDA: Add Item 5.A. Open Meeting Act; Add Item 10.B. Meeting Time. Motion by Lovely, supported by Lockwood to approve the agenda as amended. Ayes (5) five, nays (0) zero. Motion carried.

PUBLIC COMMENT: None.

OPEN MEETING ACT: Board members have received copy of letter from Bonnie Toskey dated 6/15/09 regarding participating in meetings by phone and how that relates to the Open Meetings Act. Second paragraph states board member must be physically present to be part of the quorum. Letter also states it is the Board's decision whether to allow phone participants to vote. Discussion followed. Motion by Lovely to approve use of telephone conference for individuals on Board to make motions and vote on motions per opinion of Bonnie Toskey in letter dated 6/15/09. No support. Motion failed. Motion by Lovely, supported by Lockwood that Board adopt policy to allow telephone conferencing by Board members as technology allows. Board member will be able to participate and vote on motions, as well as participate in discussions, but will not be considered part of the quorum, per opinion of Bonnie Toskey in letter dated 6/15/09. Ayes (5) five, nays (0) zero. Motion carried.

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

- A. **Approval of Minutes from Board Meeting January 22, 2014:** Motion by Corpe, supported by Lovely to approve the board minutes of the January 22, 2014 meeting. Ayes (5) five, nays (0) zero. Motion carried.
- B. **Receive and File Financial Report Ending January 31, 2014:** Discussion regarding Home Delivered Meal program in the red \$24,000. Question regarding the 616 Respite program in the red \$7,275. Director noted federal grant funds are spent first (616), so all expenses come out of that department. Soon, expenses will be switched to Respite (614) and revenue will keep gaining in 616. Director anticipates this department will break even. Department 617-DHS Home Help shows no activity. The COA no longer participates in this program; therefore, there will be no more revenue or expenses. The board requested a budget amendment be completed for this department the next time other amendments are needed. Currently, the COA is \$9,093 in the black, but this does not include the fund balance of \$10,000 budgeted. Director noted a \$6,000 increase has been received for Congregate/HDM NSIP funds. Director anticipates having to use some of the \$10,000 fund balance, but not end up in the red at year-end. Motion by Lovely, supported by McCray to receive and file the financial report ending January 31, 2014. Ayes (5) five, nays (0) zero. Motion carried.

It was noted April Thayer-Ashton is no longer participating in the meeting by phone.

CORRESPONDENCE: None

Motion by Corpe, supported by McCray to recess board meeting and convene the Committee of the Whole. Ayes (5) five, nays (0) zero. Motion carried.

REPORTS

- A. **Director's Report:** Director received an email for an Art Auction fundraising partnership with the Artisan Village in spring/summer to support the Home Delivered Meal program.
- B. **NEMCSA/AAA:** Mahank noted an update for new NEMCSA board members was received, along with a presentation on Personnel Policies. Mahank gave material to Director.
- C. **Area Agency on Aging Advisory Council:** Corpe was elected as Council Chair and Barb Selesky as Co-Chair for the Council.
- D. **Gazette Advertising:** Ads were reviewed.

OLD BUSINESS:

- A. **Governance Process Evaluation Survey:** It was noted some board members have not returned the survey. Mahank discussed the responsibility of each board member to complete surveys.

NEW BUSINESS

- A. **Selling Gazette Ads:** Gazette ads were reviewed, along with process to solicit ads. All board members were encouraged to sell ads to help meet our budget. If everyone participates, each member would only have to sell \$2,700.
- B. **Meeting Time:** Mahank has conflict with current meeting time and requested meeting time be changed from 1 p.m. to 2 p.m. This will be moved to an Action Item.

Motion by Corpe, supported by Lockwood to adjourn the Committee of the Whole. Ayes (5) five, nays (0) zero. Motion carried.

Director's Report: Motion by McCray, supported by Lockwood to receive and file the Director's Report. Ayes (5) five, nays (0) zero. Motion carried.

Meeting Time: Motion by Lovely, supported by McCray to move the start time for future board meetings from 1 p.m. to 2 p.m., beginning with the next meeting, March 26th, 2014. Ayes (5) five, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Lockwood gave notice of her absence for the upcoming March and June meetings.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Lockwood, supported by Lovely to adjourn. Ayes (5) five, nays (0) zero. Motion carried. Meeting adjourned at 3:45 p.m.

Respectfully Submitted,

Linda Munsey, Secretary
Recorded by Chris Davis