

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

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

BOARD MEMBERS IN ATTENDANCE:

Earl Corpe, Carol Lovely, Jack Mahank, Dean McCray, Linda Munsey, and April Thayer-Ashton (by phone). Thayer-Ashton is part of voting, but not part of quorum. Carol Lovely arrived at 2:04 p.m.

BOARD MEMBERS ABSENT: Terrie Lockwood, absent with notice.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway, and Debra Pelton.

The Pledge of Allegiance was led by Linda Munsey. A prayer was offered by Alice Snyder.

Introduction of Debra Pelton, new Administrative Assistant.

The phone call with April Thayer-Ashton was disconnected at 2:07 p.m. and reconnected at 2:09 p.m. Discussion follow regarding disconnect problem and the Board agreed not to do the phone call for future meetings if the connection problems continued.

CONSENT AGENDA: Mahank asked that the Financial Report be removed from the consent agenda. Corpe asked that the Minutes be removed from the consent agenda for corrections. Motion by Dean McCray support by Earl Corpe to approve the agenda as amended. Ayes (6) six, nays (0) zero. Motion carried.

A. **Approval of Minutes from Board Meeting February 26, 2014:** Motion by Earl Corpe, supported by Carol Lovely to approve the board minutes of the February 26, 2014 meeting as amended, removing the word "video" under Board Member Attendance. Ayes (6) six, nays (0) zero. Motion carried.

B. **Receive and File Financial Report Ending February 28, 2014:** Discussion explaining the different face sheet. Motion by Earl Corpe, supported by Carol Lovely to receive and file the financial report ending February 28, 2014. Ayes (6) six, nays (0) zero. Motion carried.

PUBLIC COMMENT: None.

CORRESPONDENCE: None

Motion by Earl Corpe, supported by Linda Munsey to recess the board meeting and convene the Committee of the Whole. Ayes (6) five, nays (0) zero. Motion carried.

REPORTS

A. **Director's Report:** Chairman Mahank had a question regarding finishing FY 13/14 in the red vs black. Snyder explained she had just received a full year statement of grant award, but we are still missing NSIP money but expected to receive it. Including the additional money, there was a total increase in the grant award of \$12,381. The increase will change the balance, so Director Snyder is projecting ending the year in the black, but will still use a small amount of the \$10,000 budgeted. Expect to use about \$3,700 of the \$10,000. McCray asked if there were still plans to do the volunteer recognition dinner. Director Snyder affirmed yes. Discussion followed regarding using a church or the high school. The total cost of a previous year including t-shirts was approximately \$5,000. Additional funding is being sought to support this dinner. Director Snyder encouraged all Board

members to attend the fund raising event at Spikes on March 26, 2014 for the United Way. Older Michiganians Day was discussed and board members were asked to inform Karl if they were attending. Discussed making sure we planned talking points for the day. Chairman Mahank asked about the service report showing a case load of 140 clients and discussed the Feb Intake of 14 and closure of 7, net of 7. Snyder explained the difference between clients and services. Intakes and closures are services not clients. Director Snyder noted that in future we will only include the number of cases and will not include the assessments only. Discussed the RSVP funding. Their fiscal year is April through March and they are State funded through 2015. Chairman Mahank asked how losing RSVP funding impact us. Director Snyder explained RSVP reimburses us for the home delivered meal drivers for their commute mileage from home to COA office and COA office to their home estimating a couple thousand dollars. RSVP funding is for 55 and older drivers only.

B. NEMCSA/AAA: No one present from NEMSCA/AAA

C. Area Agency on Aging Advisory Council: Discussion regarding the bussing for Older Michiganians Day and the Land Line bill. Corpe noted the bill has passed both the House and the Senate with an effective date of 2017, but has not been signed by the Governor. NEMSCA has money available for heating fuels. Signs have been posted in COA and County offices. Both NEMSCA and True North have been contracted by distribute the funds. Currently our inquiries are being sent to NEMSCA. NEMSCA has started two (2) new programs: foreclosure and home buyers' education programs.

D. Gazette Advertising: Ads were reviewed. Comment by Chairman Mahank, proceeds from advertising went up \$880 over last month. He encouraged all Board Members to sell ads with new potential advertisers being Dentists, Banks, Fast Food, Eye Doctors, Realtors, and Tax Accountants. He noted sales to date are \$17,600 and the budget is \$19,000.

OLD BUSINESS:

A. Governance Process Evaluation Survey Results: Seven (7) responses received. This is how the Board evaluates itself and this tool should be used to grow the Boards performance. Team work needed among board members.

Section 1 - Governance Commitment – Part A = 88%; Part B = 100% Total Score #1 = 94%

Section 2 - Governance Style = 86%

Section 3 - Board Job Description = 79%

Section 4 - Annual Board Planning Cycle = 67%

Overall Compliance = 82%

The Board should be serving the community and board members should not be self-serving. Board education and a possible retreat for team building may help. Need to look at the Open Meeting Act to see if minutes have to be kept at a retreat. Director Snyder will put it on next month's agenda for possible topics to be discussed. Director Snyder is already working on a job description for COA Board members. She will bring it to the board, hopefully at the next meeting in April. Chairman Mahank noted it is important how Snyder views the Board. Board Job Description and Annual Board Planning Cycle need more discussion because of the low rating. Director Snyder noted Education on the Governance Policy could be one of the topics at the retreat. Board Member conduct would also be a good topic for the retreat.

NEW BUSINESS:

A. Governance Policy Calendar-Evaluate Board/Staff Relationship: To be turned in today. Received four (4) at meeting.

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

BOARD ACTION ITEMS:

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

Governance Policy Calendar-Evaluate Board/Staff Relationship: Motion by Earl Corpe supported by Carol Lovely to receive and file the Governance Process Evaluation Survey Results with an 82% overall compliance.

BOARD MEMBER COMMENTS/CONCERNS: Carol Lovely asked to allow time at the next Board Meeting to further the discussion for a Board retreat. Linda Munsey noted she has moved out of her district and will be resigning as a County Commissioner for District 4 and from the COA Board. More than likely the County Board of Commissioners will appoint a new COA board member at their next meeting.

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Linda Munsey, supported by Carol Lovely to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 3:51 p.m.

Respectfully Submitted,

Linda Munsey, Secretary
Recorded by Debra G. Pelton