

**CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER**  
**Regular Board Meeting**  
**May 28, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)**

The meeting was called to order at 2:06 p.m. by Chairman Mahank.

**BOARD MEMBERS IN ATTENDANCE:**

Earl Corpe, Jack Mahank, Dean McCray, and April Thayer-Ashton. Shelly Pinkelman and Terri Lockwood arrived at 2:08.

**BOARD MEMBERS ABSENT:** Carol Lovely, absent with notice.

**ALSO IN ATTENDANCE:** Director Snyder and Melanie Conway.

The Pledge of Allegiance was led by Dean McCray. A prayer was offered by Alice Snyder.

**AGENDA:** Motion by McCray, supported by Lockwood to approve the agenda. Ayes (6) five, nays (0) zero. Motion carried.

**PUBLIC COMMENT:** None.

Pinkelman asked if she needed to abstain from voting at this meeting since she was new and hadn't been through orientation. Chairman Mahank replied no and should ask questions when needed.

**CONSENT AGENDA:** Ashton-Thayer asked to have item B removed from the consent agenda.

**A. Minutes from Board Meeting March 26, 2014:**

**C. Receive and File Financial Report Ending March 31, 2014:**

**D. Receive and File Financial Report Ending April 30, 2014:**

Motion by Earl Corpe, supported by April Thayer-Ashton to approve the Consent agenda including the minutes from the board meeting of March 26, 2014 and receive and file the financial report ending March 31, 2014 and April 30, 2014. Ayes (6) six, nays (0) zero. Motion carried.

**B. Minutes from Board Meeting April 23, 2014:** Discussion - Thayer-Ashton reported she was at the board meeting but arrived six minutes after adjournment. She would like the minutes to reflect her attendance. Chairman Mahank identified that the board meeting was already adjourned due to lack of quorum when Thayer Ashton arrived. No revision can be made to the minutes. Motion by Thayer-Ashton supported by Earl Corpe to approve the minutes from board meeting April 23, 2014. Ayes (6) six, nays (0) zero. Motion carried.

**CORRESPONDENCE:** None

Motion by Earl Corpe, supported by Terrie Lockwood to recess the board meeting and convene the Committee of the Whole. Ayes (6) five, nays (0) zero. Motion carried. Chair Mahank asked if there was anyone who would like to chair the committee of the whole. No board members identified they would like to chair the committee of the whole.

*Committee of the Whole Convenes*

## **REPORTS**

- A. **Director's Report:** An updated list of Board members with phone numbers was provided. Flyers for the Meals on Wheels fundraiser were distributed to all board members and asked to circulate within the community and surrounding areas. Director Snyder identified where the flyers already exist within the community. Director Snyder reported she has a hard copy of the AAA annual implementation plan for 2015 is available to view and also there is a copy on the AAA website. Director Snyder educated board members the number of hours she is working per week. She addressed the inability to be at every function the COA implements. She encouraged individuals to come and see her if they have any questions regarding her time. Discussion pertaining to the Hometown Furniture store for relocation. When opportunities present themselves, the Director will pursue until it is found not feasible. Director Snyder and Commissioner Pinkelman met with John Cherven regarding old Hometown Furniture building. If at any time there is serious consideration in any option the information will be brought to the board. Director Snyder stated the biggest problem is money. The COA needs to continue to fundraise. The condition of the building was discussed. Any building that we are seriously considering will be looked at Joe Duran at the County and an Architect. Earl Corpe and April Thayer-Ashton volunteered to help at the Art Gallery MOW fundraiser. Director Snyder informed board members pet assistance was identified as an unmet need in a survey. Grants are still being pursued to help fund pet assistance. Fifteen thousand dollars has been requested to move from congregate to HDM from NEMCSA. At this time that has not been approved and we are still waiting for the approval. The request is usually approved. Corpe stated he will mention to the AAA the request and the importance of approval. If we end in the black in congregate then we would have to give money back to the AAA. The congregate program supports itself and the HDM program does not. The millage money we put into a program can be pulled out and used for other senior center programs when we have grant monies to use. Mahank stated it would be nice if at the start of the budget year we could just budget the amount from congregate into HDM it would be more realistic. According to the AAA, this is not allowed and a request must be made to transfer. Director Snyder reported she is still obligated to meet the contracted number of meals when funds are transferred.
- B. **NEMCSA/AAA:** There is change in the minimum nutritional standards. COA is waiting for the information. Last fall new guidelines were developed and presented to the COA's. The COA's needed to be compliant by the end of the year. Now with the new change, COA is waiting for notification of the information. This change will override the fall changes.
- C. **Area Agency on Aging Advisory Council:** Corpe reported a FEMA training will take place at the Ramada Inn on Monday June 16<sup>th</sup>. Sharon Greenhoe gave a presentation on Ombudsman. Roscommon County is in need of an Ombudsman. Information regarding the ADRC. How to get information on the Older Americans Act was provided. Call 1-800-MICHVET for veteran's assistance.
- 3:01 Shelly Pinkelman exited the meeting*
- D. **Gazette Advertising:** Thayer-Ashton reported she didn't believe she would have any ads before her term expires. Corpe reported he is still working on his insurance company. Mahank stressed the importance that all the board members participate in selling ads.

## **OLD BUSINESS:**

- A. **Board/Staff Relationship Survey Results:** Agency evaluation is a total of 94 percent. A board retreat was introduced. These results will be brought back to board for action.

- B. **Fundraiser Efforts:** Director Snyder stated we need to be doing more fundraising. The board committed to do a golf fundraiser and so far there has been no action. She reported she did the art gallery fundraiser on her own as there were connections there and the Artisan Village volunteers are doing a lot of the work. She stated she doesn't have the time to do fundraisers without assistance from others. The COA is short staffed, making it difficult to work on fundraisers. The board committed to fundraising and the \$10,000 that was budgeted.

*Pinkelman returns at 3:16pm.*

Director Snyder stated that the COA staff have done their job helping with the budget by cutting positions and covering the vacant positions. She stated the board now needs to do what they agreed upon with fundraising. Fortunately, the budget is better because of the additional grant monies received, but funding continues to be an issue.

### **NEW BUSINESS:**

- A. **Budget Amendments:** 2 budget amendments, 1). 12,363 grant increase and 2) 6,789 grant increase for a total of 19,152.
- B. **Community Plan Update:** Unmet needs that are identified and what we are doing to meet the unmet needs.
- C. **Board Member Job Description:** Director Snyder received copies from other agencies and drafted a job description for the board to explore. A change in wording, to operational concerns and add requirement be a Crawford county resident was agreed upon. The Board's responsibility to fundraise was discussed. Director Snyder reported she needed to know what the commitment of the board was so she can fill in the gaps. A committee for fundraising was discussed. Add subcommittee for fundraising on the agenda for next month per Mahank.
- D. **Board Retreat:** Postpone until next mtg.
- E. **Resolution of Support-Senior Corps:** RSVP, Senior Companion and Foster Grandparent Programs. Director Snyder reported we receive about 2,000 for HDM drivers through the Senior Corps.
- F. **Administrative Assistant Contract:** Director Snyder requested that the salary per hour be increased from \$11.68 to \$14.00 per hour. She did a survey and found the range to be between \$13.19-\$17.80 an hour. She identified it is difficult to keep people due to the low wages.
- G. **Officer Election –Secretary:** Dean McCray volunteered for Secretary Nominee.
- H. **Governance Policy Calendar-Evaluation of Ends:** Delayed until next mtg.
- I. **Governance Calendar- Vision, Mission, Values:** Carry over to next mtg.

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

### **BOARD ACTION ITEMS:**

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

**Board/Staff Relationship Survey Results:** Motion by Lockwood supported by McCray to receive and file the Board Staff Relationship Survey Results with a 94% rating. Ayes (6) six, nays (0) zero. Motion carried.

**Budget Amendments:** Motion by, Corpe supported by Thayer-Ashton to approve the budget amendments presented. Ayes (6) six, nays (0) zero. Motion carried.

**Board Member Job Description:** Motion by, Pinkelman supported by Lockwood to approve the board job description as amended. Ayes (6) six, nays (0) zero. Motion carried.

**Resolution of Support:** Motion by, Corpe supported by Lockwood to adopt the resolution of support for Senior Corps. Ayes (6) six, nays (0) zero. Motion carried.

**Administrative Assistant Contract:** Motion by, Thayer-Ashton supported by McCray to approve the contract presented with an increase in wage to \$14.00. Ayes (6) five, nays (1) one. Motion carried.

**Officer Election:** Motion by, Thayer-Ashton supported by Lockwood to appoint McCray for the remainder of the office term, July 2014, as Secretary. Ayes (6) six, nays (0) zero. Motion carried.

**BOARD MEMBER COMMENTS/CONCERNS:** none

**PUBLIC COMMENT:** None

**ADJOURNMENT:** Motion by Corpe, supported by Thayer-Ashton to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 4:06pm p.m.

Respectfully Submitted,

Dean McCray, Secretary  
Recorded by Melanie Conway