

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER
Regular Board Meeting
August 27, 2014 @ 200 Michigan Ave., Grayling (Crawford County Courthouse)

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

BOARD MEMBERS IN ATTENDANCE:

Cheryl Hopp, Jack Mahank, Dean McCray, Matthew LeBlanc, and Shelly Pinkelman.

BOARD MEMBERS ABSENT: Terri Lockwood absent with notice and Carol Lovely absent with notice.

ALSO IN ATTENDANCE: Director Snyder, Melanie Conway, Kara LaMare from NEMCSA and guest.

The Pledge of Allegiance was led by Matt LeBlanc. A prayer was offered by Cheryl Hopp.

AGENDA: Motion by McCray, supported by Hopp to approve the agenda. Ayes (5) five, nays (0) zero. Motion carried.

PUBLIC COMMENT: None

CONSENT AGENDA: Motion by Pinkleman, supported by LeBlanc to approve the consent agenda. Ayes (5) five, nays (0) zero. Motion carried.

CORRESPONDENCE: Mahank presented the approved 1 year grant award letter that Director Snyder received from the AAA. Mahank stated Director Snyder was awarded the entire funding she requested. Motion by McCray supported by Pinkleman to receive and file the grant award dated August 8, 2014. Ayes (5) five, nays (0) zero. Motion carried.

Director Snyder presented a letter addressed to the board from Senior Center participants. The letter addressed the fee charged for out of county memberships. The Board discussed this issue last month and gave the Director feedback. Since then, Director Snyder has decided to discontinue the membership fee for the new fiscal year starting October 1st. She stated the discontent that the fee has created is significant and believes it would be in the best interest of the seniors to discontinue. This membership has generated a minimal amount of funding with only 9 participants becoming members and about 31 paying the \$5.00 event fee. Director Snyder stated donation cans would be placed at the events that cost money. Director Snyder stated she contacted the individual that sent the letter and discussed the letter. Motion Pinkleman supported by LeBlanc to receive and file the membership letter dated August 19, 2014. Ayes (5) five, nays (0) zero. Motion carried.

REPORTS

- A. **Director's Report:** Discussion occurred regarding the disbanding of the free tax service to the seniors. Board members expressed concern regarding the loss to the community and the 200 seniors that potentially will be without this free service. Director Snyder stated she has been in contact with NEMCSA regarding tax training opportunities for volunteers. Board members stated that maybe someone in the private sector may be willing to take over the free tax service. Director Snyder stated she would consult with the free tax services board to consider options. Board members discussed writing letters to inform the appropriate agencies of the tax situation that Crawford County will soon encounter over 600 people without this service. Motion by McCray supported by Pinkleman to receive and file the Director's Report. Ayes (5) five, nays (0) zero. Motion carried.

Director Snyder asked to move item C Northeast Michigan Regional Council on Aging report next due to Corpe having to leave the meeting early.

- B. NORTHEAST MICHIGAN REGIONAL COUNCIL ON AGING:** Corpe passed out literature regarding financial foreclosure assistance. He stated Sharon Greenhoe received an award. Minimum wage act passed and this will increase yearly over the next 4 years to \$9.25 per hour. Corpe added the Endowment for Health Fund 2015 is available and access is through the State of MI. Corpe explained options proposed for how the new In-Home Service funding will be distributed among the COAs. Director Snyder requested that the AAA Director know that the COA Directors want to and need to know the awards for the upcoming fiscal year to create their budgets. It is frustrating for the COA Directors when the figures are out there but no notification has been given.
- C. NEMCSA/AAA:** Mahank reported he has no report at this time; next scheduled meeting is next Friday in Oscoda.
- D. GAZETTE ADVERTISING:** A report was provided. McCray secured an ad for Spikes. Director Snyder will check on the AAA ad. She provided advertising forms to new board members and explained the form. Banks, dentists, eye doctors, Lovell's and Frederic business were identified as areas that have not been approached for advertisement.

2:50pm- Yvette from the AAA was contacted by phone, placed on speaker phone, to consult with regarding the grant awards for the new fiscal year. Yvette reported due to increased funding the AAA is projecting more than double the amount in funding. The AAA is looking at different formulas for allocations including base rate formulas and a straight across the board allocation. At this time Yvette stated they haven't had the official ruling from the board for which formula will be used. She stated as soon as the Board approves how the allocations will be distributed the COA Directors will be notified. Director Snyder asked for a copy of the formulas that are being proposed be sent to all COA Directors. Yvette reported HDM will have an approximate increase of 20% in funding. She stated the 20% will then be put into a formula and distributed over the entire 12 counties.

OLD BUSINESS:

- A. MEETING SCHEDULE:** Board members discussed the day, time, location and frequency of board meetings. Board members agree that monthly meetings are needed at this time. The schedule for the new fiscal year will be on the agenda for the September board meeting and further discussion will take place. Motion by Hopp supported by McCray to hold the September meeting the 3rd Tuesday of the month which is September 16th at 6pm in the dining room at the Senior Center. Ayes (5) five, nays (0) zero. Motion carried.

NEW BUSINESS:

- A. FISCAL ASSESSMENT:** Information was provided to all board members regarding the financial assessment conducted on 6/24/14. There were no findings in the audit. Director Snyder made note that County personnel is a big help to the COA and we should pass a thank you on to them. Motion by McCray and supported by Pinkleman to receive and file the August 5th notice finding the COA in full compliance. Ayes (5) five, nays (0) zero. Motion carried. Mahank praised Director Snyder for her accomplishment.
- B. BUDGET AMMENDMENTS:** \$15,000 was shifted from congregate to home delivered meals with the permission of the AAA. Motion by Pinkleman supported by Hopp to approve the \$30,000 budget amendment. Ayes (5) five, nays (0) zero. Motion carried.

- C. **HEALTH DEPARTMENT SPACE:** Director Snyder provided feedback from staff members identifying the positives and negatives of moving some staff to the vacant part of the Health Dept. building. The biggest concern the staff reported was losing the ability to form personal relationships with seniors. Using the Health Department space for an Adult Day Care was introduced. Director Snyder stated the funding would not be available until the fall 2015 but would consider the options.
- D. **LEASE AGREEMENT:** The lease with the Grayling Housing Commission was provided. The lease includes a flat 5% increase which is still less than market value. The differences between last year's lease and this year were identified and discussed. Director Snyder recommended accepting the lease as presented. Motion by McCray and supported by Pinkleman to authorize the Director to sign the 2 year lease with the Grayling Housing Commission. Ayes (5) five, nays (0) zero. Motion carried.
- E. **CONTRACT FOR DIRECTOR:** Changes include current contract dates and a 4% increase in wage based on the COLA staff received last year and this year (management did not take any increase last year due to budget constraints). Director Snyder has a 96% approval rate upon completion of her performance evaluation stated Mahank. Motion by Pinkleman supported by Hopp to approve the director's contract as presented. Ayes (5) five, nays (0) zero. Motion carried.
- F. **CONTRACT FOR ASSISTANT DIRECTOR:** Changes include current contract dates and a 4% increase in wage. Director Snyder recommends the board accept the contract as presented. Motion by McCray supported by Pinkleman to approve the assistant director's contract as presented. Ayes (5) five, nays (0) zero. Motion carried.
- G. **FY 14-15 BUDGET:** Director Snyder explained the departments in the budget presented. Changes include the elimination of department 617, waiver and home help, no longer feasible to provide these contracted services. A new grant was added in department 619. A page has been added to reflect in detail the wages and benefits for all employees. Motion by Pinkleman supported by Hopp to accept the fiscal year 14-15 budget proposal of \$706,487.00. Ayes (5) five, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: Information in the Senior Gazette was discussed.

PUBLIC COMMENT: none

ADJOURNMENT: Motion by Pinkleman, supported by McCray to adjourn. Ayes (5) five, nays (0) zero. Motion carried. Meeting adjourned at 3:47 p.m.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Melanie Conway