

**CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER**  
**Regular Board Meeting**  
**September 15, 2015 @ 308 Lawndale St., Grayling**

The meeting was called to order at 6:02 p.m. by Jack Mahank.

**BOARD MEMBERS IN ATTENDANCE:**

Dean McCray, Matthew LeBlanc, Jack Mahank, Jamie McClain, and Cheryl Hopp.

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

**ALSO IN ATTENDANCE:** Director Snyder, Melanie Conway, Lynn Cheney, and Laurie Sauer.

The Pledge of Allegiance was led by McClain. A prayer was offered by Hopp.

**APPOINTMENT OF TIME KEEPER:** Hopp was appointed time keeper for the meeting.

**AGENDA:**

Director Snyder would like to add under new business 12-C Budget Amendments and under old business 11-B Fiscal Year 15-16 Budget. Mahank asked to add under old business 11-C Reschedule the Fish Hatchery Tour. Mahank requested that the NEMCSA report and the Northeast Michigan Regional Council on Aging report be interchanged permanently.

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

Carol Lovely Arrived at 6:06 p.m. Mahank relinquished chairing the meeting to Lovely upon her arrival.

**CONFLICT OF INTEREST:** None. Mahank stated that we do not have a policy on Conflict of Interest. Mahank stated it is good to have a statement, but it would be better if we had a policy.

**PUBLIC COMMENT:** None.

**CONSENT AGENDA:**

Under Financial Assessment the word complaint was change to compliant.

Motion by Mahank to approve the Consent Agenda, supported by LeBlanc. Ayes (6) six, nays (0) zero. Motion carried.

**CORRESPONDENCE:** None

**REPORTS**

**A. DIRECTOR'S REPORT:**

Director Snyder stated yesterday the numbers were updated. Right now it looks like the COA will end the year at about \$1,100 in the red. Director Snyder also stated there is a good chance she will need to take family medical leave in October. Melanie will be acting as the director.

Director Snyder talked about the grants in the Director's report. The COA includes all expenses in the programs. The COA has created separate accounts for the Advocacy program, Activities, and the

Gazette programs. Staff wages will be included in the departments. This will help us know the total cost of the programs. When the COA started adding Melanie's wages into the In-Home Service programs, we did not look to see how that would affect our contract with the Area on Aging. When we bid for our current contract, we bid \$17.75 per unit. The actual cost is close to \$25 dollars per unit. When Director Snyder did the budget for this year the true cost was entered and not the contracted cost. This last month, the Area on Aging realized we were using our cost per unit and not the contracted cost. The repercussion is when the cost per unit decreases the number of units increase. The AAA did allow us to use \$17.75 across the board. The Respite grant will be reduced about \$3,500. Sauer apologizes that error was not caught sooner. Sauer stated if you hit 90% of the units required then you do not have to give any funds back. Director Snyder reported when the service report was updated with the cost of \$17.75 the Homemaker unit percentage increased to 93%.

The board had a discussion on the grant contracted rate and the actual rate the COA pays per unit. Sauer reported the AAA is looking at other practices across the state regarding ways to distribute funds. Director Snyder stated that looking to next year the projected loss for Respite would be around \$3,600 and \$5,000 for Homemaking. Director Snyder will look into the current contract to see if it has a default to terminate the contract.

The board discussed Gazette advertising. The COA will meet its goal of \$19,000 for fiscal year 14-15. Next year the advertising budget was increased to \$24,000.

Mahank stated that under financial update, it stated that the COA would be \$10,000 in the red. Director Snyder took another look at the budget. She project to end \$1,100 in the red.

The board discussed changes to the Salad Bar program for next year. Mahank asked why the COA does not charge more for the Salad bar to break even. According to Director Snyder the problem is not enough people are eating the salad bar. If we raise the price and nobody is eating it, then we will lose even more money.

Motion made by Mahank to receive and file the Directors Report, supported by McClain. Ayes (6) six, nays (0) zero. Motion carried.

**B. NORTHEAST MICHIGAN REGIONAL COUNCIL ON AGING – Earl Corpe**

Absent – Barb Selesky position has not been replaced, the position at this time is open. Meetings are on Mondays at 1:00p.m.

**C. NEMCSA:**

Mahank brought in a copy of RSVP article by Dan Sanderson that was in the Avalanche.

Business Items from NEMSCA: Sauer received a letter from the Department of Health and Human Services that reviews the audit performed on the MI Choice Waiver program. NEMCSA was rated and found to be totally compliant.

NEMSCA has been working on a strategic plan. During Friday's meeting they approved their strategic plan. Mahank stated that when he receives the plan, he will make a copy for everyone and Director Snyder can distribute them.

**OLD BUSINESS:**

**A. The Future of Aging Services – 9 Strategies to Transform Organizations:**

Director Snyder contacted Tom Ruden and he is not available to do a presentation at this time. Mahank brought in a copy of the Summer 2015 Munson Healthcare Foundation *Focus*. It has a nice article regarding philanthropy. Director Snyder will make copies.

**B. FY 15-16 Budget:**

Director Snyder stated last month the budget was passed with a transfer of \$35,407 from the fund balance for a budget of \$760,000. The last several months our expenses have increased. It is looking like the monthly expenses are between \$65,000 and \$66,000. If you multiple \$66,000 by 12 you get \$792,000. That is still \$32,000 shy of the passed budget. Director Snyder stated that personally, \$60,000 is too much money to take out of the fund balance. The flip side of that is we can raise revenue or decrease expenses. Director Snyder stated that realistically there is no more room to add additional revenue. The other option is to cut expenditures. Several years ago we talked about cutting staff, creating waiting lists, or closing on Fridays. Do we wait a couple months to see if the monthly expenses stay high or not? Or should we start having discussions now, and have a couple board members and a few staff members to look at different options. The fund balance is \$176,621 the building fund is \$142,354 for a total of \$318,975. Director Snyder put out a question about the millage in the October Gazette. We need to get people talking about the millage next year. Would the people support only a renewal or an increase? McCray stated there might be some opposition. Mahank stated some people in the county already think they pay too much in property taxes. LeBlanc commented what better way to show the need for a millage, then taking actions and making cuts.

**C. Reschedule Fish Hatchery Tour:**

Director Snyder will try to reschedule the fish hatchery tour for Thursday, October 1, 2015 at 10:00a.m.

**NEW BUSINESS:**

**A. Review of Governance Calendar:**

Motion made by Mahank to move and accept the Governance Calendar, supported by McClain. Ayes (6) six, nays (0) zero. Motion carried.

**B. FY 15-16 Board Meeting Schedule:**

Motion made by Mahank to move and accept the Board Meeting Schedule, supported by McClain. Ayes (6) six, nays (0) zero. Motion carried.

**C. Budget Amendment:**

Motion made by Mahank to move and accept the budget amendments, supported by Hopp. Ayes (6) six, nays (0) zero. Motion carried.

**BOARD MEMBER COMMENTS/CONCERNS:**

McCray asked if the costs were going to go up to advertise in the Gazette. Director Snyder stated that the dollar amounts will not change. Secondly, McCray stated that Munson Hospital is the greatest place and has the best staff in the United States of America.

Lovely thanked the board members for serving on the board and for their input.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** Motion by McClain, supported by Hopp to adjourn the meeting at 7:58p.m. Ayes (6) six, nays (0) zero. Motion carried.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Lynn Cheney