

**CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER**  
**Regular Board Meeting**  
**December 16, 2014 @ 308 Lawndale St., Grayling**

The meeting was called to order at 6:00 p.m. by Carol Lovely.

**BOARD MEMBERS IN ATTENDANCE:**

Cheryl Hopp, Dean McCray, Matthew LeBlanc, Terry Lockwood, Jack Mahank, Jamie McClain, and Carol Lovely.

**BOARD MEMBERS ABSENT:** None.

**ALSO IN ATTENDANCE:** Director Snyder, Melanie Conway, Lynn Cheney, Barbara McCray, Evelyn and Robert McIntosh and Kara Lamare.

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

**AGENDA:** Mahank requested that Tax Aide Program be added to the agenda as Old Business A. McClain requested Board Per Diem to be added to the agenda as Old Business B. Director Snyder reported that there will be no Northeast Michigan Regional Council on Aging report. Chair Lovely requested it be removed from the agenda. Motion by Mahank, supported by Lockwood to approve the agenda as amended. Ayes (7) seven, nays (0) zero. Motion carried.

**PUBLIC COMMENT:** Evelyn McIntosh requested that all board members speak into the microphones, so that everyone can hear.

**CONSENT AGENDA:**

Motion by Mahank, supported by McClain to remove the financial portion of the Consent Agenda. Ayes (7) seven, nays (0) zero. Motion carried.

**A.** Motion by McCray, supported by Lockwood to approve the minutes of November 18, 2014. Ayes (7) seven, nays (0) zero.

**B.** Mahank stated that the financial report shows that we have an excess of \$29,625.74 for the first two months of the fiscal year. Motion by Mahank, supported by McClain to receive and file the financial report ending November 30, 2014. Ayes (7) seven, nays (0) zero. Motion carried.

**CORRESPONDENCE:** Motion by Mahank, supported by McClain to receive and file the thank you card from the Commission on Aging staff. Ayes (7) seven, nays (0) zero. Motion carried.

**REPORTS**

**A. Director's Report:**

- a. Director Snyder discussed the annual report that overviews the services provided for the year. Around two hundred Annual Reports were mailed out to active donors. There are extras if the board would like to hand some out.
- b. Annual Meeting will be held on January 22<sup>nd</sup>, 6:00 pm, at the Commission on Aging.
- c. Activity / Event Attendance graph, tracks the number of unduplicated clients for the last two years. It will be used to see trends that are occurring. Average Number of Daily Visitors graphs how many times someone walks in the door. Before My Senior Center (MSC), there was no way to tell how many people come in the door. Depending on the season, between 60 and 80 people come in daily. MSC does not track if they come in to see Karl or Melanie. Karl

tracks clients by hours or how many phone calls made. System tracks attendance not appointments. MSC does not count volunteers or appointments.

- d. Activities Report tells how many people come to different activities. Duplicated count is how many times people were here, and unduplicated counts a member only once.
- e. Policy Governance End #4 Director Snyder stated that soup and salad bar and senior center activities were not included in the numbers. It was added to end #4, so that it will be included in the next report.
- f. Reminder about the Open Meetings Act Training on February 2<sup>nd</sup>. It has been posted.

Motion made by McCray, supported by Mahank to receive and file the Directors report with all attachments. Ayes (7) seven, nays (0) zero. Motion carried.

**B. NEMCSA:** New CEO Lisa Bolan will be starting in January. There were a number of board members who thought that the selection was done in violation of the Open Meetings Act. According to Mahank, NEMCSA did not follow the Open Meetings Act when hiring the new CEO. The personnel committee carries out the process. They called all 50, and reduced it to a smaller group. Then selected one and presented it to the board. It was not done as an open meeting. Crawford County sent a letter to the CEO and Chair of the NEMCSA Board, all counties involved, and the Alpena County Prosecuting Attorney regarding NEMCSA not following the Open Meetings Act. Mahank abstained from voting on the new CEO for NEMSCA so that he was not in violation.

**C. Gazette Advertising:**

- a. Lovely was flatly declined when she asked Grand Traverse Heart to advertise in the Gazette.
- b. Mahank stated that only 2 ads expired, Intelicare and Senior Helping Seniors. Motion by Mahank, supported by Hopp to put the start and end dates on the gazette customer contact list. Ayes (7) seven, nays (0) zero. Motion carried.
- c. McClain committed to making calls on ads that have expired. Lovely has committed to writing letters. Director Snyder has in the past put together a list of companies that are not advertising with us. Presently, Director Snyder thinks about all the business on a road and which ones are not advertising instead of using a list.

**OLD BUSINESS:**

- A. Tax Aide: We have referred three volunteers to the NEMCSA program. Training will take place in January. We will most likely not have enough volunteers this year to meet the need. It will end up being an unmet need. NEMCSA program does not cover Roscommon County. Mahank noted that there was an expectation set by the County to provide this service. Now that we will no longer be able to meet the need, we will probably have people complaining about the program. They will be upset and angry. Last year about 200 seniors in Crawford County took advantage of this program. NEMCSA does have a new service to go online and do your own taxes for free. Director Snyder will contact NEMCSA to see if there is a workshop on doing your own taxes. Information about this program is in the January Gazette. Mahank would like this to be on the agenda for the next meeting.
- B. Per Diem: The Commissioners chose not to raise the per diem at this time. It will be on the agenda in July when the new budget is being discussed. At this time, our rates are in the middle of what others around us are getting.

**NEW BUSINESS:**

**A. STRATEGIC PLANNING – COA SPACE:**

Director Snyder asked if this is something that we want to pursue. At this time, it is part of our Strategic Plan, but not actively being evaluated. Before the board starts asking for money, we need to have a vision. Is there someone to partner with? Should the COA be putting money into a building fund? Do we want to move forward with this or not? We have an ample contingency fund now in addition to the building fund. Director Snyder asked if we should be adding more to the building fund. If not, then the Commission on Aging needs to look at increasing the programs and services offered with that money. Does Crawford County have a need for a new building, or is it a small group of seniors that want a new building? Lovely asked if the COA needs to start working on a plan or do we need to decide to spend the money? The first task of the Strategic Plan was to assess the need for space. We looked at all the pieces of property that the county owns before the election last time. Director Snyder stated that looking at this year compared to last year we could operate a building. LeBlanc stated that the easiest way to get a new building is to put it on the ballot for a millage increase. Cheryl Melroy at the hospital has done a survey. Director Snyder will check if there is data to help support the size of building or needs. Lockwood asked if it would be in our best interest to get a needs assessment done. A needs assessment would look at what the community wants and what they are willing to support. We need to be good stewards of the money that has been entrusted to us. Motion made by Lockwood and supported by Mahank to have Director Snyder get quotes on a needs assessment to bring back to the Board. Ayes (7) seven, nays (0) zero. Motion carried.

**B. GOVERNANCE ENDS EVALUATION:**

The governance ends evaluation was tabled to the next meeting.

**C. GOVERNANCE CALENDAR – AGENCY EVALUATION:**

Motion by Mahank, supported by Lockwood to approve the Governance Calendar – Agency Evaluation and take to the County Commissioners meeting. Ayes (7) seven, nays (0) zero. Motion carried.

**BOARD MEMBER COMMENTS/CONCERNS:**

Lockwood inquired about the status of the Advocacy & Resource Coordinator. Karl is still part time status and is not interested in more hours. Jamie McClain is now our new County Commissioner on the board. In the past, the Board looked at partnering with DHS on a building. At that point they were not interested in working together with us because of their lease agreement.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** Motion by Lockwood, supported by McClain to adjourn the meeting at 8:19pm. Ayes (7) seven, nays (0) zero. Motion carried.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Lynn Cheney