

**CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER**

**Regular Board Meeting**

**April 21, 2015 @ 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, Jack Mahank, Jamie McClain, Terry Lockwood and Carol Lovely.

**BOARD MEMBERS ABSENT:**

**ALSO IN ATTENDANCE:** Director Snyder, Melanie Conway, Lynn Cheney, Kara LaMarre.

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

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

**AGENDA:**

Motion made by Mahank to add conflict of interest to the permeant Agenda, supported by McCray. Ayes (7) seven, nays (0) zero. Motion carried.

Motion made by Mahank to approve the agenda as amended, supported by McClain. Ayes (7) seven, nays (0) zero. Motion carried.

**CONFLICT OF INTEREST:** None.

**PUBLIC COMMENT:** None.

**CONSENT AGENDA:**

Mahank asked to remove the financial report from the Consent Agenda.

Motion made by McCray to approve the minutes, supported by Lockwood. Ayes (7) seven, nays (0) zero. Motion carried.

Financial Report: Mahank stated the adjusted balance for the first six months is at \$29,000; where do estimate to be at year end? Director Snyder stated that last year the agency was close to \$80,000 before purchasing equipment. Once the final numbers from the grants come in and the budget amendments are done the COA will know where it stands. The estimate right now is between \$60,000 and \$80,000.

Motion made by Mahank to receive and file financial report, supported by McClain. Ayes (7) seven, nays (0) zero. Motion carried.

**CORRESPONDENCE:** None.

**REPORTS**

**A. DIRECTOR'S REPORT:**

The Board discussed how many hours Director Snyder dedicated to filling other positions. Secondly, there was a discussion on Tax Aide program.

Motion made by Lockwood to receive and file the Directors Report, supported by Mahank. Ayes (7) seven, nays (0) zero. Motion carried.

- B. NEMCSA:** Mahank stated that there was no Aging business at the last NEMCSA meeting. Mahank was reappointed to the Program Planning and Evaluation committee and elected chair.

Kara LaMarre stated that the MMAP training will run June 23<sup>rd</sup> – June 25<sup>th</sup>, June 30<sup>th</sup>, and July 1<sup>st</sup>. Recruitment is ongoing. Karl has been MMAP trained, 3 volunteers plus 2 others that we can use if needed.

An RN is now on staff to do Diabetes PATH and Matter of Balance training. The Chronic pain program has been updated. There are three chronic pain leaders at this time. Diabetes and Pain management needs to be billable, and have to have a registered dietitian on staff. Crawford County will not have the Diabetes Path class because the hospital has one.

### **OLD BUSINESS:**

**A. Governance Ends Evaluation:**

- a. End #5: The Commission on Aging will be compliant with all funder program guidelines. Outcome Measure: 100% performance and financial audit compliance. Motion made by Mahank to keep end #5 as it is supported McClain. Ayes (7) seven, nays (0) zero. Motion carried.
- b. End #6: The Commission will provide services at a comparable cost. Outcome Measure: Cost per unit of service will be equal to or less than NEMCSA Region 9 average per service. Director Snyder stated that it is hard to get region 9 data. Director Snyder has used state data the last several years. The Crawford County Commission on Aging offers insurance to our staff. Most in home providers do not offer insurance, so in this aspect the COA is not comparable. Last year we were 92 % compliant.

Motion made by Mahank to change the End #6 to use state or NEMCSA average rates, supported by McCray. Ayes (7) seven, nays (0) zero. Motion carried.

Motion made by Mahank to direct, the Director to request NEMCSA to provide the average costs of service and suggested donation for each COA in Region 9 within 90 days, supported by McCray. Ayes (7) seven, nays (0) zero. Motion carried.

### **NEW BUSINESS:**

**A. Expansion of COA Staff Positions:**

- a. Kitchen Staffing: The Kitchen Manager would be a supervisor. They would have a need to meet with their staff. They would have to use rooms that are already here.
- b. Public Relations: The Public Relations staff member would be in charge of the Gazette, flyers, press releases, brochures, reports, and meet with the people in the community. This position would be 15 hours per week.

LeBlanc stated that there is a need, and it needs to be addressed. It needs to be a priority. Part time is not working. Once they are offered full time they are leaving. It is costly to train new employees.

Director Snyder will bring an updated budget to the next board meeting showing the adjustment for the new positions.

The board would like to draft a letter to Mark Snyder for his work on the Senior Gazette.

Motion made by Mahank to accept Director Snyder recommendations on staffing for 6 months, supported by Leblanc. Mahank asked for a roll call. Hopp - Aye, McCray - Nye, LeBlanc - Aye, Lockwood - Aye, Mahank - Aye, Lovely – Aye and McClain - Aye. Ayes (6) six, nays (1) one. Motion carried.

Break 7:12 returned at 7:18

**B. The Future of Aging:**

Director Snyder provided the board with some articles regarding the future of aging. Lockwood thinks that this would be good to take to the county board.

Kara LaMarre from NEMCSA discussed Communities for a Lifetime.

A decision was made to bring back the 9 strategies article and cover for ½ hour per meeting.

**BOARD MEMBER COMMENTS/CONCERNS:**

Mahank would like to thank Director Snyder for bring the information back from her conference, and would like to compliment her decision to pursue her masters.

Carol Lovely leaving Mercy going to Munson in Traverse City, and will be pursuing her masters in [medicine nursing](#).

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** Motion by McClain, supported by Lockwood to adjourn the meeting at 7:54 pm. Ayes (7) seven, nays (0) zero. Motion carried.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Lynn Cheney