

CRAWFORD COUNTY COMMISSION ON AGING & SENIOR CENTER

Regular Board Meeting

July 21, 2015 @ 308 Lawndale St., Grayling

The meeting was called to order at 6:03pm by Carol Lovely.

BOARD MEMBERS IN ATTENDANCE: ~~Dean McCray~~, Carol Lovely, Matthew LeBlanc, Jack Mahank, Jamie McClain, and Cheryl Hopp.

BOARD MEMBERS ABSENT: Dean McCray absent with notice. Terry Lockwood.

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

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

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

AGENDA:

Mahank would ask that the Napis report and its review to be added to the agenda after item 10A, after the Directors Report.

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

CONFLICT OF INTEREST: None.

PUBLIC COMMENT: Earl Corpe stated that he read the minutes from last month. One of the suggestions that were made was for a Community Center for all the community and not just for seniors. That particular statement as far as I'm concerned is not appropriate. The Commission on Aging is here to serve the seniors and not the community. Lovely stated that the discussion for a community center was for financial reasons. Partnering with the community and coming together to have one large area where several different agencies or organizations could come together would be more sustainable. Corpe stated that when I go into a senior center I don't want to look at everyone else that is not of that age group. If we are going to have a senior center let's have a senior center not a community center.

CONSENT AGENDA:

Motion by Mahank to approve the Consent Agenda and file the minutes from June 16 2015 and financial statement dated June 30, 2015, supported by LeBlanc. Ayes (5) five, nays (0) zero. Motion carried.

CORRESPONDENCE:

Barbara Selesky has resigned from her position on the AAA Advisory Council.

Motion made by Mahank to accept Selesky resignation letter, and to send a letter thanking her for her services, signed by the Director Snyder, Board Chair Lovely and County Commissioner Chair Stephenson, supported by McClain. Ayes (5) five, nays (0) zero. Motion carried.

The position will be advertised in the September Gazette. McClain will also mention it to the county commissioners.

Motion made by McClain to receive and file the Selesky's resignation letter, supported by Hopp. Ayes (5) five, nays (0) zero. Motion carried.

A. DIRECTOR'S REPORT:

Snyder stated that after looking at the figures right now it looks as if the agency will finish the fiscal year between \$40,000 - \$45,000 in the black. The COA is looking into purchasing a one door commercial freezer. Cost will be about \$2,500. The copy machine is reaching the end of its life. I will be looking for quotes for a new one. It should be about \$5,500 to \$6,000. The other big item is a well for the community garden. Seniors are leaving the garden because they cannot haul the water. It has been several years since the last quote. Director Snyder will look into quotes for a well. The only building related item is replacing the toilet in the larger bathroom. The COA will purchase the toilet and the housing will pay for the labor. The COA is still waiting on the transfer of \$9,000 from Congregate to HDM. Laurie Sauer stated that it has been approved. The COA will not receive the money until August. The raffle and rummage sale fundraisers will raise around \$6,000.

Mahank stated that he is glad to see that the COA is going online with the In-Home assessments. Director Snyder stated that it is just a form on the computer. It is not online. The COA already has computer policies in place for the laptop. Mahank asked if it would stand up to HIPPA policies. Director Snyder stated that the procedures are in place and depends on the staff to follow the policies.

Motion made by Hopp to receive and file the Directors Report, supported by McClain. Ayes (5) five, nays (0) zero. Motion carried.

10A. NAPIS REPORT: Director Snyder stated that when you come in to have a congregate meal or home services there is a form you need to fill out and it has some basic information and some nutritional risk types of questions. The form comes back and the information gets entered into an online web based system. Then the data gets compile and a report is released on previous year's statistics. They have been doing a great job the last several years taking this information and using it for advocating at the legislative level. The report goes through each of the different programs and gives you information about the different type of clients we are serving in Michigan. On page 35, the data on cost is what I use to measure against the COA's cost per unit for the Ends Report. In 2014 the cost per unit of in-home care is \$27.58; the COA average is \$23.94. The COA is under the state average for in-home care. The 2014 average per meal is \$4.92 our combined meal cost is \$5.46 so we are a little higher than the state average. Director Snyder included the information from Region 9 that was requested on the cost of services in our area. Mahank would like to see next month how we compare, if we back out the cost of the health insurance for the homemakers.

Mahank stated that if you go through this and look at what we do, and compare it to what we talked about as we look at the future of aging services, critical planning, and strategic planning; there are a lot of anomalies that you see between our population and the state's population. Between, our costs and the states cost. Mahank stated that it would be worth going through this in some detail as part of our strategic planning. There is also an anomaly between meal costs. If you look at congregate meal costs, NAPIS numbers are higher for congregate. Regional costs are higher for congregate. The COA is lower for congregate. For home delivered meals, the opposite is true. Director Snyder stated if you took the Crawford County Commission on Aging budget and compare to other COA budgets, there are no rules to include the same costs in the same program. On the state level if there were more guidelines for uniformity that would help get better data.

Mahank would like to add on the agenda the NAPIS report in conjunction with the Future of Aging Services discussion.

B. NEMCSA:

NEMCSA did not meet in July. Rework of the by-laws has been completed and reviewed by NEMCSA corporate attorney and copies have been sent out to all board members. It should be brought up at the August Meeting to be approved.

C. NORTHEAST MICHIGAN REGIONAL COUNCIL ON AGING – Earl Corpe

Last meeting was on June 22, 2015. Guest Speaker was Mr. Robinson, the president of the Northern Michigan Veterans Coalition. Since 2002 approximately 2.6 million service members has been separated from active duty status. Michigan was ranked 11th, with nearly 700,000. Corpe talked with Judy Umlor, the Veterans Service Officer, to let her know that he would be willing to help with veteran's issues.

In the Directors report, Laurie Sauer, thanked the attendees of the Older Americans Day. Twenty one from our region, representing five counties attended. Next year's date will be May 11, 2016. Governor Snyder signed the budget last week; most of the programs will remain flat funded. Don Newport, State Commission on Aging Representative, plans on retiring. Sawyer Plume will be having a Long Term Elder Abuse conference on August 26th & August 27th. Corpe would encourage Director Snyder to send some of the meal drivers and homemakers to the conference.

D. COMMUNITY PLAN QUARTLEY REPORT:

Mahank started a discussion regarding utility assistance. If you look at this year, 13 out of 107, 15% of unmet needs are for utility assistance. It is the highest unmet need. It is probably going to be a bigger need this year.

Tax Aide: Director Snyder stated that NEMCSA is willing to do it again next year. NEMCSA is a better option compared to AARP. NEMCSA limits it to the counties that it servers and has an income limit. AARP states that it needs to be open to all counties and no income limit. One concern is that we will not have enough qualified volunteers to help. The COA will try to work with Kirtland to see if there are students to do the taxes or supervise the volunteers. Sauer asked if Director Snyder thought about the RSVP program. Snyder stated that she has talked to Heidi Powers.

We are in desperate need of volunteers for the SHARP program.

OLD BUSINESS:

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

Strategy Three: Commit to a Big Hairy Audacious Goal and Chart Your Impact. Mahank ask as we move forward with the 9 different strategies and pull in the NAPIS report, is there going to be a chronical kept other than the minutes? Director Snyder stated that the information can be pulled from the minutes and create a single document.

Lovely likes title of Commit to a Big Hairy Audacious Goal and Chart Your Impact. There is a lot of frustration imbedded in this particular strategy. Lovely stated that a lot of the Board Members have felt frustration of having big goals. They are wonderful goals but we spin our wheels or don't move forward with any strategy for action. We can talk until we are blue in the face. Where do we need to start going from here? What do we need to do as a collective board, to help engage our community? I

don't think the board alone can move things forward. Especially some of the goals like a new facility, or really huge goals. How do we look at engaging our community? Do we look at engaging our community? What are the goals of the board for this agency?

Mahank stated that if you look at the way we manage the population that we serve it is at a large extent a population that is at or near poverty. It is a population that to a large extent is not mobile. It is an important population, the most at risk population. In the process of serving them we have forgotten the rest of the senior population. We are not engaging them and they are not engaging us. They think our mission is the seniors at or near poverty and homebound. It is an important part of our mission, but it is not our whole mission. Mahank stated that there is nothing here for me, someday there will be. So how do we engage that part of the population that is healthy, active, and to a large extent affluent? Maybe that is your big hairy audacious goal.

Lovely asked if it takes a building to encapsulate an organization or body of individuals with like-minded values, goals, and things they like to do. Does it really take a building? Maybe some might say yes. It doesn't take a building to go fly fishing. It doesn't take a building to canoe or kayak? If you own those things, it takes a mindset, a beginning point and an ending destination.

McClain asked about inviting the avalanche to do an article about what we do here. Do the seniors know about the things we do here. Do people know about the bowling, or the trips?

Mahank stated that he has sold a lot of Gazette ads, most of the people who purchase the ads are seniors or near seniors. They always ask about the COA. I have invited them to stop over and I will buy them lunch, but they never do. I sell a lot of raffle tickets. Most of these are sold to seniors or near to seniors. They ask about the senior center, but you never see them here. Those are the people who have the money and the wear with all to do anything they want to do. The only thing the COA does for seniors, like me, who can get around and have money, is the entertainment.

LeBlanc stated that strategy three should be a mindset of picking out a big goal and seeing if you can do it. Secondly, having bench marks or charting your progress to see if you're getting there. Strategy two and four look like it is more about coming up with different ideas. Now that we have some good ideas how do we move forward, and how are we going to chart things?

Director Snyder reminded the board that we do have a strategic plan. Several years ago, we did lay out a number of goals. So if we want to choose a goal, we might want to look at what we have in place. Maybe, add to it an extension of who we serve.

Lovely stated that it might be a good idea to include a recap of the strategic plan. I would propose next month before moving on to strategy four, let's stop with the first 3 strategies. Let's start making some actionable strategies, and bring back the strategic plan. Let's put time on the agenda to discuss the current strategic plan.

Chuck Corwin the Board Chair from Roscommon stated that Roscommon is wrestling with the same thing in Roscommon County. What strikes me is that in our twelve counties we have directors that meet on a regular basis and are all dealing with the same problem. It seems to me if you do it here in Crawford, and we do it in Roscommon, we are all reinventing the wheel. Gaylord is financially beyond where we are. They are able to pull in a different cliental. The directors have a collective knowledge to get this ball rolling. In Roscommon we are building an addition that can host receptions and gatherings. Once we get more people into the building they will start using it, and realize it's not just for seniors.

Sauer stated that Otsego has offices in a small building. They have developed a community relationship. A lot of their activities are built and happen in the community. They have activities at the pool. They have classes at the M-tech center. Seniors are going to community locations and not the senior center. Most of the counties do not have the finances or the staffing to do that. Director Snyder does a lot of networking in the community. I think talking about a community center instead of a senior center is a really positive move. The older adults moving up are not looking for a senior center; they are looking for activities to do.

NEW BUSINESS:

A. Board Member Recruitment:

Lovely was reinstated this morning by Sandy Moore. Moore does not want to advertise in the Avalanche for the open board position. Lovely asked her to post the position on the county website and to run the ad in the Avalanche. Moore was agreeable to that. Lovely asked McClain to share this information with the county commissioners. Mahank asked McClain to see if Moore would also post the AAA open position on the website. LeBlanc stated that maybe the Chamber could also share it.

B. Election of Officers:

Secretary: McCray emailed Lovely stating that he would be interested in being the Secretary again. Lovely nominated McCray supported by Mahank. Mahank motion to close nominations and a unanimous vote be cast for McCray as Secretary, support by McClain. Ayes (5) five, nays (0) zero. Motion carried.

Board Vice-Chair: McClain nominated Mahank as Board Vice-Chair, supported by Hopp. Ayes (5) five, nays (0) zero. Motion carried.

Board Chair: Mahank nominated Lovely as Board Chair. Motion made by Mahank to close nominations and to a cast a unanimous vote to elect Lovely as Board Chair, supported by McClain. Ayes (5) five, nays (0) zero. Motion carried.

C. Governance Policy Calendar – Executive Limitations:

#1 - General Executive Constraint: Motion made by Mahank that this board reviewed executive limitation #1 and find Director Snyder in full compliance, supported by McClain. Ayes (5) five, nays (0) zero. Motion carried.

#2 - Treatment of Clients: Motion made by Mahank that the board reviewed executive limitation #2, items A thru F, the Director has answered there are no violations, and this board finds the Director in full compliance, support by Hopp. Ayes (5) five, nays (0) zero. Motion carried.

#3 - Treatment of staff: Motion made by Hopp, that Director Snyder is in compliant with the treatment of staff, supported by Mahank. Ayes (5) five, nays (0) zero. Motion carried.

#4 Budgeting: Motion made by Mahank that the board reviewed executive limitation #4 budgeting and find the Director 100% compliant, supported by LeBlanc. Ayes (5) five, nays (0) zero. Motion carried. Ayes (5) five, nays (0) zero. Motion carried.

#5 - Financial Conditions: Motion made by McClain that the Director is complaint with #5 financial conditions A thru H, supported by Hopp. Ayes (5) five, nays (0) zero. Motion carried.

#6 - Asset Protection: Motion made by McClain that the director is compliant with #6 asset protection, supported by LeBlanc. Ayes (5) five, nays (0) zero. Motion carried.

#7 - Compensation and Benefits: Motion made by Hopp that Director Snyder is compliant with #7 compensation and benefits, supported by McClain. Ayes (5) five, nays (0) zero. Motion carried.

#8 - Executive Succession: Motion made by Mahank that the board has reviewed the executive succession and find the Director in full compliance, supported by LeBlanc. Ayes (5) five, nays (0) zero. Motion carried.

#9 - Community resources: Motion made by McClain that Director is 100% complaint with #9 community resources supported by Mahank. Ayes (5) five, nays (0) zero. Motion carried.

#10 - Communication and Counsel to the Board: Motion made by McClain that Director Snyder is 100% complaint with communication and counsel to the board supported, by Hopp. Ayes (5) five, nays (0) zero. Motion carried.

Motion made by Mahank to move End #8 to Executive Limitation 5-I. The administration cost will be equal to or less than 10% of the total budget not including direct service expense, supported by McClain. Ayes (5) five, nays (0) zero. Motion carried.

Motion made by Mahank, to receive and file the executive limitations. Reviewed policy 1 thru 10 and find the agency in full compliance, supported by McClain. Ayes (5) five, nays (0) zero. Motion carried.

BOARD MEMBER COMMENTS/CONCERNS:

Matt LeBlanc stated that they are having a baby, due November and might miss a meeting.

Lovely is a new grandma. Fifth grandchild, a girl, was born last Friday.

McClain husband is paddling the marathon this weekend, hoping for a top 10 finish

PUBLIC COMMENT: Corwin thanked the board for allowing me him to address the board. Mahank commented that it might be helpful if Board Chairs moved around a little. There was a discussion about maybe having a Board Chair meeting. Sauer stated that the DHS is now ranking home health care agencies. Mercy home health from Grayling, now Munson, was ranked at that high level. They were the only one in northern Michigan.

ADJOURNMENT: Motion by McClain, supported by Hopp to adjourn the meeting at 8:03pm. Ayes (5) five, nays (0) zero. Motion carried.

Respectfully Submitted,

Dean McCray, Secretary

Recorded by Lynn Cheney