

## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
May 22, 2008 @ Grayling Senior Center

The meeting was called to order at 1:05 pm by Chairman Mahank.

**Board members in attendance:** Lynn Hagon, Mike Lange, Jack Mahank, Dean McCray, Joan Miller, Linda Munsey, and Howard Taylor.

**Also in attendance:** Director Snyder, Chris Davis, and guests.

The Pledge of Allegiance was led by Howard Taylor. The invocation was offered by Joan Miller.

## **AGENDA**

Motion by Lange, supported by Taylor, to approve the agenda as amended. Ayes (7) seven, nay (0) none. Motion Carried.

## **MINUTES**

Motion by McCray, supported by Lange, to approve the minutes of the April 24, 2008 board meeting. Ayes (7) seven, nay (0) none. Motion Carried.

## **FINANCIAL REPORT**

At this time the budget shows \$26,605.26 in the black after 7 months. Motion by Lange, supported by McCray, to receive and file the financial report ending April 30, 2008. Ayes (7) seven, nay (0) none. Motion Carried.

## **CORRESPONDENCE**

The following correspondence was received:

- Correspondence from Director to Board dated May 22, 2008 with attachment letter from Martha Barnum dated April 26, 2008. Mr. Lange noted County Commissioners reviewed letter from M. Barnum at Commissioner's meeting and forwarded to the COA Board for review. Motion made to forward Director's response letter to the County Board of Commissioners. Motion by Lange, supported by Taylor, to forward Director's letter as a response to the County Board of Commissioners for review. Ayes (7) seven, nay (0) none. Motion carried.

## **REPORTS**

- A. **Director's Report** - Director's report was discussed. Letter to HUD from G. Quigley of Grayling Housing Commission regarding COA lease was reviewed, along with letter from COA Director stating services provided to tenants. Total rent next year would increase from \$20,800 to \$26,500, due to an increase in utilities. Motion by Munsey, supported by Lange, to receive and file the Director's Report. Ayes (7) seven, nay (0) none. Motion Carried.
- B. **NEMCSA** – Mahank stated NEMCSA is scheduled to distribute customer satisfaction surveys in early July. There is no other report at this time.
- C. **Area Agency on Aging** – No report at this time.
- D. **Building** – Director Snyder discussed the building report. Architectural inspections on the Eagles building and the Fish Hatchery building have been completed and reports will be issued

in the near future. Director will review Eagles report to determine how much additional space will be needed for expansion. Eagles building is 5,500 square feet and 8,000 square feet is required. Chairman Mahank commented the representatives and architects from both the Eagles and Fish Hatchery were very cooperative. Scheer Motor County property was discussed. There is currently no developed access to the property and it would also need to be annexed. It would be costly for improvements to be made (road, water/sewer, etc.). Mahank noted the cost of improvements was completed 5 years ago and Mahank will provide this information to the Director. The old Grayling Inn & Suites motel on Old 27/Business Loop was discussed. Director is attempting to contact the owner and explore that option further. Director will ask a volunteer architect to review the parking availability for the two downtown buildings. The May Day windows building was discussed. According to the city manager, city water/sewer would not be a possibility; therefore, Director's recommendation is to remove the May Day Windows building from the Due Diligence process. Motion by McCray, supported by Miller, to remove the May Day windows building site from the due diligence process. Ayes (7) seven, nay (0) none. Motion carried.

### **OLD BUSINESS**

- A. Kitchen Air Conditioning** – Director attended the Grayling Housing Commission meeting and discussed the kitchen air conditioning. GHC's thermostat controls the temperature in the dining room. GHC approved the purchase of a new air conditioner for the GHC offices, which would leave the current air conditioner to cool the dining room area only. Director has ordered a new programmable thermostat for the dining room. GHC board will not incur any expense to cool the kitchen area because this area would not be cooled if COA were not occupying the building. Director recommends obtaining additional bids from heating and cooling companies. Quotes were received last year to install ventilation at \$4,800; a swamp cooler at \$3,000, or a comfort commercial switch ranging from \$9,500 to \$15,000. Director will inquire into the possibility of moving a new cooling unit to the new building. Director will prepare a proposal outlining bids. Board members expressed concern over spending money on a building that was not going to be used in the future. It was noted COA will probably remain in the current building for at least two more summers. Board agreed to the Director obtaining bids.

### **NEW BUSINESS**

- A. Evergreen Commons Site Visit** – The slideshow of the Evergreen Commons was presented. Mahank commented on the large use of volunteers and the focus on health, wellness and activity.
- B. HDM Delivery Schedule Change** – Director noted home delivered meals are currently delivered daily Monday through Friday with Saturday's and Sunday's meal delivered frozen on Friday. Proposal to deliver Monday, Wednesday and Friday due to decrease in driver volunteers and increase in cost of gasoline. Monday's delivery will include a frozen meal for Tuesday, Wednesday's deliver will include a frozen meal for Thursday, and Friday's delivery will include a frozen meal for Saturday and Sunday. The HDM participants received a letter with above information and all responses have been positive. There is concern that clients will not receive a welfare check on non-delivery days; however, a volunteer or staff person would call to check on the client on the days no delivery was scheduled. Area Agency on Aging requires board approval before request can be made to AAA. Motion by Hagon, supported by Lange, to approve the change in HDM Delivery Schedule to 3 days a week. Ayes (7) seven, nay (0) none. Motion carried.
- C. Credit Card Policy** – Director noted the current credit card limit of \$2,500 has been met due to the cost of trip tickets and other items. There is a need now to increase the spending limit.

The policy statement has been revised increasing the credit limit from \$2,500 to \$5,000, which is within the governance spending limitation. Motion by Lange, supported by Taylor, to increase the credit card limit to \$5,000. Ayes (7) seven, nay (0) none. Motion carried.

- D. **Policy Governance Calendar** – Mahank reviewed the evaluation of board/staff relationship results indicating all positive responses. Motion by Taylor, supported by McCray, to receive and file the board/staff relationship survey results. Ayes (7) seven, nay (0) none. Motion carried.

### **PUBLIC COMMENT**

Vivian Powers offered comments in support of Martha Barnum.

### **ADJOURNMENT**

Motion by McCray, supported by Lange, to adjourn. Ayes (7) seven, nay (0) none. Motion Carried. Meeting adjourned at 2:45 pm.

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Jack Mahank, Chairperson

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Chris Davis, Recording Secretary