

## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
June 26, 2008 @ Grayling Senior Center

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

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

**Also in attendance:** Director Snyder, Melanie Conway, Chris Davis, Helen Nolan, Don Williams and guests.

The Pledge of Allegiance was led by Lynn Hagon. The invocation was offered by Joan Miller.

## **AGENDA**

Under New Business, Item E - New Board Member Training/Retreat and Item F - General and In Home Assessment were added to the agenda. Motion by McCray, supported by Miller, to approve the agenda as amended. Ayes (5) five, nay (0) none. Motion Carried.

Commissioner Lange entered at 1:10 p.m.

## **MINUTES**

Motion by McCray, supported by Lange, to approve the minutes of the May 22, 2008 board meeting. Ayes (6) six, nay (0) none. Motion Carried.

## **FINANCIAL REPORT**

At this time the budget shows \$24,618.39 in the black after 8 months (5/31/08). Director Snyder noted the budget as of this date was approximately \$20,000 in the black. Mahank questioned the amount of revenue noted on financial statement stating it was low compared to previous months. Director will review financial report and get back to Chairman Mahank. Motion by Hagon, supported by Munsey, to receive and file the financial report ending May 31, 2008. Ayes (6) six, nay (0) none. Motion Carried.

## **CORRESPONDENCE**

No correspondence was received.

Mr. Taylor entered at 1:15 p.m.

## **REPORTS**

- A. Director's Report** - Director's report was discussed. Director commented on the recent review of building air conditioning by Mr. Jansen. The recommendation is to move the three freezers to the back wall and vent out due to the excessive heat from the freezers. Director will continue to obtain other opinions. Board was comfortable with proposed plan from Mr. Jansen which he estimated at below \$2000. Motion by Hagon, supported by McCray, to receive and file the Director's Report. Ayes (7) seven, nay (0) none. Motion Carried.
- B. NEMCSA** – Mahank noted the Satisfaction survey will be distributed in August. There is no other report at this time.

- C. **Area Agency on Aging** – No report at this time.
- D. **Building** – Director Snyder noted full inspection reports have not been received from the volunteer architects at this time. Board instructed Director to hire an engineer to evaluate the structural integrity of the old hotel building. Director Snyder stated that there were not any other volunteer architects available, but we still had the Ben Franklin site that needed evaluation. Director Snyder recommended the first step to be an evaluation of available parking. A rough estimate to evaluate the parking has been priced at \$1,500. Discussion ensued. Board consensus was that since we had run out of volunteer architects and we already had one downtown option being studied, it was prudent to remove the Ben Franklin site from the due diligence process. Motion by Lange, supported by McCray, to remove Ben Franklin from the due diligence process. Ayes (7) seven, nay (0) none. Motion carried.

**OLD BUSINESS** – There is no old business at this time.

**NEW BUSINESS**

- A. **Congregate and Home Delivered Meal Assessment** - Director reviewed the assessment. Motion by Taylor, supported by Munsey, to receive and file the congregate and home delivered meal assessment. Ayes (7) seven, nay (0) none. Motion carried.
- B. **3<sup>rd</sup> Quarter Budget Amendments** – Director reviewed the amendments. Motion by Taylor, supported by McCray, to accept the 3<sup>rd</sup> quarter budget amendments. Ayes (7) seven, nay (0) none. Motion carried.
- C. **Recognition of Retiring Board Members** – Mahank thanked Lynn Hagon and Joan Miller for their service to the board.
- D. **Introduction of New Board Members** – Mahank introduced the new board members, Helen Nolan and Don Williams. The term begins with the July 2008 meeting.
- E. **New Board Member Training/Retreat** – Mahank noted the board is required to provide training to new board members. Director and Mahank will provide the training, with any other board members welcome to attend. Director will work with new board members and Chairman Mahank to determine a July training date and time.
- F. **General and In-Home Assessment** – Director reviewed the assessment. Motion by Taylor, supported Lange, to receive and file the General and In-Home Assessment. Ayes (7) seven, nay (0) none. Motion carried.

**PUBLIC COMMENT**

Public comment offered regarding the due diligence process and different building sites.

**ADJOURNMENT**

Motion by Lange, supported by Taylor, to adjourn. Ayes (7) seven, nay (0) none. Motion Carried. Meeting adjourned at 2:20 pm.

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Jack Mahank, Chairperson

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Chris Davis, Recording Secretary