

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
August 28, 2008 @ Grayling Senior Center

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

Board members in attendance: Mike Lange, Jack Mahank, Dean McCray, Linda Munsey, Helen Nolan, Howard Taylor, and Don Williams.

Board members absent: None.

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

The Pledge of Allegiance was led by Dean McCray. The invocation was offered by Helen Nolan.

AGENDA

Motion by Lange, supported by Nolan, to accept the agenda. Ayes (7) seven, nay (0) none. Motion Carried.

MINUTES

Board requested that board member absences be noted on future minutes. Motion by Nolan, supported by Williams, to approve the minutes of the July 24, 2008 board meeting. Ayes (7) seven, nay (0) none. Motion Carried.

Director noted election of officers is to take place at the August meeting. Motion by Lange, supported by Nolan to add Item E – Election of Officers under New Business to the agenda. Ayes (7) seven, nay (0) none. Motion carried.

FINANCIAL REPORT

At this time the budget shows \$19,642.86 in the black after 10 months (7/31/08). Director noted the fiscal year will be ending in the black. Motion by McCray, supported by Munsey, to receive and file the financial report ending July 31, 2008. Ayes (7) seven, nay (0) none. Motion Carried.

CORRESPONDENCE - Mahank noted information was received from NEMCSA regarding grants.

REPORTS

- A. Director's Report** - Director's report was discussed. Director noted there were no violations in the recent financial audit. Motion by Munsey, supported by McCray, to receive and file the Director's Report and Service Report. Ayes (7) seven, nay (0) none. Motion Carried.
- B. NEMCSA** – Mahank noted information has been received regarding grant funds.
- C. Area Agency on Aging** – Report from Ron Gribb was reviewed. There will be no September meeting.
- D. Building** – Motion by Williams, supported by Taylor, to revisit the tabled motion from last meeting. Motion was: Motion by McCray, supported by Lange, to remove hotel from due diligence process. Ayes (7) seven, nay (0) none. Motion carried to revisit this tabled motion. Discussion among board members. Roll call vote taken – Mahank – aye, Lange, - aye, Taylor

– aye, Nolan – aye, Williams – aye, McCray – aye, Munsey – aye. Ayes (7) seven, nay (0) none. Motion carried.

Director noted she has reports from Fish Hatchery and Eagles to present at the next meeting pending receipt of build new option report. Director has met with FED Corporation and this firm has agreed to do a build new site study. Floor plan has been finalized, site plan is being completed and report will follow.

OLD BUSINESS

- A. **Kitchen Ventilation Remodeling Estimates** – Two estimates for additional kitchen venting were reviewed. All shelving in the back of the kitchen area would need to be removed and rebuilt. Board suggested shelving be removed from the estimates and bought directly. This shelving will be taken with the COA at the time of moving. Director recommended using AuSable Construction for the kitchen ventilation since it is the lowest bid. The funds will come from this year's operating budget. Motion by Taylor, supported by Munsey, to authorize Director to spend up to \$6000 from the operating budget on the kitchen ventilation project. Mr. Williams noted he must abstain due to a conflict of interest. Ayes (6) six, nay (0) none. Motion carried.

NEW BUSINESS

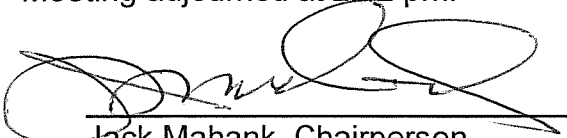
- A. **FY 08-09 GHC Lease** - The FY 08-09 Grayling Housing Commission Lease was reviewed. Rent will increase approximately \$7,000 to \$27,708. Rent has more than doubled in the last four years. It was noted that \$9.67 per square foot is still below market value rental space. Motion by Lange, supported by McCray, to accept the GHC lease and thank acting director for assisting with the facilitation of the new lease. Ayes (7) seven, nay (0) none. Motion carried.
- B. **FY 08-09 Budget** – FY 08-09 Budget was reviewed. Total budget is \$585,166.32. Motion by Lange, supported by Taylor, to approve the FY 08-09 budget. Roll call vote taken – Mahank – aye, Lange, - aye, Taylor – aye, Nolan – aye, Williams – aye, McCray – aye, Munsey – aye. Ayes (7) seven, nay (0) none. Motion carried.
- C. **Customer Satisfaction Surveys** – Congregate Meal, Home Delivered Meal and In Home Services surveys were reviewed. Positive comments were received. Board requested information be added to the next gazette if possible. Motion by Nolan, supported by Munsey, to receive and file the Customer Satisfaction Surveys. Ayes (7) seven, nay (0) none. Motion carried.
- D. **Policy Governance Calendar – Executive Limitations #1 - #7** - Executive Limitations were reviewed. Motion by Taylor, supported by Williams, that the Director is in full compliance with executive limitations, Items 1-7. Ayes (7) seven, nay (0) none. Motion carried.
- E. **Election of Officers** – Current officer positions were reviewed. Secretary position is open. Motion by Williams, supported by Lange, to retain the existing Chair and Vice-Chair. Ayes (7) seven, nay (0) none. Motion by Lange, supported by Taylor, to appoint Linda Munsey as Secretary. Ayes (7) seven, nay (0) none. Motion carried. Ms. Munsey has accepted the position.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Motion by Taylor, supported by Williams, to adjourn. Ayes (7) seven, nay (0) none. Motion Carried.
Meeting adjourned at 2:42 pm.



Jack Mahank, Chairperson



Chris Davis, Recording Secretary