

MINUTES

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

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

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

Board members absent: Mike Lange

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 – Add Item F. under New business – Review of Governance Policy. Motion by Taylor, supported by McCray, to approve the agenda as amended. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Williams, supported by Nolan, to approve the minutes of the September 25, 2008 board meeting. Ayes (6) six, nay (0) none. Motion carried.

FINANCIAL REPORT

At this time the budget shows \$1,807.76 in the black after 12 months (9/30/08). Motion by Taylor, supported by Munsey, to receive and file the financial report ending September 30, 2008. Ayes (6) six, nay (0) none. Motion carried. Fiscal Year 2007-2008 financial report will be available at the November meeting.

CORRESPONDENCE - No correspondence has been received.

REPORTS

- A. **Director's Report** - Director's report was discussed. Letter of agreement was discussed. Agreement is between the Commission on Aging and the union. The letter designates removal of snow days and longevity from the current contract. In addition, union employees will receive a ½ day paid holiday at Christmas and a ½ day paid holiday at New Year's in 2008, as well as a one time payment of \$500 each. Motion by Williams, supported by McCray, to approve the Letter of Agreement for the union contract. Ayes (6) six, nay (0) none. Motion carried. Motion by McCray, supported by Munsey, to receive and file the Director's Report. Ayes (6) six, nay (0) none. Motion carried.
- B. **NEMCSA** – Chairman Mahank noted the regular meeting was held.
- C. **Area Agency on Aging** – No report at this time.
- D. **Building** – Discussion regarding special board meeting held on October 21, 2008. Suggestion for a work session meeting to discuss the options presented.

Mike Lange entered at 1:45 p.m.

Lifespan Design Studio is scheduled to have report completed within the next two weeks. Work session meeting scheduled for November 12, 2008 at 8:30 a.m. at the senior center.

Discussion regarding public appreciation for the pro bono work from the architects. Director will prepare letter thanking the architects and include in future newspaper Viewpoints.

OLD BUSINESS - None.

NEW BUSINESS

- A. **Regional Council on Aging Re-Appointment** – Motion by Taylor, supported by Lange, to reappoint Barb Selesky to the Regional Area on Aging Council. Ayes (7) seven, nay (0) none. Motion carried.
- B. **Final FY 07-08 Budget Amendments** – Director reviewed the amendments. Motion by Lange, supported by McCray, to accept the budget amendments as presented. Ayes (7) seven, nay (0) none. Motion carried.
- C. **COA Survey Results** – Survey comparing Crawford County COA to surrounding counties was reviewed. Note was made that because the COAs don't necessarily budget the same, the cost per unit figures are not entirely accurate and comparable.
- D. **Policy Governance Calendar – FY 07-08 Ends** – FY 07-08 Final Year Ends were reviewed. End #1 = 100% compliance, End #2 = 97% compliance, End #3 = 86% compliance, End #4 = 67% compliance, End #5 = 100% compliance, End #6 = 100% compliance, End #7 = 100% compliance, End #8 = 97% compliance. Total compliance=93%. Motion by Taylor, supported by Lange, that the agency performed at 93% compliance. Agency scored 100% in the other three governance policy sections, for a total of 98% compliance of the agency goals. Motion by McCray, supported by Williams, to accept that the agency evaluated itself against its own policies and found to be compliant at 98%. Ayes (7) seven, nay (0) none. Motion carried.
- E. **Agency Evaluation & Director's Contract Renewal** - Contract was reviewed. Changes to the contract are: a 3% salary increase; date to be reviewed for renewal changed to July; and expiration date is now 9/30/09. Motion by Lange, supported by Nolan, to accept the Director's contract as presented. Ayes (7) seven, nay (0) none. Motion carried.
- F. **Review of Governance Policies** – Governance Policies must be reviewed annually. Motion by McCray, supported by Taylor, to indicate the Board has reviewed the governance policies and they still stand. Ayes (7) seven, nay (0) none. Motion carried.

PUBLIC COMMENT

Public comment was heard.

ADJOURNMENT

Motion by Williams, supported by Nolan, to adjourn. Ayes (7) seven, nay (0) none. Motion carried. Meeting adjourned at 2:47 p.m.

Jack Mahank, Chairperson

Chris Davis, Recording Secretary