

## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Special Board Meeting  
August 12, 2009 @ Grayling Senior Center

The meeting was called to order at 2:05 p.m. by Chairman Mahank.

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

**Board members absent:** None

**Also in attendance:** Director Snyder, Melanie Conway, Assistant Director, Laurie Sauer, AAA, David Thayer, City Manager and 23 guests.

The Pledge of Allegiance was led by Don Williams. The invocation was offered by Helen Nolan.

## **AGENDA**

Chair Mahank requested to add 8A Public Comment to the agenda. Motion by Lange, supported by McCray to approve the agenda with the addition of 8A Public comment. Ayes (7) seven, nay (0). Motion carried.

## **MINUTES**

Motion by McCray, supported by Williams, to approve the minutes of the July 22, 2009 regular board meeting. Ayes (7) seven, nay (0). Motion carried.

## **FINANCIAL REPORT**

It was noted that the budget is currently in the black \$26,354. Congregate has supported itself with no millage needed. Other areas continue to need the support of the millage. Motion by Nolan supported by Lange, to receive and file the financial report ending July 31, 2009. Ayes (7) seven, nay (0). Motion carried.

## **CORRESPONDENCE** - none

- A. PUBLIC COMMENT- Question 1.** What did the election cost the COA? According to Director Snyder it was around \$14,895.20. **Question 2.** Where does the money come out from? According to Director Snyder the money comes from the fund balance, which the board needs to take action on today. **Question 3.** Isn't the professional doctor building for sale and it came down in price, wouldn't that be feasible? Director Snyder responded the professional doctor building is for sale and this can be further discussed under #10 A Election results and future building plans.

## **REPORTS**

**A. Director**— Director referred to literature included in the board members packet, stating the congregate meal count has spiked and is back up to 1500 monthly. HDM counts appeared higher in previous years. Years prior to the current director liquid nutrition was considered a meal which could have resulted in higher meal counts for HDM. Currently liquid nutrition is offered at cost to clients and isn't considered a HDM. We are currently looking into getting it directly from the company which may be at a lesser cost. Discussion regarding union employee's health benefits. Union employees have a PPO1 for employee only. Motion by

Nolan, supported by Munsey to receive and file the director's report. Ayes (7) seven, nay (0). Motion carried.

**B. NEMCSA** –Chair Mahank introduced Lauri Sauer director of AAA region 9. NEMCSA approved grant requests for the region. We were awarded what was requested. There may be additional cuts. Sauer reported possibly 15% of the budget may be cut but won't know until the last minute. State revenues are down so we'll just have to wait and see. The public was encouraged to talk to legislators.

**C. Area Agency on Aging** – Ron Gribb reported on project 20/20 and the three areas of focus. He reported the need from the COA's to get the PATH and Matter of Balance Programs up and running is important in helping making the disease prevention program successful. These programs are helpful in reducing overall health care costs and keeping people healthier for a longer life.

## **OLD BUSINESS**

**A. Election Results & Future Building Plans** – The election results are included in board members packet. Board chair thanked board members for helping educate the community on the COA's needs. The county commissioners were thanked for offering the site and the bond. A motion by Lange and supported by McCray to move \$33,556.01 from the operating balance to the fund balance account 297. Roll call Lange yes, Taylor yes, Munsey yes, Mahank yes, Nolan yes, Williams yes, and McCray yes. Ayes (7) seven, nay (0). Motion carried. Motion by Lange and supported by Nolan to amend the budget line item 397 to reflect the \$33,556.01. Ayes (7) seven, nay (0). Motion carried.

Director Snyder presented 2 options pertaining to building plans:

1. Stay where we are and make due with the space we currently have.
2. Look for grants to build a new building.

Grant writing was explored. Director reported NEMCSA offers some grant writing help. She also identified Chairman Mahank and she attended a grant writing seminar. Suggested to contact MSU and talk with the individual who writes the recreational grants for input. Asking for a millage in August 2011 is another option although the operating millage will have to be renewed in 2012. The board explored the reasons for leaving which are the parking and lack of appropriate space. These are still primary issues the COA faces while at the Grayling Housing Commission. David Thayer, City Manager stated parking may be able to be improved with the possibility of closing Date Street. Mr. Thayer reported he is willing to work with COA to help find solutions for parking. Explored the option of moving programs off site such as Tax Aide. Director Snyder responded she was not in favor of this option as individuals stay for lunch, purchase raffle tickets and discuss in-home services when they come to the center for multiple reasons. In addition, it is difficult to manage and supervise activities, provide refreshments and replicate this at another site. We have done health based programs off site such as when we used the pool at the hospital. At this time, voters are forcing the COA to make tough choices. Adult day care was introduced. Director Snyder responded that we are unable to provide that service in the current location. The question was asked what about off site, partnering with another agency? Snyder stated we shouldn't have to bear the administrative costs if the program is off site. Nolan recommended the tax program remain on site. It brings a lot of people into the center. Nolan suggested maybe put partitions up for more privacy during tax time. Director asked for direction from the board at this time. The board responded that they need more time to discuss and it was agreed to

keep the topic on the next agenda. The Board requested to know when programs will be limited so they can keep the public informed.

## **NEW BUSINESS**

**A. 3<sup>rd</sup> Quarter Budget Amendments** – Budget amendments presented. Motion by Lange and supported by Williams to accept the budget amendments presented, Ayes (7) seven, nay (0). Motion carried.

**B. Election of Officers** – Nominations are open for the chair seat. Lange nominated Mahank. Motion by Lange and supported by Taylor to close the nominations for chair. Ayes (7) seven, nay (0) none. Approval for Mahank to be board chair Ayes (7) seven, nay (0). Motion carried.

Nominations are open for the Vice chair seat. McCray nominated Taylor for vice chair. Motion by Williams and supported by Lange to close the nominations for vice chair. Ayes (7) seven, nay (0) none. Approval for Taylor to be vice chair, Ayes (7) seven, nay (0).

Nominations are open for Secretary. Taylor nominated Munsey. Motion by Lange and supported by Williams to close the nominations for secretary, Ayes (7) seven, nay (0). Approval for Munsey to be secretary, Ayes (7) seven, nay (0).

Lange identified Chair Mahank has done a fabulous job since sitting as Chair.

**C. Policy Governance Calendar-Evaluation for Exec limitations #1-#7** - Objections to the director's responses. 1-no, 2-no, 3-no, 4-no, 5-no, 6-no, 7-no. The board found the CEO in compliance with the Executive Limitations 1-7. Motion by Taylor and supported by Nolan, to accept the Executive Limitations #1-#7 showing the Director is in full compliance (7) seven, nay (0). Motion carried.

**D. FY 09-10 Budget**- The budget includes the increases for Of 1% for union contract staff, 1% for the Director and 2% for Assistant Director and total grant cuts around \$8,000. The GHC lease amount for utilities at 80% is also included. Discussion regarding the budget. When the lease is resolved with GHC the budget may have to be amended to reflect the lease amount. Motion by Lange and supported by Nolan to approve the 09-10 budget as presented and present to the county. Roll call Lange yes, Taylor yes, Munsey yes, Mahank yes, Nolan yes, Williams yes, McCray yes, Ayes (7) seven, nay (0), budget approved.

**E. Executive Director's Contract for FY 09-10**- Taylor introduced including language to provide the Director the right to appeal hearing to a higher level. Mahank stated the Director answers to the COA board. Contract shows 1% increase in salary and clarifies language that Director reports to COA Board and not County Commissioners. Motion by Lange and supported by Taylor to approve the Directors contract. Ayes (7) seven, nay (0), motion passes.

**F. Assistant Directors Contract for FY 09-10**- No changes in the contract other than 2% increase in salary. Motion by Taylor and supported by Munsey to approve the assistant director's contract, Ayes (7) seven, nay (0), motion carried.

**G. Lease Agreement FY 09-10**- Director Snyder presented the lease that GHC Jennie Hatfield presented to the COA for 09-10. She noted in the past the lease has been calculated by 80% of the utilities and the past 2 years the utilities have decreased

according to the GHC director. Based upon the figures that GHC has provided, 09-10 rent should be around \$22,000 which is the cost of utilities, stated Director Snyder. In this years rent the GHC has included, utilities, \$8.00 a square foot for the kitchen, rec room, office space, and entryway along with, \$1.00 per square foot for the basement. This was per HUD's request. The entryway has never been included as leased space. If you calculate the math of square footage it is incorrect. The bathroom should not be included and then the calculations are accurate. The total for the rent this year that GHC is asking equals \$47,926. Director met with Jennie to work on negotiating a lesser value. After talking with HUD Jennie reported HUD will not negotiate. GHC board has agreed to reexamine the lease. Director reported she contacted 2 other agencies that have Housing and COA relationships and in both cases COA only pays utilities. NLCMH rent space to community partners and they only pay utilities. NEMCSA leases from Alpena public schools and pays utilities only. According to Jennie, GHC is a troubled authority and HUD makes the final decision. The GHC has asked that the COA board respond in writing to the proposed lease. Motioned by Lange and supported by McCray to ask GHC to maintain the traditional rental agreement, leasing structure for utilities only. Ayes (7) seven, nay (0), motion carried.

- H. **BOARD MEMBER CONCERNS** – Taylor suggested the COA look at other rental options in the area to house the COA, Senior Center. Looking at other buildings will make us more informed of what is out there so we aren't making a last minute decision. Board members reiterated that GHC was our first choice for a building. Director reported GHC is scheduling a special meeting before September to address the lease.

**PUBLIC COMMENT** – Various senior's comments include: You should look into real estate. GHC has to work with COA and HUD. As a voter in favor of the hatchery I'm saddened at the result. We missed a wonderful opportunity. Amend a resolution for the 1.5 million to be used for a build new, the commissioners can do that. The word down state is don't come to Grayling. 1.5 million should be used for seniors not the Fish Hatchery. People can't afford taxes. How many do you usually have for this meeting? This kind of turn out? Usually one. People are getting ice, slamming doors and it's hard to hear because of all the noise. I don't think staying here is good. Why not lease the property by Cornell Insurance for parking, build over at Cornell and split the offices? A lot of the people got incorrect information. Who was giving miss information? Education was done by a group to 600+ before the election.

### **ADJOURNMENT**

Motion by Lange, supported by Williams, to adjourn. Ayes (7) seven, nay (0). Motion carried. Meeting adjourned at 3:58 p.m.

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Jack Mahank, Chairperson

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Melanie Conway, Recording Secretary