

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
October 28, 2009 @ Grayling Senior Center

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

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

Board members absent: Don Williams absent with notice.

Also in attendance: Director Alice Snyder, Melanie Conway, Sherri Sikora, and guests.

The Pledge of Allegiance was led by Linda Munsey. The invocation was offered by Helen Nolan.

Mike Lange entered the meeting at 1:09pm.

AGENDA – Motion by Howard Taylor, supported by Dean McCray, to approve the agenda as presented. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Mike Lange, supported by Linda Munsey, to approve the September 23, 2009 regular board meeting minutes with a typo correction. Also, noted that agenda should state “Regular” meeting for September minutes and not Special. Ayes (6) six, nay (0) none. Motion carried.

FINANCIAL REPORT

The COA finished the fiscal year in the black with a positive balance of \$3,232.56. Respite finished without any additional millage money necessary. Director Snyder will provide fund balance summary at next month’s meeting along with a final year end financial statement.

Motion by Helen Nolan, supported by Linda Munsey, to receive and file the financial report ending September 30, 2009. Ayes (6) six, nay (0) none. Motion carried.

CORRESPONDENCE - No correspondence has been received.

REPORTS

- A. Director’s Report** – Director’s report included in packet. Linda Munsey asked for more information on the AuSable Free Clinic. Director Snyder gave a brief synopsis of the Clinic.

Mike Lange asked questions about Dining Room tables being purchased. Director Snyder advised on order forthcoming. Hanson Hills and Grayling Housing Authority will take COA’s old tables. The tables ordered are bigger tables that will offer greater comfort for larger senior groups. Most are tilt tables with wheels and can move out of way so that the dining room can be used for other activities.

The results of the assessment were reviewed. Motion by Dean McCray, supported by Linda Munsey, to receive and file the Director’s Report. Ayes (6) six, nay (0) none. Motion carried.

B. **NEMCSA** – No report.

C. **Area Agency on Aging** – Report by Ron Gribb included in packet.

OLD BUSINESS

A. **Executive Director's Contract for FY 09-10** - Copy of Executive Director's contract with section 12 – Leave altered as discussed at September's Board meeting was presented. Motion by Mike Lange, supported by Howard Taylor to accept Director's contract dated August 12, 2009 and effective October 1, 2009. Ayes (6) six, nay (0) none. Motion carried.

B. **Lease Agreement FY 09-10** Reviewed letter dated October 20, 2009 from Jennie Hatfield, Grayling Housing Commission (GHC) Director. Nothing yet from GHC regarding final lease. Discussion regarding what amount to pay GHC for rent in the interim. In the past, utilities have been paid at 80% of the building. City Manager, David Thayer, offered a formulary using square footage used by the COA which put utilities at 62% of the building. Currently paying \$2309 a month. This amount included cost of utilities for some rental units along with utilities from the COA rented building on same meter. COA budgeted \$21,888/year - \$1824/month. Mahank noted that this amount was given to the GHC at their last meeting. COA's lease expired September 30, 2009. GHC approved to extend existing lease for \$2309/month until new one has been signed. Board wanted reassurance that the lease would be retroactive 10-01-09 and any amount paid be applied. Proposed lease shows 80% of utilities at \$1824 which is a decrease because utilities have gone down over the past 2 years.

Director Snyder asked if the COA should ask for the letter to be amended retroactive to October 1, 2009 and have current payments applied to new lease. Howard Taylor asked what it would cost to separate/split COA utility meter from rental units. Director Snyder advised that the GHC has already approved a contract with Milltown Electric to do work soon.

Howard Taylor questioned when rent is due. Director Snyder could not find a payment due date in the past year's lease. COA has always paid on the 1st of each month for that month. COA has not paid October rent because of no lease. Lange questioned Director as to her recommendation. Director Snyder noted her recommendation in her Director's report which would be to go ahead and pay the lease amount as requested until a new one is presented.

Motion by Mike Lange, supported by Munsey, to authorize Director to pay Grayling Housing Commission \$1824 per month in the interim which is based on prior year's payment of 80% of utilities. Roll Call – Lange-yes, Taylor-no, Munsey-yes, Mahank-yes, Nolan-yes, McCray-yes. Ayes (5) six, nay (1) one. Motion carried.

NEW BUSINESS

Senior Gazette Advertising – Mahank provided list of advertisers. There is a need for around \$11,000 to keep the Gazette at 16 pages this year. COA spreadsheet reflects \$5,731 worth of advertising sold to date. Board members have been assigned to companies to solicit sales of Gazette advertisement. Communication should be received by COA from board members advising them to expect a call when contact has been made. Jack Mahank questioned soliciting government offices for advertisement/support. All in favor of sending a letter to governmental units including the Grayling Recreational Authority and Crawford County Transit.

Policy Governance Calendar – Agency Evaluation – A summary of previous governance reviews from this past fiscal year will be presented at the November Board meeting.

Evaluation of Ends

#1 No waiting list for in-home services including HDM. Waiting list for trip to Mackinaw City – not enough to get 2nd bus – but church bus has been used to try and meet demand for trips. Agency is in full compliance. 100% compliant.

#2 Unduplicated seniors served last fiscal year is 1,595. Achieved 100% this year. Those who are under 60 or out of County were tracked this year at 388 unduplicated clients. Total number served 1,984.

#3 Survey data not available till 2010.

#4 Did not quite achieve a 10% increase of unduplicated clients from prior year. Agency is 97% compliant.

#5 No funder compliance issues were found. Agency is 100% compliant.

#6 Agency’s cost per unit appears comparable to other agencies. 100% compliant.

#7 Total revenues slightly higher this year which also reflects cuts. Total grant funds down. Program income up slightly. Agency 100% compliant.

#8 Administrative Costs supposed to be within 10% of total budget. This year at 15% and increase of 2% over last year. Only 67% in compliance.

Motion to approve FY 08-09 Ends by Howard Taylor, supported by Dean McCray. Ayes (6) six, nay (0) none. Motion carried.

BOARD MEMBER CONCERNS: - Howard Taylor asked to move date of next board meeting because it is scheduled day before Thanksgiving. Meeting date works for all other board members so date will remain the same.

PUBLIC COMMENT - None.

ADJOURNMENT

Motion by Dean McCray, supported by Helen Nolan, to adjourn. Ayes (6) six, nay (0) none. Motion carried. Meeting adjourned at 2:58 p.m.

Jack Mahank, Chairperson

Sherri Sikora, Recording Secretary