

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
December 23, 2009 @ Grayling Senior Center

The meeting was called to order at 1:04 p.m. by Chairman Mahank.

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

Board members absent: Howard Taylor

Also in attendance: Director Snyder, Melanie Conway, GHC Director Jennie Hatfield, GHC Board Members Yvonne Anderson and Sally Hartig, City Manager David Thayer and Melissa Timmreck from the AAA.

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

AGENDA – Motion by Helen Nolan, supported by Linda Munsey, to approve the agenda as presented. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Dean McCray, supported by Don Williams, to approve the minutes of the November 30, 2009 board meeting. Ayes (6) six, nay (0) none. Motion carried.

FINANCIAL REPORT – October 30, 2009

This report doesn't factor in the millage monies as they will be allocated sometime in January. Expenditures are shown in the negative due to the lack of millage monies applied. Motion by Helen Nolan, supported by Dean McCray, to receive and file the financial report ending November 30, 2009. Ayes (6) six, nay (0) none. Motion carried.

CORRESPONDENCE - No correspondence has been received.

REPORTS

A. Director's Report

Report was provided in packet. Director Snyder introduced Melissa Timmreck, the new grants administrator from the AAA. The COA annual review brochure was provided. Director Snyder reported she is currently updating the mailing list and about 2,500 seniors will receive the annual report. Included in the annual report this year is information regarding volunteers. The annual report was presented to the County Commissions by Director Snyder at their last board meeting. The board suggested considering for the future to show the percentages from state, federal and local income. Motion by Don Williams, supported by Mike Lange, to receive and file the Director's Report. Ayes (6) six, nay (0) none. Motion carried.

B. NEMCSA –No new business. Mahank reported the satisfaction survey is completed and will be broken down per county in January.

- C. **Area Agency on Aging** – Report was provided in packet. Only 4 COA's have applied for the MIPPA money which a COA can receive up to \$1200 per year. Director Snyder reported she has not applied for any of this funding. She explained the process for receiving the funding. At this time we haven't been able to handle all the MMAP appointments due to the lack of volunteers. MIPPA money is only provided to specific applications. If the COA helps people make application in the area that is funded by MIPPA we will definitely apply for the monies throughout the year.
- D. **Gazette Advertising** – Literature provided and after the first of the year follow ups will need to be done. McCray will follow up with World of Floors and Lange will follow up with a unit of government.

OLD BUSINESS

A. Grayling Housing Commission Lease Agreement for FY 09-10 - Director Snyder put together a spreadsheet with a breakdown of the Lease which allows for the deduction of electricity for 32 apartments. Square footage is calculated excluding common space for GHC and the COA. This spreadsheet was distributed to board members, City Manager, David Thayer and GHC Director, Jennie Hatfield. GHC is in the process of changing the meters to exclude the electricity for the 32 apartments from this building. GHC is still waiting for parts to complete the change. Director Snyder reported that according to conversations she's had with other COA's that are housed with HUD type facilities the other COAs only pay for utilities and maintenance and not square footage when renting.

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C. Policy Governance Calendar-Governance Process Survey- Surveys have been distributed to all board members. They have been encouraged to fill out the surveys and return to the COA as soon as possible, preferably before January 8th 2010.

BOARD MEMBER COMMENTS/CONCERNS – None

PUBLIC COMMENT

Mahank thanked all the Board members for all that they do for the COA throughout the year and provided each with a cookie jar.

ADJOURNMENT

Motion by Don Williams, supported by Linda Munsey, to adjourn. Ayes (7) six, nay (0) none. Motion carried. Meeting adjourned at 2:06 p.m.

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BOARD MEMBER COMMENTS/CONCERNS – None

PUBLIC COMMENT

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A. Grayling Housing Commission Lease Agreement for FY 09-10 - Director Snyder put together a spreadsheet with a breakdown of the Lease which allows for the deduction of electricity for 32 apartments. Square footage is calculated excluding common space for GHC and the COA. This spreadsheet was distributed to board members, City Manager, David Thayer and GHC Director, Jennie Hatfield. GHC is in the process of changing the meters to exclude the electricity for the 32 apartments from this building. GHC is still waiting for parts to complete the change. Director Snyder reported that according to conversations she's had with other COA's that are housed with HUD type facilities the other COAs only pay for utilities and maintenance and not square footage when renting.

Taylor entered the meeting at 1:26pm.

The board examined other non profit entities that rent from other non-profits or governmental agencies and found them also only paying utilities. According to the lease provided by GHC there is a statement which provides for an adjustment the last month of the lease to reflect the difference in the cost of the year's utilities. According to Jennie Hatfield GHC Director, the gas and water for this building are separate from the tenant apartments. Discussion regarding paying rent by square footage (\$4.00) and paying for the cost to keep the building in repair, not everyone agrees with paying rent. Hatfield reported there are financial indicators that place the GHC as a distressed housing. The question was posed by the COA to GHC that if the Housing Commission becomes an undistressed housing would they be willing to rent to the COA for a \$1.00 a year. Jennie Hatfield responded that HUD would still not allow that to happen. She stated the GHC fund balance is about \$90,000 and is uncertain of there current operating budget.

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C. Policy Governance Calendar-Governance Process Survey- Surveys have been distributed to all board members. They have been encouraged to fill out the surveys and return to the COA as soon as possible, preferably before January 8th 2010.

BOARD MEMBER COMMENTS/CONCERNS – None

PUBLIC COMMENT

Mahank thanked all the Board members for all that they do for the COA throughout the year and provided each with a cookie jar.

ADJOURNMENT

Motion by Don Williams, supported by Linda Munsey, to adjourn. Ayes (7) six, nay (0) none. Motion carried. Meeting adjourned at 2:06 p.m.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
December 23, 2009 @ Grayling Senior Center

The meeting was called to order at 1:04 p.m. by Chairman Mahank.

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

Board members absent: Howard Taylor

Also in attendance: Director Snyder, Melanie Conway, GHC Director Jennie Hatfield, GHC Board Members Yvonne Anderson and Sally Hartig, City Manager David Thayer and Melissa Timmreck from the AAA.

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

AGENDA – Motion by Helen Nolan, supported by Linda Munsey, to approve the agenda as presented. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Dean McCray, supported by Don Williams, to approve the minutes of the November 30, 2009 board meeting. Ayes (6) six, nay (0) none. Motion carried.

FINANCIAL REPORT – October 30, 2009

This report doesn't factor in the millage monies as they will be allocated sometime in January. Expenditures are shown in the negative due to the lack of millage monies applied. Motion by Helen Nolan, supported by Dean McCray, to receive and file the financial report ending November 30, 2009. Ayes (6) six, nay (0) none. Motion carried.

CORRESPONDENCE - No correspondence has been received.

REPORTS

A. Director's Report

Report was provided in packet. Director Snyder introduced Melissa Timmreck, the new grants administrator from the AAA. The COA annual review brochure was provided. Director Snyder reported she is currently updating the mailing list and about 2,500 seniors will receive the annual report. Included in the annual report this year is information regarding volunteers. The annual report was presented to the County Commissions by Director Snyder at their last board meeting. The board suggested considering for the future to show the percentages from state, federal and local income. Motion by Don Williams, supported by Mike Lange, to receive and file the Director's Report. Ayes (6) six, nay (0) none. Motion carried.

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C. Policy Governance Calendar-Governance Process Survey- Surveys have been distributed to all board members. They have been encouraged to fill out the surveys and return to the COA as soon as possible, preferably before January 8th 2010.

BOARD MEMBER COMMENTS/CONCERNS – None

PUBLIC COMMENT

Mahank thanked all the Board members for all that they do for the COA throughout the year and provided each with a cookie jar.

ADJOURNMENT

Motion by Don Williams, supported by Linda Munsey, to adjourn. Ayes (7) six, nay (0) none. Motion carried. Meeting adjourned at 2:06 p.m.

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MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
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Board members absent: Howard Taylor

Also in attendance: Director Snyder, Melanie Conway, GHC Director Jennie Hatfield, GHC Board Members Yvonne Anderson and Sally Hartig, City Manager David Thayer and Melissa Timmreck from the AAA.

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

AGENDA – Motion by Helen Nolan, supported by Linda Munsey, to approve the agenda as presented. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Dean McCray, supported by Don Williams, to approve the minutes of the November 30, 2009 board meeting. Ayes (6) six, nay (0) none. Motion carried.

FINANCIAL REPORT – October 30, 2009

This report doesn't factor in the millage monies as they will be allocated sometime in January. Expenditures are shown in the negative due to the lack of millage monies applied. Motion by Helen Nolan, supported by Dean McCray, to receive and file the financial report ending November 30, 2009. Ayes (6) six, nay (0) none. Motion carried.

CORRESPONDENCE - No correspondence has been received.

REPORTS

A. Director's Report

Report was provided in packet. Director Snyder introduced Melissa Timmreck, the new grants administrator from the AAA. The COA annual review brochure was provided. Director Snyder reported she is currently updating the mailing list and about 2,500 seniors will receive the annual report. Included in the annual report this year is information regarding volunteers. The annual report was presented to the County Commissions by Director Snyder at their last board meeting. The board suggested considering for the future to show the percentages from state, federal and local income. Motion by Don Williams, supported by Mike Lange, to receive and file the Director's Report. Ayes (6) six, nay (0) none. Motion carried.

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BOARD MEMBER COMMENTS/CONCERNS – None

PUBLIC COMMENT

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ADJOURNMENT

Motion by Don Williams, supported by Linda Munsey, to adjourn. Ayes (7) six, nay (0) none. Motion carried. Meeting adjourned at 2:06 p.m.

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

AGENDA – Motion by Helen Nolan, supported by Linda Munsey, to approve the agenda as presented. Ayes (6) six, nay (0). Motion carried.

MINUTES

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CORRESPONDENCE - No correspondence has been received.

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The board examined other non profit entities that rent from other non-profits or governmental agencies and found them also only paying utilities. According to the lease provided by GHC there is a statement which provides for an adjustment the last month of the lease to reflect the difference in the cost of the year's utilities. According to Jennie Hatfield GHC Director, the gas and water for this building are separate from the tenant apartments. Discussion regarding paying rent by square footage (\$4.00) and paying for the cost to keep the building in repair, not everyone agrees with paying rent. Hatfield reported there are financial indicators that place the GHC as a distressed housing. The question was posed by the COA to GHC that if the Housing Commission becomes an undistressed housing would they be willing to rent to the COA for a \$1.00 a year. Jennie Hatfield responded that HUD would still not allow that to happen. She stated the GHC fund balance is about \$90,000 and is uncertain of there current operating budget.

David Thayer recalled past discussions that have taken place at the GHC board meetings and the COA Board Meetings. He also stated that HUD has made some demands to the GHC which must be taken in consideration by the GHC when leasing space. He reported at this time other public tenants are renting square footage for \$12.00 and GHC is only asking \$4.00 per square foot. Mr. Thayer stated it would be in the best interest of both entities to work together to sign a lease for this year and work on the issues throughout the year for the next lease. Mr. Thayer stated a new lease will be drafted with the amount of \$23,126 per year for the COA's utilization of space. The term "rent" will be replaced with "utilization of space" per Mr. Thayer. The new lease will go to the GHC Board for authorization then to the COA Board for approval according to Thayer. Director Snyder asked to work with Hatfield in the redrafting of the language of the lease. Thayer stated the new draft would be done between GHC and himself,

then sent to GHC Board and then brought before the COA Board. Mr. Thayer made it clear COA will not see the new draft until after it goes before the GHC Board for approval. Hatfield stated that the GHC Board makes the final decision regarding the lease and not the City. The COA Board directed Director Snyder to continue to make the monthly payment that was authorized for the months prior until a new lease has been signed. Director Snyder questioned Hatfield about this creating an issue. Hatfield stated there were no issues with HUD if COA doesn't pay the proposed lease amount at this time. The COA Board discussed the possible overpayment of utilities in the past to the GHC due to the added electricity of the apartments. The COA agreed to focus on future leases at this time.

NEW BUSINESS

A. Replacement of Ron Gribb Ron Gribb resigned from the AAA Advisory Council due to employment with NEMCSA. The board agreed to have a thank you notice sent for his service. Other possibilities were explored for his replacement.

B. COA Millage Renewal The current operating millage expires in December 2012. Both 2010 and 2012 are election years. Director Snyder reviewed items scheduled for each ballot. Director Snyder stated because of the Headlee roll back we stand to gain about \$20,000 if we were to ask for a straight renewal. This increase could allow for possibly one additional staff. The bond council recommends 2012 at this time. The board asked for clarification of case law for reasoning behind the 2012 recommendation. Lange agreed to check on the clarification with the bond council. The board also stated they would look to the County Commissioners for insight. Director Snyder stated the deadline for filing for the 2010 election is sometime in the spring. Information will brought back to the board for additional discussion next month.

C. Policy Governance Calendar-Governance Process Survey- Surveys have been distributed to all board members. They have been encouraged to fill out the surveys and return to the COA as soon as possible, preferably before January 8th 2010.

BOARD MEMBER COMMENTS/CONCERNS – None

PUBLIC COMMENT

Mahank thanked all the Board members for all that they do for the COA throughout the year and provided each with a cookie jar.

ADJOURNMENT

Motion by Don Williams, supported by Linda Munsey, to adjourn. Ayes (7) six, nay (0) none. Motion carried. Meeting adjourned at 2:06 p.m.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
December 23, 2009 @ Grayling Senior Center

The meeting was called to order at 1:04 p.m. by Chairman Mahank.

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

Board members absent: Howard Taylor

Also in attendance: Director Snyder, Melanie Conway, GHC Director Jennie Hatfield, GHC Board Members Yvonne Anderson and Sally Hartig, City Manager David Thayer and Melissa Timmreck from the AAA.

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

AGENDA – Motion by Helen Nolan, supported by Linda Munsey, to approve the agenda as presented. Ayes (6) six, nay (0). Motion carried.

MINUTES

Motion by Dean McCray, supported by Don Williams, to approve the minutes of the November 30, 2009 board meeting. Ayes (6) six, nay (0) none. Motion carried.

FINANCIAL REPORT – October 30, 2009

This report doesn't factor in the millage monies as they will be allocated sometime in January. Expenditures are shown in the negative due to the lack of millage monies applied. Motion by Helen Nolan, supported by Dean McCray, to receive and file the financial report ending November 30, 2009. Ayes (6) six, nay (0) none. Motion carried.

CORRESPONDENCE - No correspondence has been received.

REPORTS

A. Director's Report

Report was provided in packet. Director Snyder introduced Melissa Timmreck, the new grants administrator from the AAA. The COA annual review brochure was provided. Director Snyder reported she is currently updating the mailing list and about 2,500 seniors will receive the annual report. Included in the annual report this year is information regarding volunteers. The annual report was presented to the County Commissions by Director Snyder at their last board meeting. The board suggested considering for the future to show the percentages from state, federal and local income. Motion by Don Williams, supported by Mike Lange, to receive and file the Director's Report. Ayes (6) six, nay (0) none. Motion carried.

B. NEMCSA –No new business. Mahank reported the satisfaction survey is completed and will be broken down per county in January.

- C. **Area Agency on Aging** – Report was provided in packet. Only 4 COA's have applied for the MIPPA money which a COA can receive up to \$1200 per year. Director Snyder reported she has not applied for any of this funding. She explained the process for receiving the funding. At this time we haven't been able to handle all the MMAP appointments due to the lack of volunteers. MIPPA money is only provided to specific applications. If the COA helps people make application in the area that is funded by MIPPA we will definitely apply for the monies throughout the year.
- D. **Gazette Advertising** – Literature provided and after the first of the year follow ups will need to be done. McCray will follow up with World of Floors and Lange will follow up with a unit of government.

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