

## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
March 24, 2010 @ Grayling Senior Center

The meeting was called to order at 1:07 p.m. by Chairman, Jack Mahank.

**Board members in attendance:** Kathy Rogers, Linda Munsey, Jack Mahank, Don Williams, Helen Nolan, and Dean McCray

**Board members absent:** Howard Taylor with notice.

**Also in attendance:** Director Snyder, Melissa Timmerick, NEMCSA.

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

**AGENDA** – Chair Mahank asked to add item 10.B. Bylaws and 10.C. AAA Planning Session to the agenda. Motion by McCray, supported by Williams Nolan, to approve the agenda as amended. Ayes (6) six, nay (0). Motion carried.

## **MINUTES**

Motion by Nolan, supported by McCray, to approve the minutes of the February 24, 2010 board meeting. Ayes (6) six, nay (0) none. Motion carried.

## **FINANCIAL REPORT – January 31, 2010**

The budget is favorable \$6,970.46. Director Snyder reported both contracted services get paid a month after the services. The congregate meal program is running in the black and standing on its own, not needing any millage money. Money continues to be allocated to the home delivered meal program to keep it running. Motion by Nolan, supported by Munsey, to receive and file the financial report ending February 28, 2010. Ayes (6) six, nay (0) none. Motion carried.

**CORRESPONDENCE** - No correspondence has been received.

## **REPORTS**

### **A. Director's Report**

According to Director Snyder, the estimated cost of the dishwasher is \$7000.00 with additional cost for delivery and installation. She reported the \$9000.00 that was authorized at the February board meeting should be sufficient. The installation will probably be mid April. A licensed dealer will do the installation. Director Snyder reported she did a cost analysis and the new machine will be more energy efficient and is rated "Energy Star". This should be a cost savings with electricity and water which should reflect on our lease agreement. Motion by McCray, supported by Williams, to receive and file the Director's Report. Ayes (6) six, nay (0) none. Motion carried.

### **B. NEMCSA** – Mahank reported the client satisfaction survey report is done and Director Snyder will soon receive this report. The overall report, including all counties, was positive with high customer satisfaction. Mahank believes the individual counties will also reflect high customer satisfaction. Melissa Timmerick from NEMCSA reported the SGA

hasn't changed much for the first 6 months and mid year cuts will not be happening. Next month there may be another SGA.

**C. Area Agency on Aging –No report**

- D. Gazette Advertising –** Discussion regarding payment of the gazette advertisements. Director Snyder stated the COA will invoice the businesses for payment and the board members do not have to worry about that portion of the advertising process. Board members primary focus should be the follow ups on expired or soon to expire ads and new contacts. The goal for advertising has not yet been met for the year. Chair Mahank encouraged everyone to continue to work toward meeting this year's goal.

**OLD BUSINESS**

**A. MMAP & MiCafe Program**

Discussion regarding providing the MMAP and MiCafé to seniors of Crawford County. Director Snyder identified the amount of staff time the program requires and the struggles created by the lack of staff and volunteers to successfully provide this program. Director Snyder identified she has been the coordinator and the requirements have increased and she is no longer able to hold this position and focus on her duties as Director. At the February board meeting the board voted in favor of no longer offering the program. COA does not receive any funding for the program. The COA's operating budget cannot sustain the program if a staff member were hired. Chair Mahank reported he researched funding for the program and found none was available. Using fund balance dollars to support the MMAP and MiCafe program was explored. Concern of the fund balance slowly depleting if it was continued to be used to support programs was voiced. The use of the future millage increases was suggested to maintain the program.

Motion by Munsey supported by Nolan to support on a temporary basis until the end of the fiscal year a MMAP coordinating position to be paid for out of the fund balance. Rogers explored what other counties are doing to provide this service to their seniors. Identified other programs the agency doesn't offer due to lack of funding.

Motion by Williams supported by McCray to table the existing motion. Roll call Rogers no, Munsey no, Mahank no, Nolan no, Williams yes and McCray yes. 4 (four) no, 2 (two) yes motion failed.

Roll call vote on the original motion to support on a temporary basis, until the end of the fiscal year a MMAP coordinating position to be paid out of the fund balance. Rogers yes, Munsey yes, Mahank yes, Nolan yes, Williams no, and McCray no. Motion passed. Director Snyder will report back to the board next month regarding the plan for staffing the program.

**B. By Laws**

Discussion regarding a quorum. Examined how other agencies define what makes a quorum. Is majority defined as the entire board or only the members present? The board agreed to do additional research and the item will be revisited at next months board meeting.

## **NEW BUSINESS**

### **A. Policy Governance Calendar-Board/Staff Relationship Survey**

Chair Mahank asked board members to respond to the survey.

### **B. AAA Planning Session**

A Board planning session has been scheduled for April 10<sup>th</sup> in Alpena. Directors and Board Members are invited to come together to share the difficulties agencies are facing and problem solve. Mahank stated he would be attending the session and would RSVP to the Director at Alpena.

**BOARD MEMBER COMMENTS/CONCERNS** Linda Munsey was thanked and positively complimented for chairing last months board meeting. Future sites for the COA were mentioned. Director Snyder reported she is meeting with people and exploring different options. This will be discussed as an agenda item at the April board meeting.

### **PUBLIC COMMENT**

None

### **ADJOURNMENT**

Motion by Williams, supported by Nolan, to adjourn. Ayes (6) six, nay (0) none. Motion carried. Meeting adjourned at 2:23 pm.

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Jack Mahank, Chairperson

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Melanie Conway, Recording Secretary