

## **MINUTES**

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
April 28, 2010 @ Grayling Senior Center

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

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

**Board members absent:** None

**Also in attendance:** Director Snyder, Kara Lamare (AAA), and 5 guests.

The Pledge of Allegiance was led by Kathy Rogers. The invocation was offered by Helen Nolan.

**AGENDA** – Director Snyder asked to add item 9.C., Millage Renewal to the agenda. Motion by McCray, supported by Williams Nolan, to approve the agenda as amended. Ayes (7) seven, nay (0). Motion carried.

## **MINUTES**

Motion by Nolan, supported by Rogers, to approve the minutes of the March 24, 2010 board meeting. Ayes (7) seven, nay (0) none. Motion carried.

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

The budget is in the black \$4,498.38. Last year the budget was in the black \$15,787.44 at this time. On page 13 of the financial report, Director Snyder provided detailed information regarding accounts receivable and when added to the current balance the budget is comparable to last year. Also on page 9 is a breakdown of fundraisers. Director Snyder reported, according to Paul Compo the allocated tax revenue will be down about 4.5%. Motion by McCray, supported by Williams, to receive and file the financial report ending March 31, 2010. Ayes (7) seven, nay (0) none. Motion carried.

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

## **REPORTS**

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

According to Director Snyder, she is getting quotes on the cost of having the senior center WIFI. She stated she has been attending the Artisan Village meetings and starting in June the artist of the month will be here the 1<sup>st</sup> Thursday to display their work. The display will be on exhibit for the entire month in the dining room. Explored additional agencies that may have individuals that have some artistic talent. An additional program Director Snyder is looking at to implement is jewelry making and woodworking. Kirtland community college has instructors for these programs. Anticipated fundraisers for the 09-10 year includes a Raffle, HDM buy a car for a \$1.00 at local stores and the yearly rummage sale. Explored ideas for the HDM fundraiser such as a challenge grant approach with the businesses. Examined locations for the rummage sale. Due to the cost of the disposal of items the COA will not be having the rummage sale in conjunction with the Rotary and is looking for a high traffic area to have the sale. Williams agreed to contact John Cherven reference the furniture store on business loop I-75. He will also talk

with the Rotary regarding the disposal of items prior to COA involvement. Employee's union contract ends the end of the fiscal year. The County has saved money by providing different comparable health coverage for their employees. Director Snyder asked Rogers and Mahank to assist with examining health care insurance packages and costs for employees. The continued reduction in revenues has forced the COA to look to reduce costs in areas such as health insurance. Mahank talked positively about the volunteer recognition gathering and thanked Director Snyder and her staff. Motion by Williams, supported by Nolan, to receive and file the Director's Report. Ayes (7) seven, nay (0) none. Motion carried.

- B. **NEMCSA** – Mahank reported the client satisfaction survey report is done and Director Snyder will soon receive this report. Mahank has been reappointed to the NEMCSA board.
  
- C. **Area Agency on Aging** – Barb Selesky reported new member, Gary Rapelje was in attendance at the last meeting. She reported she will be going to the Older Michigan Day on June 10<sup>th</sup> and will take who ever would like to go. There is no cost to the individual and lunch will be provided. A lot of seniors are eligible for food stamps and not applying. Barb reported she is setting up a day at St Marys to help seniors apply for services sometime in June. The community Garden is ahead of last year thus far. Milliken has provided compost and Taylor will disc the garden. New people are using the plots. Mahank reported handout on the COA board sharing session in Alpena will be included on the agenda next month.
  
- D. **Gazette Advertising** – Advertising totaling \$10,266 has been sold to date. Still short of the projected amount for the year. Thank you notes have been mailed to advertisers from board members that sold the ad. Board members are encouraged to approach advertisers that have expired ads or will be expiring to renew. Gazette advertising history was provided to all board members. Some board members asked for a picture ID and business cards. Business cards include the COA address and the board members home phone number. Taylor, Rogers and Nolan stated they do not need a picture ID. Munsey, Taylor and Rogers stated they did not need business cards. The COA will provide the ID's and business cards to the selected board members. The annual report was identified as a good tool to use when selling advertising. Explored options to revamp the annual report to include gazette advertising rates on the pamphlet along with the # of people that receive the gazette. Director Snyder will adapt the annual report with the changes and present a proof to the board. Snyder provided a report pertaining to the current revenue and cost of the gazette. The gazette is \$609.05 in the hole as evidenced in the report. Rogers has agreed to contact local realtors for advertising. Munsey has agreed to contact corporate suppliers to solicit advertising. Each board member was encouraged to talk with the church they are affiliated with to enquire about advertising.

## **OLD BUSINESS**

- A. **MMAP & MiCafe Program**  
A proposal from the OCCOA for contracting the agency for MMAP personnel was supplied by the Director. Board members expressed concern regarding the cost in the proposal. Currently the only training available for new volunteers is at capacity. Snyder reported she has two new volunteers but is unable to get them into training. Board encouraged the director to contact current volunteers that are appropriate for the position to see if anyone is interested. The board stressed the importance of providing this

service to the residents of Crawford County and if nothing develops from current MMAP volunteers, Director Snyder is directed to contract with Otsego for services. The funding of the service will be pulled from the fund balance per board approval last month.

**B. By Laws**

Rogers presented to have a quorum there must be a total of 4 votes no matter how many board members are present. Discussion regarding a quorum. Motion by Rogers supported by McCray to add additional language to the by laws defining a quorum, Passage of action items requires a full quorum (four affirmative votes) of the board regardless the number in attendance. Recess at 2:43pm for Director Snyder to confer with Paul Compo to find out what the County defines as a quorum. In session at 2:53pm. According to Paul Compo, some quorums are dictated by statute and others Roberts Rule. Director Snyder stated Paul recommends 4 affirmative votes. This addition would be added to the by laws then brought back to the commission for approval. Vote on the above motion on the table. Ayes (7) six, nay (0) none, motion carried.

**C. Millage Renewal**

Examined the schedule for future elections. School election is in 2011, Library election is 2012 for operating costs, Library election for the building is in 2015. If COA went with the school election it would be at a cost to the COA. In 2012 the ballot includes the presidential candidate which usually yields a higher turnout at the polls. Filing for an August election is in May and for November its August. Director Snyder recommends having the millage election in 2012. Motion by Taylor and supported by Nolan to ask for a renewal and increase in a millage the year of 2012. Ayes (7) six, nay (0) none. Motion carried.

**NEW BUSINESS**

**A. Crawford County Financial Audit**

The Audit was provided to board members. Motion by Nolan and supported by McCray to receive and file the Crawford County Financial Audit. Ayes (7) six, nay (0) none. Motion carried.

**B. Fund Balance Designation**

A Fund Balance Discussion report was distributed to board members. McCray thanked Snyder for providing the information regarding the COA's fund balance. Motion by McCray and supported by Nolan to receive and file the Fund Balance Discussion Report . Ayes (7) seven, nay (0) none. Motion carried.

**C. COA Future Building Plans**

Director Snyder reported she has received phone calls from different entities to help us get a building/funding. The KFC has been transferred to a foundation and the realtor is unaware if they want to donate the building. The building is 4000 sq ft with 1.3 acre lot, so this building would not be suitable anyway as it's too small. A senior has a plan for development of a 6 story building on a 95 acre plot of land outside the city on Stephan Bridge Road. The cost for the plan is around 6.5 million dollars. This is beyond our scope and Director Snyder will notify the senior. Director Snyder did suggest however that we look at the seniors' plan for utilizing space in new building to produce revenue (i.e. space that can be rented). Discussed the Eagles building since the Road Commission gave them additional property. The additional property was only a sliver and not enough for the senior center plans. Director Snyder reported she has met with

Deshano Development Corporation and Lapham Associates who have built assisted living facilities and is interested in helping with a facility in the area. She reported they informed her there may be USDA monies available for building a facility along with bonding with them on a 20 year lease/purchase agreement. Director Snyder's vision is the development of the Fred Bear property owned by Bill Gannon. Multiple partners would need to be committed including the senior center, an upscale restaurant, senior housing and possibly the proposed Art Gallery. This property would connect to the downtown area. Director Snyder stated she would spear head the project and gather community partners to develop the project and money for the project. Discussion regarding combining private and public monies including Director Snyder's role in the project. The Board voiced concerns about not having the staff time for programs and that it was important for the Director's time to be spent on those programs at this time. Director Snyder stressed the importance of seniors losing out on services and activities in the long term if time is not spent currently on building plans for the future. The Board encouraged Director Snyder to be part of the development if someone else could spearhead it, but did not feel it was her role to spearhead a project at this time.

**D. Policy Governance Calendar**

Move to next months agenda.

**BOARD MEMBER COMMENTS/CONCERNS** None

**PUBLIC COMMENT** None

**ADJOURNMENT**

Motion by Nolan, supported by Munsey, to adjourn. Ayes (7) seven, nay (0) none. Motion carried. Meeting adjourned at 3:45 pm.

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Jack Mahank, Chairperson

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Melanie Conway, Recording Secretary