

MINUTES

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

The meeting was called to order at 1:09 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, Melanie Conway, Kara Lamare, NEMCSA

The Pledge of Allegiance was led by Dean McCray. The invocation was offered by Helen Nolan. Chairman Mahank reported, Neal Michal passed away. He noted that Neal served this community on many different boards including the COA board. Mahank asked to take a moment of silence in Neal's memory. Director Snyder also reported Gerry Burns' wife passed away. He also served on the COA board.

AGENDA – Motion by McCray, supported by Nolan, to approve the agenda. Ayes (7) seven, nay (0). Motion carried.

MINUTES

Motion by Nolan, supported by McCray, to approve the minutes of the June 23, 2010 board meeting. Ayes (7) seven, nay (0). Motion carried.

FINANCIAL REPORT – June 30, 2010

The budget is in the black \$913.43. Last year the budget was in the black \$23,250.50 at this time. Discussion regarding contracted services ending in the red this year. A small number of meals are contracted and we are not contracting out as many meals as projected. Chairman Mahank agreed to meet with the Director to examine the loss to find out if we can resolve the cost deficit in contracted meals. Should take a look at the cost per unit for all meals. Director Snyder stated the budget will likely end in the red. She stated there is money in departments that need to be spent or we have to return it to the AAA which adds up to +\$4300. Also, we have received Gazette revenue that will be applied to the next fiscal year.

Motion by Munsey, supported by Nolan, to receive and file the financial report ending June 30, 2010. Ayes (7) seven, nay (0). Motion carried.

CORRESPONDENCE - Mahank reported he received the assessment report from Kelly Robinette, AAA, for the congregate and HDM program dated 5/29/10. The board will receive a copy of the report and the Director's response at next month's board meeting. Motion by Rogers supported by Williams to receive and file Kelly Robinette's assessment report. Ayes (7) seven, nay (0). Motion carried.

REPORTS

A. Director's Report

According to Director Snyder we continue to perform more hours for In Home Services than the grants provide. We make adjustments to Senior Center staffing to support these programs. With no waiting lists, millage monies come from the senior center operations to support the in home services. Director Snyder asked the board to explore services that the COA provides to help make adjustments to lessen the amount that we will end in the red this fiscal year. Board discussion. There is not much time to change for this fiscal year to move us out of the red. Need to prioritize a list of budget cuts and compare in-home service donations to other counties. The question was asked if changes need to be made to make the agency run in the black for this year. At this time, Director Snyder believes we will be in the red at the fiscal year end without changes and possibly even with changes. Director Snyder presented programs that could be adjusted to gain revenue.

Motion by Williams, supported by McCray to eliminate the donation only for seniors below 100% poverty level for Boost, but to continue to supply boost at our cost. Ayes (7) seven, nay (0). Motion carried.

There will be savings from the medical coverage change at the County for Melanie and Alice that was effective June 1st and also for the COA staff as of Aug 1st. Continued discussion regarding budget cuts. Suggestion to put the computer contract out for bid or consider paying an hourly rate on an as needed basis. Examined the fundraiser income. Raffle ticket sales provided +\$1300 and in August there will be the Rummage Sale that will bring some money in. Board members discussed the need for Activities to be self supportive including the Activities staff salary.

Mahank identified three priorities and asked board members to rank them accordingly. 1. Finish in the black. 2. No waiting lists. 3. Increase penetration of service (#s the COA serves). After discussion the Board unanimously agreed that no waiting lists and increase in penetration of services rank higher than ending in the black. The Board agreed that the amount that is in the red at the end of the fiscal year will come out of the fund balance. The Board explored ways to generate funding such as writing letters to organizations asking for donations or to do a fundraiser on our behalf, putting donation cans at the Rummage Sale to help the HDM Meals program. Mahank identified that Director Snyder should be given credit on being proactive in making changes to help reduce costs. The Activities/Volunteer person's duties were examined and ways to better utilize this person to support activities. Idea for only using Activities staff for fundraising and put off hiring until January so to plan for the summer activities and fundraisers was suggested. Director Snyder reminded the Board that the Activities staff does a lot more than just Activities such as the Gazette and manning the Front Desk at meal times. Focus on the activities such as trips that could make money. Try to tie activities in with other COA's. When hiring, reiterate the job requires fundraising for the COA to support the Activities person's salary.

Motion by McCray, supported by Nolan, to receive and file the Director's Report. Ayes (7) seven, nay (0). Motion carried.

B. NEMCSA – No July Meeting

- C. **Area Agency on Aging** – Gary Rapelje provided a report for the May 28, 2010 meeting. Director Snyder reported Crawford participated in applying for funding for MMAP funding and received \$1700.
- D. **Gazette Advertising** – Nolan brought in a couple of new ads and Mahank brought a renewal. Reducing the Gazette to 4 pages, using newspaper print and checking with other printers for costs were suggestions for keeping the gazette in the black.

Rogers left the meeting at 3:23pm.

Explored additional businesses that haven't advertised as of yet.

OLD BUSINESS

- A. **Region 9 COA Board Sharing** - Postpone until next months meeting
- B. **Policy Governance Calendar-Evaluation of Ends**

Motion by Taylor supported by McCray to receive and file the updated Evaluation of Ends. Ayes(6) six, nay(0). Motion carried.

- C. **Union Contract Negotiations**

Union Negotiations began yesterday and another meeting is scheduled for next month.

NEW BUSINESS

A. **Election of Officers** – Williams nominated Jack Mahank as Chair supported by McCray. Mahank accepted the nomination. Ayes (6) Nays (0). Motion carried. McCray nominated Howard Taylor as Vice Chair supported by Williams. Taylor accepted the nomination. Ayes (6) Nays (0). Motion carried. Williams nominated Munsey as Secretary supported by Helen Nolan. Munsey accepted the nomination. Ayes (6) Nays (0).

B. **In Home Service Assessment** – Motion by Nolan supported by McCray to receive and file the in home service assessments with the Director's response. Ayes (6) Nays (0).

C. Policy Governance Calendar - Executive Limitations #8 - #10

#8 - Director's only concern is that currently there is not enough staff available if Director leaves. Motion by McCray supported by Williams to find the Director in compliance with #8. Ayes (6) Nays (0). Motion carried.

#9 - Mahank addressed Director stating that she's established these community links making a superior Director. Director Snyder asked is there any agencies that she shouldn't be involved with. She noted that she has declined the opportunity to sit on two other committees due to lack of time. All agree to remain as is. Motion by Nolan supported by Taylor to find the Director in full compliance with #9. Ayes (6) Nays (0). Motion carried.

#10 - Motion by McCray supported by Nolan to find the Director in full compliance with #10. Ayes (6) Nays (0). Motion carried.

BOARD MEMBER COMMENTS/CONCERNS Need more ideas on how to cut and save.

PUBLIC COMMENT None.

ADJOURNMENT

Motion by Williams, supported by McCray, to adjourn. Ayes (6) six, nay (0). Motion carried.
Meeting adjourned at 4:05 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary