

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Special (Rescheduled) Board Meeting
September 1, 2010 @ Grayling Senior Center

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

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

Board members absent: Don Williams

Also in attendance: Director Snyder, Melanie Conway, Melissa Timmrick NEMCSA/AAA

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

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

MINUTES

Chair Mahank noted a typo in the financial report section. Motion by McCray, supported by Taylor, to approve the minutes as amended for the July 28, 2010 board meeting. Ayes (6) six, nay (0). Motion carried.

FINANCIAL REPORT – July 31, 2010

The budget shows the adjustments and in the black 16,226.50. Director Snyder reported the increase was due to raffle dollars, program income is up in congregate, bills that weren't paid in the month, but will reflect in the next month.

Motion by Nolan, supported by McCray, to receive and file the financial report ending July 31, 2010. Ayes (6) six, nay (0). Motion carried. Director Snyder projected ending August with \$38,000. The last two years it was at \$48,000. Additional expenses include MMAP wages and congregate equipment. She reported we will receive an additional \$2000 in Respite monies for this fiscal year. Director Snyder stated the budget might end around \$10,000 in the red which is better than the -\$20,000 that was projected earlier. Some changes have already been made to help with budget issues such as the elimination of juice boxes for Home Delivered Meals.

CORRESPONDENCE - Mahank reported he received from NEMCSA/AAA notice of the grant awards for next year. Director Snyder reported she received a grant for disease prevention health that she is planning a function with the hospital. She stated the grant awarded is less than what she applied for but believes she can still accomplish the goal with this amount of money. Motion by Taylor and supported by Nolan to receive and file the award letter dated Aug 12, 2010 from NEMCSA/AAA. Ayes (6) six, nay (0). Motion carried.

REPORTS

A. Director's Report

According to Director Snyder the budget continues to look as if it will end in the red. Creating an option for private fee for service homemaking is an option to create

additional revenue. Director Snyder stated she isn't aware of any other COA in our region that does this. There would have to be separate books kept. Melissa Timmerick, Grants Administrator from the AAA stated things are changing and some COAs are definitely looking into it. According to Director Snyder, on the next agenda the AAA, CPA audit will be presented. At this time there are no sightings. Sunday brunch attendance has gone down. A survey for congregate has been conducted regarding brunch. There were a total of 59 responses, 38 continue, 15 cancel with 9 who actually attend brunch. Director Snyder stated because Brunch is a Congregate program it isn't about making money, it's about feeding people. At this time we are paying one employee and using an Experience Works employee for taking money. We are going into the winter season which is when our attendance typically goes down. Suggestions for replacement of Sunday brunch include a late Sunday afternoon meal with maybe entertainment once a month. Use this as a fundraiser. Also talk with the seniors to see what they say. Director Snyder reported we have had some quality and staff issues and need administrative staff in attendance on the weekends. Director Snyder recommended that we stop doing brunch but struggles because the survey results state to continue to do brunch. Motion by Taylor supported by Nolan to stop brunch and investigate something else which includes entertainment such as a special dinner Sat. or Sun and possibly use as a fundraiser. Ayes (6) six, nays (0).

- B. **NEMCSA** – Melissa Timmerick, NEMCSA, presented information about an Elder Abuse conference Sept. 15th and 16th at the E Free church in Gaylord. She also recommended talking with Alpena and Posen COA's regarding Sunday activities.
- C. **Area Agency on Aging** – Meeting was cancelled.
- D. **Gazette Advertising** – Examined advertisers that were outstanding. Director Snyder reported the end of the fiscal year is September and we must have the revenue prior to the end of September. Discussed approaching the advertisers that expire for renewal. Linda Munsey presented a newspaper that the Clio Senior Center distributes that is printed/published by their school. She reported the school does all the work and then they put it in the free newspapers for distribution. Director Snyder reported she is getting a quote from the Avalanche for printing on newspaper. Director Snyder stated our mailing policy states that if a person lives in Crawford County and doesn't participate at the senior center on a regular basis we will mail the Gazette at no cost. If an individual lives outside Crawford County we ask for a \$20 per year subscription to cover the cost of the gazette and the mailing. **Don Williams joined the meeting at 1:52pm.** Discussion ensued regarding charging all individuals that receive the gazette in the mail. The cost to mail the Gazette would average about \$5-\$6 per year. The weight of the gazette could change if it was printed on newspaper which could reduce the cost. Director Snyder stated billing for the gazette probably would not be worth staff time. Maybe putting a larger ad in the gazette asking for funding would be better. The idea of calling Jim at the Weekly Choice for printing the Gazette was explored. Printing the meals/activities in the Weekly Choice may increase our distribution. September Gazette was printed with only 12 pages. Most of the Gazette was advertisements. Many articles were not able to be added due to lack of space. Director Snyder reported there was a saving of \$142 a month on printing costs but the Gazette lacked valuable information to seniors. Director Snyder stated she was going back to 16 pages for the month of October. Board members agreed.

OLD BUSINESS

- A. Region 9 COA Board Sharing** – Nolan stated we need to work on getting more volunteers as staff are over worked and noted there are currently only 3 staff members. Examined the progress of MMAP. At his time there are two people interested in becoming volunteer MMAP counselors but still haven't been trained according to Director Snyder. Nolan stated the Board needs to decide a goal to work toward. What should we be promoting? Everything we do needs to generate revenue stated Taylor. Williams introduced a grant program that Kohl's department store does to promote volunteering. Director Snyder reported grant monies had already been spent from the Wal-Mart transportation grant mentioned at the Region 9 meeting.

Employee Health Insurance

Director Snyder reported she received information from local agents regarding their experience serving nonprofits/governmental agencies. Three BCBS plans were examined with the differences being deductibles. The quotes are all the same for the BCBS plans no matter who the insurance rep is. Director Snyder compiled a list of the BCBS plans and the Priority Health plans available with the County and the projected savings of each. Director Snyder recommended going with the Priority Health POS1 with the County for union employees as this has the least impact to the employees and still gives the agency a savings. Discussion regarding current county employee's coverage. Rogers stated the County goes according to the different unions some are POS 1 and some are POS 6. Examined the differences in the POS 1 and the POS 6 plans. Motion by Rogers supported by Williams to authorize the Director to offer the County POS 6 plan described in the informational literature dated 9-1-10. Discussion pertaining to in network and out of network coverage occurred. Vote on the motion - Ayes (6) six, nays (1) one, motion carried.

NEW BUSINESS

- A. Meal Program Assessments** – Region IX AAA assessments feedback reports for congregate and home delivered meals was provided. Motion by Taylor supported by Nolan to receive and file the assessment reports dated 6/8/10. Ayes (7) Nays (0). Motion carried.

- B. Budget Amendments FY 09-10** – Director Snyder explained the budget amendments. Motion by McCray supported by Munsey to approve the budget amendments dated 7/31/10 in the amount of \$10,540. Ayes (7) Nays (0). Motion carried. Motion by Taylor supported by Williams to approve the budget amendments dated 8/30/10 in the amount of \$272.00. Ayes (7) Nays (0). Motion carried.

C. FY 10-11 COA Budget

Director Snyder reported she included in the budget all staff positions including MMAP which is needed to effectively run the agency. She stated the board has made it clear that cutting services is not a preferable option. At this time, the COA is not actively looking for a new building. Therefore, the budget presented is \$54,515.18 to the red. This deficit would have to come from the fund balance at the end of the fiscal year. Director Snyder reported with the new health insurance there would be a savings of about \$18,273 which reduces the amount needed to transfer from the fund balance. Other cost cutting measures and revenue generating programs were discussed. Additional suggestions Director Snyder presented to balance the budget instead of dipping into the fund balance would be to eliminate a position,

reduce staff wages and mileage reimbursement or limit services. Rogers introduced Furlough days. Director Snyder stated this may affect out grants and also a have an impact to the clients. Motion by Taylor supported by Williams to accept the budget as presented. Roll call vote - Rogers yes, Taylor yes, Munsey yes, Mahank yes, Nolan yes, Williams yes, McCray yes. Ayes (7) Nays (0). Motion carried.

- D. Executive Director's Contract FY 10-11** The contract has a built in 1.4% increase which matches staff increase. No other changes. Motion by McCray supported by Rogers to renew the Directors contract with the 1.4% increase. Ayes (7) seven, nay (0). Motion carried.
- E. Assistant Director's Contract FY 10-11** The contract has a built in 1.4% increase which matches staff increase. No other changes. Motion by McCray and supported by Rogers to renew the Assistant Directors contract with the 1.4% increase. Ayes (7) seven, nay (0). Motion carried. Discussion regarding holidays. Director Snyder reported holidays are the same as stated in the union employee contract. They are not the same as the county.
- F. Lease Agreement FY 10-11** Timeframe for the use of the building was questioned. Director Snyder reported it is rare we would use the building outside of the allotted time 7am-6:30pm. If needed we would have to get approval from GHC Director. Building timeframe affects when the Senior Center is open and does not include when staff are working in the building. Director Snyder recommended approving the lease as presented. Motion by Williams supported by Nolan to accept the GHC lease as presented dated October 1, 2010 for the fiscal year 2010-2011 in the amount of \$2034.02 per month. Ayes (7) seven, nay (0). Motion carried.
- G. Policy Governance Calendar-Executive Limitations #1-#7** Board members agree the Commission on Aging and the Executive Director is in compliance. Motion by McCray supported by Taylor that the Executive Director is 100% in compliance with the Board Governance policy, Executive Limitations #1-#7. Ayes (7) seven, nay (0). Motion carried.

BOARD MEMBER COMMENTS/CONCERNS McCray stated it is difficult to find senior volunteers that can lift and suggested contacting the Sheriffs Dept and ask to use trustees when needed.

PUBLIC COMMENT None.

ADJOURNMENT

Motion by Nolan, supported by Munsey, to adjourn. Ayes (7) seven, nay (0). Motion carried. Meeting adjourned at 3:30 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary