

MINUTES

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
October 27, 2010 @ Grayling Senior Center

The meeting was called to order at 1:02 p.m. by Chairman, Jack Mahank.

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

Board members absent: none

Also in attendance: Director Snyder, Melanie Conway, Sandy Russell

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

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

MINUTES

Motion by McCray, supported by Williams, to approve the minutes for the September 22, 2010 Board meeting. Ayes (7) seven, nay (0). Motion carried.

FINANCIAL REPORT – September 30, 2010

Director Snyder reported this is not the final year end report. The year end report will be presented at the November Board meeting. Motion by Taylor, supported by McCray, to receive and file the financial report ending September 30, 2010. Ayes (7) seven, nay (0). Motion carried.

CORRESPONDENCE - none

REPORTS

A. Director's Report

The Director and Mahank have been working with NEMCSA regarding depreciation of equipment. Congregate had a positive balance and in the past we were allowed to purchase equipment to spend the money at the end of the year. This year NEMCSA would not allow the use of grant funds unless the equipment was in the building prior to the end of the fiscal year. We have been working on a plan for expensing the money without giving it back to NEMCSA. This agency has never depreciated equipment in the past and NEMCSA doesn't want to own equipment.

Director Snyder reported on staffing. She stated after talking with union reps she is looking to hire a part time activities person and taking the savings, wages and insurance, and increasing the positions wage. This might attract a more qualified pool of candidates. The reduction in hours will change the evening activities to daytime. The admin assistant position was budgeted for part time without insurance. At this time board members expressed no concern regarding the staffing plan. Motion By Munsey and supported by Williams to receive and file the directors report. Ayes (7) seven, nays (0).

B. NEMCSA/AAA Mahank reported he has a copy of the NEMCSA Needs Assessment of NE MI and will make it available if anyone would like to borrow it.

C. Area Agency on Aging Advisory Council Gary submitted his report. A MMAP event will take place here on 12/9/10 with multiple counselors on site. Sandy Russell our MMAP employee is organizing the event and more appointments will be available that day with 7 counselors participating. The event was piloted in two other counties last year. Motion by Munsey and supported by Nolan to receive and file the report dated 10/25/10 provided by Gary Ruplejae. Ayes (7) seven, nays (0).

D. Gazette Advertising October and November revenue exceeded our costs. Board members need to continue to get advertising to support the Gazette. If the Gazette cannot support itself changes will have to be made. Director Snyder reported she is still researching the cost savings to having the gazette printed on newspaper. Board members were encouraged to contact past advertisers. The medical community and realtors have not been approached yet. Munsey agreed to approach the local realtors.

OLD BUSINESS

A. Budget Amendments FY 09-10 NSIP monies in the amount of \$104.00 for congregate and HDM for last fiscal year were received late. Motion by Taylor and supported by McCray to approve the budget amendment in the amount of \$104.00. Ayes (7) seven, nays (0).

NEW BUSINESS

A. MMAP Position – Director Snyder reported Sandy Russell was hired as the MMAP person. She has been averaging 17 hrs per week. Sandy time has been spent 50% meeting with clients, 21% training and research and 14% admin. Sandy reported this is a high stress, high pressured position. Sandy reported as a MMAP volunteer she may meet with 4 clients a week and as an employee she meets with 6 in a day. Sandy reported after the first of the year she will no longer be able to continue with her employment. She stated the demand in Crawford County is great and really needs a fulltime person. In October, MMAP information was advertised in the Gazette and newspapers and the response was overwhelming. This is a valuable program to seniors. Monies are generated through the MIPPA grant now. For every MIPPA application completed the COA receives \$100. Currently there have been 9 with 6 more scheduled according to Sandy. Sandy reported the outreach to the community making individuals aware of the programs has generated a huge response. Meeting the need has been a challenge due to lack of volunteers. She reported she has 2 volunteers on the waiting list that were not able to train in September. One person did train in Kalamazoo and appointments have been scheduled for her. Training someone also takes more of Sandy's time initially. Another volunteer plans to take just the MIPPA training. In the future the affordable health care act means we will have a new group of Medicaid eligible people. There are 3 advantage plans going out of business this year all those people will need new plans. There were 55 Part D plans when this coverage started they are now down to only 32 plans available. The training for new volunteers will be in May 2011. Mahank stated the need is great and asked if we can get volunteers. Sandy responded it is difficult to get the volunteers and someone must be on site to oversee. This program changes rapidly and is really a full time job. What do other counties do? Oscoda has ½ time MMAP and ½ time to support director; Otsego has 2 full time paid employees, 2 schedulers and volunteers that input data. The volume in Crawford will continue to rise and a full time person is needed to support the need in the community. The Board thanked Sandy for her dedication to Crawford County.

Discussion regarding funding the program thru grants. Director Snyder reported there are no grants available that she is aware of at this time. MIPPA money is helpful but doesn't cover

the cost of a full time employee and this money is not guaranteed from year to year. Suggestions of contracting with other counties for a MMAP person. Director Snyder stated the cost to contract with Otsego County was expensive as this was considered prior to hiring Sandy. Explored other counties that may have MMAP personnel that might be interested in contracting with us. Director Snyder stated other counties are also struggling to meet the needs in their counties. This year's budget includes 20 hours a week for a MMAP person Director Snyder informed the Board. Snyder stated her concern about the work load in the office with phone calls and no Coordinator after the 1st of the year since Sandy will no longer be with us. Director Snyder asked the Board if she should hire a MMAP person for the 20 hours a week as budgeted or more hours. Board members discussed where the money would come from to support additional hours. The budget is already in the deficit for the fiscal year and this would just add to the deficit. To balance the budget money would have to come from the fund balance for this position. The budget will change due to the decrease in cost of health insurance for the year but will continue in the red. Additional hours for the MMAP person would only increase the deficit and decrease the fund balance. A concern of continuing to take money from the fund balance may leave the COA in trouble in the future. Not having enough money for an emergency situation to operate for about six months could put the COA in trouble. All programs are important to the residents of Crawford County but still cuts need to be made to balance the budget. Director Snyder recommended hiring a full time MMAP counselor. Examined the current wage of the MMAP person. Director Snyder discussed increasing the wage with less hours may draw a better candidate. The wage is low for the work that is asked to be performed. Explored the increase cost for the additional hours, which would be about \$8,000. This would be supported by the fund balance. Motion by Taylor and supported by Williams to give Director Snyder the latitude to increase the hours up to 32 and increase the wage up to \$10.50 per hour for the client senior advocate MMAP staff person. Ayes (5) five, Nays (2) two. Motion carried. Director Snyder has the authority to reduce the hours or change the job description if less than 32 hours if needed.

B. Union Contract – Union members decided to meet without union representation. Staff agreed to priority health insurance change if the wage and mileage increase could be effective November 1st although the health insurance change would not be effective until December 1st. Director Snyder recommends we settle the union contract with the employees and give them the increase beginning November 1st. Motion by Williams supported by Nolan to approve the union contract as written with mileage and wage increase effective November 1st and the Insurance change effective Dec 1st. Ayes (7) seven, Nays (0) Motion carried.

C. Appointment to AAA Regional Council on Aging Gary Rapeljae has served on the council and his term expires. He has no interest in continuing to serve. Director Snyder recommended Earl Corpe be appointed. Earl was interested at the time Gary was appointed and remains interested in serving. Motion by Nolan supported by McCray to appoint Earl Corpe to the AAA Regional Advisory Council for Crawford County starting January 1, 2011. Ayes (7) seven Nays (0). Motion carried. Director Snyder will notify Corpe and make something to show our appreciation for Gary for his service.

D. Customer Satisfaction Surveys The board stated they were happy to see the results showing good or excellent in the Congregate and HDM responses. Also the In-home results showing a positive response. These results will be included in the ends report. Motion by Munsey and supported by Williams to receive and file the customer satisfaction survey results. Ayes (7) seven, nay (0). Motion carried. The board encouraged the results to be published. Director Snyder stated the information could be published in the gazette.

BOARD MEMBER COMMENTS/CONCERNS none

PUBLIC COMMENT None.

ADJOURNMENT

Motion by McCray, supported by Nolan to adjourn. Ayes (7) seven, nay (0). Motion carried.
Meeting adjourned at 3:22 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary