

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
March 23, 2011 @ Grayling Senior Center

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

Board Members in Attendance: Carol Lovely, Linda Munsey, Jack Mahank, Helen Nolan, Dean McCray

Board Members Absent: Howard Taylor and Don Williams

Also in Attendance: Director Snyder, Melanie Conway, Paul Compo, and guests

The Pledge of Allegiance was led by Dean McCray. The invocation was offered by Helen Nolan.

AGENDA – Add Non Discrimination Policy to the agenda as 11D. Move COA Millage Renewal, 11A, to after #8 Correspondence. Motion by McCray supported by Nolan, to approve the agenda as amended. Ayes (5) Five, Nays (0) zero. Motion Carried.

MINUTES – Motion by Nolan supported by McCray to approve the minutes for January 26, 2011 board meeting. Ayes (5) Five, nays (0) zero. Motion carried.

FINANCIAL REPORT Ending January 31, 2011 – Noted the financial report date is January 31, 2011 which is stated wrong on the agenda as the 30th. Net revenue is over the expenses. Motion by McCray, supported by Nolan, to receive and file the financial report ending January 31, 2011. Ayes (5) Five, nays (0) zero. Motion carried

FINANCIAL REPORT Ending February 28, 2011 - Net revenue is over expenses. Expenses regarding vacant staffing positions discussed. Director Snyder reported recruitment has begun for the Administrative Assistant and the Activities positions, but have been changed from full time to part time (32hrs) to help with budget issues. MMAP position will be advertised in April as training provided by state in May. Motion by McCray, supported by Nolan to receive and file the financial report ending February 28, 2011. Ayes (5) Five, nays (0) zero. Motion carried

CORRESPONDENCE – None at this time.

NEW BUSINESS

A. COA Millage Renewal - August 2, 2011 - Director Snyder reported in 1992 the COA millage was passed without an end date in the ballot language. The law states there must be an end date written in the ballot language. County recommends since this error has been identified, the COA millage needs to be on the ballot this year, 2011, to correct the error. Director Snyder recommends we ask for a renewal of .4685 for a short number of years. In 1992 the millage was for .5 but with the Headlee Rollback it has

decreased to the .4685 which would be the actual renewal amount. The Board discussed the operational budget of the COA including the recent state and federal cuts, reduced amount of revenue in CD interest and the reduced millage monies due to the reduction in assessment values. Board members explored the options of asking for only the renewal, asking for the increase back to .5 and asking for 2 proposals consisting of a renewal and a separate proposal asking for an increase. The COA's cost of the election was discussed. The COA would share the cost of the election with Crawford County Transit for the 2011 election which is estimated at around \$8,000 for each agency. Future elections should have the millage expire on a general election year which would be at no cost to the COA. The Board explored the possible terms of the millage – 1, 3 or 5 years.

Board Member Don Williams entered the meeting at 1:29 pm.

The amount of money that the COA would generate with an increase was discussed. Paul Compo, County Administrator recommended if wanting to go for an increase to do two different proposals, one for the renewal and one for the increase with both for 5 years. Examined the importance of educating the public regarding COA millage and the use of the increase. Mahank asked for public comment related to millage. Public comment received by one senior. Literature pertaining to the Michigan Campaign Finance Act was provided and discussed with board members. Since the COA is a governmental agency, members of the Board cannot campaign while acting as a Board member. Director Snyder has also discussed this Act with all COA employees. Director Snyder will schedule presentations in the community to provide factual information to the residents of Crawford County.

Motion by McCray and supported by Williams to have the County prepare ballot proposal language for a renewal of .4685 for a period of 5 years. Ayes (6) six, nays (0) zero. Motion carried.

A motion by Williams supported by Lovely to have the County prepare ballot proposal language for an increase in millage of .25 for 5 years. Ayes (6) six, nays (0) zero. Motion carried.

Director Snyder will provide a report next month describing what the additional funding, the increase in millage, will be allocated towards. Mahank and/or Director Snyder will attend the County Commissioner's Board meeting when the COA is on the agenda next month.

REPORTS

A. Director's Report

Director Snyder reported the County will renew their health insurance on May 1st. The health insurance premiums have increased 9% which is about \$4,257 annual increase. Munsey talked about situations that have arisen with County employees and the new health benefits. Director Snyder reported no problems have been reported by her employees with the new Priority Health benefits. Motion by

Nolan and supported by Munsey to receive and file the Directors report. Ayes (6) six, nays (0) zero. Motion carried

B. NEMCSA/AAA No Report.

C. Area Agency on Aging Advisory Council

Earl Corpe was absent. Director Snyder stated Earl requested the Resolution of Action regarding state budget cuts to senior programs be provided to the Board and asks that the Board support the Resolution. Motion by Nolan and supported by McCray to accept the Resolution of Action. Roll Call Vote - Lovely Yes, Munsey Yes, Mahank Yes, Nolan Yes, Williams Yes, and McCray Yes. Ayes (6) six, nays (0) zero. Motion carried. The Board suggested submitting the Resolution to the County Commissioners for their support also. Motion by McCray and supported by Williams to present the Resolution of Action to the County Commissioners for their support. Ayes (6) six, nays (0) zero. Motion carried.

Director Snyder will draft the Resolution and provide it to the County Clerk for the Commissioners Board meeting.

D. Gazette Advertising – Director Snyder reported the agency hasn't had to chase any delinquent monies for Gazette advertising. Matched businesses with Board members for pursuing advertising in the Gazette.

OLD BUSINESS

A. Newsprint Senior Gazette – Director Snyder reported she sent out letters to all Gazette advertisers asking for input regarding changing the Senior Gazette to newspaper print. She received 4 responses from the mailing which were all in favor of the change. Director Snyder modeled the newspaper look and presented information about the mailing of the newspaper. Director Snyder stated she is waiting for a quote from the post office for mailing. At this time for just printing, there would be a savings of about \$300 per month. Additional savings may come from postage. Published in the Gazette a meeting to discuss the change with seniors and get their input. Only a couple of people were in attendance. Board members were not opposed to the Director making the change. Director Snyder stated the newspaper print would probably start for the June Gazette.

NEW BUSINESS

B. Policy Governance Calendar - Governance Process Survey Results-

Examined the results. One Board member stated “no” to 1B, stating opposition to raiding the fund balance. McCray commented that money should be left in the fund balance to keep operating the COA when needed. The COA is put more at risk when we dip into the fund balance. Survey shows the agency is in full compliance with Governance Policy. Motion by Williams and supported by Nolan that the

Governance Process survey results were reviewed and discussed and found to be in substantial compliance. Ayes (6) six, nays (0) zero. Motion Carried.

C. Policy Governance Calendar-Review of COA By-Laws –

Motion by Williams and supported by McCray that the Board reviewed the By-Laws and found them to be acceptable. Ayes (6) six, nays (0) zero. Motion carried. Mahank encouraged all board members to complete and return the board/staff evaluation presented to them on or before the April meeting. Lovely stated she has limited experience at this time due to her newly appointed position and it may be difficult for her to fill out.

D. Non Discrimination Policy- Director Snyder reported the United Way Grant requires the Board review a Non-Discrimination policy. Policy was presented to Board. Policy already reviewed with COA staff. Paul Compo is the County compliance officer as noted on the policy. Motion by McCray and supported by Lovely to adopt the Non-Discrimination Policy. Ayes (6) six, nays (0) zero, motion carried.

BOARD MEMBERS COMMENTS/CONCERNS

McCray suggested to make the money jar in the lobby more visible. Also, the money boxes next to the coffee. Director Snyder stated we have limited room in the lobby currently and will continue to move the jar around to create visibility. She also reported the collection of about \$60 a month in the box by the coffee and \$16 a month from the box by the Recreation Room computers. Munsey reported her mother's friend passed away that frequented the senior center.

PUBLIC COMMENT

Barb McCray asked to have the Board members speak into the microphones as it is hard to hear some of the board members that talk in a lower tone.

ADJOURNMENT

Motion by Williams, supported by McCray to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 3:01 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary