

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
August 24, 2011 @ Grayling Senior Center

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

**Board Members in Attendance:** Linda Munsey, Jack Mahank, Dean McCray, Lynne Ruden, Don Williams and Carol Lovely.

**Board Members Absent:** Howard Taylor

**Also in Attendance:** Director Snyder and guests.

The Pledge of Allegiance was led by Linda Munsey. Carol Lovely offered a prayer.

**AGENDA** –Motion by Williams supported by Lovely, to approve the agenda. Ayes (6) Six, Nays (0) zero. Motion Carried.

**MINUTES** – Motion by McCray supported by Williams to approve the minutes for July 27, 2011 board meeting. Ayes (6) Six, nays (0) zero. Motion carried.

**FINANCIAL REPORT Ending July 31, 2011** –

Net revenue is over the expenses in the amount of \$30,857.93 at the end of ten months out of the fiscal year. McCray asked if the report could start showing the fund balance. Lovely asked for clarification about page seven and Mahank asked if the manual adjustments were included in the summary on page one. The Director indicated that at the end of the fiscal year the budget should be pretty close, but will have to wait until the end of September for good numbers. Motion by McCray supported by Lovely to receive and file the financial report ending July 31, 2011. Ayes (6) Six, nays (0) zero. Motion carried.

**CORRESPONDENCE** – Mahank received a correspondence from Melissa Timmreck of NEMCSA, dated August 9, 2011. It stated that the Crawford COA was awarded three one year contracts: IIIIE Health Resource for \$1,765, IIIIE Respite \$6,000, and Elder Abuse for \$650. Motion by Ruden supported by Williams to receive and file the correspondence. Ayes (6) Six, nays (0) zero. Motion carried

**REPORTS**

**A. Director's Report**

Director Snyder stated that the change in the formatting of the Gazette was in transition and that she would be contracting out the preparation of the Gazette also. Even with this additional charge the COA would still be saving money. Ruden gave the suggestion of the Gazette being emailed in PDF format to anyone that would be interested. She also discussed the use of QR codes with smart

phones. The Director indicated that the annual fiscal audit went alright and the draft report found no findings for three years in a row. She also wanted to inform the Board that transportation specifically for the traveling Wii Bowling team could potentially become an issue because the church that they borrowed the bus from would be selling it to buy a new van. They stated that they would sell the bus which has around 188,000 miles for \$3,500 to the COA. The COA needs to look for accessible transportation. She was going to check with Mental Health. She already talked to Dial-A-Ride since all of their buses were handicap accessible, but they have an hourly rate of \$35. Currently the church only asks that we put gas in the bus, which is around \$75 a trip. Ruden suggested talking to BETA in the Traverse City area. Munsey would also discuss this with the commissioners. The Board wants Director Snyder to look into partnering with other community members and doing research about the possibility of purchasing a bus. Motion by Williams and supported by Ruden to receive and file the Directors report. Ayes (6) six, nays (0) zero. Motion carried.

**B. NEMCSA/AAA** Melissa did not attend the meeting. There was a summary of their Annual Report included in the Board packet.

**C. Area Agency on Aging Advisory Council**

No one from the Aging Advisory Council was in attendance.

**D. Gazette Advertising:** Ruden needs to talk to Director Snyder about some advertisements. Helen Nolan did fax information to Spicy Bob's. There was discussion about the formatting change. New ads will not get billed until after October 1, 2011. A question was asked about number of people that currently visit the COA's website. The Director stated that she would give a report next month for the number of visits from January through current.

**There was a five minute recess from 2:00 pm until 2:05 pm**

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

**A: Budget Amendments:** There were adjustments in the amount of \$8,370. Motion by Williams supported by Ruden to approve the adjustments. Ayes (6) Six, nays (0) zero. Motion carried

**B: Grayling Housing Commission Lease:** There will be a yearly increase of \$301.92, which is one percent. The utilities are accurate now. In regard to the bathroom upgrade, the building inspector stated that the building was grandfathered. Currently the GHC does not have any funding for updates. The Board would like the Director to put something in writing addressing this issue to the GHC. On average the contract price per square foot is under the retail

average. Ms. Miller has been working for the GHC for a year. During this time, the amount of maintenance to the building has increased significantly. Motion by McCray and supported by Lovely to accept the lease effective October 1, 2011 through September 30, 2012. Ayes (6) six, nays (0) zero. Motion carried.

**C: Executive Director Contract:** McCray asked if the Director was a COA or County employee. That is a work in progress and the wording of the contract needs to be focused on. She is an employee of the COA, but under the County. Compared to the County Personnel Manual there are a few questions in regards to longevity, vacation, and bereavement. The COA department heads no longer get longevity. That also reflects the union contract. If an employee leaves the COA, their Union contract states that unused vacation time gets paid out, but the County does not pay out. The Director's contract reflects the County. The COA Union contract states that an employee can use up to five bereavement days, but the County is only entitled to four days per bereavement. Motion by McCray and supported by Ruden to accept the Executive Director's Contract effective October 1, 2011 through September 30, 2011. Ayes (6) six, nays (0) zero. Motion carried.

**D: Assistant Director Contract:** The Board does not hire or fire the Assistant Director, the Director handles that. They approve the contract because it is over the Director's limit. The contract language is identical to the Director's contract. They changed the vacation time to match the County's policy. Motion by Williams and supported by Lovely to accept the Assistant Director's Contract effective October 1, 2011 through September 30, 2012. Ayes (6) six, nays (0) zero. Motion carried.

**E: FY 11-12 Budget:** Next year's budget reflects the millage increase approved by voters. McCray would like to see some money be put back into the fund balance since they have taken money out in past years. He would like to see the COA have a place of 'it's own' and not have to pay rent. Both Director Snyder and Lovely commented that the approved millage was intended for programs and services and not to support a building fund. The FY11-12 Budget is a balanced budget. The next Board meeting there will be future discussion about the fund balance. The new budget replaces staffing that has been cut over the past few years. There is cushion in some items like health insurance. Motion by Ruden and supported by McCray to accept the FY 11-12 Budget of \$653,588.70. Ayes (6) six, nays (0) zero. Roll Call: Lovely – Aye, Munsey – Aye, Mahank – Aye, Ruden – Aye, Williams – Aye, McCray - Aye. Motion Carried.

**F: Policy Governance Calendar – Executive Limitations #1-#7:** Director Snyder feels she is compliant. This is the way that Board manages the Director. Motion by Williams and supported by McCray that the Executive Limitations #1-#7 have been reviewed and the Director is in compliance. Ayes (6) six, nays (0) zero. Motion carried.

**G: Election of Officers:** Motion by Williams and supported by Lovely to retain the same officers – Mahank as Chair, Taylor as Vice Chair and Munsey as Secretary. Ayes (6) six, nays (0) zero. Motion carried.

**BOARD MEMBERS COMMENTS/CONCERNS**

Williams asked the board if they ever wanted the COA to have a new building, since they are currently under the control of the GHC. Lovely wanted to know why since it was already denied on a ballot. The issue is that the COA does not have enough space, especially for parking. They would like further discussion about the future vision of a building.

**PUBLIC COMMENT**

It was stated that the COA should look into moving to where the Rummage Sale was this year. Director Snyder stated that it was not an option as the lease was too expensive. The COA needs to explore their different options and see what the community wants and needs from the COA.

**ADJOURNMENT**

Motion by Williams, supported by Lovely to adjourn. Ayes (6) Six, nays (0) zero. Motion carried. Meeting adjourned at 3:20 pm.

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Jack Mahank, Chairperson

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Natalie Chick, Recording Secretary