

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
September 28, 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 Lynn Ruden. Carol Lovely offered a prayer.

AGENDA –Amend the agenda under New Business to add A. Annual Audit and E. Contract Signing and move the other schedule items down one letter. Motion by Williams supported by Ruden, to approve the agendas amended. Ayes (6) Six, Nays (0) zero. Motion Carried.

MINUTES – Motion by McCray supported by Williams to approve the minutes for August 24, 2011 Board meeting. Ayes (6) Six, nays (0) zero. Motion carried.

FINANCIAL REPORT Ending August 31, 2011 –

Net revenue is over the expenses in the amount of \$39,415.47 at the end of eleven months out of the fiscal year. Director Snyder estimated to finish in the black about \$8,000 which includes paying for the election. Our units of service has not decreased, our budgeted amount for program income was larger than expected for services such as personal care and we operated without full staff anticipating budget cuts throughout most of the year which explains why expenses are lower than revenues. The Director explained to the Board the Contributions policy in effect that regulates the non-acceptance of gifts.

Motion by McCray supported by Williams to receive and file the financial report ending August 31, 2011. Ayes (6) Six, nays (0) zero. Motion carried.

CORRESPONDENCE – None

REPORTS

Howard Taylor joined the meeting at 1:31pm.

A. Director's Report

The Director informed the Board that she is trying to find a company to make a sign to match the GHC sign in front of the building with our new logo. Director

Snyder stated she has talked with the GHC Director and has approval for the sign. Director Snyder stated she would also like to have a sign on M-72. Proposed staffing changes were presented to the Board by the Director. Dollar amount of changes not sufficient for a budget amendment according to Paul Compo. Helen Nolan has been offered and accepted full time status. This returns the Activities & Volunteer Coordinator position back to the original status before budget cuts. Her schedule will be adjusted starting in October. Helen does not need the health insurance, so monies will be redirected to other staffing needs. Director Snyder reported she is continually doing a wage study for all positions regionally, statewide and within the Grayling community. Explored options for advertising job openings.

Director questioned Board regarding how to handle disruptive participants. Currently the Commission on Aging & Senior Center doesn't have a policy for individuals that are misbehaving while participating in programs. After much discussion, the Board advised the Director to draft a written Code of Conduct and have the Prosecutor give his professional advice. A suggestion was also made to check with other entities such as the library regarding what their policy states. Another suggestion was made to form a senior committee of some sort to deal with such issues as misconduct. Contact other Senior Centers to see how they deal with similar issues. Motion by McCray and supported by Lovely to receive and file the Directors report. Ayes (7) seven, nays (0) zero. Motion carried.

B. NEMCSA/AAA No Business for NEMCSA. Mahank reported Melissa Timmreck resigned for her position at the AAA.

C. Area Agency on Aging Advisory Council

Barb Selesky attended the last Advisory meeting but no report was available.

D. Gazette Advertising: There has been a significant drop in October sales as many have not been renewed. Board members were encouraged to call advertisers if they had previously been in the Gazette and expired. Munsey brought in a \$1000 check from a donor that didn't want advertising in September. The Gazette did end in the black \$1,286.77 this fiscal year. Director Snyder reported she had positive reviews with the emailing for the Gazette. She also reported she included a question in the satisfaction Survey regarding internet access and found that most of our in-home clients do not have access at home.

OLD BUSINESS - There was no old business to discuss.

NEW BUSINESS

A: Annual Audit: There were no exceptions noted, a couple of praises and a couple of minor recommendations. One recommendation was that a deposit is done daily. Director Snyder stated this not feasible for us to do as we are minimally staffed. The Director reported deposits are done each Friday before the building is empty for the weekend. Motion by Taylor supported by Ruden to

receive and file the Annual Audit report showing the agency is in full compliance. Ayes (7) seven, nays (0) zero. Motion carried

B: Annual Meeting Schedule: Discussion regarding the meeting time, location, and the impact meeting at the senior center and the rearranging of activities to have the Board meeting in the dining room. Motion by Lovely, supported by Taylor to approve the Fiscal Year 2011-2012 Board Meeting schedule. Ayes (7) seven, nays (0) zero. Motion carried.

Recess 2:31-2:50 Board members assistance in the delivery of chairs was appreciated.

C: Policy Governance Calendar-Perpetual Board Calendar: Motion by Taylor and supported by McCray to accept the Perpetual Board Calendar –Board Governance Policy Review. Ayes (7) seven, nays (0) zero. Motion carried.

D: Visioning for Fund Balance: Director Snyder stated the year end fiscal statement will include the current fund balance amount. Director Snyder purposed developing goals for the use of the fund balance. Currently there is a portion that is reserved for a new building. The Board can vote to use this portion for something else if it chooses. The Director did encourage the Board to have reserve for operating expenses in the fund balance in case of a major changes in funding.

The Board asked the Director her vision and long term goals for the agency. Director Snyder stated prior to her arrival the Board hired a consultant to review its operations. One of the recommendations was to move out of this location. Director Snyder identified barriers with staying at the GHC building which included **1)** COA and GHC are identified as one agency which creates confusion in the community regarding provision of services. Dispatch called the COA just recently regarding a tenant issue **2)** There is a stigma attached to this location because we are housed among low income housing. Unfortunately, this deters some from socializing here. This also feeds into the perception that the COA is only for low income residents. **3)** Always struggling with having enough space for programs. Sometimes we are cancelling activities to do special events. **4)** There is not enough parking. **5)** Unable to expand staff as there is no room for additional desks. Difficult to have staff in a different location. For good customer service the staff needs to be together in one place where participants congregate. We are limited to how much we can grow. Funding for a new building is achievable through a variety of options including bonding, capital campaigns, fund development and grant writing but we need a goal/vision to start. The Director stated the importance of getting the community on board and the need for conversations to start within the community.

Carol Lovely left the meeting at 3:28pm.

Director Snyder identified additional programs, such as Adult Day Care, that she would like to have. At this time the agreement is to leave the fund balance alone until there is a plan in place. Board requested Director to provide a list of when space is a problem along with what we would do with additional space if available.

E: Contract Signing: Taylor, Mahank and Munsey are needed to sign both Directors and Assistant Directors contract.

BOARD MEMBERS COMMENTS/CONCERNS

McCray stated it's good to have the new Board members.

PUBLIC COMMENT No comments.

ADJOURNMENT

Motion by Williams, supported by Ruden to adjourn. Ayes (6) Six, nays (0) zero. Motion carried. Meeting adjourned at 3:43 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary