

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

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

Board Members in Attendance: Linda Munsey, Jack Mahank, Dean McCray, Don Williams and Howard Taylor.

Board Members Absent: Lynn Ruden with notice.

Also in Attendance: Director Snyder, Melanie Conway and guests.

The Pledge of Allegiance was led by Linda Munsey. A prayer was said by Carol Lovely.

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

MINUTES – Motion by McCray supported by Lovely to approve the minutes for October 26, 2011 Board meeting. Ayes (6) six, nays (0) zero. Motion carried.

FINANCIAL REPORT for Fiscal Year 10-11

Finished the fiscal year in the black ending with \$6,834.42. The new millage begins October 2011 which added about \$100,000 to our budget. Director Snyder reported no money was returned to NEMCSA this year. Mahank commended Director Snyder for ending in the black with the budget dramatically reduced. Motion by Taylor supported by McCray to receive and file the financial report for the Fiscal Year 10-11. Ayes (6) six, nays (0) zero. Motion carried.

FINANCIAL REPORT ENDING OCTOBER 31, 2011

Mahank stated the budgeted amount for the fiscal year 10-11 was \$556,357.13 and the budgeted amount for the fiscal year 11-12 is \$653,482.60. This increase is due to the new millage. Currently the budget is in the black for the new fiscal year. This does not include the NEMCSA grant check for October, in the amount of \$11,341, which was received after month end.

The fund balance has a total of \$282,093.22 as of the end of the fiscal year. Motion by McCray supported by Lovely to receive and file the financial report ending October 31, 2011. Ayes (6) Six, nays (0) zero. Motion carried.

CORRESPONDENCE – None

REPORTS

A. Director's Report

The Director reported the Code of Conduct policy is a work in progress.

The County Commissioners meeting at the Senior Center was discussed. Linda Munsey reported the Commissioners talked about there being too many interruptions to conduct business at the Senior Center. The Commissioners have

discussed touring the building at the beginning of their meeting and then returning to the County building to finish conducting their business. Director Snyder reported she is planning on presenting the power point regarding the building the same day the tour takes place. Mahank suggested presenting the year end report at the same time. Board members stated it would be beneficial to have seniors present when the Commissioners are touring. Currently the COA is paying rent in the amount of \$24,710 a year. Mahank stated that since the GHC has been under a new Director and new Board the COA has had a good working relationship. Director Snyder reported GHC agreed that the space and parking is not going to work for both entities long term. GHC director, Storm Miller, has also experienced the identity issues that we have discussed, stated Director Snyder. Mahank reported he has a meeting with Director Snyder and Director Miller a week from today to chat about long term plans. For future growth the COA would need a building between 8,000 and 12,500 square feet.

A board member asked if the activities coordinator will be planning trips. Director Snyder replied currently her plate is overflowing and as soon as a Receptionist is hired and a Volunteer Coordinator this will reduce her work load by a significant amount. Director Snyder stated she has asked for volunteers to help plan trips but no one has stepped forward to assist.

Howard Taylor has presented a lead on a bus for the COA to purchase. Director Snyder reported she is gathering information regarding the long term cost of the county owning a bus for the COA.

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

B. NEMCSA/AAA Mahank reported the last NEMCSA meeting he received the executive summary of community needs assessment surveys taken. This was started in 2008 and completed late last fall. Also a presentation on MI Choice waiver program and information regarding NEMCSA's Board of Director's board training.

C. Area Agency on Aging Advisory Council
No meeting held. No new business.

D. Gazette Advertising: Craff Center renewed reported Lovely. Mahank encouraged everyone to follow up with their businesses. Additional possible advertisers were discussed. Director Snyder reported that changing the Gazette to newspaper format is currently on her list.

OLD BUSINESS - There was no old business to discuss.

NEW BUSINESS

A: Policy Governance Calendar-Evaluation of Ends:

End #1 = 100% compliance

End #2 = 82% compliance

End #3 = 87% compliance

End #4 = 88% compliance
End #5 = 100% compliance
End #6 = Defer to next meeting
End #7 = 100% Compliant
End #8 = 90% compliant.

Discussion regarding End #6. Director Snyder reported she has talked with different COA's and many of them use different figures to calculate their costs for programs. There is no way to accurately measure this end and come up with comparable costs. Director Snyder asked the Board for direction regarding a way to accurately measure comparable costs. Board members agreed to defer this end until the next meeting. Mahank stated to Director Snyder in reference to end #7 that you have lived with in your budget and acquired appropriate income. Director Snyder stated she would like to add end #8 for discussion next month along with end #6.

Motion by Williams, supported by McCray that the Board finds director Snyder 92% in compliance with the Ends excluding End # 6. Ayes (6) six, nays (0) zero.
Motion carried.

BOARD MEMBERS COMMENTS/CONCERNS No comments.

PUBLIC COMMENT No comments.

ADJOURNMENT

Motion by Williams, supported by McCray to adjourn. Ayes (6) Six, nays (0) zero.
Motion carried. Meeting adjourned at 2:50 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary