

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
December 21, 2011 @ Grayling Senior Center

The meeting was called to order at 1:00 p.m. by Chairman Mahank.

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

Board Members Absent: None

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

The Pledge of Allegiance was led by Lynn Ruden. A prayer was said by Carol Lovely.

AGENDA –Motion by McCray supported by Lovely, to approve the agenda. Ayes (7) seven, Nays (0) zero. Motion Carried.

MINUTES – Motion by McCray supported by Williams to approve the minutes for November 23, 2011 Board meeting. Ayes (7) seven, nays (0) zero. Motion carried.

FINANCIAL REPORT ENDING November 30, 2011

The budget is currently in the black \$26,826.75. Director Snyder reported the surplus is due the vacant positions. Director Snyder reported she has hired one of the two receptionists and a cook. The budget will show less surplus once they begin working. Putting money into the fund balance was discussed. Director Snyder reported she anticipates ending in the black this year although she plans to make some larger one time purchases of needed equipment. She reported last year she was able to put over \$7,000 into the fund balance at the end of the year. The budget doesn't include a line item to put money into the fund balance. It just happens at year end based on what is received and spent. Director Snyder cautioned the board about funding the fund balance with the additional millage since the money was voted to be used for programs and services.

Motion by Taylor supported by Lovely to receive and file the financial report ending November 30, 2011. Ayes (7) Seven, nays (0) zero. Motion carried.

CORRESPONDENCE – Jack identified 3 correspondences he received. Helen Nolan, Karl and Marge Schriener and the COA staff regarding the Christmas wreaths given to employees by the Board.

REPORTS

- A. **Director's Report** Motion by Williams and supported by Ruden to receive and file the Directors report. Ayes (7) seven, 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. Director Snyder stated she has distributed this information to other planning boards and discussed the needs.

C. **Area Agency on Aging Advisory Council** No new business.

D. **Gazette Advertising:** Discussed the current renewals. Also the importance of talking with businesses in town not on the list. The possibility of attaching the advertisement information to the Chambers email list. Additional opportunities were talked about for advertisement and funding.

OLD BUSINESS -

A. **Code of Conduct:** The information is at the prosecutor's office and has not had any response yet.

B. **Visioning for Fund Balance:** Mahank and Director Snyder met with Director Miller, GHC to discuss the future of COA. Director Miller identified there is a good relationship between the GHC and COA and wants that to continue. Examined the space and parking issues. Long range Director Miller stated she would like to become a HUD regional training center and she would need the space COA is currently using. Director Snyder identified additional activities she is planning for the future and the lack of space and parking for this plan. GHC said that no matter what the future brings the GHC will not evict the COA. GHC identified that the agencies share the same clients and wants to remain having positive relations. Long range, both parties agreed that space and parking issues will remain a problem.

Director Snyder would like to move forward and do a presentation to County Commissioners and get them on board to find an alternative location. She would like the support of the COA Board. She stated she would like agreement from this Board that we do not have enough space on Lawndale Street and need to move forward to find a different location. The Board explored the needs of the COA and options for meeting those needs. Board members expressed the pros and cons of moving forward for more space. Board members identified they would like to hear seniors share their need for more space, see the lack of space visually day by day, and have a business plan to show we can handle the additional space financially. Suggestions of doing a poll to find out why the participants are not participating due to lack of space.

C. **Review of Governance Ends:**

Director Snyder reported she is still waiting for information regarding the measurement of End #3 from other agencies. Director Snyder reported she talked with Laurie Sauer, AAA regarding End #6. Laurie agreed that everyone compares cost differently. Laurie stated last time she looked the waiver and In-Home contracts were about the same for agencies. Mahank advised to get a letter from Laurie saying our costs are comparable to meet the requirements of this End. Director Snyder reported she struggles on how to measure end #8. She stated she is unclear what to include or exclude when determining the percentage. Best practices in determining administrative costs are anything that doesn't touch the consumer according to Mahank and federal guidelines are available to help with determining this measurement.

NEW BUSINESS

A: Policy Governance Calendar-Agency Evaluation:

Data for 2008, 2009, 2010 and 2011 was provided in a letter from Chairman Mahank.

Motion by Taylor, supported by Ruden to move forward with meeting in January with the County Board of Commissioners to present the achievements of the past year and future concerns. Ayes (7) seven, 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 (7) seven, nays (0) zero. Motion carried. Meeting adjourned at 3:21 pm.

Jack Mahank, Chairperson

Melanie Conway, Recording Secretary