

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
March 28, 2012 @ Grayling City Hall

The meeting was called to order at 1:10 p.m. by Chairman Mahank.

Board Members in Attendance: Linda Munsey, Jack Mahank, Dean McCray, Lynne Ruden.

Board Members Absent: Carol Lovely and Howard Taylor absent with notice. Don Williams joined the meeting during the Director's Report at 1:24 p.m.

Also in Attendance: Alice Snyder, Chris Davis, and Yvette Smigelski.

The Pledge of Allegiance was led by Dean McCray. A prayer was said by Lynne Ruden.

AGENDA –Motion by McCray supported by Ruden, to approve the agenda. Ayes (4) four, nays (0) zero. Motion Carried.

MINUTES – Motion by Ruden supported by McCray to approve the minutes for February 22, 2012 Board meeting. Ayes (4) four, nays (0) zero. Motion carried.

FINANCIAL REPORT ENDING February 29, 2012

The budget is currently in the black \$47,959.63. Discussion regarding large operating surplus. Director Snyder noted COA currently has 2 vacant positions and equipment to be purchased before end of fiscal year. Motion by McCray supported by Munsey to receive and file the financial report ending February 29, 2012. Ayes (4) four, nays (0) zero. Motion carried.

REPORTS

A. **Director's Report:** Director Snyder reviewed the Director's Report.

Don Williams joined the meeting at 1:24 p.m.

Discussion regarding meeting with the County Commissioners to discuss the survey results. Munsey noted the County Commissioners meetings have changed to 8:30 a.m. on the 4th Thursday of each month. Board would like Director Snyder to attend the Commissioners meeting along with board members to discuss the survey. Director Snyder will schedule for first available meeting and notify board members of date.

Director Snyder discussed three additional opportunities to serve on boards and asked for board members opinion.

- 1) OSA State Advisory Council – This is a reappointment. Board supports this position.
- 2) MHA Excellence in Governance Fellowship. It was noted this is a large commitment that prepares for the Board Chair position in 2016-17. Board supports this position with some concern regarding level of commitment.

- 3) Northern Homes Community Development Corporation – Board considers this a low priority as compared to the other opportunities. Director will decline this opportunity.

Motion by McCray and supported by Williams to receive and file the Directors report. Ayes (5) five, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA:** Chairman Mahank reported NEMCSA met on 3-9-12; however, there was no direct action regarding the COA. Chairman Mahank did discuss several items. Foster Grandparents for NE Michigan Program has 52 volunteers at this time – none of them in Crawford County. Discussion regarding this group's information being put in the Gazette. Senior Companion program has 49 volunteers – 5 in Crawford County. RSVP Program is only in Roscommon and Crawford County - 57 volunteers from Crawford County and 76 from Roscommon County.
- C. **Area Agency on Aging Advisory Council:** There was no meeting in March. Earl Corpe was unable to attend today's meeting to report on February's meeting.
- D. **Gazette Advertising:** Chairman Mahank reviewed the Gazette Advertising Report. Ruden requested Country Village Apts. and Diane's Hair Design be removed from advertising list. Director Snyder will forward recent email from Country Village Apts. to Ruden for follow-up. It was noted Marianne Ferrigan and Kirtland Community College declined advertising. McCray discussed Ace Hardware and developing coupon. Director Snyder will work on coupon and contact Ace for future advertising.

Director Snyder recommended eliminating the non-profit pricing. This would result in standard monthly rates for all companies of \$55 for business card size ad, \$110 for 1/8 page ad and \$220 for 1/4 page ad. Board had no objections.

Chairman Mahank reported on status of ads and follow-up for Hilltop and Lange Vending. Munsey will follow-up on Sabin and H&R Block. Williams will follow up with Shirley at The Stone Fancier and Lovely should with Grayling Country Club.

OLD BUSINESS – None.

NEW BUSINESS

- A. **Advocacy Program:** Karl Schreiner presented information on a new Advocacy program being considered. Discussion regarding differences between advocating and lobbying. Detailed discussion that Director Snyder and Schreiner had with Prosecuting Attorney, Trey Ayers regarding lobbying definitions and guidelines for COA employees and elected officials. Only part of proposed program that would probably fall under lobbying activities would be calling, writing and meeting with elected officials. Other proposed advocacy activities could be done without getting into lobbying. Board recommended that COA staff start off small without lobbying activities and continue to research to appropriateness of lobbying activities.

B: AAA In-Home & General Assessment: Director Snyder presented the COA response to the AAA In-Home & General Assessment. Mahank expressed concern about forms not getting signed. Review sheet being created to try and ensure complete accuracy. Motion by Ruden supported by Munsey to review and file the Director's response to the AAA Assessment. Ayes (5) five, nays (0) zero. Motion carried.

C. Developmental Priorities: Director Snyder introduced and explained four large projects (Senior Center Building, Private Fee for Service Homemaking, Technology Upgrades and Adult Day Care) and asked for the Board to assist in prioritizing. It is likely that there is only time to complete one project this fiscal year with existing commitments. Board members weighed in on their choice as top priority and the majority selected Technology Upgrades because this project would project long term time saving benefits. It was noted that all of the projects are important and Director Snyder will try to do some work on all projects, but focus on Technology Upgrades for completion.

D. Policy Governance Calender – Evaluation Board/Staff Relationship: Board members were asked to complete the survey in the board packet and turn it into the Director at today's meeting. Results will be reviewed at the next meeting.

CORRESPONDENCE: Letter received (brought from office from that day's mail by Karl Schreiner) from Kenneth Rush dated 3-27-12 regarding lack of space and the inability to move around at the senior center for person in a wheelchair. Chairman Mahank asked Director Snyder to send a reply to Mr. Rush on behalf of the Board. Munsey will also forward letter to County Commissioners. Motion by Williams supported by Ruden to receive and file the correspondence. Ayes (5) five, nays (0) zero. Motion carried.

BOARD MEMBERS COMMENTS/CONCERNS: McCray commented that he would like to review Policy Governance all in one meeting once a year. The full Governance Policy will be discussed at the April meeting to determine what direction the Board would like go. Munsey commented on the need to have a physician vs. a physician's assistant on record when entering the ER in Battle Creek.

PUBLIC COMMENT: None.

ADJOURNMENT Motion by McCray supported by Munsey to adjourn. Ayes (5) five, nays (0) zero. Motion carried. Meeting adjourned at 3:40pm.

Jack Mahank, Chairperson

Chris Davis, Recording Secretary

Alice Snyder, Recording Secretary