

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
June 26, 2012 @ Crawford County Commission on Aging

The meeting was called to order at 9:03 a.m. by Chairman Mahank.

**Board Members in Attendance:**

Carol Lovely, Linda Munsey, Jack Mahank, Dean McCray and Howard Taylor.

**Board Members Absent:** Lynne Ruden with notice; Don Williams joined the meeting during the Director's Report at 9:28 a.m.

**Also in Attendance:** Alice Snyder, Melanie Conway, Laurel Marshall, Earl Corpe and Kara Lamarre.

The Pledge of Allegiance was led by Taylor. A prayer was said by Lovely.

**AGENDA:** Motion by Howard supported by Lovely, to approve the agenda. Ayes (5) five, nays (0) zero. Motion Carried.

**MINUTES:** Motion by McCray, supported by Lovely to approve the minutes for May 23, 2012 Board Meeting as amended (adding Lynne Ruden's name to the attendees). Ayes (5) five, nays (0) zero. Motion carried.

**FINANCIAL REPORT ENDING May 31, 2012:** The budget is currently in the black \$39,077.04. Director Snyder noted that the budget is at the same approximate balance for May 2012 as reported in May 2011 financial report. Motion by Taylor, supported by McCray to receive and file the financial report ending May 31, 2012. Ayes (5) five, nays (0) zero. Motion carried.

**CORRESPONDENCE:**

Chairman Mahank read a letter & report received from Area Agency on Aging (AAA), dated May 17, 2012. The report was an assessment of the Congregate and Home Delivered Meal program. The report noted that a written emergency protocol on how to respond to emergencies in the event of a disaster needs to be submitted. Director Snyder will respond to the letter within 30 days and provide a copy for the board. Motion by Munsey and supported by Lovely to receive and file the AAA letter received. Ayes (5) five, nays (0). Motion carried.

**REPORTS**

- A. **Director's Report:** Director Snyder noted the Michigan Aging and Disability Needs Assessment survey card for everyone over age 50, included in the board packet. Hard copies of the survey will be sent out to all of our in home service clients and home delivered meal clients. A large number of surveys need to be completed to receive valuable data for our county.

Commissioner Munsey, noted to Director Snyder that the Board of Commissioners meeting this Thursday was changed from 9 am to 1 pm. COA

was scheduled to review the Commissioner survey. Board not able to meet at the new time so Director Snyder will initiate rescheduling the meeting.

Williams noted that the Men's Group in the area will be meeting at Kirtland Community College at 6:00 p.m., third Monday each month. Discussion about inviting COA Board members. Williams will e-mail the board members with the upcoming date.

Director Snyder met with local leaders in Kinship Care and the group determined that to get the program up and running, a half day conference would be needed. Following the conference, a determination will be made regarding the best approach to restart a program. Director Snyder has submitted a grant proposal to solicit funds for support of kinship program.

Motion by McCray, supported by Taylor to receive and file the Director's Report. Ayes (6) six, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA:** Chairman Mahank attended the NEMCSA meeting. Included in the board packet is a power point presentation outlining the background and purpose of the AAA organization. Director Snyder will obtain an electronic copy to e-mail to the COA Board Members.
  
- C. **Area Agency on Aging Advisory Council:** Earl Corpe reported on the AAA meeting held May 25, 2012 in Alpena. MI Choice will receive 282 million. Legal Services in Michigan presented a slide presentation. The local office is in Gaylord – open to any senior in need of legal services. Mr. Corpe reported on the Older Michiganians Day in Lansing June 20, 2012. The group attending talked to two State House representative aides and also talked to Senator Moolenaar, who was receptive to the group's agenda. Mr. Corpe reported on the change pending in the Senate for a new personal property tax law. This could represent a 1-2% loss of income for the county.
  
- D. **Gazette Advertising:** Lovely reported that Mercy Rehab will be advertising. She is working with the Country Club and expects that they will respond. She will follow up with The Eagles. Advertising budget is still in the red. McCray visited the new fireworks store, World of Floors, Grayling Car Care, Davis Jewelers, both Auto Parts stores and several others. No response from any of these. Discussion about asking the Art Galleries to advertise. Director Snyder expressed concern about asking them to advertise when we have not been able to sell any of the art that has been displayed at the Center.

Board members discussed purchasing some of the pieces and donating to the COA. Director Snyder contacted Trout Unlimited and Anglers of the AuSable and has tried to get organizations and individuals to purchase art for the Center. Board member reviewed artwork and several made commitments to purchase various pieces.

**OLD BUSINESS** None.

## **NEW BUSINESS**

- A. Evaluation of Contingency and Building Fund Balances** Director Snyder noted many organizations have a 6-month reserve on hand. For us that would be \$300,000. We have \$281,673.92 in our fund balance, which includes our building fund. At the end of the year, any extra money goes into this fund balance. Negative monies move from the fund balance to the budget. Recent millage monies received were for operational expenses. COA Board to discuss next month.
- B. Computer Upgrade Bid** Director Snyder presented bids for replacement of 4 computers and purchase of 8 Microsoft Office software upgrades. Discussion of the prices quoted. Williams will check on prices through Cyberpower.com. If we go with the quote from Kodiak, we will ask about Kodiak placing an ad in the Senior Gazette. Decision tabled until next month.
- C. Office Space Redesign – Cubicle Bids** Director Snyder reported the purpose of proposing cubicle style office furniture is to be able to make space to add a staff person to the back office area. Both bids received have special governmental pricing for being a part of a county government agency. Director Snyder also talked to the Housing Commission (Storm Miller) regarding remodeling the office area to increase space rather than just add cubicles, which is estimated to cost \$40-50,000, which would include heat/air conditioning upgrades and moving walls, but would not include furniture.

COA Board discussed getting bids for remodeling the area to be able to compare remodeling versus purchasing cubicle furniture, but it was noted that the ultimate goal of the COA is to relocate and the money spent on remodeling could better be spent on a new location.

Motion by Taylor and supported by McCray that we approve the purchase of modular furniture, up to the amount of \$6800.00 for the office. Ayes (6), nays (0). Motion carried.

- D. Policy Governance Calendar – By-Laws** The COA board has completed an annual review of the by-laws. Moved by Williams and supported by Howard that the Board has reviewed the by-laws and found them to be appropriate. Ayes (6), nays (0). Motion carried.

**BOARD MEMBERS COMMENTS/CONCERNS:** No comments or concerns reported.

**PUBLIC COMMENT:** No public comment.

**ADJOURNMENT:** Motion by Howard, supported by McCray to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 11:15 a.m.