

CRAWFORD COUNTY COMMISSION ON AGING  
Regular Board Meeting  
August 28, 2012 @ Crawford County Commission on Aging

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

**Board Members in Attendance:**

Terri Lockwood, Jack Mahank, Dean McCray, Lynne Ruden, Carol Lovely (arrived at 9:05am) and Don Williams.

**Board Members Absent:** Linda Munsey

**Also in Attendance:** Director Snyder, Melanie Conway, Earl Corpe, and Barb Selesky.

Chair Mahank welcomed Lockwood as a new member to the board.  
The Pledge of Allegiance was led by Williams. A prayer was offered by Lockwood.

Lovely joined the meeting at 9:05am.

**AGENDA:** Williams requested to add 10G Meetings to the agenda. Motion by McCray, supported by Williams to approve the agenda as amended. Ayes (6) six, nays (0) zero. Motion Carried.

**MINUTES:** Motion by Ruden, supported by Lovely to approve the minutes for the July 24, 2012 Board Meeting. Ayes (6) six, nays (0) zero. Motion carried.

**FINANCIAL REPORT ENDING July 31, 2012:** The budget shows that the agency is currently in the black \$46,812. Lovely stated she appreciated the zero overtime dollars. Examined the option of leasing equipment. Sponsorships, planned giving options and free webinars were suggestions for fundraising ideas. Motion by McCray, supported by Ruden to receive and file the financial report ending July 31, 2012. Ayes (6) six, nays (0) zero. Motion carried.

**CORRESPONDENCE:** Lovely reported she received positive verbal feedback regarding the Manitou trip. Mahank reported a letter dated Aug 9, 2012 to the Director which confirms the award of the National Caregiver Support grants for next year. This includes Respite, Kinship Conference, Health Resource and Elder Abuse prevention. Motion by Lovely, supported by Lockwood to receive and file the communication letter.

**REPORTS**

- A. **Director's Report:** Director Snyder explained the differences in the individuals that participate in the activities through the senior center. Special dinners draw a different crowd than the trips. The increased marketing in the Avalanche, email, Facebook and the Weekly Choice may be the reason for the increase in the number of people participating in the special dinners and trips. Discussed the option of extending the special dinner hours to 4-7pm. Director Snyder reminded the board the snowbirds will leaving soon and the numbers will probably be decreasing. Lockwood presented talking with the businesses and having them offer scholarships for trips. Director Snyder stated she will be working on a

sponsorship packet to supply to businesses and/or individuals for different activities. Parking at Burger King for trips was discussed. Director Snyder reminded everyone to have their raffle tickets turned in by the 11<sup>th</sup>. Director Snyder projected the end of the fiscal year we could end in the red due to the adjustments of \$4,326.49 to payback millage dollars. Provided is a letter from the Treasurer describing the paybacks due to changes in property assessments. There will be additional paybacks coming for possibly a total of over \$8,000. The new computers have been purchased already but the cubicles have not. The purchase of the cubicles may put us in the red at the end of the fiscal year. The FY12-13 budget has the new staff included and the cubicles are needed. The cubicles are not budgeted for the next fiscal year. Director Snyder identified the board approved the expense of the cubicles last month but wanted the board to be aware the purchase may put the COA in the red at the end of the fiscal year and the ends state the Director is not to use the fund balance without the boards permission. Director Snyder stated she wanted the board to have the framework that we may go in the red. At this time the board didn't want to review the motion last month regarding the cubicles. Motion by McCray and supported by Williams to receive and file the Director's Report Ayes (6) six, nays (0) zero. Motion carried.

- B. **NEMCSA/AAA:** Received official notice of grant allocations. The total amount awarded to us will be \$13,282, which represents 12.4% of the special grants. Mahank reported there is funding available to support adult day care from the tobacco settlement in the amount of \$122,000. Mahank will serve on the NEMCSA strategic planning committee.
- C. **Area Agency on Aging Advisory Council:** Earl Corpe reported the meeting was cancelled. Barb Selesky reported the information and referral for the aging and disabled is being developed.
- D. **Gazette Advertising** Lovely reported JP Heating at this time doesn't want to advertise. She dropped off forms to the Eagles and will continue to follow up with the Grayling Country Club. Amigo Mobility number is not good, Director will check on the number. Lockwood will check on Hospice Advantage. Ruden reported the County Village and Heads up North said no. She will contact Forest Dunes, Don Helinski. Director Snyder reported the Gazette will end in the red \$1100. McCray secured Car Care for one month. Williams stated he has been unable to contact the Animal Shelter, unable to get together with Dr. Noss. He will get with Rick from Edward Jones. Ruden suggested Harrietta Farms who run the Fish Hatchery as a possible advertiser. Mahank encouraged board members to read the end date and please approach the business for the renewal.

## **OLD BUSINESS**

- A. **Evaluation of Contingency and Building Fund Balances:** Chair Mahank reported this agenda item doesn't have any impact at this time and would like it to remain on the agenda for next month. Mahank reminded the reason for this agenda item is to discuss the amount in the building fund and in the contingency fund. Director Snyder recommends three months of operating funds in the contingency and the rest in the building fund. No discussion.

**Building Survey:** Director Snyder provided a draft of the senior center participant's survey. Feed back was provided from the board. Mahank commented that with a limited budget we may not have as many options. Director Snyder stated the current location is land locked, has limited space and parking. She stated the survey shouldn't say anything about current building being remodeled without the permission of the GHC. Also putting money into someone else's building would not be in our best interests. Director Snyder described the process for controlling that only one response per participant is collected. Director Snyder will email the revised survey to board members with updated suggestions before circulating to participants. Barb Selesky stated we need to give people incentive to relocate the senior center. The lack of parking and space for services and programs is an on going problem. She identified the lack of handicapped accessibility pertaining to the building, such as bathrooms, dining room and parking. She encouraged the board to distribute the survey to all residents of Crawford county not just the Commission on Aging and senior center participants for more accurate data. Board members agreed the next step would be to reach out to the community so all voices can be heard.

## **NEW BUSINESS**

- A. FY 11-12 Budget Amendments:** Budget amendments include a shift of \$10,000 from congregate to home delivered meals. With this shift we gained \$886.00 in congregate and still lost \$5000 in home delivered meals. We gained \$874 in respite care and loss of \$26 in homemaking with the total adjustment in the budget of \$8461.00. Motion by Ruden, supported by McCray that we approve the budget amendments in the amount of \$8461.00. Ayes (6) six, nays (0) zero. Motion carried.
- B. Election of Officers:** Williams nominated Mahank for chair, Motion by Williams supported by Lovely for Mahank to serve as chair. Ayes (6), six, nays (0) zero. Motion carried. McCray nominated Lovely as vice chair. Motion by Williams supported by Ruden for Lovely to serve as vice chair. Ayes (6), six, nays (0) zero. Motion carried. Williams nominated Munsey as secretary, motion by Lovey supported by Williams for Munsey to serve as secretary with reservation she accepts. Ayes (6), six, nays (0) zero.
- C. My Senior Center Software:** Director explained regular verses sponsorship model. The type of ads that would be provided was discussed. Director Snyder identified the amount of staffing time the software would save. Director Snyder recommends the sponsor based with customized key tags, hand held scanner and on-site training. Motion by Williams supported by McCray to approve the sponsor based model, with customized key tags, on-site training and hand held scanner. Further discussion by board members includes what is covered in the annual fee, what if they go out of business, what if we find it's not working for us and where the software is located. Motion by Williams supported by Carol to table the motion until Director Snyder does additional investigation into the software. Ayes (6), six, nays (0) zero. Motion tabled. Director Snyder will go back and ask questions. This will put implementation off for yet another month. Mahank suggested increasing the Director's spending limit as this is actually an operational decision.

- D. Retired & Senior Volunteer Program (RSVP):** Director Snyder explained the RSVP program. Combined state/federal funding would be \$52,000 per year. There is a match of 30% and the state grant can be used to match the federal. The state grant must match 10% the first year then increase by 10% each year until 30% is reached in third year. The grant money will be used to hire a volunteer coordinator for Roscommon and Crawford Counties. The advantage for our agency to take over the program would be hiring someone to manage our volunteers, help develop relationships with other community agencies and to connect seniors with volunteer opportunities throughout the community. The RSVP program includes people age 55 and over this would help us capture the under 60 and help identify the COA as part of a community effort instead of a separate agency. The RSVP program would be available starting April 1<sup>st</sup> 2013. Director Snyder recommends that we take on providing the RSVP program. Motion by Lockwood and supported by Lovely to have the Director move forward with the COA becoming the grantee for RSVP. Ayes (6), six, nays (0) zero. Motion carried.
- E. FY 12-13 Budget:** Director Snyder identified budgeted positions, millage amount with the anticipated lower assessed values. The budget is \$20,000 more than last year. A total staff change is 1 ¼ staff positions. Motion by Ruden and supported by McCray to approve the proposed budget of \$673,472.36 for the FY 12-13. Director Snyder reported this includes equipment and no new programs or removal of programs. Roll call, Lovely yes, Lockwood yes, Mahank yes, Ruden yes, McCray yes, Williams yes. Budget approved for fiscal year 12-13. Ayes (6) six, nays (0) zero.
- F. Strategic Planning Session Scheduling:** Director Snyder informed the board that it would be two sessions at 6 hours each and asked for dates that each would be available to schedule the meetings. Best times would be evenings on Wednesdays and Thursdays. Director Snyder will attempt to schedule the meetings and email the board members.
- G. Meetings:** Discussion regarding the day and time of the board meetings. Will put this item on the agenda for next months meeting for further discussion.

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

**PUBLIC COMMENT:** No public comment.

**ADJOURNMENT:** Motion by Lovely, supported by Williams to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 12:15 p.m.

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Jack Mahank, Chairperson

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Melanie Conway, Recording Secretary