

**Regular Board Meeting**  
**December 17, 2024, 4:30 pm @ 4388 W M-72 HWY, Grayling**

The meeting was called to order at 4:33pm by Karl Schreiner.

**BOARD MEMBERS IN ATTENDANCE:**

Karl Schreiner, Laurie Jamison, Mark Ostahowski, Jason Thompson, and Shannon Sorenson.

**BOARD MEMBERS ABSENT:** Sandy Woods and Cheryl Wolken absent with notice.

**ALSO IN ATTENDANCE:** Alice Snyder, Lorelei King, Scott Ulery, and Lynn Cheney.

The Pledge of Allegiance led by Schreiner. A prayer was offered by Schreiner.

**CONFLICT OF INTEREST:** None

**AGENDA:**

Motion by Thompson to approve the agenda with correspondence under new business before A. for December 17, 2024, supported by Ostahowski. Ayes (7) seven, Nays (0) zero. Motion carried.

**PUBLIC COMMENT:** None

**MINUTES:**

Motion by Ostahowski, to approve the minutes with the update to take out the new board members dated November 19, 2024, supported by Sorenson. Ayes (7) seven, Nays (0) zero. Motion carried.

**FINANCIAL REPORT:**

Motion by Sorenson, to accept and file the financial report dated November 30, 2024, supported by Jamison. Ayes (7) seven, Nays (0) zero. Motion carried.

**CORRESPONDENCE:**

Received correspondence from an employee.

**REPORTS:**

**A. Northeast Michigan Regional Council on Aging – Scott Ulery**

Ulery stated the critical transportation is an issue with older adults. Looking at having transport within the community, instead of using EMT's. There is concern about cuts in the budget with the new administration. King stated that the new representative Region 9 Delegate to the State Advisory Council is Richard Douglas. His concern in the late 60's – 70's, it is the same issues now, transportation, food, etc. Program plan for Direct Care Workers funding came from the Alliance committee. It is for Homemakers that have an emergent need. They can apply for it for items like car repairs, boots, tires, etc. King will send out the minutes when available.

**B. Michigan Senior Advocates Council (MASC) – Lorelei King**

King will send out the minutes when they come in. She gave an overview of the meeting.

**C. Directors Report**

Discussed the Directors Report. Updated the amount of Giving Tuesday by \$200, the total was \$5,845.

Motion by Jamison, to receive and file the Directors Report, supported by Ostahowski. Ayes (5) five, Nays (0) zero. Motion carried.

### **UNFINISHED BUSINESS:**

#### **A. Executive Director Recruitment**

##### **a. Special Board Meeting Date for Interviews**

Ostahowski stated that interviewed 6 candidates. Narrowed it down to 2 candidates. Ostahowski gave an overview of the 2 candidates. Brian Mclaughlin, and Erin Griffiths.

Snyder stated that she would make an offer contingent on checks, then we can discuss salary and benefits. Jamison will discuss salaries with Paul Compo.

Special board meeting on Monday January 6<sup>th</sup> at 4:30 to interview candidates.

##### **b. Interview Questions**

Ostahowski stated that the interview questions that were asked are in the packet. We need to come up with questions to ask.

Snyder came up with. Have you been in or worked with a union? Computer skills. Experience with fundraising? What are you going to need coaching on? What type of notice will you need? During the visit that you would improve on. Have you been on a board or worked with a board? Skill list, what else can you bring? A question about stepping in to do any job in the organization. In your personal skill set, what makes you the best candidate for this position? Schreiner, can you tell me an experience working with the union that went sour? What about an experience that went great? Snyder will type up the questions and send them out to the board ahead of time. You must ask the questions to both candidates.

Sorenson asked about the union contract. When it comes up for renewal who is on it. Snyder stated that the Director and two board members, the union representative from AFSCME, and the employee Steward and Chairperson. Snyder gave an overview of the day-to-day things that she is involved in. They can also open negotiations if they do not want to wait until the next contract.

### **NEW BUSINESS:**

#### **A. Correspondence:**

Schreiner stated that a complaint came to Ostahowski on Friday. Closed board meeting at 5:25. Motion made by Ostahowski, to go into closed session, supported by Jamison. Ayes (5) five, Nays (0) zero. Motion carried.

Motin made by Thompson to reopen session, supported by Ostahowski. Ayes (5) five, Nays (0) zero. Motion carried.

Motion made by Ostahowski, to refer the 12-13-24 employee complaint regarding assault and harassment to the Crawford County administration and consultation with legal counsel as necessary for investigation and report back to the Commission on Aging to include factual findings and recommendation(s) for action to be taken by the Commission on Aging Board, supported by Sorenson. Ayes (5) five, Nays (0) zero. Motion carried.

#### **B. Year in Review – FY 23-24**

a. Year End Financial Report Ending September 30, 2024. Snyder stated that we ended the year with \$80,000 in the good. In the past, we have been able to balance the congregate without millage. The past few years, we have not. Meals on Wheels, did a great job fundraising that was above what was budgeted, but we still put in \$118,000 in millage. Gazette advertising has not paid for the full budget. This is due to staff time, in the past board members helped with advertising. Advocacy, we do have stable funding for pet assistance. We will have two fundraisers a year. Room rentals raised \$1,600 from March through September. We did raise a little over \$1,000 fees for out of county residents. Received \$58,000 in stabilization share tax. Interest in investments will go way down because of the building.

b. Fund Balance Recommendation

Motion made by Jamison, to transfer \$13,677 into the Contingency Fund Balance, and the remaining amount into the Capital Building fund, supported by Thompson. Roll call: Schreiner - Aye, Jamison - Aye, Ostahowski - Aye, Thompson – Aye, Sorenson – Aye. Ayes (5) five, Nays (0) zero. Motion carried.

Snyder went over the Year End Presentation.

### **C. Governance Calendar**

a. Evaluation of Ends FY 23-24

Motion made by Jamison, to receive and file the Governance Ends at 89% supported by Sorenson. Ayes (7) seven, Nays (0) zero. Motion carried.

b. Agency Evaluation FY 23-24

Motion made by Ostahowski, to receive and file the Agency Evaluation at 98%, supported by Sorenson.

**BOARD MEMBER COMMENTS/CONCERNS: NONE**

**PUBLIC COMMENT: None**

**ADJOURNMENT: Meeting adjourned at 6:35pm.**

Respectfully Submitted,

Sandy Woods, Secretary

Recorded by Lynn Cheney