



## GRAND TRAVERSE COUNTY COMMISSION ON AGING

520 W. FRONT STREET, SUITE B  
TRAVERSE CITY, MI 49684-2237  
(231) 922-4688 • FAX (231) 929-1645  
E-MAIL ADDRESS: gtcoa@grandtraverse.org  
HOMEPAGE: www.grandtraverse.org

### EXECUTIVE COMMITTEE

#### **AGENDA**

**Thursday January 15, 2015, 9:00 a.m.**

**520 West Front Street**

**Traverse City, MI 49684**

**Chair: Rodetta Harrand**

**Conference Call: (231) 922-4859**

*Mission Statement: The mission of the Grand Traverse County Commission on Aging is to offer home and community based services to maintain and improve the quality of life for resident senior citizens.*

1. Approval of agenda
2. Approval of minutes (2-4)
3. Senior Center Network
  - A. Program Report (6-10)
  - B. Activities update
  - C. Renovation update
4. Millage proposal decisions
  - A. Combining SCN with IHS
  - B. IHS Millage increase
  - C. Election date(s)
  - D. Ballot language preparation
5. MLK Day training request reminder
6. Robert's Rules training
7. Board requests for hard copies
8. Strategic Plan
  - A. Schedule time to prepare new Strategic Plan (2016-2018)
  - B. Retreat or other
  - C. Facilitator
9. Public Comment

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street Suite B, Traverse City MI. 49684. If you need auxiliary aid assistance under ADA, contact the Administrator at (231) 922-4780 or TDD # (231) 922-4412.



**Executive  
Committee Meeting  
~ Minutes ~**

**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING**

520 W. FRONT STREET, SUITE B  
TRAVERSE CITY, MI 49684-2237  
(231) 922-4688 • FAX (231) 929-1645  
E-MAIL ADDRESS: gtcoa@grandtraverse.org  
HOMEPAGE: www.grandtraverse.org

Friday, December 18, 2014

9:00 AM

GTCOA Meeting Room

**DRAFT: 12/18/14**

**APPROVED:**

**Call to Order**

Chair Soffredine called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Ralph Soffredine	Chair	Present	
Stacey Lee Isles	Vice Chair	Present	
Rodetta Harrand	Treasurer	Present	
Michelle Mercer	Secretary	Present	
Christine Maxbauer	County Commissioner	Present	

**Staff Present:** Georgia Durga, Director  
Lori Wells, Deputy Director Senior Center Network  
Cyndie F., Office Specialist

**Guests Present:** None

**Approval of Agenda**

Durga requested the addition of memorial donation and Isles requested the 2015 committee selection be placed first on the Agenda.

**Motion to approve the agenda as amended.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Mercer
<b>SECONDED:</b>	Maxbauer
<b>AYES:</b>	Harrand, Isles, Mercer, Maxbauer
<b>NAYS:</b>	None

**Approval of Minutes**

**Motion to approve the minutes as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Harrand
<b>SECONDED:</b>	Isles
<b>AYES:</b>	Harrand, Isles, Mercer, Maxbauer
<b>NAYS:</b>	None

## **2015 Committee Selection**

Durga explained the suggestion made at Program Committee to appoint both a Chair and Vice Chair for Program Committee in case they were to later request splitting those Committee's in 2015.

Members discussed the appointment of Committees at length.

### **Motion to appoint the 2015 Committee's as follows:**

#### **Finance Committee**

Chair – William Rokos (pursuant to Bylaws)  
County Commissioner Christine Maxbauer  
Kory Hansen  
Rodetta Harrand  
Carol Sullivan, if appointed by the BOC  
Dave Taylor, if appointed by the BOC

#### **Program Committee**

Chair – Sandra Busch  
Vice Chair – Michelle Mercer  
Karen Renny  
Carl Kucera, if appointed by the BOC  
Harry Liebzeit, if appointed by the BOC  
Shirley Zerafa, if re-appointed by the BOC

#### **Governance Committee**

Chair – Michelle Mercer  
Kory Hansen  
Dave Taylor, if appointed by the BOC

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Isles
<b>SECONDED:</b>	Mercer
<b>AYES:</b>	Harrand, Isles, Mercer, Maxbauer
<b>NAYS:</b>	None

### **Committee members and Chairs**

Discussed under Committee selections.

## **Senior Center Network (SCN)**

### **Program Report/Activities Update**

Wells relayed information on Holiday Events, Winter Pickleball, Mitten tree progress, Winter Shoveling Project, and discussions regarding a Mather Café

model at Acme. Wells also provided information regarding Martin Luther King Day Training in January.

**Motion to approve November SCN Program Report as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Harrand
<b>SECONDED:</b>	Maxbauer
<b>AYES:</b>	Harrand, Isles, Mercer, Maxbauer
<b>NAYS:</b>	None

**Renovation update – Lori Wells, Deputy Director, SCN**

Wells reported that she met with two committee members and will be working on a timeline.

**Senior Center (SCN) Use Policy rescinded by the City of Traverse City**

Wells advised that the City was updating their policies, and the SCN use policy is covered by a County Policy.

**Board size**

No discussion.

**Strategic Plan review**

No updates at this time.

**Donation**

Durga relayed that a Client left a memorial donation to the Commission on Aging estimated at \$57,659, prior to probate proceedings. Durga relayed that a staff member did many things for him on their own time. Probate is expected to close sometime after February 10, 2015, after which Durga would then take the matter to the BOC for approval. Durga stated that there were two requests; the attorney relayed for the client to be recognized somehow, and that there were no strings attached, but he liked the idea of transportation assistance for senior citizens.

Members discussed plausible uses for the funds, as well as sustainability, endowment, program expansion, and a new program. Program Committee had suggested that the donor's name be placed on the coupons.

**Motion to accept the proposed donation of (approximately) \$57,659 and to recommend the funds be used for transportation.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Maxbauer
<b>SECONDED:</b>	Mercer
<b>AYES:</b>	Harrand, Isles, Mercer, Maxbauer
<b>NAYS:</b>	None

### **Strategic Plan**

No updates. Durga asked Isles if she would be willing to facilitate a strategic planning session in 2015. Isles stated that she might entertain the idea.

### **Public Comment**

Isles thanked members for supporting her and allowing her to serve, she relayed that GTCOA and our mission will remain in her heart.

Harrand asked if Isles and Soffredine might consider working on the millage committee when formed.

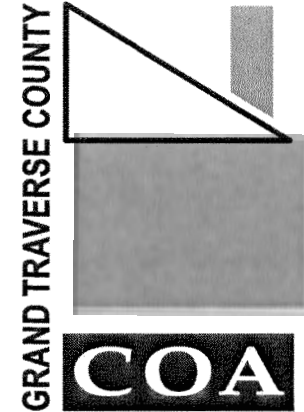
### **Adjournment**

**Meeting adjourned at 9:31 am**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Harrand
<b>SECONDED:</b>	Mercer
<b>AYES:</b>	Harrand, Isles, Mercer, Maxbauer
<b>NAYS:</b>	None

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

K:\COMIMAGE\BOARD\Committees\Minutes\Executive\2014\12 December.doc  
CF/cf  
Rev.



# **PROGRAM REPORT**

## ***Senior Center Services***

### **2014**

### **December**

Dated: 1/5/2015

Rev: \_\_\_\_\_

**Prepared By: LW**

Grand Traverse County  
Senior Center Services  
**Program Report**  
**2014**  
**SUMMARY**

	UNITS OF SERVICE							SCN Home Page Views	I & A
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	TOTAL		
<b>JAN</b>	1,823	476	308	282	19		2,908		6934
<b>FEB</b>	2,147	681	460	241	139		3,668		5811
<b>MAR</b>	2,518	592	265	301	63		3,739		7152
<b>APR</b>	2,716	830	455	264	137		4,402		7316
<b>MAY</b>	3,475	794	282	231	94		4,876		7767
<b>JUN</b>	3,602	713	311	348	202		5,176		9689
<b>JUL</b>	3,840	958	382	260	111		5,551	613	6803
<b>AUG</b>	3,172	687	352	285	493		4,989	1582	98
<b>SEPT</b>	3,330	892	287	300	257		5,066	1541	6719
<b>OCT</b>	3,520	883	465	467	267		5,602	1352	121
<b>NOV</b>	2,015	506	457	464	153		3,595	3529	72
<b>DEC</b>	2,156	618	282	138	179		3,373		
<b>TOTALS</b>	<b>34,314</b>	<b>8,630</b>	<b>4,306</b>	<b>3,581</b>	<b>2,114</b>	<b>0</b>	<b>52,945</b>	<b>8,617</b>	<b>58482</b>

Units of service are the number of sign-ins per each event. I&A = Information and Assistance incl. web hits

**Footnotes**

<b>Jul</b>	Jan-July: I&A figures were including web hits and totals were including all pings from other sites.
<b>Aug</b>	I&A figures no longer include web hits; Outreach I&A figures unavailable. Web Hits calculated using Google Analytics
<b>Sep</b>	6000 I&A are from Acme Fall Festival.
<b>Oct</b>	Outreach I&A figures not available. Web hits total is 6744 - IHS & SCN = 6428 - difference of 316 are attributed to search bar.
<b>Nov</b>	
<b>Dec</b>	



Grand Traverse County  
Senior Center Services  
**Program Report**  
**2014**  
**SUMMARY**

EVENT PARTICIPATION - MEMBERS								
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Other	Total
JAN	605	80	49	67	51			852
FEB	565	146	51	71	27			860
MAR	528	131	49	57	20			785
APR	701	134	68	86	34			1,023
MAY	950	126	58	51	29			1,214
JUN	900	123	64	64	40			1,191
JUL	965	141	63	48	41			1,258
AUG	798	135	60	55	49			1,097
SEPT	1,108	131	51	66	37			1,393
OCT	973	140	52	100	47			1,312
NOV	617	113	122	123	30			1,005
DEC	475	97	45	49	31			697
<b>TOTALS</b>	<b>9,185</b>	<b>1,497</b>	<b>732</b>	<b>837</b>	<b>436</b>	<b>0</b>	<b>0</b>	<b>12,687</b>

Event Participation- Members - figures are unduplicated for the month.  
2013 and 2014 Non-Members are duplicated.

**Footnotes**

Jul	
Aug	
Sep	



Grand Traverse County  
Senior Center Services  
**Program Report**  
**2014**  
**SUMMARY**

EVENT PARTICIPATION NON-MEMBERS								
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Other	Total
JAN	109	16	10	19	0			154
FEB	131	145	126	43	51			496
MAR	113	49	13	56	3			234
APR	204	66	79	19	26			394
MAY	164	30	3	13	7			217
JUN	154	10	8	23	44			239
JUL	271	32	18	24	12			357
AUG	244	54	11	37	49			395
SEPT	455	30	11	19	32			547
OCT	324	20	19	39	29			431
NOV	264	8	114	75	11			472
DEC	156	23	2	24	13			218
<b>TOTALS</b>	<b>2,589</b>	<b>483</b>	<b>414</b>	<b>391</b>	<b>277</b>	<b>0</b>	<b>0</b>	<b>4,154</b>

Event Participation- Members - figures are unduplicated for the month.

2013 and 2014 Non-Members are duplicated.

Footnotes

Jul	
Aug	
Sep	Flea Market/Fish Fry & Shredding Day account for increase in Traverse City numbers

Grand Traverse County  
Senior Center Services  
**Program Report**  
**2014**  
**SUMMARY**

MEMBERSHIPS		
	NEW	TOTAL
<b>Beginning Members</b>		<b>2673</b>
<b>JAN</b>	36	2709
<b>FEB</b>	37	2746
<b>MAR</b>	35	2781
<b>APR</b>	45	2826
<b>MAY</b>	74	2900
<b>JUN</b>	46	2946
<b>JUL</b>	52	2998
<b>AUG</b>	37	3035
<b>SEPT</b>	42	3077
<b>OCT</b>	68	3145
<b>NOV</b>	38	3183
<b>DEC</b>	31	3214
<b>TOTALS</b>	<b>541</b>	<b>3214</b>

**Footnotes**

<b>Jul</b>	
<b>Aug</b>	
<b>Sep</b>	