



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

BOARD MEETING AGENDA

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.

TUESDAY, February 2, 2021 9:00 A.M.

Commission on Aging Office

Via Google Meets dial in at: PHONE: (US) +1 515-705-3812 PIN: 821 666 910#

**520 West Front Street,
Traverse City, MI 49684**

Internet Home Page Address: **www.gtcoa.org**

E-mail address: gtcoa@grandtraverse.org

Chair: TBD

1. **CALL TO ORDER** - 9:00 a.m., Lana Payne, Chair
2. **ROLL CALL** – Cyndie Forster, Office Coordinator
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
5. **INTRODUCTION OF GUESTS/LIMITED PUBLIC COMMENT**
6. **SPECIAL ORDER OF BUSINESS**
 - A. Staffing Update
 - B. Sheets Foundation Donation
 - C. COVID 19 Vaccinations for Seniors
 - D. Tier 1 & Tier 2 Billing - Credit Balance
 - E. Program Waitlist #s
7. **OLD BUSINESS**
8. **NEW BUSINESS**
9. **GENERAL PUBLIC COMMENT** (3 minutes per person)
10. **ADJOURNMENT**

ATTENTION GTCOA BOARD MEMBERS: If you are unable to attend this, or any other GTCOA meeting, please notify the Commission on Aging office, 922-4688, as soon as possible.

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 under ADA, contact the Administrator at (231) 922-4780 or TDD # (231) 922-4412.



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Advisory Board Minutes

Tuesday December 15, 2020

9:00 a.m.

COA Conference Room

DRAFT: 12/15/20

APPROVED:

Call to Order

The meeting was called to order via telephone conference at the Commission on Aging Offices, 520 West Front Street, Traverse City, MI., by Acting Chair, Meredith Goodrick.

Attendee Name	Title	Status	Arrived
Meredith Goodrick	Chair	Excused	
JC Bailey	Member	Excused	
Joan Beery	Member	Excused	
Jim Carruthers	Member	Present	
Tonya Cook	Member	Present	
Bryce Hundley	County Commissioner	Present	
Hettie Molvang	Member	Present	
Lana Payne	Director	Present	

Staff Present: Cyndie Forster, Office Coordinator

Guests:

None

ROLL CALL

Cyndie F. took roll call.

APPROVAL OF AGENDA

Motion to approve the Agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Molvang
SECONDED:	Hundley
AYES:	Carruthers, Cook, Hundley, Molvang, Payne
NAYS:	None

APPROVAL OF MINUTES

Motion to approve the Minutes of October 6, 2020, as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Hundley
SECONDED:	Molvang
AYES:	Carruthers, Cook, Hundley, Molvang, Payne
NAYS:	None

INTRODUCTION OF GUESTS/LIMITED PUBLIC COMMENT

None

SPECIAL ORDER OF BUSINESS

A. Introduction of new Director

Lana Payne introduced herself to the members of the Board and provided information on her background. Payne relayed that she has been working with Goodrick who will be with Commission on Aging (GTCOA) through 1/15/20. Meredith has a great plan for the transition. Discussed policies, replacement supervisors, and supervisor training plan.

B. Changes to the staffing plan

Discussion on recent approvals by the Board of Commissioners (BOC) for staffing changes, as well as openings currently in progress. Rice will take over as Assessment Nurse in January which will leave the Scheduling position open. Social Worker Rebecca Schlund will start January 11th. Home Chore worker Scott Clark started yesterday, and there is one additional position open in Home Chore. Discussion on the need to purchase two trucks before hiring the additional employee and the two trucks will have to go out for bid. Discussion on a replacement Program Supervisor and applicants for the position. Discussion on a replacement Nursing Supervisor and the lack of qualified applications for the position. Payne informed members that Rice would be helping with supervision of the LPNs once the current supervisor and Goodrick leave. There are also two Homemaker Aide two Home Health Care/Respite openings. Discussion on why the Nursing Supervisor is leaving, and whether the Board could help support GTCOA to enable hiring a replacement.

C. Elimination of Fees for Services

BOC approval was obtained to eliminate fees for clients in GTCOA Tiers 1 & 2, starting with charges assessed in January.

D. Covid Update

Payne informed the Board that the County Administrator extended the current status of shutdown of the GTCOA building through 12/21/20. The County is encouraging everyone to work from home who can.

Payne relayed that she met with Chris Forsyth regarding the priority status of vaccine distribution for field staff, and was informed that the County will not require mandatory vaccination. Payne stated that GTCOA has had additional clients with Covid/Covid exposure which has necessitated a tracking system for both client's and staff. Discussion on personal protection equipment used by in home workers, masks, face shields, and N95 masks were all discussed.

OLD BUSINESS

None

NEW BUSINESS

A. Election of 2021 Chair/Vice Chair

Motion to nominate Lana Payne as the 2021 Chair

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Carruthers
SECONDED:	Molvang
AYES:	Carruthers, Cook, Hundley, Molvang
NAYS:	None

Motion to nominate Jim Carruthers as the 2021 Vice-Chair

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Hundley
SECONDED:	Molvang
AYES:	Cook, Hundley, Molvang, Payne
NAYS:	None

B. 2021 Meeting Schedule

Forster informed members that she would be sending out the 2021 Board Schedule and Member's List.

C. New Member

Payne relayed that current Member Beery had chosen to not apply for reappointment. The BOC has appointed Antoinette Haddock in that position, she will start at the February, 2021 meeting.

Payne relayed that she has a lot of ideas for GTCOA and will be consulting with the members as soon as she can.

Hundley relayed that he would like to have discussion on the Wait List as he had a constituent reach to him regarding the length of time they have been on the list. Payne relayed some of her vision ideas for the GTCOA moving forward. Payne to

place Wait List on the February Agenda.

Molvang volunteered to bring GTCOA a “cheat sheet” for help in identifying clients with Parkinson’s disease. Payne relayed that a handout that could be given to staff and discussed with them would be very helpful.

Carruthers asked about budget submission, GTCOA salary range, etc. and whether that could that be amended? Discussion on the 2021 Budget.

Cook brought up providing a scorecard (reports) for reporting GTCOA current statistics to the BOC.

Carruthers stated that Networks Northwest, has some great information available.

Cook left the meeting 9:50 am

GENERAL PUBLIC COMMENT (3 minutes per person)

None

ADJOURNMENT

Motion to adjourn 9:54 am.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Carruthers
SECONDED:	Hundley
AYES:	Cook, Hundley, Molvang, Payne
NAYS:	None

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CF/cf
Revised: