



**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: gcoa@grandtraverse.org
HOMEPAGE: www.grandtraverse.org

**EXECUTIVE COMMITTEE
AGENDA**

Thursday February 19, 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 (2-5)
3. Senior Center Network
 - A. Program Report (6-10)
 - B. Activities update
 - C. Renovation update (11)
4. Millage proposal decisions
 - A. Combining SCN with IHS
 - B. IHS Millage increase
 - C. Election date(s)
 - D. Ballot language preparation
5. Board Self Evaluation (12-13)
6. March Executive Committee meeting
7. Endowment grant distribution
8. Old Business
9. New Business
10. 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
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E-MAIL ADDRESS: gtcoa@grandtraverse.org
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Thursday, January 15, 2014

9:00 AM

GTCOA Meeting Room

DRAFT: 1/15/15

APPROVED:

Call to Order

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

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Present	
Shirley Zerafa	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 Senior Center Network Celtic Tours Contract.
Harrand requested the addition of timeframe for new member appointments.

Motion to approve the agenda as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Rokos
SECONDED:	Zerafa
AYES:	Busch, Maxbauer, Rokos, Zerafa
NAYS:	None

Approval of Minutes

Motion to approve the minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Rokos
AYES:	Busch, Maxbauer, Rokos, Zerafa
NAYS:	None

Senior Center Network

Activities update

Wells updated members on the Enterprise System, a new Office Specialist position offering, BATA on the Road project, a Munson Caregiver Series, Skype for the outreach locations, Pickleball at Fife Lake, Bocce Ball at Traverse City, Senior Odyssey of the Mind, and pro-bono marketing.

Renovation update

Wells relayed that a timeline is being prepared.

Celtic Shuttle and Tours Contract

Wells relayed that the Senior Center Network (SCN) would like to enter into a contract for the 2015 Mystery Trip with Celtic Shuttle and Tours. She stated that no taxpayer funds will be used for this trip.

Motion to approve entering into a contract with Celtic Shuttle and Tours at a cost of \$910.00.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Rokos
AYES:	Busch, Maxbauer, Rokos, Zerafa
NAYS:	None

Program Report

No questions or comments.

Motion to approve December Senior Center Network Program Report as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Zerafa
AYES:	Busch, Maxbauer, Rokos, Zerafa
NAYS:	None

Addition of New Members

Chair Harrand asked Commissioner Maxbauer to consider the appointment of new Board members by the Board of Commissioners (BOC) before they start the budget process (August), relaying her concerns about appointments at the end of the year.

Millage proposal decisions

Combining SCN with IHS

IHS Millage increase

Election date(s)

Ballot language preparation

Durga relayed that these four major issues need discussion and a decision by the GTCOA board, which will then be forwarded to the County Board of Commissioners.

Members discussed interaction with the new members of the BOC (orientation), a decision on the subject to be made by Executive Committee on the issues, and a joint meeting with the full BOC on the subject. Members discussed several matters relative to the questions, at length. Additionally, members discussed fund balance, elimination of the wait lists, employee levels, overtime, seasonal employees and Home Chore (HC) service changes. Commissioner Maxbauer stated that she would schedule an orientation with the four new County Commissioners, after which the GTCOA should hold a joint meeting with the County Board of Commissioners.

MLK Day training request reminder

Durga relayed that staff are taking donations for the Staff Appreciation Breakfast, as well as asking for volunteers to cook and serve. She added that she encourages board interaction with staff in this type of setting.

Robert's Rules training

Durga stated that a member had graciously offered to do training. She spoke with the Prosecutor, GTCOA legal counsel, who relayed that he would prefer the GTCOA use someone from his department. A Doodle Poll was suggested; staff to follow up with a survey and schedule a date.

Board requests for hard copies

Durga stated that staff are getting several varying requests for hard copies of agendas and packets. She relayed that the reason for using tablets was to decrease/eliminate paper, and was part of the justification to the BOC in purchasing the tablets. Members concurred.

Durga also noted that staff send out email to members at their county email address, and inform them using their personal email address. Durga relayed that she would like to stop doing that as well. Members concurred.

Strategic Plan

Schedule time to prepare new Strategic Plan (2016-2018)

Retreat or other

Facilitator

Durga stated that a Strategic Planning Session needed to be scheduled for this year, as the current one is due to expire. She will speak to Stacey Isles regarding facilitation. Locations were suggested. More to follow.

Public Comment

None.

Adjournment

Meeting adjourned at 10:27 am

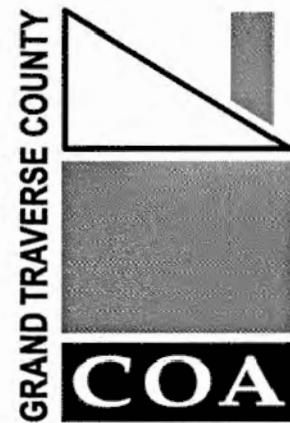
RESULT:	APPROVED [UNANIMOUS]
MOVED:	Rokos
SECONDED:	Busch
AYES:	Busch, Maxbauer, Rokos, Zerafa
NAYS:	None

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.

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Rev.



PROGRAM REPORT

Senior Center Services

2015

January

Dated: 2/3/2015
Rev: _____

Prepared By: LW

Grand Traverse County
Senior Center Services
Program Report
2015
SUMMARY

UNITS OF SERVICE							SCN Home Page Views	I & A
Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	TOTAL		
JAN	2,162	487	186	224	175	0	3,234	2871
FEB								
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTALS	2,162	487	186	224	175	0	3,234	2,871
72								

Units of service are the number of sign-ins per each event.

Footnotes

Jan	
Feb	
Mar	

Grand Traverse County
Senior Center Services
Program Report
2015
SUMMARY

	EVENT PARTICIPATION - MEMBERS							
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Other	Total
JAN	471	96	41	57	34			699
FEB								
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTALS	471	96	41	57	34	0	0	699

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

2014 Non-Members are duplicated.

Footnotes

Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

Grand Traverse County
Senior Center Services
Program Report
2015
SUMMARY

EVENT PARTICIPATION NON-MEMBERS							
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Total
JAN	193	3	2	11	24		233
FEB							
MAR							
APR							
MAY							
JUN							
JUL							
AUG							
SEPT							
OCT							
NOV							
DEC							
TOTALS	193	3	2	11	24	0	233

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

2015

SUMMARY

MEMBERSHIPS		
	NEW	TOTAL
Beginning Members		3214
JAN	59	3273
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEPT		
OCT		
NOV		
DEC		
TOTALS	59	3273

Footnotes

Jan	
Feb	
Mar	

Building Renovation Project

Start: February 2015

		Week 1	Week 2	Week 3	Week 4	Extra
Month	Meet w/City Manager - Block Grants, BFD \$; Park Improvement Funds; Pledging, Naming options, Finance procedures, grant assistance	Establish a Campaign Title/theme; Create materials to solicit donations; show progress in campaign; Architect materials assembled	Research grant deadlines, Write Statement of Intention	Meetings w/Phil Ellis, Marsha Smith, GT Band	Identify Campaign Leaders; Recruit Campaign committee members	
1 FEB						
Month	Meet w/City Staff - Planning, Engineering for direction/requirements. Get survey of property. Have water/sewer inspection	Meet w/County staff - Facilities/IT. Write Grants; Generate potential donor lists for mailings	Get Credit card payments set up on website	Set up <u>Campaign committee assignments</u>		
2 MAR						
Month	<u>Stakeholders</u> <u>Kickoff Event;</u> <u>Write grants</u>					
3 APR						
Month	<u>Newsletter</u> <u>Solicitations;</u> <u>Fundraiser event for Older Americans Month</u>					
4 MAY						
Month	<u>Band Grant Due</u>	JUNE				
5 JUNE						
Month						
6						

BOARD SELF-EVALUATION
RESULTS December 2014

Please rate your assessment of the Commission on Aging Board's performance in each category as
- Very Confident (VC); Confident (C); Somewhat Confident (SC); Not Confident (NC); No Answer (NA).

How confident are you that the GTCOA Board:	VC	C	SC	NC	NA	Totals
1. Understands the mission and purpose of the GTCOA?	5	2				7
2. Ensures legal compliance with federal, state and local regulations?	3	2	2			7
3. Ensures that contract obligations are fulfilled?	5	1	1			7
4. Has a strategic vision for the GTCOA?	5	2				7
5. Is knowledgeable about the GTCOA programs and services?	2	5				7
6. Monitors and evaluates the performance of the executive director on a regular basis?	1	1	1	2	2	7
7. Provides financial oversight for the organization, including adopting a realistic budget that maximizes use of resources?	4	2	1			7
8. Monitors financial performance and projections on a regular basis?	5	1	1			7
9. Has adopted a fundraising strategy to ensure adequate resources?		2	1	1	3	7
10. Has a clear policy on the responsibilities of board members in fundraising?	1		3	1	2	7
11. Acts as ambassadors to the community on behalf of the GTCOA and our clients?	3	3	1			7
12. Understands the respective roles of the Board and staff?	1	2	1	1	2	7
13. Currently contains an appropriate range of expertise and diversity to make it an effective governing Board?	2	3	1		1	7
14. Effectively involves all Board members in Board activities and responsibilities?	3	1	2		1	7
15. Regularly assesses its own work?	2	1	2	1	1	7
16. Are you comfortable serving on the committee(s) you've served on?	5	2				7
17. Would you like to go on a field visit with Staff?	YES	5	NO	2		7

47 30 17 6 12

BOARD SELF-EVALUATION RESULTS December 2014

NOTES ON COMMENTS ABOVE:

3. Working on Items 12 and 14. 4. See Comments for member #4.

WHAT DO WE DO WELL?

2. Great group of well intentioned individuals that work together to move and guide the organization forward to further its mission and purpose. 3. We are a good Board. 4. Customer service. 7. Our field staff serves our clients in a safe and caring way. We have reduced waiting lists.

WHAT COULD WE DO BETTER?

2. Direct policy to utilize our fund balance to serve more people. 3. Follow Chain of Command 4. Tell community what we do. 5. Continue to address major issues to resolve them the best we can, i.e. wait list, hours and seasonal issues.

COMMENTS:

2. At times I feel the Board oversteps and gets too involved in details of management. 3. We have several new members coming on Board - help them as needed. 4. While I believe the Board knows their role, not everyone has followed their role. 5. I like asking everyone's opinion respectfully so we get a moment to share. 7. Do a study of our client cost in comparison with other local service agencies.

TRAINING TOPICS:

2. Role of Board members. 3. Policy on Confidentiality, what happens in a meeting stays there. 5. I am so grateful to serve with the Board members and look forward to it to continue as we begin a new year with new people. 7. Robert's Rules.