



**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](mailto:gtcoa@grandtraverse.org)  
HOMEPAGE: [www.grandtraverse.org](http://www.grandtraverse.org)

**EXECUTIVE COMMITTEE  
AGENDA**

**Tuesday March 17, 2015, 10:00 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 – amendment required (2-6)
3. Reporting update - Georgia Durga, Director
4. Program Reports, Lori Wells, Deputy Director
  - A. SCN Program Report (7-11)
  - B. Activities Update
  - C. Senior Center Network renovation update
  - D. SCN new position (12-13)
  - E. Mather Café Model training, Lori Wells (14)
5. Certificate of appreciation, Full Bloom Floral
6. 2015 Volunteer Week Resolution (15)
7. Millage proposal
  - A. Election update, August Primary
  - B. Joint meeting with BOC update
  - C. Possible new programs/increased millage
  - D. Division evaluation.
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

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Thursday, February 19, 2015

9:00 AM

GTCOA Meeting Room

**DRAFT:** 2/19/15

**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  
Cyndie F., Office Specialist

**Guests Present:** None

#### Approval of Agenda

Durga requested the addition of Program Committee requested a discussion on the ballot proposals. The item was already on the Agenda.

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

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

#### Approval of Minutes

Cyndie F. requested a change to the header of the minutes from 2014 to 2015.

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

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

#### Program Report

Durga updated members on frozen pipes at the Senior Center in Traverse City.

Durga relayed Wells' concern about immediate renovations due to this problem. Durga informed members that she contacted the County Administrator. Members discussed the City's obligation in repairs.

Durga reported on the SCN No Scam Zone alerts and media.

### ***Program Report***

Members discussed not accepting Program Reports, and asked that acceptance be removed from the Consent Calendar. Members discussed moving the Senior Center Network (SCN) Program Report to Program Committee. Members concurred that Wells will report to Program Committee on all items except for updates to the Renovation, and would not report to Executive unless there are updates.

### ***Millage Decisions***

Durga informed members that these decisions need to start being made. Durga also requested a decision before a joint meeting is scheduled with the BOC on the subject.

### **Combining SCN with IHS**

Durga recommended that GTCOA combine the two millages and spell out the amounts that would go to each division. Members discussed the matter at length and concurred that a single millage proposal for both entities would be the best course.

### **IHS Millage increase**

Durga relayed that she is unsure whether to request an increase or not. Members discussed the matter, with several members noting that they would not be in favor of an increase with a sizeable fund balance on hand, or unless there were a Headlee Rollback.

### **Election date(s)**

Members discussed different expiration dates for current In Home Services (IHS) and SCN millages. Discussion on requesting differing term dates for each location, in order to allow for same year millage expiration. Members discussed concerns with ballot language becoming too lengthy. Durga provided historical information on how legal and plain language is placed on the ballot.

**Motion to recommend that the Senior Center Network and In Home Services millage requests be placed on the same ballot and to recommend the same to the Board of Commissioners at a joint meeting.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Maxbauer
<b>SECONDED:</b>	Harrand
<b>AYES:</b>	Busch, Maxbauer, Rokos, Zerafa
<b>NAYS:</b>	None

Members continued discussion on the number of proposals, an increase proposal, and the potential for increased revenue from fees. Members asked about an election law - do and don't list. Durga informed them that mainly County resources and tax dollars cannot be used for election purposes.

Durga relayed that members could not meet in any County building and that she would not be able to attend between 8:00 am and 5:00 pm.

Members returned to the discussion on the number of years for each location for the proposal. Members concurred that even numbered years work best and that extending the SCN millage by one year, for same date expiration would be best.

**Motion to request a combined ballot proposal, in August, 2016, of six years for In Home Services and seven years for Senior Center Network.**

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

Commissioner Maxbauer relayed that if approved by the GTCOA Board in March she will ask Administration to schedule a joint meeting of the two Boards.

Commissioner Maxbauer advised that ballot language preparation be done subsequent to the meeting with the BOC. Members discussed who should draft that language. Concurrence to ask the County Prosecutor. Members discussed that the language should state "for Commission on Aging Services".

#### **Board Self Evaluation**

Members discussed the Board's Self Evaluation, the form, and the process.

Members discussed two items regarding fundraising at length. Members asked that items of lesser confidence should be followed up with members.

**Motion remove question #6 and #10 from the Board Self Evaluation.**

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

Members discussed question 12 and how to handle follow up with members on that process. Members concurred to discuss the subject at the next Board meeting and offer further explanation for members, one on one, if needed. Member questioned the definition of roles in the office, noting that she has received a question on the subject from a member of the public. Members concurred that the organizational chart, Board Roles and Responsibilities, and Chain of Command (Staff Oversight and Interaction) Policy should be included for discussion at the next Board meeting.

**March Executive Committee meeting**

Durga relayed that in March she will be at the State Advisory Council meeting, which is the same day as Executive. Durga asked if members would like to change, cancel or have the meeting. Members concurred to leave it up to Durga, noting that the Deputy Directors could attend, if Durga desired.

**Endowment grant distribution**

Durga informed members that the Grand Traverse Regional Community Foundation will provide a grant distribution from the GTCOA Endowment fund in the amount of \$6,422. Durga relayed that the Endowment funds are technically not County funds. She relayed that she has spoken to staff and their recommendation is to use \$2,000 for Loan Closet purchases and the remainder for a senior assistance fund. Durga advised members of the types of purchases and assistance to be provided.

**Motion to accept staff recommendation to provide GTRCF Endowment distribution funds as follows: \$2,000 for Loan Closet Equipment and \$4,422 for Senior Assistance Emergency Fund.**

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

Members discussed eliminating the Endowment Committee and to bring the information to Finance Committee.

**Motion to eliminate the Endowment Committee and have all future Endowment information to go to Finance Committee.**

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

**Old Business**

Durga relayed that Hagerty Insurance brought in gifts for GTCOA clients for Valentines Day. Durga relayed that she would like to invite someone from Hagerty to receive a Certificate of Appreciation. Commissioner Maxbauer volunteered to contact the owners.

**New Business**

Members discussed the recent reclassification of other County positions, and discussed GTCOA positions Durga would like to see reclassified.

**Public Comment**

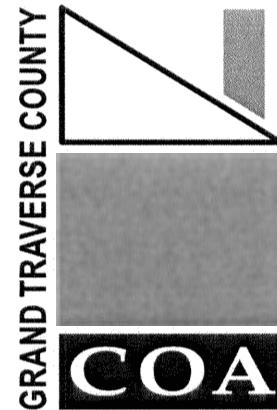
None

**Adjournment**

**Meeting adjourned at 10:07 am**

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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CF/cf  
Rev.



# PROGRAM REPORT

## *Senior Center Services*

# 2015

# February

Dated: 3/5/2015  
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	3,234	2871	72
FEB	2,002	635	236	138	223	3,234	1165	489
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
<b>TOTALS</b>	<b>4,164</b>	<b>1,122</b>	<b>422</b>	<b>362</b>	<b>398</b>	<b>0</b>	<b>6,468</b>	<b>4,036</b>
								<b>561</b>

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	465	207	52	58	33			815
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
<b>TOTALS</b>	<b>936</b>	<b>303</b>	<b>93</b>	<b>115</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>1,514</b>

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
<b>JAN</b>	193	3	2	11	24		233
<b>FEB</b>	155	8	12	16	38		229
<b>MAR</b>							
<b>APR</b>							
<b>MAY</b>							
<b>JUN</b>							
<b>JUL</b>							
<b>AUG</b>							
<b>SEPT</b>							
<b>OCT</b>							
<b>NOV</b>							
<b>DEC</b>							
<b>TOTALS</b>	<b>348</b>	<b>11</b>	<b>14</b>	<b>27</b>	<b>62</b>	<b>0</b>	<b>462</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**  
**2015**  
**SUMMARY**

<b>MEMBERSHIPS</b>		
	<b>NEW</b>	<b>TOTAL</b>
<b>Beginning Members</b>		<b>3214</b>
JAN	59	3273
FEB	34	3307
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEPT		
OCT		
NOV		
DEC		
<b>TOTALS</b>	<b>93</b>	<b>3307</b>

**Footnotes**

Jan	
Feb	
Mar	



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**TO:** Finance Committee / Executive Committee  
**FROM:** Lori Wells, Deputy Director of SCN  
**MEETING DATE:** March 17, 2015 / March 17, 2015  
**RE:** New Position, Senior Center Network (SCN)

#### **BACKGROUND:**

When the Senior Center Network (SCN) was started in 2010, the GTCOA added one FTE Program Coordinator to develop and facilitate programming at sites outside of Traverse City (outer parts of Grand Traverse County). Sharon Neumann, the current Program Coordinator, has done a remarkable job setting up sites in Kingsley, Interlochen, Fife Lake, and Acme. Each site has limited programming based on our ability to provide staff support. Volunteers provide invaluable support at each location and we have amazing cooperation with our partner organizations at all Centers. After three years, it's time for our next phase. We want to support and expand programming at our existing satellite locations, and consider expanding into other parts of the County. With the addition of a new Program Coordinator position, we can get this process started.

#### **BUDGET:**

2015 Salary and Benefits - \$54,788 (See attached)

Funds to be taken from the Fund Balance (currently \$543,093 plus \$3,601 Indirect costs reduction less \$250,000 for renovation at TC Center)

#### **OTHER:**

Because we are adding a new position not included in the 2015 Budget, BOC approval is required.

#### **RECOMMENDATION:**

Staff recommends the addition of one FTE Program Coordinator to the staffing plan for the SCN to provide program support to the satellite locations.

LW/gd

			HOURLY		705	715	716	716	716.02	716.02	717	718.01	719	TOTAL	
	HRS	FTE	RATE	WAGES	PERSONAL	FICA	HEALTH	DENTAL	VISION	STD	LTD	LIFE	RETIREMENT	WC	W & B
OFFICE COORDINATOR	40	1	15.73	32,718.40	629.20	2,551.09	13,063.92	1,369.32	102.24	206.78	91.61	104.04	3,898.33	52.36	54,787.30



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TO: Executive Committee  
FROM: Lori Wells, Deputy Director, SCN  
MEETING DATE: March 17, 2015  
RE: Mather Café Model Plus Training, Out-Of-State Travel

### BACKGROUND:

Mather Lifeways' Café Plus Model is a program I have been following for years in hopes that someday we could put such a program in Traverse City. I liken it to imagining a Senior Center within a coffee shop. Warm, inviting atmosphere, light refreshments provided on site, gathering nooks for friends to meet, structured programming provided within. It's a culture shift from what we know of traditionally as a Senior Center. With our Acme location, I think we are primed to explore creating this environment. We have a willing and eager partner in Hope Village to provide us the facilities, including space and onsite food preparation and now with our programming growing in this community, it's a perfect fit. As it is, I don't see any place in Acme that fills this need for seniors – it will be something new, exciting and trendy to bring seniors together for fellowship, education and social activities. The Mather Café Model requires onsite training at their headquarters in Chicago, IL. It's a three day, two night training where all materials are provided that are needed to design a Mather Café from the ground up.

### BUDGET:

Expenses not to exceed \$2,500

Training - \$1,195

Travel - \$380

Meals - \$125

Lodging - \$600

All funds to be taken from training. If additional funds are needed, there is sufficient fund balance to support the training expenses.

### OTHER:

I anticipate Hope Village sending a staff person to the same training. I plan to take a road trip to Muskegon in the spring with Sharon and Hope Village staff to tour a model established at Tanglewood. BOC approval is required for all out-of-state travel.

### RECOMMENDATION:

Staff recommends the GTCOA Board approve sending Lori Wells, Deputy Director, SCN, to Mather Café Model training in Chicago, IL. At a cost not to exceed \$2,500 with funds to come from the training line item, and/from the fund balance as needed.

WHEREAS, April 12-18, 2015 is designated National Volunteer Week by the Points of Light initiative;

WHEREAS, since 1974, Points of Light has put the spotlight on volunteerism, where it has been applauded, celebrated and valued;

WHEREAS, since 1975 for the Commission on Aging In-Home Services and since 1969 for the Commission on Aging Senior Centers, thousands of volunteers have shared their skills, talents and time;

WHEREAS, National Volunteer Week is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage in their communities;

WHEREAS, as a community we are stronger when we work together;

WHEREAS, volunteers make it possible for the Commission on Aging to further our mission of providing home and community based services that support seniors living at home;

WHEREAS, over 120 volunteers provided nearly 12,000 hours of community service to the Commission on Aging;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County in recognition of National Volunteer Week, honors and thanks all volunteers for their service to residents of the County and encourages all citizens to reach out and serve.