



**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**

Tuesday May 19, 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 (2-7)
3. June meeting- Georgia Durga, Director
4. Program Reports, Lori Wells, Deputy Director
 - A. SCN Program Report (8-12)
 - B. Activities Update
 - C. Senior Center Network renovation update
5. Patent donation offer (13)
6. Possible relocation of West Front office (14-15)
7. Board members speaking on behalf of the board.
8. Millage proposal
 - A. County Legal Opinion on combination of proposals
 - B. Millage terms – memo to Bob Cooney
 - C. Millage deadlines (16)
 - D. Historical ballot language review (17-21)
9. Board Member appointments - recommendations
10. Old Business
11. New Business
12. 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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Tuesday, March 17, 2015

10:00 AM

GTCOA Meeting Room

DRAFT: 3/17/15

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

Motion to approve the agenda as presented.

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

Approval of Minutes

Durga requested the minutes be amended to reflect an error reported in the endowment award. She reported the amount as \$6,422, but should have been \$6,702.

Motion to approve the minutes as amended.

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

Reporting update

Last month members requested that Wells report to the Program Committee. Durga relayed that Wells is the Chair of Bay Area Senior Advocates, which meets the same day and time as Program Committee. Durga requested that reporting continue to the Executive Committee until January 2016. Members concurred.

SCN Program Report

Motion to accept the February Program Report as presented.

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

Activities Update

Wells updated members on current activities at all SCN locations. She also provided updates on Senior Expo, Chamber Business after Hours, the 40th Anniversary of GTCOA, as well as upcoming programming. Wells informed members that the SCN part time employee has resigned. Wells updated members on plans by staff for a retirement party for Durga on May 15th. Members were informed that Durga would still host the trip to Lansing for Older Michiganians Day on June 9th.

Senior Center Network renovation update

No update

SCN new position

Wells explained the request for the new position, informing members that she thought the matter should go to both committees. (Finance and Executive).

Motion to approve staff recommendation for one FTE Employee for the Senior Center Network Outreach Program.

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

Mather Café Model training

Durga relayed that, at one time, the BOC (Board of Commissioners) required that all out of state travel be approved by their Board. Wells explained the Mather Café Model training and trip, and relayed it would be at a cost not to

exceed \$2,500. The training would be in Chicago, IL.

Motion to approve staff recommendation to send an employee to Mather Café Model training in Chicago, IL, at a cost not to exceed \$2,500, and to forward the matter to the Board of Commissioners, if necessary.

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

Certificate of Appreciation, Full Bloom Floral

Durga relayed that she would like to provide a Certificate of Appreciation to Full Bloom Floral. Full Bloom provided flowers that were given to IHS and SCN clients after Valentines Day. Durga asked if members want to be notified of Certificates of Appreciation prior to their issuance. Members concurred that Durga proceed without prior approval.

2015 Volunteer Week Resolution

A Resolution for National Volunteer Week was reviewed. Durga requested a motion to approve and to forward it to the BOC. Durga relayed that this year's Volunteer Week Appreciation Celebration has been moved from April to June.

Motion to accept the proposal for the Resolution for National Volunteer Week

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

Millage proposal

Election update, August Primary

Durga relayed that members had made a motion to have the next millage election coincide with the next presidential primary, which would have been in March, 2016. Durga explained that there will also be an August 2016 primary. Durga requested that the motion be changed to reflect that the ballot proposal should be placed on the August 2016 ballot.

Motion to amend the motion on the millage proposal timing to state that the matter would go on the ballot in August 2016 Primary Election.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Harrand

SECONDED:	Maxbauer
AYES:	Busch, Harrand, Maxbauer, Rokos, Zerafa
NAYS:	None

Joint meeting with BOC update

Durga informed members that the matter was discussed with Commissioner Maxbauer and they agreed that it should wait until things are a little farther along, as well as after a new Director is hired. Members discussed ballot language. Members concurred to make a start of a draft, with the last election language.

Possible new programs/increased millage

Durga relayed that it seemed that an increase would not have support from members, but that a member asked for a list of suggestions if the millage was increased by 0.1 mills. Durga relayed that she and the Deputy Directors drafted that list. Members discussed each suggestion at length. Additionally members discussed the request of a millage increase and a need for a plan, with associated costs, before discussion on an increased millage request.

Commissioner Maxbauer left 10:53 am.

Division Evaluation.

Members discussed the appropriation of the funds to the loan closet and senior services.

Old Business

Durga circulated a list of all Senior Millages in Michigan. Members asked that the report be provided, by email, to all members.

Member relayed a misunderstanding regarding the routing of the SCN Program Report.

New Business

None

Public Comment

Rokos relayed concerns that many Agenda items are duplicates of things sent to other Committees. Members discussed the matter, at length, relaying their opinions on the subject of less/combined meetings or meetings of the whole. Members discussed combining Finance and Executive Committees at length. Durga relayed legal responsibilities of the Board and stated that if she feels a decision by one or another Committee is a grey area then she sends the matter to both.

Members concurred to have staff poll Board members for their thoughts on combining Finance and Executive Committees, and to return the poll to the Executive Committee in April.

Members discussed the amount of time it takes to provide decisions of the GTCOA Board to the BOC for final approval. Durga relayed that the Board's policy has been to approve motions and forward the matter to the BOC the following month. Harrand suggested that Board and Committee dates could potentially change as well. Durga relayed that reports would be a month behind. Members discussed the matter at length. Members concurred to have staff request an additional poll to switch the Board and Committee meeting weeks, and to return the matter to Executive in April.

Adjournment

Meeting adjourned at 11:56 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.

K:\COMMAGE\BOARD\Committees\Minutes\Executive\2015\03 March.doc
CF/cf
Rev.



Executive
Committee Meeting
~ Minutes ~

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COMMISSION ON AGING**

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Thursday, April 16, 2015

9:00 a.m.

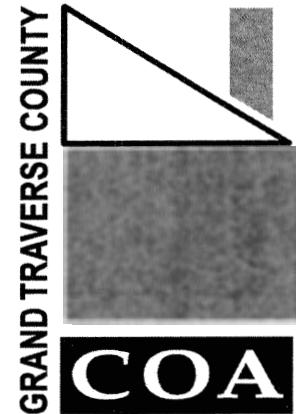
GTCOA Meeting Room

MEETING WAS CANCELLED

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:
CF/cf



PROGRAM REPORT

Senior Center Services

2015

April

Dated: 5/6/2015
Rev: _____

Prepared By: LW

Grand Traverse County
Senior Center Services

Program Report

2015

SUMMARY

UNITS OF SERVICE							SCN Home Page	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	2,685	677	274	144	184	3,964	977	60
APR	2,397	741	326	202	226	3,892	1471	42
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTALS	9,246	2,540	1,022	708	808	0	14,324	6,484
								663

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

Footnotes

Mar	
Apr	
May	

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	537	175	48	48	42			850
APR	581	144	61	56	47			889
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTALS	2,054	622	202	219	156	0	0	3,253

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

2014 Non-Members are duplicated.

Footnotes

Mar	
Apr	
May	

Grand Traverse County
Senior Center Services
Program Report
2015
SUMMARY

EVENT PARTICIPATION NON-MEMBERS								
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Other	Total
JAN	193	3	2	11	24			233
FEB	155	8	12	16	38			229
MAR	185	10	0	21	1			217
APR	211	7	17	17	11			263
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTALS	744	28	31	65	74	0	0	942

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

2013 and 2014 Non-Members are duplicated.

Footnotes

Mar	
Apr	
May	

Grand Traverse County
Senior Center Services

Program Report

2015

SUMMARY

MEMBERSHIPS		
	NEW	TOTAL
Beginning Members		3214
JAN	59	3273
FEB	34	3307
MAR	41	3348
APR	79	3427
MAY		
JUN		
JUL		
AUG		
SEPT		
OCT		
NOV		
DEC		
TOTALS	213	3427

Footnotes

Mar
Apr
May

4-29-2015

Dear whoever it may concrn.

My name is [REDACTED] I'm writing this letter to let your Organization know that I have invented several items that I did not patent and I'm willing to give one invention that I have made to your Organization.

Your Organization can patent the invention and make money to put in the pot To HELP the POOR disabled and handicapped elderly people that need help so they can be more independent and don't Need to worry about needing help when it is needed so desperately. So the poor disabled and handicapped elderly can afford things that is needed in their lives to make it easier for them to live.

If your Organization is willing to try and make these things happen I'm willing To spend my time on this worthy cause.

If your Organization wants one of my inventions please call or write me.



6.3 Actions

This plan culminates with recommendations for consideration by the Board of Commissioners with long-range implications. These recommendations are intended to be included in strategic discussions within the County.

6.3.1 Short Term Recommendations

Short term recommendations are those actions that can be achieved by the County in the next one to three years. These actions are within the full control and ability of the County. Some of the actions tend to be more modest while others may require more detailed planning and implementation yet still achievable in the short term.

Create a partnership for the improvement of the Boardman Campus

The Boardman Campus covers 8.5 acres of land in the heart of Traverse City. Presently, it is at its capacity for building space and parking. Any future uses added to the campus or expanding of existing uses will require a reconfiguration of parking.

Expand parking to off-site location

Parking may continue to be provided on the campus by constructing an on-site parking deck or look to alternate, off-site locations for parking. No vacant land is available adjacent to the campus, therefore, accessing additional off-site parking will require a partnership with a neighboring public entity or private property owner.

Develop private investment as revenue for campus expansion

Off-site parking may consist of existing lots, existing deck, or construction of a new deck. Added parking will alleviate the parking situation on campus and allow the County to improve the campus and expand uses. The cost of acquiring the additional parking could be financed by allowing for some amount of private development on the campus. Land may be leased or sold. The revenue gained from the private development would cover the cost of the off-site parking.

Relocate Commission on Aging and MSU Extension

In an effort to implement to consolidate operations and the dual campus concept, both Commission on Aging and MSU Extension will be relocated from the West Front Street building. Located on the lower level of the West Front Street building, MSU Extension has 14 employees. Visitors to the MSU Extension office vary greatly by season and programming. At times, classes and meetings are often held with up to 30 attendees at once during the day or evening. Located on the upper level, Commission on Aging has 9 employees of its total 46 employees at this location. Other employees intermittently attend meetings at this location. Customer visits vary per day from 0 to 15.

The following options are being provided for consideration of future locations for these operations:

→ • Option 1: Utilize Governmental Center basement at Boardman Campus

Currently, the basement level of the Governmental Center is underutilized and consists of storage, equipment rooms, mail operations, employee cafeteria, etc. There

is roughly 9,000 square feet of available space in the basement level. This option would require reconfiguring of the basement level into offices, meeting rooms, storage, and other spaces that facilitate the operation of both MSU Extension and Commission on Aging while allowing for continued access and use of existing departments in the Governmental Center. Existing storage would have to be purged to provide needed space and the impact on parking for the Governmental Center would have to be resolved given the current lack of parking at peak times. An off-site parking solution will have to be incorporated in determining the feasibility of this option.

- **Option 2: Construct addition to Public Services Building at Lafranier Campus**
This option would require construction of a building addition to the Public Services Building on Lafranier Road. Such addition would have to be approximately 10,000 square feet in size to match current space needs of both MSU Extension and Commission on Aging. Land is available adjacent to the Public Services Building.
- **Option 3: Construct new office building at Lafranier Campus**
This option entails the construction of an office administration building adjacent to the Health Services Building and fronting on Lafranier Road. The building would provide flexibility in design and provide space for the County's future growth needs. At this location, the building would share the driveway entrance to the property with the Health Services Building. While a new building could be sized for existing operations, consideration for expansion should be provided in the site design.

Remove Work Release building

This building now stands vacant as the remaining inmates in the facility were relocated to the Jail. Future of use of this building has not been determined and there are limitations for future uses due its construction. It is of modular construction and was originally built as a modular classroom. It was relocated to its present site in the early 1990's. Consideration should be made to remove the building and utilize the site for parking and future development space for the Boardman campus.

Address storage and operation needs of Facilities Management

Presently the Facilities Management Department maintains a shop with a small amount of storage at the Civic Center. Additional storage, particularly for seasonal equipment, is in a shed at Maple Bay Park. The shed is roughly 4,900 square feet and is located 12 miles from the Civic Center. A roundtrip from the Civic Center to Maple Bay Park is approximately 40 minutes. Trips to the park location can delay department activities.

- **Option 1: Construct addition to Facilities Management shop at Civic Center**
This option includes consideration in adding to the existing Facilities Management shop or building a new storage building adjacent to the shop.
- **Option 2: Build new storage building at Lafranier Campus**
The Lafranier Campus provides room for expansion including a new storage facility for Facilities Management. In the long term, relocation of the entire Facilities Management Department should be considered for this campus.



Georgia Durga <gdurga@grandtraverse.org>

Re: August Primary

1 message

Bonnie Scheele <bscheele@grandtraverse.org>
To: Georgia Durga <gdurga@grandtraverse.org>

Mon, Mar 30, 2015 at 2:20 PM

MAY 10, 2016. See schedule below to make sure you submit it in time. These dates are the very latest you should submit. The sooner you get everything approved, the better.

Timeline involved for **August 2, 2016 election** is as follows:

March 29, 2016

→ COA must submit request to the Board of Commissioners no later than this date according to the Grand Traverse County Submission of Countywide Millage Requests Policy which requires submission 6 weeks prior to the filing deadline.

April 27, 2016

BOC should approve ballot language no later than the regular BOC meeting prior to May deadline.

***May 10, 2016 (MCL 168.646a)**

Deadline for submission of ballot wording to County Clerk for August 2, 2016 Election.

August 2, 2016

Election

Bonnie Scheele
Grand Traverse County Clerk
400 Boardman Ave.
Traverse City, MI 49684
(231) 922-4760

On Mon, Mar 30, 2015 at 12:24 PM, Georgia Durga <gdurga@grandtraverse.org> wrote:

Hi Bonnie,

What is the deadline for filing a ballot proposal for the August 2016 election?

Georgia Durga, Director

Grand Traverse County
Commission on Aging



2010 Its

Proposed Ballot Language
August 3, 2010 Primary Election

CONTINUED SERVICES FOR THE AGING

This proposal will allow Grand Traverse County through its Commission on Aging to continue to provide services to persons aged 60 and older to help them live at home by renewing the previously approved 0.5 mills rolled back to .4858 mills by the Headlee Amendment and adding .0142 mills to restore the previously approved millage.

Shall the limitation on the amount of taxes be increased and Grand Traverse County be authorized to levy up to .5 mills for a period of six (6) years from 2011 through 2016, inclusive, on all taxable property in Grand Traverse County for services to the aged to help them live at home? This would be an additional millage of \$ 0.0142 and a renewal of \$ 0.4858 per thousand dollars of taxable value. As an example of the .5 mills, a house valued at \$100,000 with a taxable value of \$50,000 would be charged up to \$25.00 per year. If the maximum were levied in the first calendar year, this millage would raise an estimated \$ 2,239,216.

YES _____

NO _____

GD/gd

REVISED: February 4, 2010

K:\COMMAGE\BOARD\Millage\2010\BALLOT LANGUAGE draft Equalization number 2010 To BOC MOST RECENT
APPD by GTCOA Board.doc

Proposed Ballot Language
November 2, 2010 Election Date

SENIOR CENTER OPERATIONAL EXPENSES

This proposal will allow Grand Traverse County through its Commission on Aging to levy 0.10 mils per year for a period of six years to provide funding for the operation of senior centers within Grand Traverse County for actions directed toward the improvement of the social, legal, health, educational, emotional, nutritional, recreational, or mobility status of individuals 60 years of age or older..

Shall the limitation on the total amount of taxes that may be assessed against all real and personal property in Grand Traverse County be increased for a period of six years, from 2010-2015, inclusive, pursuant to a levy of ten cents (0.10) per thousand dollars of taxable value (.1 mil), to be disbursed to Grand Traverse County for the purpose of providing funds for senior centers within Grand Traverse County through the Grand Traverse County Commission on Aging for actions directed toward the improvement of the social, legal, health, educational, emotional, nutritional, recreational, or mobility status of individuals 60 years of age or older., and shall the County be authorized to levy said tax? As an example of the 0.1 mill, a house valued at \$100,000 with a taxable value of \$50,000 would be charged \$5.00. If the maximum were levied in the first calendar year, this millage would raise an estimated \$439,206. This is a new millage.

YES

NO

TWO PROPOSALS

2004

IHS

(1)

CONTINUED SERVICES TO THE AGED

This proposal will allow Grand Traverse County through its Commission on Aging to continue to provide services to persons aged 60 and older to help them live at home by renewing the previously approved .3 mills (rolled back to .2763 mills by the Headlee Amendment and adding .0237 mills to restore the previously approved millage.)

Shall the limitation on the amount of taxes be increased and Grand Traverse County be authorized to levy up to .3 mills for a period up to six (6) years from 2005 until 2010 on all taxable property in Grand Traverse County for services to the aged to help them live at home? This would be an additional millage of 2.37 cents and a renewal millage of 27.63 cents per thousand dollars of taxable value. As an example of .3 mills, a house valued at \$100,000 with a taxable value of \$50,000 would be charged up to \$15.00 per year. If the maximum were levied in the first calendar year, this millage would raise an estimated \$921,574.

YES _____

NO _____

[Note: These figures may need to be adjusted after County Equalization determines the 2004 rollback.]

(2)

EXPANDED SERVICES TO THE AGED

This proposal will allow Grand Traverse County through its Commission on Aging to provide existing services to an expanding population and new services such as respite care to persons aged 60 and older by levying an additional .2 mills. This proposal, if approved by the voters, will only be effective if the Continued Services to the Aged proposal also passes.

Shall the limitation on the amount of taxes be increased and Grand Traverse County be authorized to levy up to .2 mills for a period up to six (6) years from 2005 until 2010 on all taxable property in Grand Traverse County for services to the aged to help them live at home? This would be an increase of 20cents per thousand dollars of taxable value. As an example, a house valued at \$100,000 with a taxable value of \$50,000 would be charged up to \$10.00 per year. If the maximum were levied in the first calendar year, this millage would raise an estimated \$614,383. This is an additional millage that will be levied only if both it and the Continued Services to the Aged millage pass.

YES _____

NO _____

WHITE-IN
OO
WRITE-IN
WRITE-IN

2 PROPOSALS [1998]

Grand Traverse County
Commission on Aging
520W Front St. Suite B
Traverse City, MI 49684

SHI 9661

COUNTY PROPOSALS

① RENEWAL MILLAGE PROPOSAL FOR SERVICES TO THE AGED

Shall the limitation on the amount of taxes that may be assessed against all property in Grand Traverse County be increased, as provided for in Article 9, Section 6 of the Michigan Constitution, and the Grand Traverse County Board of Commissioners be authorized to renew the levy of an additional tax not to exceed .2 mills (\$.20 per thousand dollars) of taxable value of such property for a period of six (6) years beginning with the levy to be made on December 1, 1999, estimated to generate \$423,490 in the first year of the millage, for the planning, coordinating and providing services to older persons by the Grand Traverse County Commission on Aging?

YES
 NO

② ADDITIONAL MILLAGE PROPOSAL FOR SERVICES TO THE AGED

Shall the limitation on the amount of taxes that may be assessed against all property in Grand Traverse County be increased, as provided for in Article 9, Section 6 of the Michigan Constitution, and the Grand Traverse County Board of Commissioners be authorized to levy an additional tax not to exceed .1 mills (\$.10 per thousand dollars) of taxable value of such property for a period of six (6) years beginning with the levy to be made on December 1, 1999, estimated to generate \$211,745 in the first year of the millage, for the planning, coordinating and providing services to older persons by the Grand Traverse County Commission on Aging?

YES
 NO

VOTE BOTH SIDES

City of Traverse City Pct 1

1992 - IHS

~~D~~

Proof

**OFFICIAL BALLOT
COUNTY PROPOSAL BALLOT
COUNTY OF GRAND TRAVERSE, MICHIGAN
PRIMARY ELECTION
TUESDAY AUGUST 4, 1992**

INSTRUCTIONS: To vote in favor of the proposition, place a cross (X) or a check mark (✓) in the square to the right of the word "YES"; to vote against the proposition, place a cross (X) or a check mark (✓) in the square to the right of the word "NO". Before leaving the booth, fold the ballot so that the face of the ballot is not exposed and so that the numbered corner is visible.

**PROPOSAL 1
PROPOSAL FOR SERVICES TO THE AGED
RENEW ONE TENTH MIL**

"Shall the County of Grand Traverse levy a renewal tax of one tenth (1/10) mil (10 cents of each \$1,000), of the State Equalized Valuation on all property in the County for a period of six (6) years, 1993 through 1998, inclusive for the planning, coordinating and providing services to older persons by the Grand Traverse County Commission on Aging, and shall the constitutional tax limitation be increased for the period stated to allow the levy of said tax?"

YES

NO