



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

COMMITTEE OF THE WHOLE

AGENDA

Tuesday, June 7, 2016 at 9:00 a.m.

520 West Front Street

Traverse City, MI 49684

Chair: Rodetta Harrand/Executive, Chair: Bill Rokos/Finance

Chair: Sandra Busch/Program

Conference Call: 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. Pledge of Allegiance
2. Commission on Aging Mission Statement
3. Approval of Agenda
4. Approval of Minutes (2-5)
5. Introduction of new employee, Bonnie Sabias, Universal Worker - Laura Green, Deputy Director
6. Staffing update
7. BASA update

PROGRAM/COMMUNITY RELATIONS

8. Staff Recommendation/Medicine Dispenser demonstration, Laura Green, Deputy Director (6-7)
9. April Program Report (8-25)
10. New Brochure

EXECUTIVE/FINANCE

11. Uniform Policy (26-27)
12. April Finance Reports (28-32)
13. January-May Budget Adjustments (33-34)
14. Old Business
15. New Business
16. 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 assistance under ADA, contact the Administrator at (231) 922-4780 or TDD (231) 922-4412.



Committee of the Whole
Committee Meeting
~ Minutes ~

GRAND TRAVERSE COUNTY
COMMISSION ON AGING

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Tuesday, May 3, 2016

9:00 AM

GTCOA Meeting Room

DRAFT: 5/03/16

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	
Kory Hansen	Member	Present	
Carl Kucera	Member	Present	
Michelle Mercer	Member	Present	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	

Staff Present: Laura Green, Deputy Director
Cyndie F., Office Specialist

Guests Present: Traci A., Assessment Specialist/Scheduler

Pledge of Allegiance

Hansen lead members in the Pledge of Allegiance

Mission Statement

Maxbauer read the Commission on Aging's Mission Statement.

Approval of Agenda

Green requested the addition of Home Chore Voucher contractors for the summer of 2016 to the agenda

Motion to approve the agenda as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Mercer
AYES:	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos,

	Sullivan, Taylor, Zerafa
NAYS:	None

Approval of Minutes

Committee of the Whole Minutes 4/19/16

Approved as presented

Program Committee Ad-Hoc Minutes 4/27/16

Approved as presented

Introduction of new employees

Green welcomed and introduced Traci A. and provided background information. Zerafa suggested including thinking about Home Chore services for clients while she is attending client assessments. Members introduced themselves.

EXECUTIVE/FINANCE

AAANM Multi Year Plan

Green provided information on the AAANM (Area Agency on Aging) Multi Year Plan. She relayed that AAANM is requesting feedback by 5/6/16. Green reviewed/summarized the Plan for members at length, covering senior's staying healthy, isolation, coordination of services, gaps with 50-60 year olds, seniors just above poverty, priorities, goals, as well as ACRC program changes, and a State regional pilot program Senior Reach. Green relayed that she recently spoke at a Northern Physicians Organization meeting, and reviewed that opportunity for members.

2016 Community Foundation Grant

Green informed members that the Endowment check from the GTRCF (Grand Traverse Regional Community Foundation) has been received in the amount of \$6,824. Green relayed that the recommendation is that \$1,500 to be used for Universal Aides for vacuums, and the balance of \$5,324 for Clara's cupboard, explaining the reasoning for each. Zerafa asked about training for current HMAs (Homemaker Aides) as a UA (Universal Aide). Green relayed that one HMA has already been trained and funding is available.

Motion to approve the grant from the GTRCF to be used as follows: \$1500 for Universal Aides for vacuums and \$5,324 for Clara's Cupboard.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Harrand
AYES:	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

PROGRAM/COMMUNITY RELATIONS

March Program Report

Green reviewed the report for members. She reported on HMA staffing concerns and relayed that staff will be contacting HMA wait list clients, to offer contracting as an alternative, in the interim. Lengthy discussion on the problems being encountered in hiring employees and members suggestions discussed. Discussion on wages levels was discussed; suggestion by Commissioner Maxbauer to review the wage structure with Human Resources. Green relayed that the lawn wait list will be tackled with vouchers. Green informed members that from previous discussion on the HC (Home Chore) goal; the goal would be raised to 750.

Motion to accept the March Program Report as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Kucera
SECONDED:	Sullivan
AYES:	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Older Michiganians Day May 11th

Green relayed that information was included in the packet and reviewed some of the information contained therein.

Older American's Month Proclamation

Green relayed that the information was included in the packets, and is on the BOCs (Board of Commissioner's) agenda 5/4/16 for approval.

2016 Public Relations Plan

Green conveyed that the plan was created by Lawton Gallagher Group, and presented to the Program Committee. Busch reviewed the plan noting the completed items. Green relayed that changes are coming to the brochure, and explained those changes. Green informed members that the finalized PSA (Public Service Announcement) would be shown at the Board meeting, and informed members the number of times it would be shown on TV7&4.

Addition:

Discussion on Home Chore Voucher contractors for the summer of 2016, Leslie's Outdoor Maintenance and Cuttin It Close Outdoor.

Motion to accept the staff's recommendation on Lawn Maintenance vendors of Leslie's Outdoor Maintenance and Cuttin It Close Outdoor for the 2016 season.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Maxbauer
AYES:	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Old Business

Green informed members that GTCOA hosted 292 AARP Volunteer Tax appointment clients.

New Business

None

Public comment

Commissioner Maxbauer stated that her comments were not being made as a BOC member or of the GTCOA Board. She read a newspaper article from November 18, 1971 from Washtenaw County regarding a County deficit which was reported as denied by (the then) Washtenaw County Administrator, H. Ross Childs. She relayed that she would be reading said article at the BOC meeting on May 4th.

Kucera passed around the BASA (Bay Area Senior Advocates) Ideas for Life ad from the Record Eagle. Discussion on who would be volunteering at the event. Green informed members of the GTCOA theme for the event.

Zerafa relayed that she went to Grand Rapids last Tuesday with the SCN (Senior Center Network) on the Mystery Tour. 60 people on the bus and she reported all had a great time. Discussion on changes to the SCN trip coordination for 2016.

Adjournment

Meeting adjourned at 10:10 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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Rev



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COMMISSION ON AGING

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E-MAIL ADDRESS: gtcoa@grandtraverse.org
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DATE: May 13, 2016

COMMITTEE: Commission on Aging Board

PROJECT: Medication Management

PREPARED BY: Jill Case, Program Supervisor

HISTORY:

Lease up to ten (10) wireless medication reminder boxes. The medication reminder boxes will be located in senior citizen homes throughout Grand Traverse County. The contract would be from July 1, 2016 – December 31, 2017. The contractor would set up the medication box with a client's designated caregiver. The MedMinder is a smart, wireless pillbox. It will remind the client when medications are due. The box is a locking unit which keeps the medication safe and secure. It is easy to program, fill and manage. It will give the caregiver and client more independence and control. MedMinder features are: audible and visual reminders for the hearing impaired or low vision clients. Cellular based; no land line or internet needed. There are 28 compartments offering 7 day medication with up to 4 doses a day or 14 days with up to 2 doses per day. Secure log in for the caregiver and patient to view activity. Large capacity which will hold 10-20 pills depending on the size. The caregiver would receive messages from the contractor when medication has not been taken or for loss of power.

The Commission on Aging has been doing a test pilot MedMinder box at a GTCOA client home. We tried two different medication boxes at this client home and found that this style works the best for both the client and the caregiver.

Bids were sent out through MITN system (on line bidding system that the county uses) and mailed out by request to one other vendor. Bids were received from the following vendors:

Guardian Medical Monitoring Company:

\$40 monthly fee plus \$25 set up fee

2016 = \$2,400 monthly fee
\$ 375 set up fees (10 + 5 turn over) This is an estimate
\$2,775 total 2016

2017 = \$4,800 monthly fee
\$ 125 set up fees (5 turn over) This is an estimate
\$4,925 total 2017

Total cost = \$7,700

Valued Relationships, Inc (VRI):

\$45 monthly fee with no set up fee

2016 = \$2,700 total

2017 = \$5,400 total

Total cost = \$8,100

BUDGET CONCERNS:

No money budgeted at this time for this program. Staff is requesting to move money from the fund balance to start this program.

OTHER CONCERNS:

Staff have seen the need for this service in the area from families and other agencies calling to see if we offered this service. Staff would place this on our sliding fee scale. Attached is an example of the charge rate.

RECOMMENDATION:

Staff recommendation is to start a MedManagement program by offering the MedMinder boxes at a discounted rate to clients. At this time, clients would need to have a caregiver to set up the MedMinder box. Staff recommendation is to contract with Guardian Medical Monitoring for the \$40 per month rental fee and \$25 setup fee. The Commission on Aging has contracted with Guardian Medical Monitoring for the personal emergency response units for the past ten years. The Commission on Aging has a very good working relationship with them.



PROGRAM REPORT

In-Home Services

2016

APRIL

Dated: 5/19/2016

Rev: _____

Prepared by: CF

Grand Traverse County
In-Home Services
Program Report
2016

DIRECT HOURS / UNITS OF SERVICE

	HOURS					UNITS						
	Home-maker	Home Health	Home Chore	Respite	Foot Care	HC Vouch Sold	PERS	I&A	Heat Assist.	Loan Closet	Transportation	Assess-ments
JAN	1,157	444	1,009	516	89	215	515	484	2	13	2,145	226
FEB	1,186	472	520	554	82	105	502	1,012	5	6	792	189
MAR	1,292	506	530	532	81	49	518	1,160	3	12	716	233
APR	1,231	490	725	573	90	437	533	1,179	5	28	856	228
MAY												
JUN												
JUL												
AUG												
SEPT												
OCT												
NOV												
DEC												
TOTALS	4,866	1,912	2,784	2,175	342	806	2,068	3,835	15	59	4,509	876

▪ I&A Information and Assistance (includes Web Page inquiries & File of Life) ▪ Transportation = # of Coupons & BATA passes sold ▪ Loan closet = # of items loaned

Footnotes:

Apr	HMA Short Staff: 2 Employees 1FTE & 1@.67 FTE. HHC/Respite Short Staff: 2 FTEs. HMA/HC/HHC/Respite/FC: 1 Holiday
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Grand Traverse County
In-Home Services
Program Report
2016
CLIENTS SERVED

	Home-maker	Home Health	Home Chore	Respite	Foot Care	Heat Assist.	Loan Closet	Trans- portation	I&A
JAN	584	73	400	72	133	2	12	155	484
FEB	563	75	383	72	110	5	8	81	1,012
MAR	569	78	318	68	121	3	12	43	1,160
APR	570	80	515	70	123	5	22	78	1,179
MAY									
JUN									
JUL									
AUG									
SEPT									
OCT									
NOV									
DEC									

Footnotes:

Apr	HMA Short Staff: 2 Employees, 1FTE & 1@.67 FTE. HHC/Respite Short Staff: 2 FTEs. HMA/HC/HHC/Respite/FC: 1 Holiday.
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Grand Traverse County
In-Home Services
Program Report
2016

CLIENTS SERVED - OTHER PROGRAMS

	AARP					
	NMC BBQ	Baskets of Bounty	Area Agency Waiver	Northern Healthcare Waiver	Taxes	Safe Driving
JAN	0	0	22	2	0	0
FEB	0	0	23	3	107	0
MAR	0	0	23	2	123	0
APR	0	0	25	2	62	0
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTALS	0	0	93	9	292	0

Footnotes:

Apr	
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Grand Traverse County
In-Home Services
Program Report
2016

CLIENTS - UNDUPLICATED
YEAR TO DATE CLIENTS SERVED

	Home- maker	Home Health	Respite	Home Chore	PERS	Foot Care	HC Vouch	Heat Assist.	Loan Closet	BATA	Transp.
JAN	584	73	45	400	564	133	54	2	12	49	106
FEB	22	7	2	16	7	88	7	5	8	22	28
MAR	7	4	0	26	28	27	7	3	9	11	16
APR	18	6	5	256	30	11	46	3	22	11	18
MAY											
JUN											
JUL											
AUG											
SEPT											
OCT											
NOV											
DEC											
TOTAL:	631	90	52	698	629	259	114	13	51	93	168

TOTAL UNDUPLICATED CLIENT COUNT = 1,430

Average Client Pre-Screen Score: 19.71

▪ Unduplicated = Unique, individual clients

Average Client Income:

Two Person: \$2,490

One Person: \$1,600

Grand Traverse County
In-Home Services
Program Report
2016
WAIT LISTS

		HOME CHORE						
	Homemaker	Home Health	Lawn	Windows	Snow	Respite	Foot Care	PERS
JAN	57	5	0	0	0	9	0	0
FEB	63	2	0	0	0	14	0	0
MAR	74	7	67	0	10	13	0	0
APR	48	10	0	0	0	14	0	0
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								

▪ Month end totals - NOT cumulative

Footnotes:

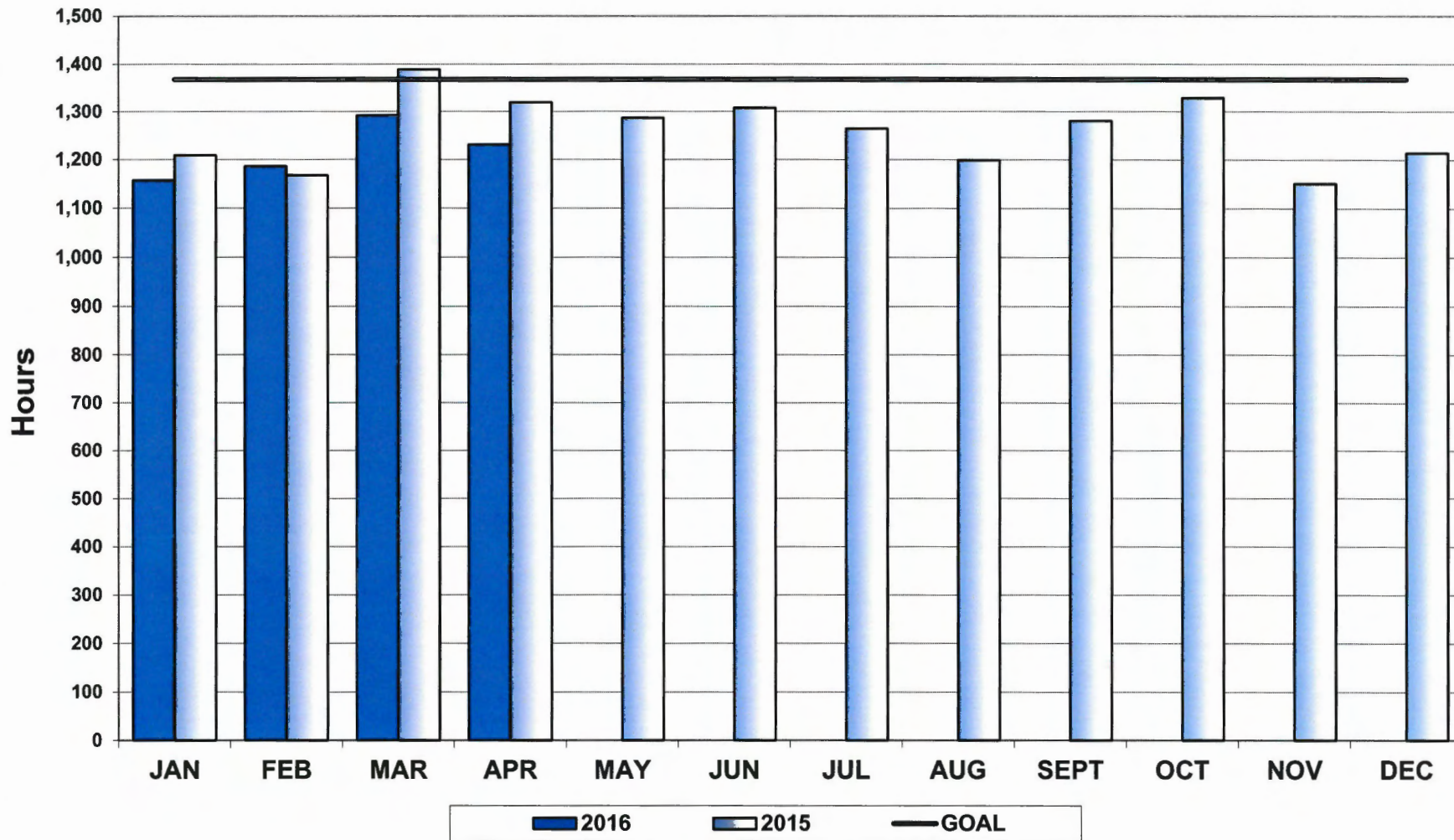
Apr	
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Grand Traverse County
In-Home Services
CLIENTS BY TOWNSHIP
2016

TOWNSHIP	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
ACME	34	37	38	41								
BLAIR	67	69	75	83								
CITY OF T.C.	284	304	315	334								
EAST BAY	102	104	111	124								
FIFE LAKE	26	24	24	27								
GARFIELD	443	458	473	507								
GRANT	21	21	21	21								
GREEN LAKE	57	60	61	77								
LONG LAKE	52	54	56	67								
MAYFIELD	14	14	14	15								
PARADISE	38	41	41	43								
PENINSULA	58	59	63	71								
UNION	2	2	2	2								
WHITEWATER	15	15	15	18								
Total:	1213	1262	1309	1430	0	0	0	0	0	0	0	0

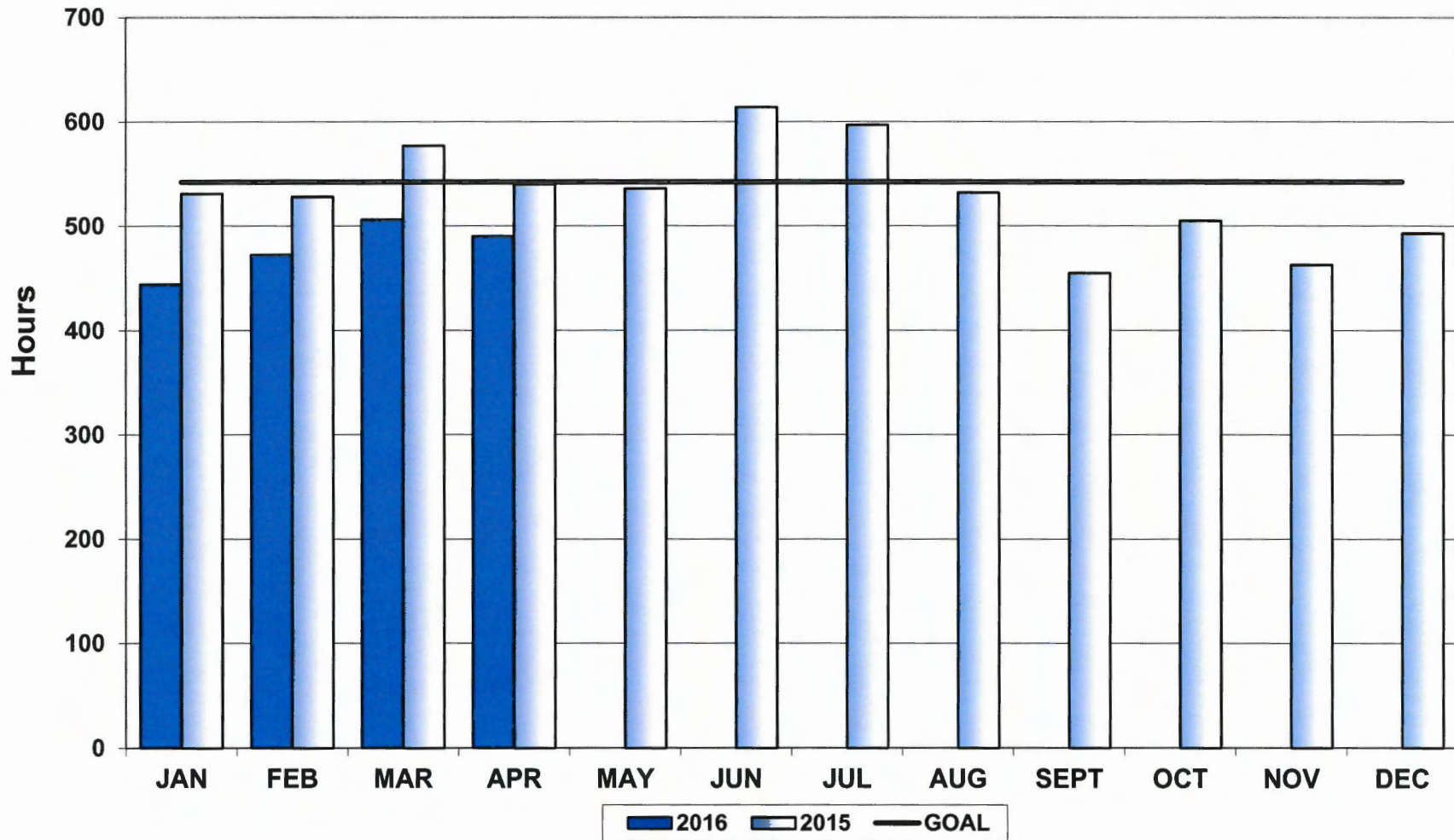
***Total = Total unduplicated clients YTD. Each month is also equal to the year total.**

**In-Home Services
Homemaker**



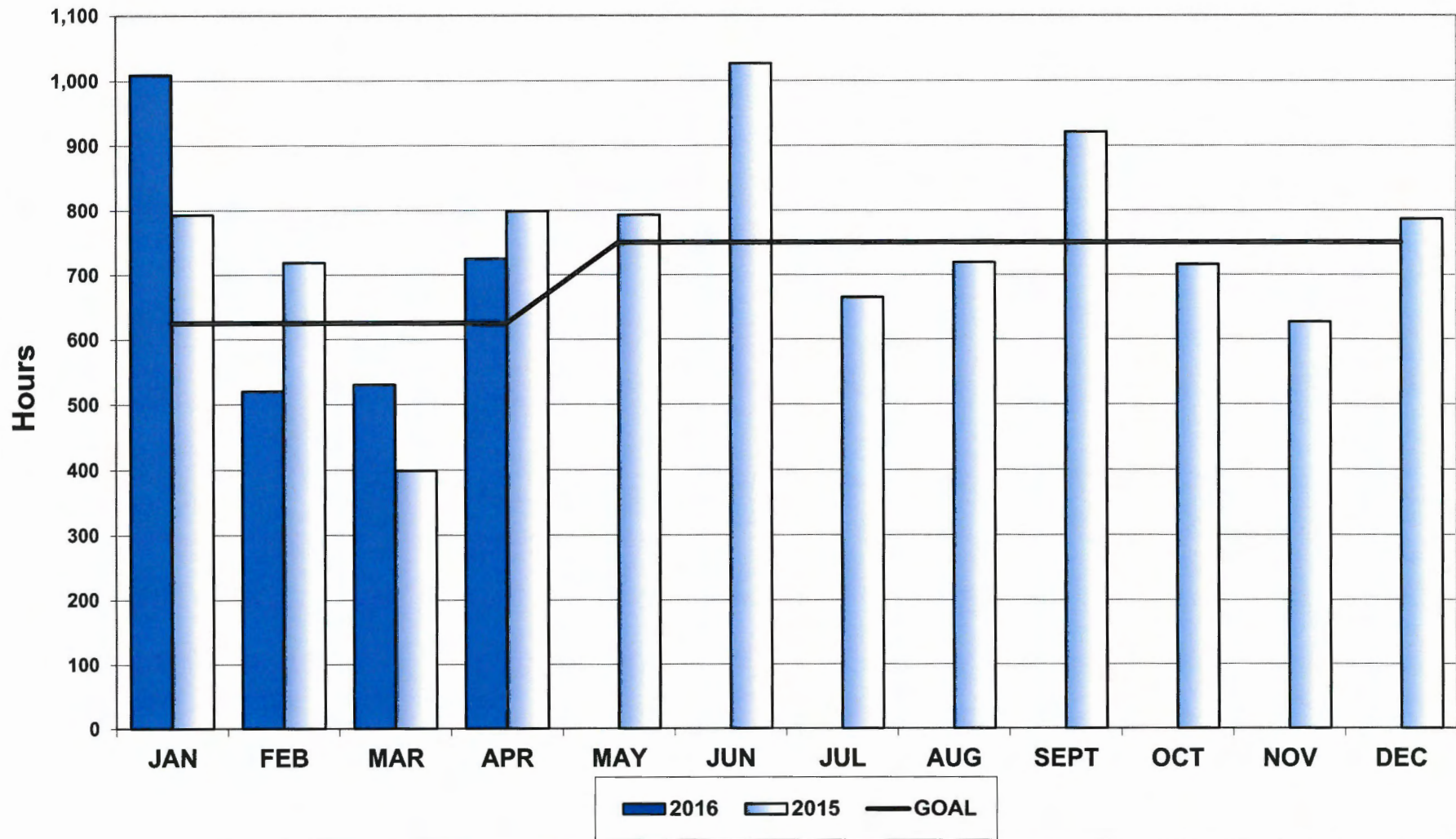
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1,157	1,186	1,292	1,231								
2015	1,209	1,168	1,389	1,320	1,287	1,308	1,265	1,199	1,281	1,329	1,151	1,214
APR	HMA Short Staff: 2 Employees - 1FTE and 1@.67 FTE, and 1 Holiday.											

**In-Home Services
Home Health**



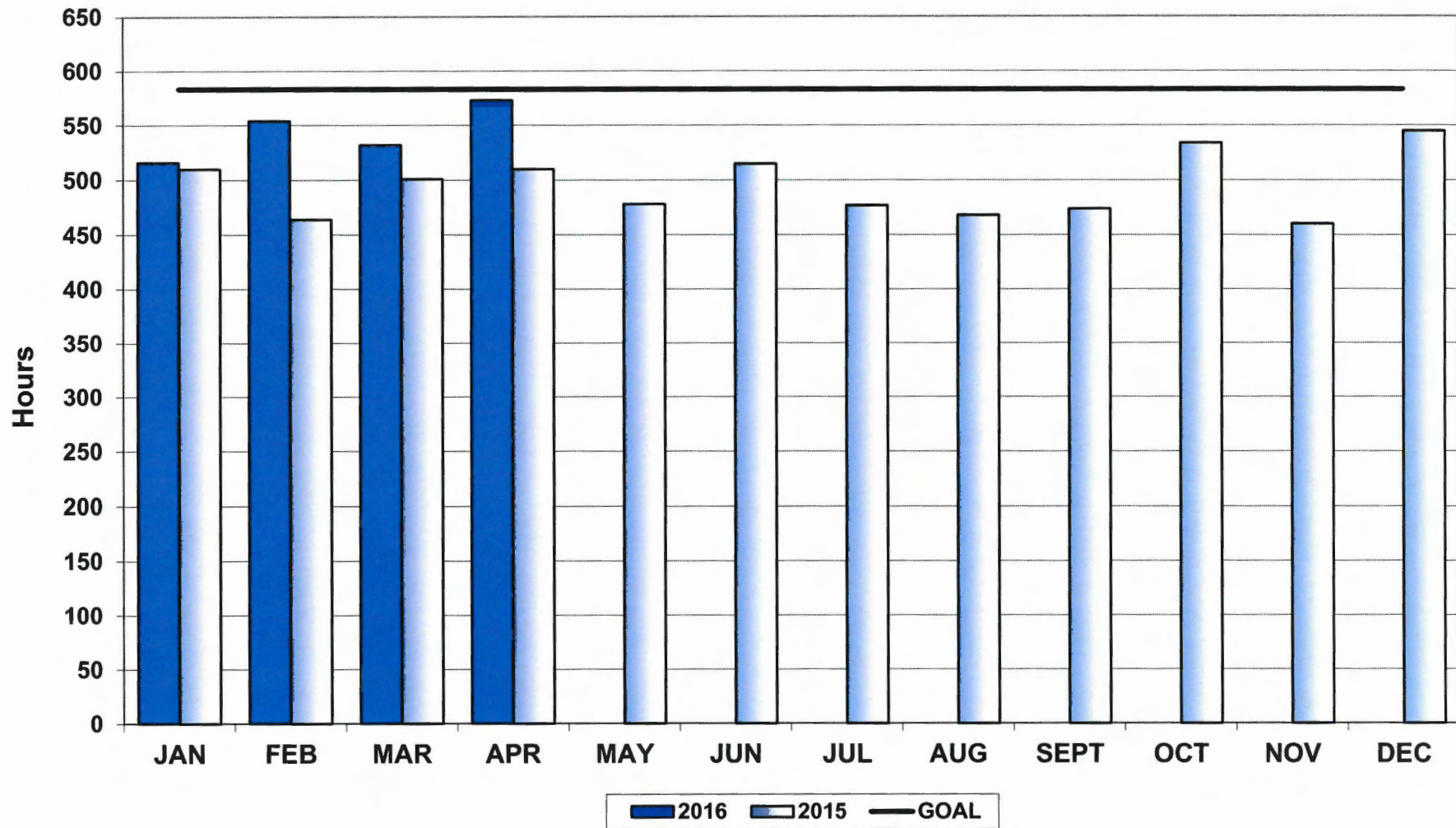
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	444	472	506	490								
2015	531	528	577	540	536	614	597	532	455	505	463	493
APR	HHC/Respite Short Staff: 2 FTEs. 1 Holiday.											

**In-Home Services
Home Chore**



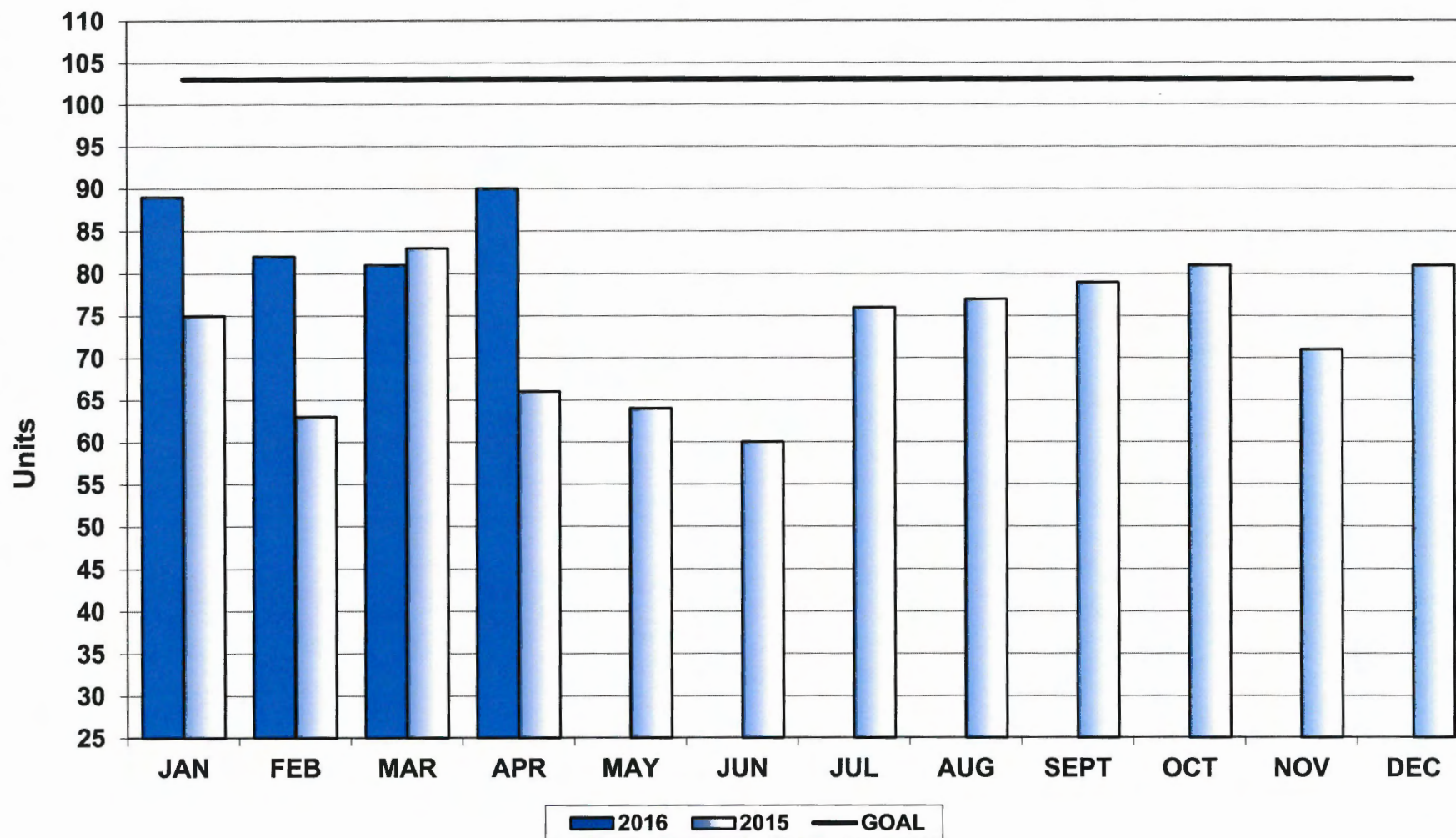
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1,009	520	530	725								
2015	793	719	399	799	793	1,027	665	719	921	716	627	787
APR	Met goal 1 Holiday. Request for goal change by Board made at 4/19/16 meeting.											

**In-Home Services
Respite**



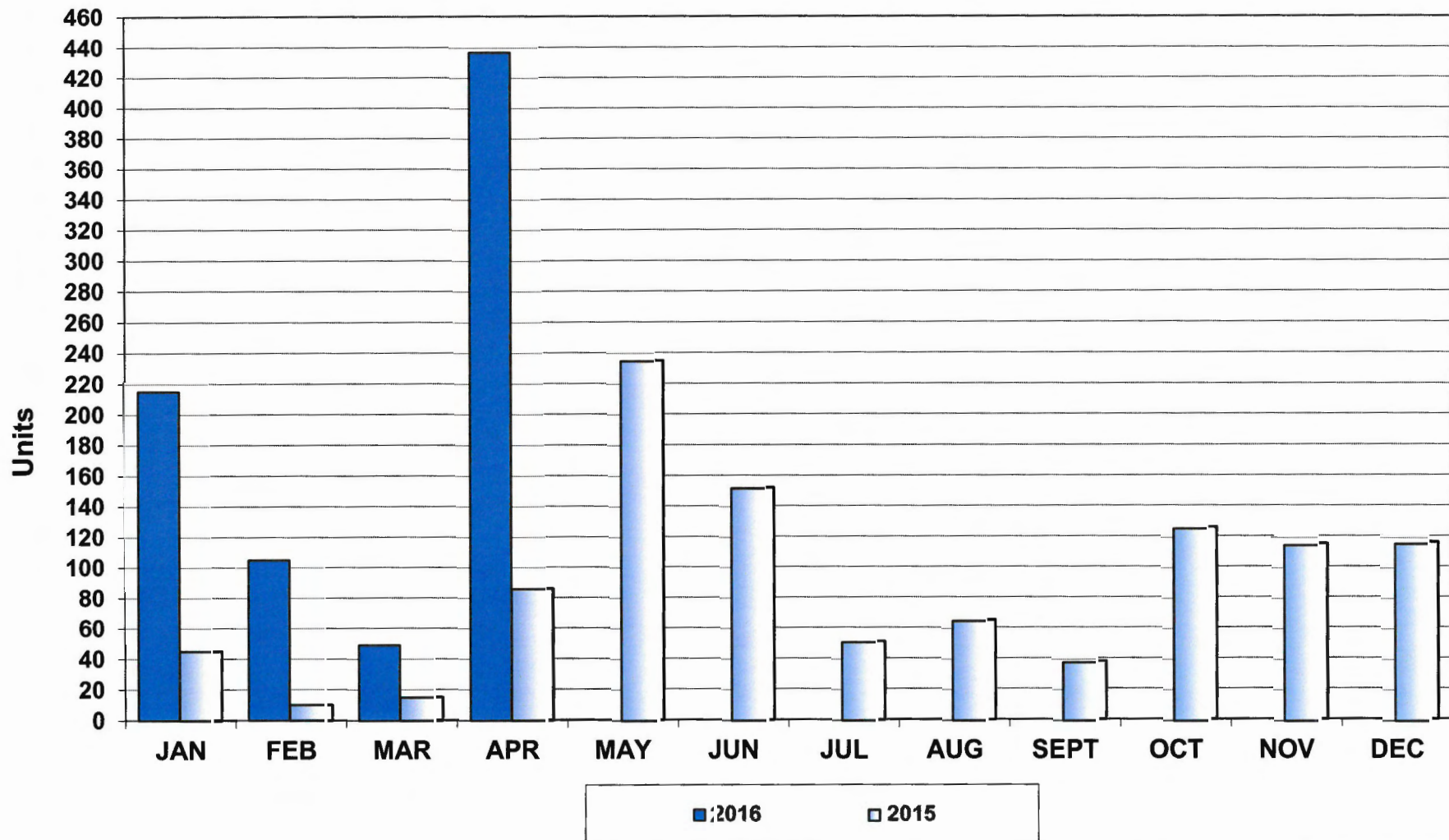
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	516	554	532	573								
2015	510	464	501	510	478	515	477	468	474	534	460	545
APR	HHC/Respite Short Staff: 2 FTEs. 1 Holiday.											

In-Home Services
Foot Care



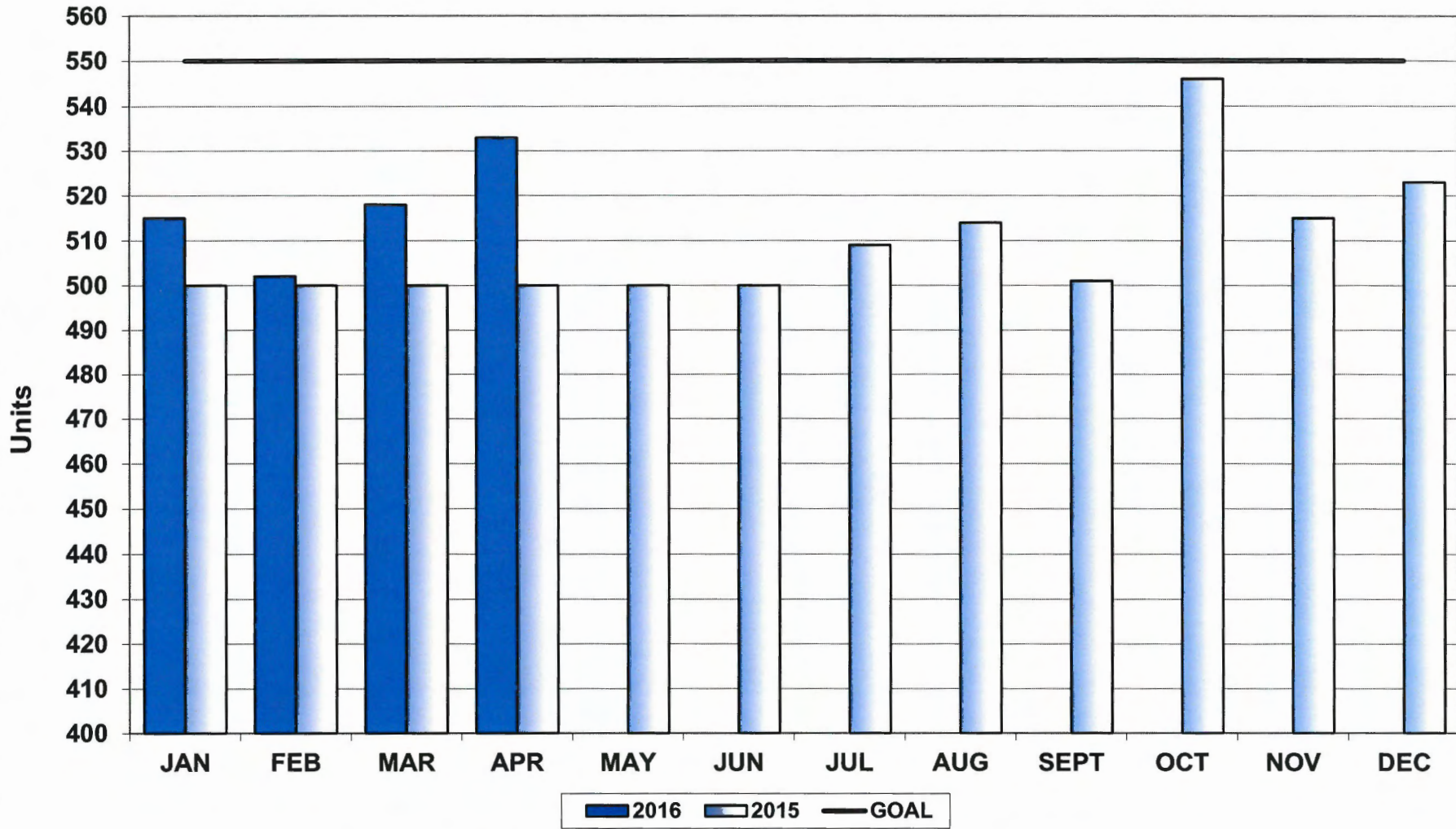
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	89	82	81	90								
2015	75	63	83	66	64	60	76	77	79	81	71	81
APR	No Wait List-met demand. 1 Holiday.											

**In-Home Services
Home Chore Vouchers**



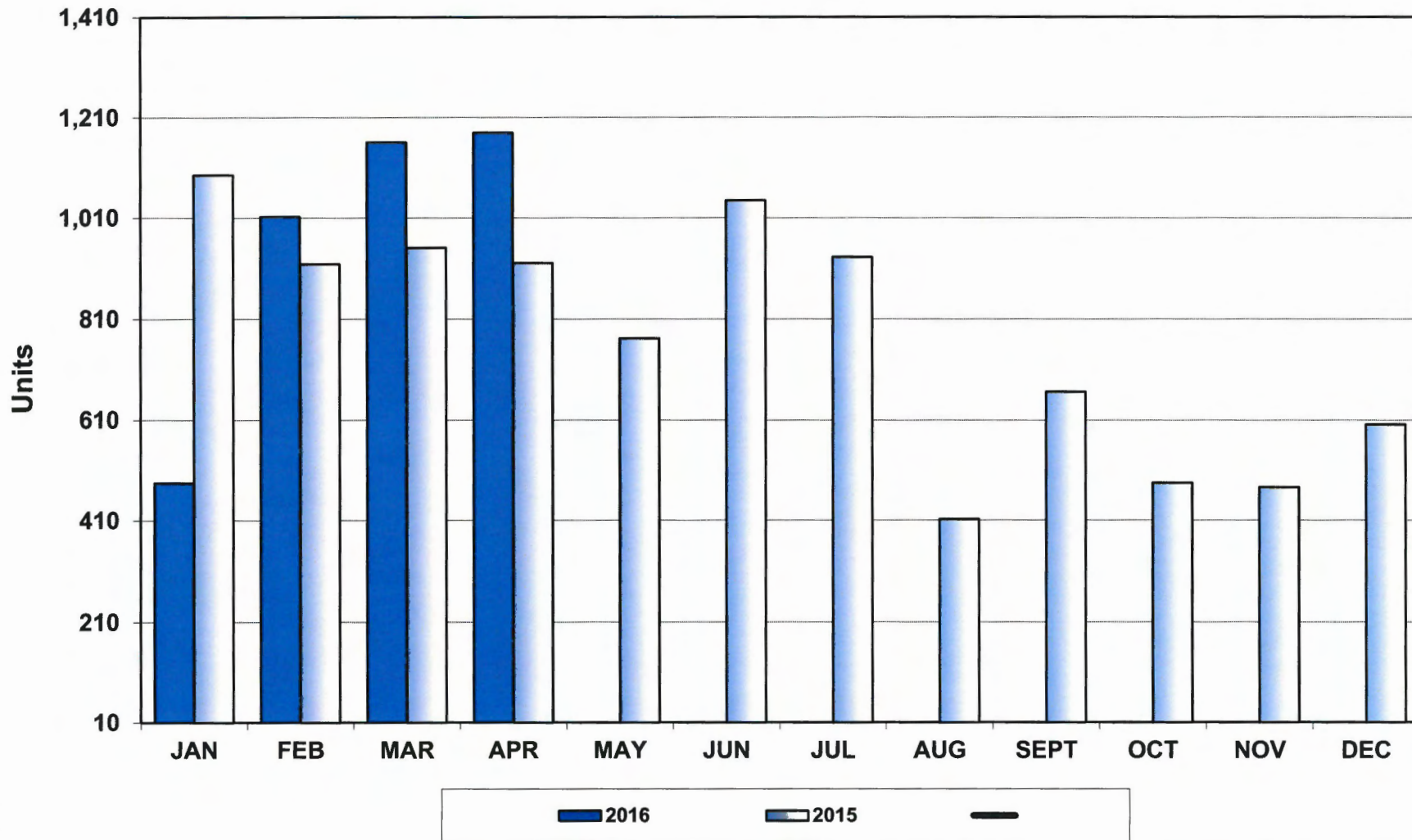
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	215	105	49	437								
2015	45	10	15	86	235	152	51	65	38	126	115	116
APR	Based on Demand											

In-Home Services
Personal Emergency Response System Units



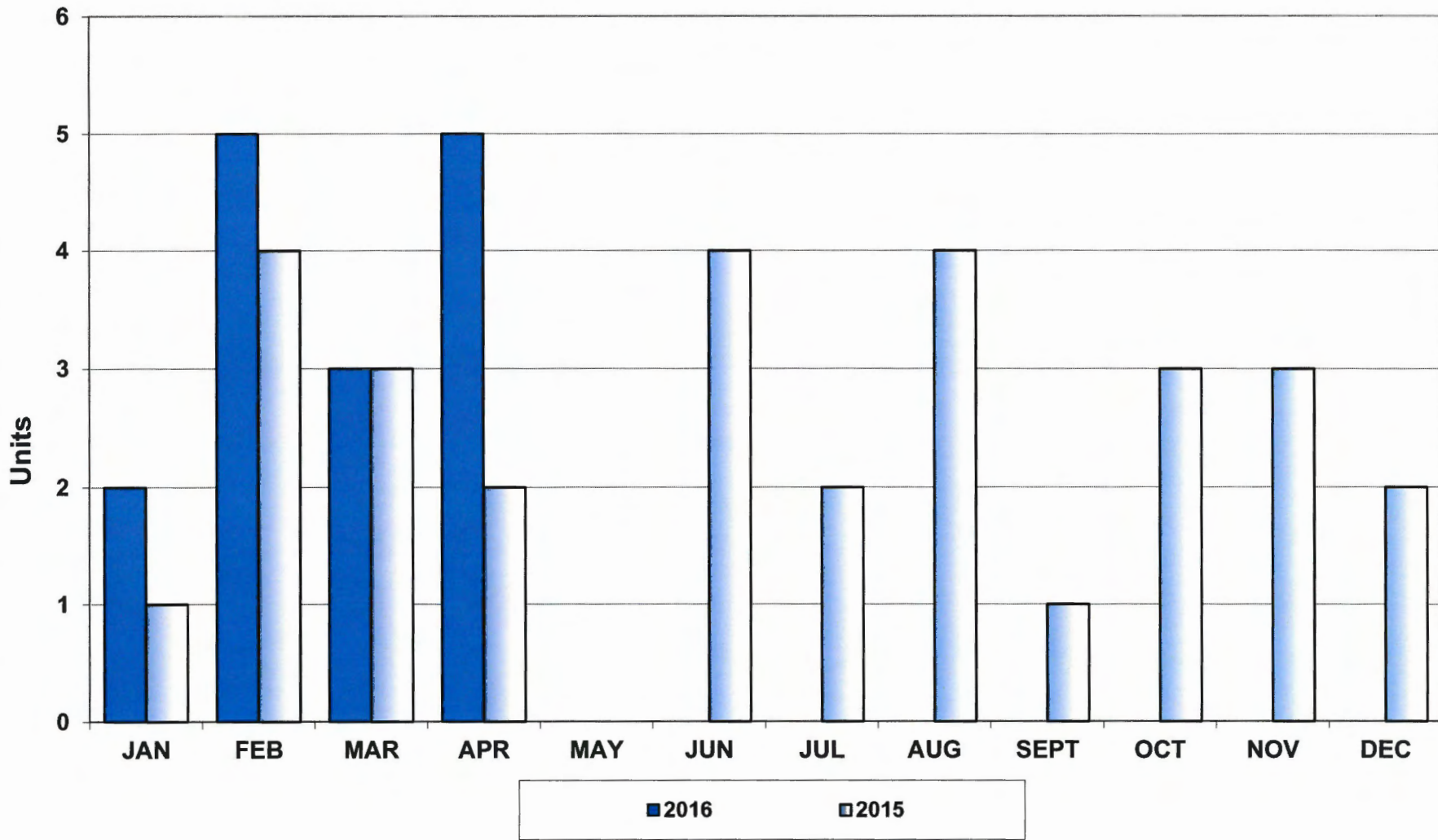
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	515	502	518	533								
2015	500	500	500	500	500	500	509	514	501	546	515	523
APR	No Wait List-Met Demand. GSM Units in use.											

In-Home Services
Information and Assistance



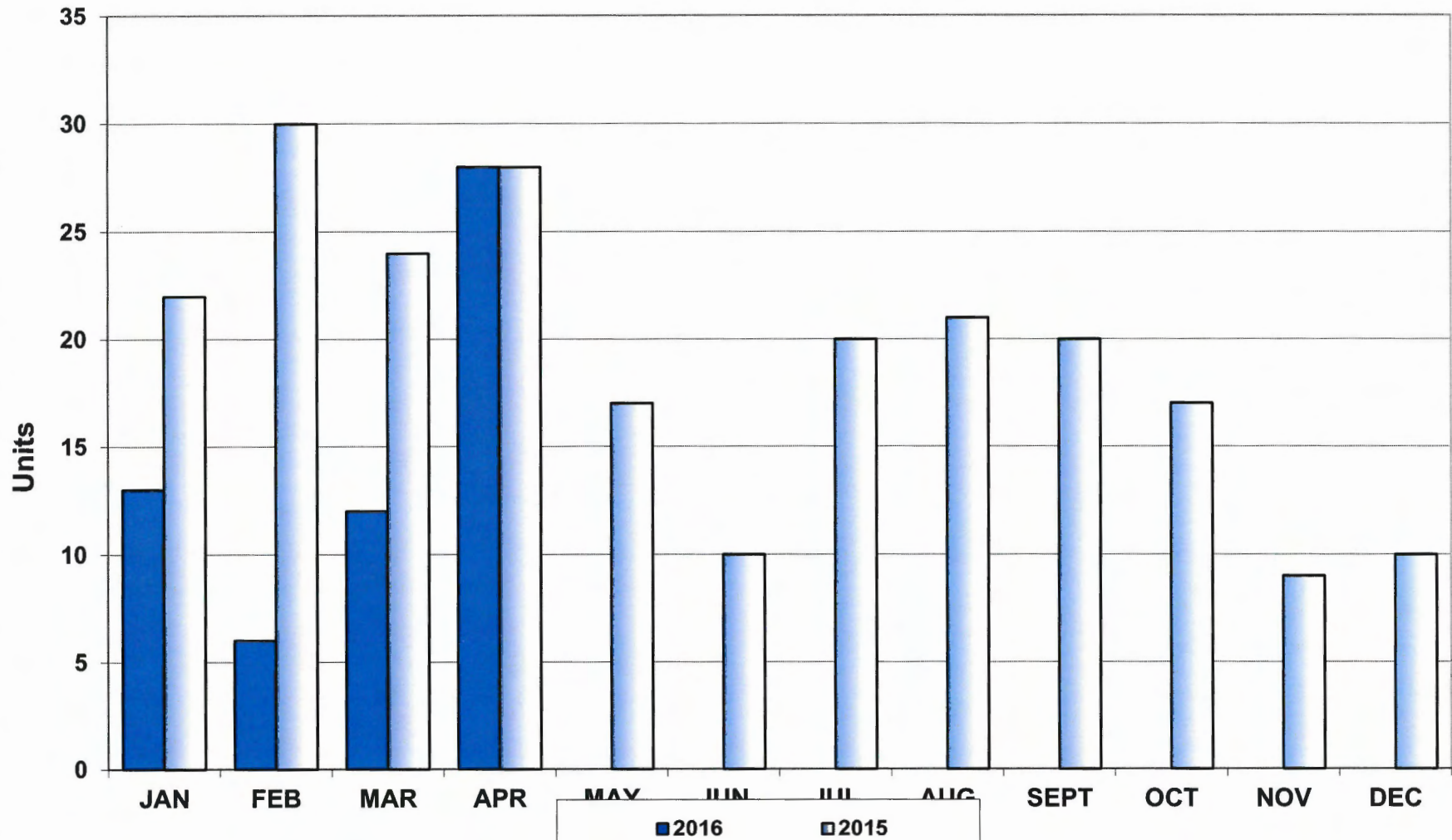
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	484	1,012	1,160	1,179								
2015	1,095	919	951	921	772	1,045	933	412	666	484	475	601
APR	Based on Demand											

In-Home Services
Heat Assistance



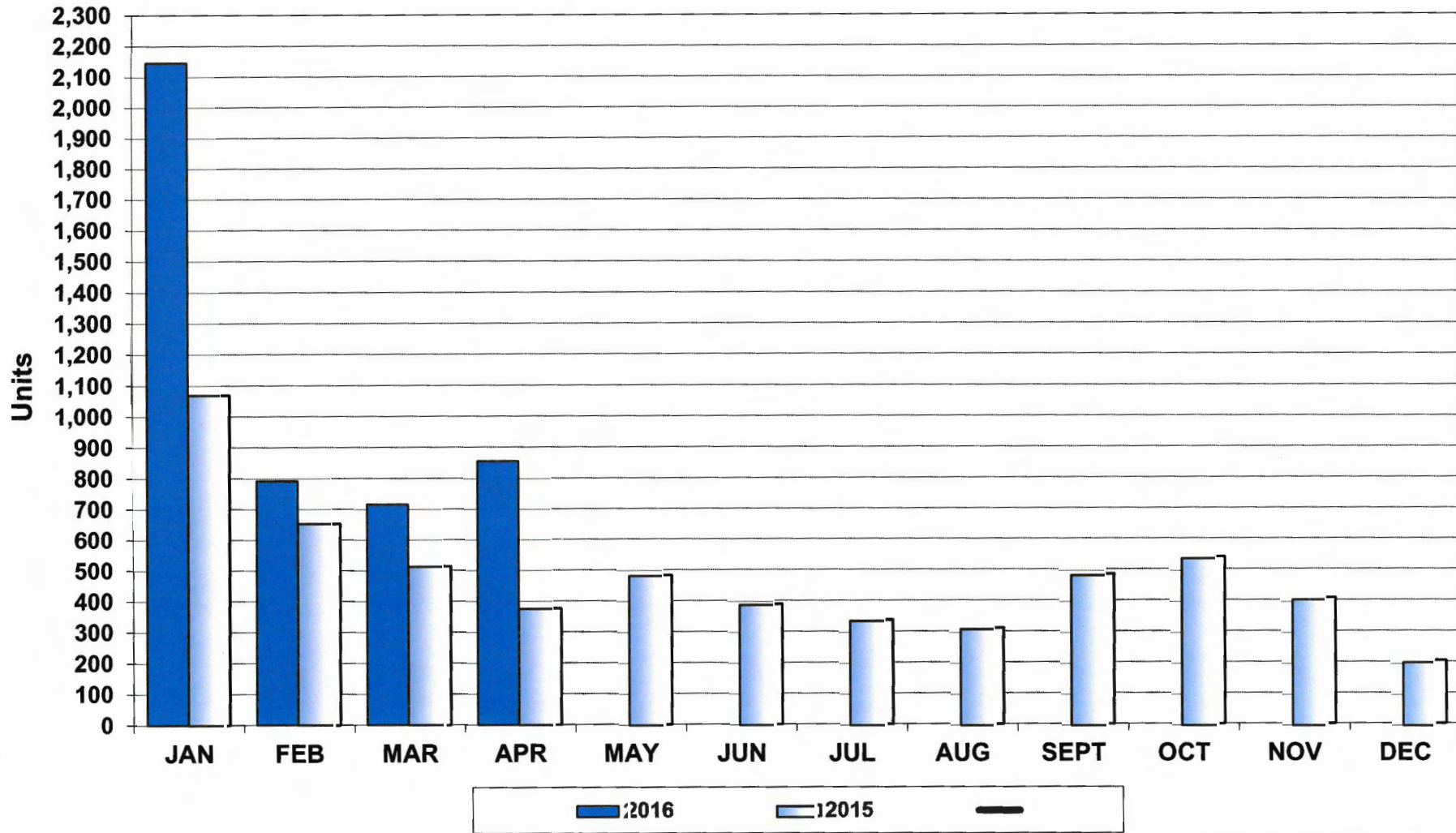
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	2	5	3	5								
2015	1	4	3	2	0	4	2	4	1	3	3	2
APR	Based on Demand											

**In-Home Services
Loan Closet**



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	13	6	12	28								
2015	22	30	24	28	17	10	20	21	20	17	9	10
APR	Based on Demand											

In-Home Services Transportation



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	2,145	792	716	856								
2015	1,069	653	513	376	483	389	337	311	485	540	407	205
APR	Based on Demand											

**GRAND TRAVERSE COUNTY
COMMISSION ON AGING
POLICY**

POLICY: **DRESS CODE**

DATE: May 15, 2006

REVISED: March 30, 2011
 June 26, 2013
 April 21, 2015
 May 27, 2016

POLICY DESCRIPTION:

The safety of our clients, our staff, and the public are a top priority of the Commission on Aging (GTCOA). To assure safety for our clients and the public, each employee must be properly identified. To assure staff safety, proper clothing, footwear and safety items must be worn/used. All employees will be expected to either wear or show their County ID badge prior to serving any client.

Staff are here to serve the public and should look professional at all times. Therefore, professional business attire or uniforms will be required.

Professional business attire is defined as dress shirts and slacks for men and dress shirts, blouses, slacks, skirts, sweaters and dresses for women. Attire must be appropriate to the type of work being performed. Exception – each Friday, as employee work allows, casual attire may be allowed for those employees not required to wear a uniform.

All uniforms and clothing must be clean, neat and in good repair, (no holes), when reporting to work.

Casual attire is defined as pants, GTCOA uniform shirt, GT County logo shirts, shoes or boots, weather- appropriate clothing as needed - coat, gloves, and or winter hat. Blue jeans are acceptable as casual attire as long as they are professional looking, neat and do not have holes or tears.

In addition, each program has certain requirements as follows:

In-Home Field Staff (Universal Aides/Homemaker Aide)

Staff must wear the required uniform; pre-approved royal blue scrub pants and top with GTCOA logo on top, when performing services for the GTCOA. Staff can order up to \$150 in uniforms yearly. The \$150 includes the cost of embroidery. Uniforms will be provided by Career Uniforms where staff can try on and get the style that fits them. Commission on Aging will be invoiced and pay for the cost of the uniforms.

No open-toe shoes are allowed for safety reasons.

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Foot Care

Foot Care staff will wear the white vest/jacket (provided by the GTCOA) with professional /business attire. No open-toe shoes are allowed for safety reasons.

Home Chore Staff:

GTCOA polar fleece jackets are required as weather allows. GTCOA t-shirts must be worn as weather allows. If a baseball cap is worn, it must be a GTCOA baseball cap.

Staff must wear steel-toed boots when using lawn mowers. Staff will be reimbursed up to \$50.00 per year for boot allowance. Staff will need to provide an itemized copy of their paid receipt showing they received/ordered their boots.

All home chore staff must wear safety glasses. COA will provide one (1) pair of prescription safety glasses to each employee needing them every two (2) years. COA will only replace the glasses if needed, and will choose the vendor.

All home chore staff are required to wear a safety vest with the GTCOA logo (provided by the GTCOA) over regular clothing while performing leaf removal at client homes.

(Per MIOSHA Regulations)

No open-toe shoes are allowed for safety reasons.

Nursing Supervisor:

The Nursing Supervisor shall wear a lab coat with the GTCOA logo (provided by the GTCOA) with professional/business attire when making home visits or supervisory checks.

For all Staff:

Hygiene is a very important part of a person's appearance and presence, therefore, all staff shall come to work clean and hair and clothing clean and neat. Commission on Aging employees and volunteers shall not use strong smelling perfumes, lotions, or smell of cigarette smoke or other smoke while at work. The Commission on Aging has many clients/staff with sensitivity to perfumes and odors.

If an employee's attire/appearance is inappropriate, the supervisor will discuss his/her concerns with the employee. If attire/appearance is unacceptable, the employee may be asked to change their attire or appearance and will be on the employee's own time.

Run Date 05/11/2016

GRAND TRAVERSE COUNTY
TRIAL BALANCEPeriod End Date 04/30/2016
ACR099

PAGE 1

DEBIT

CREDIT

DEBIT

CREDIT

FUND 297 G. T. COUNTY COMMISSION ON AGING

ASSETS	001.00	CASH	3,276,754.30	.00		
	018.00	IMPREST CASH	100.00	.00		
LIABILITIES	202.00	ACCOUNTS PAYABLE	.00	250.00		
	212.00	ADVANCED FUNDS	.00	54,768.80		
	389.11	F BAL RES. - CAPITAL OUTLAY	.00	147,000.00		
	390.00	FUND BALANCE	.00	1,376,554.51		
REVENUES	400.00	REVENUE CONTROL	.00	2,377,485.18		
EXPENDITURES	700.00	EXPENDITURE CONTROL	679,204.19	.00		
					3,956,058.49	3,956,058.49
					3,956,058.49	3,956,058.49

RUN DATE: 5/11/16

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 04/30/2016

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SELECTION: FUND RANGE 297 TO 297
LINE ITEM RANGE 701.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
701.00 DEPARTMENT HEAD	57818.00	.00	57818.00	.00	.00	.00	57818.00	.00
701.01 PER DIEM	8333.00	.00	8333.00	490.00	1190.00	.00	7143.00	14.28
702.00 FULL TIME & REGULAR PART TIM	1140376.00	4000.00-	1136376.00	76830.05	291134.97	.00	845241.03	25.62
702.01 LONGEVITY	6753.00	.00	6753.00	160.40	160.40	.00	6592.60	2.38
702.10 POST-STORM 8/2/2015	.00	.00	.00	.00	.00	.00	.00	N/A
703.00 PART TIME TEMPORARY	27000.00	.00	27000.00	.00	.00	.00	27000.00	.00
704.00 OVERTIME	100.00	4000.00	4100.00	959.95	3565.74	.00	534.26	86.97
705.00 PERSONAL LEAVE	23156.00	.00	23156.00	.00	.00	.00	23156.00	.00
715.00 FICA	96814.00	.00	96814.00	5775.90	21770.39	.00	75043.61	22.49
716.00 HEALTH, OPTICAL & DENTAL	380409.00	.00	380409.00	23177.97	96171.51	.00	284237.49	25.28
716.02 SHORT & L-T DISABILITY	11495.00	.00	11495.00	722.59	3003.20	.00	8491.80	26.13
716.03 PAYMENT IN LIEU OF INSURANCE	2000.00	.00	2000.00	.00	166.67	.00	1833.33	8.33
717.00 LIFE INSURANCE	3053.00	.00	3053.00	193.87	790.53	.00	2262.47	25.89
718.00 RETIREMENT	19010.00	.00	19010.00	961.49	4068.46	.00	14941.54	21.40
718.01 RETIREMENT DC	91142.00	.00	91142.00	5847.71	22126.94	.00	69015.06	24.28
718.05 RETIREMENT - DB UAL	132937.00	.00	132937.00	8158.49	32738.32	.00	100198.68	24.63
719.00 WORKER'S COMP INS	25749.00	.00	25749.00	1687.92	6258.81	.00	19490.19	24.31
720.00 UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00	.00	.00	N/A
727.00 OFFICE SUPPLIES	8000.00	1.00-	7999.00	659.77	1452.32	.00	6546.68	18.16
729.00 PRINTING AND BINDING	4800.00	.00	4800.00	.00	574.22	.00	4225.78	11.96
729.02 COPY MACHINE USE	1000.00	1275.00	2275.00	93.29	473.35	.00	1801.65	20.81
729.08 RISOGRAPH COPIES	.00	.00	.00	.00	.00	.00	.00	N/A
730.00 POSTAGE	18772.00	.00	18772.00	26.84	3448.84	.00	15323.16	18.37
743.00 OTHER SUPPLIES	200.00	.00	200.00	.00	.00	.00	200.00	.00
743.29 BASKETS OF BOUNTY	2500.00	.00	2500.00	.00	325.95	.00	2174.05	13.04
743.35 PROPERTY DAMAGE	5000.00	.00	5000.00	225.00	225.00	.00	4775.00	4.50
745.00 UNIFORMS & ACCESSORIES	5110.00	.00	5110.00	150.00	150.00	.00	4960.00	2.94
747.00 SMALL TOOLS & SUPPLIES	28000.00	.00	28000.00	1242.77	3419.85	2424.54	22155.61	12.21
747.11 EQUIPMENT	14600.00	.00	14600.00	.00	1794.00	.00	12806.00	12.29
748.00 GAS, OIL & GREASE	25000.00	.00	25000.00	360.99	2305.28	.00	22694.72	9.22
807.00 AUDITING	.00	.00	.00	.00	.00	.00	.00	N/A
810.00 SUBSCRIPTIONS	325.00	.00	325.00	.00	3.37-	.00	328.37	1.04-
810.01 DUES	702.00	50.00	752.00	.00	50.00	.00	702.00	6.65
811.00 SERVICE CONTRACTS	50.00	.00	50.00	.00	.00	.00	50.00	.00

April
EXPENSES – IN HOME
SRVCS.
GOAL 33.2%

RUN DATE: 5/11/16

GRAND TRAVERSE COUNTY
LINE ITEMS AS OF 04/30/2016

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SELECTION: FUND RANGE 297 TO 297
LINE ITEM RANGE 701.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
812.00 MIS CHARGES	25000.00	.00	25000.00	.00	3985.92	.00	21014.08	15.94
812.11 COMPUTER EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	N/A
818.00 CONTRACT SERVICES	148540.00	159.00	148699.00	11645.74	34037.67	.00	114661.33	22.89
818.07 SECRETARIAL	.00	.00	.00	.00	.00	.00	.00	N/A
818.89 HARSHIP FUND	3000.00	.00	3000.00	.00	.00	.00	3000.00	.00
818.92 SENIOR HEATING	10000.00	.00	10000.00	718.66	2888.33	.00	7111.67	28.88
818.93 SENIOR SUPPORT	20000.00	.00	20000.00	193.95	1648.95	.00	18351.05	8.24
818.94 TRANSPORTATION	12000.00	.00	12000.00	.00	9000.00	.00	3000.00	75.00
818.99 VOUCHERS	77200.00	.00	77200.00	5330.00	19775.00	.00	57425.00	25.62
819.32 EVENTS	600.00	.00	600.00	.00	.00	.00	600.00	.00
850.00 TELEPHONE	5500.00	.00	5500.00	361.51	1131.31	.00	4368.69	20.57
850.01 TELEPHONE LOCAL & L.D.	300.00	.00	300.00	1.47	3.47	.00	296.53	1.16
850.04 TELE-CELLULAR NETWORK	10300.00	.00	10300.00	.00	1827.40	.00	8472.60	17.74
860.00 TRAVEL	84100.00	.00	84100.00	5552.63	16753.55	.00	67346.45	19.92
860.01 CONVENTIONS & CONFERENCES	3030.00	.00	3030.00	18.00	603.00	.00	2427.00	19.90
860.15 EVENTS TRAVEL	200.00	.00	200.00	.00	.00	.00	200.00	.00
862.00 VEHICLE RENTAL	165.00	.00	165.00	.00	.00	.00	165.00	.00
909.00 ADVERTISING	6130.00	700.00	6830.00	1349.90	2349.45	.00	4480.55	34.40
910.00 INSURANCE & BONDS	1500.00	.00	1500.00	.00	.00	.00	1500.00	.00
920.50 UTILITIES - HEAT	2300.00	.00	2300.00	.00	790.10	.00	1509.90	34.35
921.00 UTILITIES - ELECTRIC	900.00	.00	900.00	56.76	221.54	.00	678.46	24.62
930.00 BLDG REPAIR & MAINT	3000.00	.00	3000.00	.00	.00	.00	3000.00	.00
932.00 EQUIP REPAIR & MAINT	14800.00	.00	14800.00	2374.09	3556.45	.00	11243.55	24.03
933.00 OFFICE EQUIP REPAIR & MAINT	.00	.00	.00	.00	.00	.00	.00	N/A
934.00 VEHICLE REPAIR & MAINT	15000.00	.00	15000.00	2110.05	2275.82	.00	12724.18	15.17
940.00 BUILDING RENT	46800.00	.00	46800.00	46699.85	46699.85	.00	100.15	99.79
941.02 SYSTEM SOFTWARE	.00	.00	.00	.00	.00	.00	.00	N/A
942.00 INDIRECT COSTS	45200.00	.00	45200.00	.00	.00	.00	45200.00	.00
955.00 EMPLOYEE TUITION REIM.	.00	.00	.00	.00	.00	.00	.00	N/A
956.00 EMPLOYEE TRAINING & DEVELOP.	4752.00	.00	4752.00	.00	125.00	.00	4627.00	2.63
963.00 APPROPRIATION	35460.00	.00	35460.00	.00	34170.00	.00	1290.00	96.36
975.00 BUILDINGS	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 MACHINERY AND EQUIPMENT	19000.00	.00	19000.00	.00	.00	10191.00	8809.00	.00
978.00 VEHICLE	26000.00	.00	26000.00	.00	.00	.00	26000.00	.00

RUN DATE: 5/11/16

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 04/30/2016

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SELECTION: FUND RANGE 297 TO 297
LINE ITEM RANGE 701.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
980.00 OFFICE EQUIP & FURNITURE	.00	.00	.00	.00	.00	.00	.00	N/A
992.00 CONTINGENCY	9050.00	2183.00-	6867.00	.00	.00	.00	6867.00	.00
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2770031.00	.00	2770031.00	204137.61	679204.19	12615.54	2078211.27	24.52

RUN DATE: 5/11/16

GRAND TRAVERSE COUNTY
LINE ITEMS AS OF 04/30/2016

PAGE 1

SELECTION: FUND RANGE 297 TO 297
LINE ITEM RANGE 401.00 TO 699.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
401.00 FUND BALANCE FORWARD	237669.00	.00	237669.00	.00	.00	.00	237669.00	.00
403.00 CURRENT TAX	2189992.00	.00	2189992.00	392119.15	2273824.04	.00	83832.04-	103.83
417.00 UNPAID PERSONAL PROP TAX	1000.00	.00	1000.00	69.57	6063.70	.00	5063.70-	606.37
427.00 IN LIEU OF TAXES	2100.00	.00	2100.00	144.69	144.69	.00	1955.31	6.89
543.00 STATE GRANT	.00	.00	.00	.00	.00	.00	.00	N/A
582.00 LOCAL GRANTS	22700.00	.00	22700.00	.00	.00	.00	22700.00	.00
607.00 CHARGES FOR SERVICES - FEES	255000.00	.00	255000.00	16980.51	68356.98	.00	186643.02	26.81
607.06 CHARGES FOR FOOT CARE VOUCHER	.00	.00	.00	.00	.00	.00	.00	N/A
607.08 CHARGES FOR BATA PASS SALES	1800.00	.00	1800.00	173.33	535.06	.00	1264.94	29.73
607.09 CHARGES FOR TRANSPORT COUPON	4000.00	.00	4000.00	480.66	1919.89	.00	2080.11	48.00
607.60 CHARGES FOR SERV -HC VOUCHER	.00	.00	.00	369.00	2264.78	.00	2264.78-	N/A
608.05 SPONSORSHIPS	.00	.00	.00	.00	.00	.00	.00	N/A
615.05 SALES COMMISSIONS	.00	.00	.00	.00	.00	.00	.00	N/A
642.00 CHARGES FOR SERVICES	18500.00	.00	18500.00	3799.85	15480.50	.00	3019.50	83.68
665.00 INTEREST EARNED	3900.00	.00	3900.00	.00	.00	.00	3900.00	.00
673.00 SALES OF FIXED ASSETS	.00	.00	.00	.00	16.20	.00	16.20-	N/A
675.00 CONTRIBUTIONS,PRIVATE SOURCE	11920.00	.00	11920.00	1196.56	8579.34	.00	3340.66	71.97
675.01 BASKETS OF BOUNTY	2000.00	.00	2000.00	.00	205.00	.00	1795.00	10.25
675.02 CONTRIBUTIONS, MEMORIALS	19450.00	.00	19450.00	.00	95.00	.00	19355.00	.49
675.03 FUNDRAISING	.00	.00	.00	.00	.00	.00	.00	N/A
675.06 CONTRIBUTIONS-HEATING GRANT	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 REIMBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	N/A
695.00 CASH - OVER OR SHORT	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2770031.00	.00	2770031.00	415333.32	2377485.18	.00	392545.82	85.83

April
REVENUE – IN HOME
SRVCS.
GOAL 33.3%

Grand Traverse County
Commission on Aging
BUDGET ADJUSTMENT REPORT
January-May, 2016

BOARD APPROVAL REQUIRED*	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	ACCOUNT	EXPLANATION
N	5/9/16	\$1,000		\$1,000		297-719-702.00 297-719-704.00	Decrease: HHC Full/PT Employee Increase: Overtime <u>Overtime as of 3/31/16</u>
"	"	\$1,000		\$1,000		297-718-702.00 297-718-704.00	Decrease: HMA Full/PT Employee Increase: Overtime
"	"	\$1,000		\$1,000		297-720-702.00 297-720-704.00	Decrease: HC Full/PT Employee Increase: Overtime
"	"	\$1,000		\$1,000		297-721-702.00 297-721-704.00	Decrease: Respite Full/PT Employee Increase: Overtime
N	5/6/16	\$50		\$50		297-716-992.00 297-716-729.02	Decrease: Admin Contingency Increase: Admin Copy Machine Use <u>New Copy Machine-no expense history</u>
"	"	\$250		\$250		297-717-992.00 297-717-729.02	Decrease: I&A Contingency Increase: I&A Copy Machine Use
"	"	\$450		\$450		297-718-992.00 297-718-729.02	Decrease: HMA Contingency Increase: HMA Copy Machine Use
"	"	\$200		\$200		297-719-992.00 297-719-729.02	Decrease: HHC Contingency Increase: HHC Copy Machine Use
"	"	\$250		\$250		297-720-992.00 297-720-729.02	Decrease: HC Contingency Increase: HC Copy Machine Use

*if Y - A motion is required

BOARD APPROVAL REQUIRED*	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	ACCOUNT	EXPLANATION
"	"	\$200		\$200		297-721-992.00 297-721-729.02	Decrease: Respite Contingency Increase: Respite Copy Machine Use
"	"	\$50		\$50		297-722-992.00 297-722-729.02	Decrease: FC Contingency Increase: FC Copy Machine Use
"	"	\$25		\$25		297-724-992.00 297-724-729.02	Decrease: PERS Contingency Increase: PERS Copy Machine Use
"	"	\$25		\$25		297-727-992.00 297-727-729.02	Decrease: Sr. Asst. Contingency Increase: Sr. Asst. Copy Machine Use
N	4/25/16	\$700		\$700		297-720-992.00 297-720-909.00	Decrease: HC Contingency Increase: HC Advertising Legal Ads, new RFQ, MTN ad
N	4/7/16	\$100		\$100		297-721-818.00 297-722-818.00	Decrease: Respite Contract Srvcs. Increase: FC Contract Srvcs. Manpower clerk
N	2/26/16	\$100		\$100		297-722-992.00 297-722-818.00	Decrease FC Contingency Increase: FC Contract Srvcs. Finance-Immediate Manpower clerk
N	2/23/16	\$58		\$58		297-722-992.00 297-722-818.00	Decrease: FC Contingency Increase: FC Contract Srvcs. Finance-Immediate Manpower clerk
N	2/12/16	\$1		\$1		297-722-727.00 297-722-818.00	Decease FC Office Supplies Increase: FC Contract Srvcs. Finance-Immediate Manpower clerk

*if Y - A motion is required