



## 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](mailto:gtcoa@grandtraverse.org)

HOMEPAGE: [www.gtcoa.org](http://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.**

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                              |
| <b>MOVED:</b>    | Maxbauer   |
| <b>SECONDED:</b> | Mercer   |
| <b>AYES:</b>     | Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, |

|              |                          |
|--------------|--------------------------|
|              | Sullivan, Taylor, Zerafa |
| <b>NAYS:</b> | 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.**

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>   |
| <b>MOVED:</b>    | Busch   |
| <b>SECONDED:</b> | Harrand   |
| <b>AYES:</b>     | Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa |
| <b>NAYS:</b>     | 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.**

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>   |
| <b>MOVED:</b>    | Kucera  |
| <b>SECONDED:</b> | Sullivan  |
| <b>AYES:</b>     | Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa |
| <b>NAYS:</b>     | None  |

### **Older Michiganians Day May 11<sup>th</sup>**

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.**

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>   |
| <b>MOVED:</b>    | Busch   |
| <b>SECONDED:</b> | Maxbauer  |
| <b>AYES:</b>     | Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa |
| <b>NAYS:</b>     | 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 4<sup>th</sup>.

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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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 | Assessments |
| 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           |              |              |              |              |            |               |              |              |              |             |                |             |
| <b>TOTALS</b> | <b>4,866</b> | <b>1,912</b> | <b>2,784</b> | <b>2,175</b> | <b>342</b> | <b>806</b>    | <b>2,068</b> | <b>3,835</b> | <b>15</b>    | <b>59</b>   | <b>4,509</b>   | <b>876</b>  |

▪ 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

*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-<br>portation | I&A   |
|-------------|------------|-------------|------------|---------|-----------|--------------|-------------|---------------------|-------|
| <b>JAN</b>  | 584        | 73          | 400        | 72      | 133       | 2            | 12          | 155                 | 484   |
| <b>FEB</b>  | 563        | 75          | 383        | 72      | 110       | 5            | 8           | 81                  | 1,012 |
| <b>MAR</b>  | 569        | 78          | 318        | 68      | 121       | 3            | 12          | 43                  | 1,160 |
| <b>APR</b>  | 570        | 80          | 515        | 70      | 123       | 5            | 22          | 78                  | 1,179 |
| <b>MAY</b>  |            |             |            |         |           |              |             |                     |       |
| <b>JUN</b>  |            |             |            |         |           |              |             |                     |       |
| <b>JUL</b>  |            |             |            |         |           |              |             |                     |       |
| <b>AUG</b>  |            |             |            |         |           |              |             |                     |       |
| <b>SEPT</b> |            |             |            |         |           |              |             |                     |       |
| <b>OCT</b>  |            |             |            |         |           |              |             |                     |       |
| <b>NOV</b>  |            |             |            |         |           |              |             |                     |       |
| <b>DEC</b>  |            |             |            |         |           |              |             |                     |       |

**Footnotes:**

|     |  |
|-----|--|
| Apr | HMA Short Staff: 2 Employees, 1FTE & 1@.67 FTE. HHC/Respite Short Staff: 2 FTEs. HMA/HC/HHC/Respite/FC: 1 Holiday. |
|-----|--|

Grand Traverse County  
In-Home Services  
Program Report  
2016

**CLIENTS SERVED - OTHER PROGRAMS**

| <b>AARP</b>   |                |                          |                           |                                   |     |
|---------------|----------------|--------------------------|---------------------------|-----------------------------------|-----|
|               | <b>NMC BBQ</b> | <b>Baskets of Bounty</b> | <b>Area Agency Waiver</b> | <b>Northern Healthcare Waiver</b> |     |
| <b>JAN</b>    | 0              | 0                        | 22                        | 2                                 | 0   |
| <b>FEB</b>    | 0              | 0                        | 23                        | 3                                 | 107 |
| <b>MAR</b>    | 0              | 0                        | 23                        | 2                                 | 123 |
| <b>APR</b>    | 0              | 0                        | 25                        | 2                                 | 62  |
| <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> | 0              | 0                        | 93                        | 9                                 | 292 |
|               |                |                          |                           |                                   | 0   |

**Footnotes:**

Apr

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. |
|---------------|------------|-------------|---------|------------|------|-----------|----------|--------------|-------------|------|---------|
| <b>JAN</b>    | 584        | 73          | 45      | 400        | 564  | 133       | 54       | 2            | 12          | 49   | 106     |
| <b>FEB</b>    | 22         | 7           | 2       | 16         | 7    | 88        | 7        | 5            | 8           | 22   | 28      |
| <b>MAR</b>    | 7          | 4           | 0       | 26         | 28   | 27        | 7        | 3            | 9           | 11   | 16      |
| <b>APR</b>    | 18         | 6           | 5       | 256        | 30   | 11        | 46       | 3            | 22          | 11   | 18      |
| <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>TOTAL:</b> | 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 |
| <b>JAN</b>  | 57         | 5           | 0    | 0       | 0    | 9       | 0         | 0    |
| <b>FEB</b>  | 63         | 2           | 0    | 0       | 0    | 14      | 0         | 0    |
| <b>MAR</b>  | 74         | 7           | 67   | 0       | 10   | 13      | 0         | 0    |
| <b>APR</b>  | 48         | 10          | 0    | 0       | 0    | 14      | 0         | 0    |
| <b>MAY</b>  |            |             |      |         |      |         |           |      |
| <b>JUN</b>  |            |             |      |         |      |         |           |      |
| <b>JUL</b>  |            |             |      |         |      |         |           |      |
| <b>AUG</b>  |            |             |      |         |      |         |           |      |
| <b>SEPT</b> |            |             |      |         |      |         |           |      |
| <b>OCT</b>  |            |             |      |         |      |         |           |      |
| <b>NOV</b>  |            |             |      |         |      |         |           |      |
| <b>DEC</b>  |            |             |      |         |      |         |           |      |

• Month end totals - NOT cumulative

**Footnotes:**

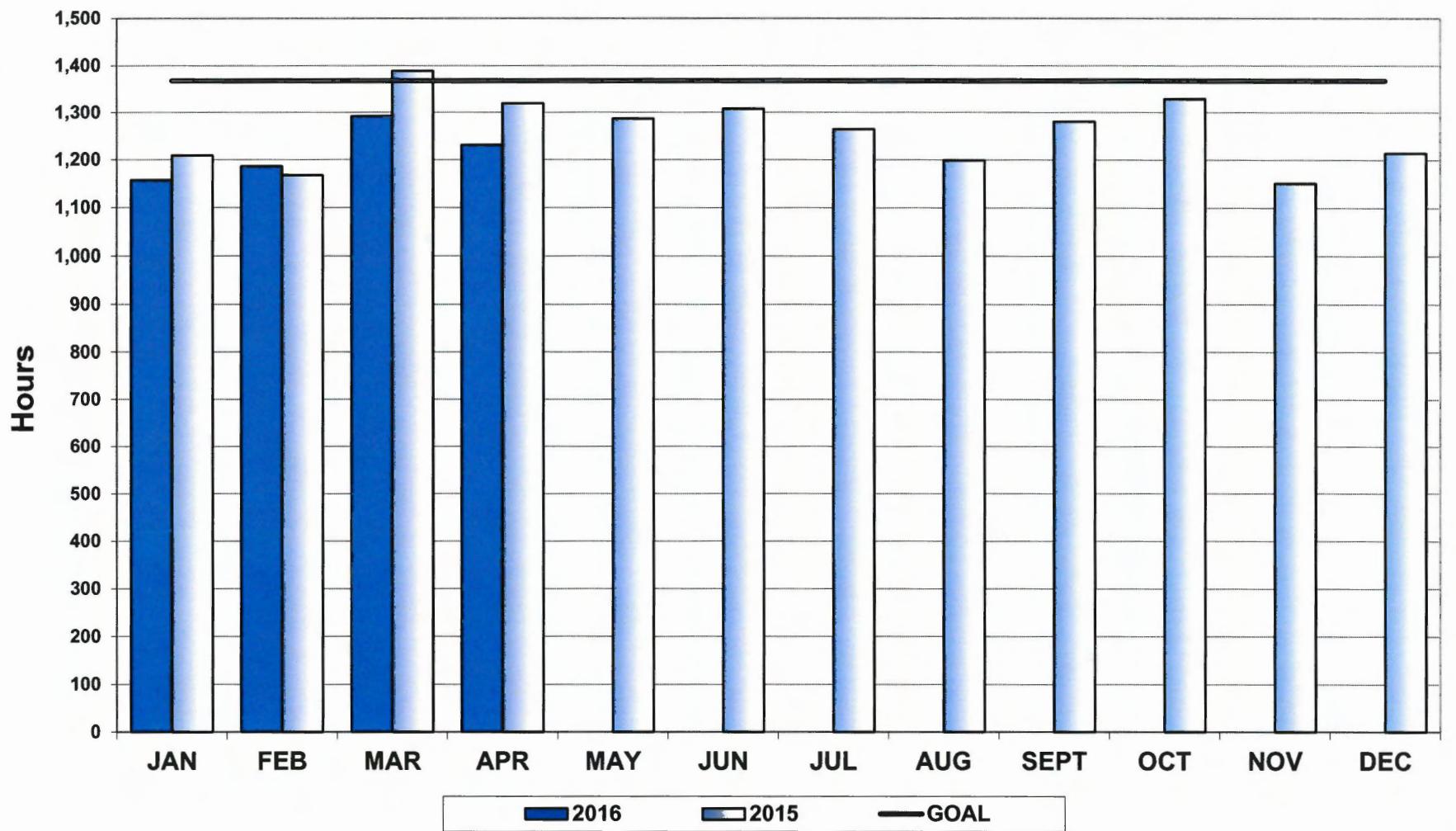
Apr

*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          |          |          |          |          |          |          |          |          |
| <b>Total:</b> | <b>1213</b> | <b>1262</b> | <b>1309</b> | <b>1430</b> | <b>0</b> |

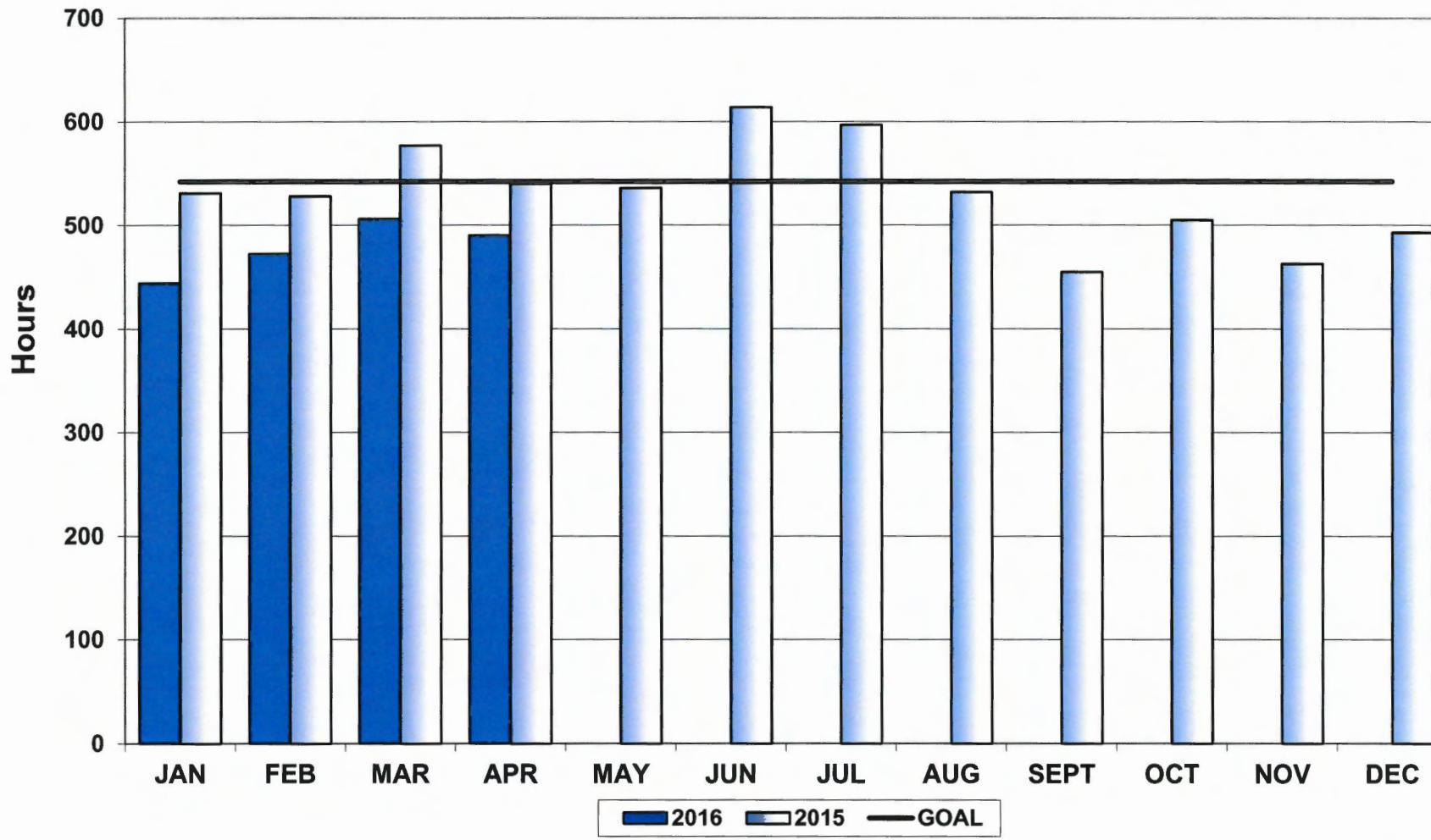
**\*Total = Total unduplicated clients YTD. Each month is also equal to the year total.**

**In-Home Services  
Homemaker**



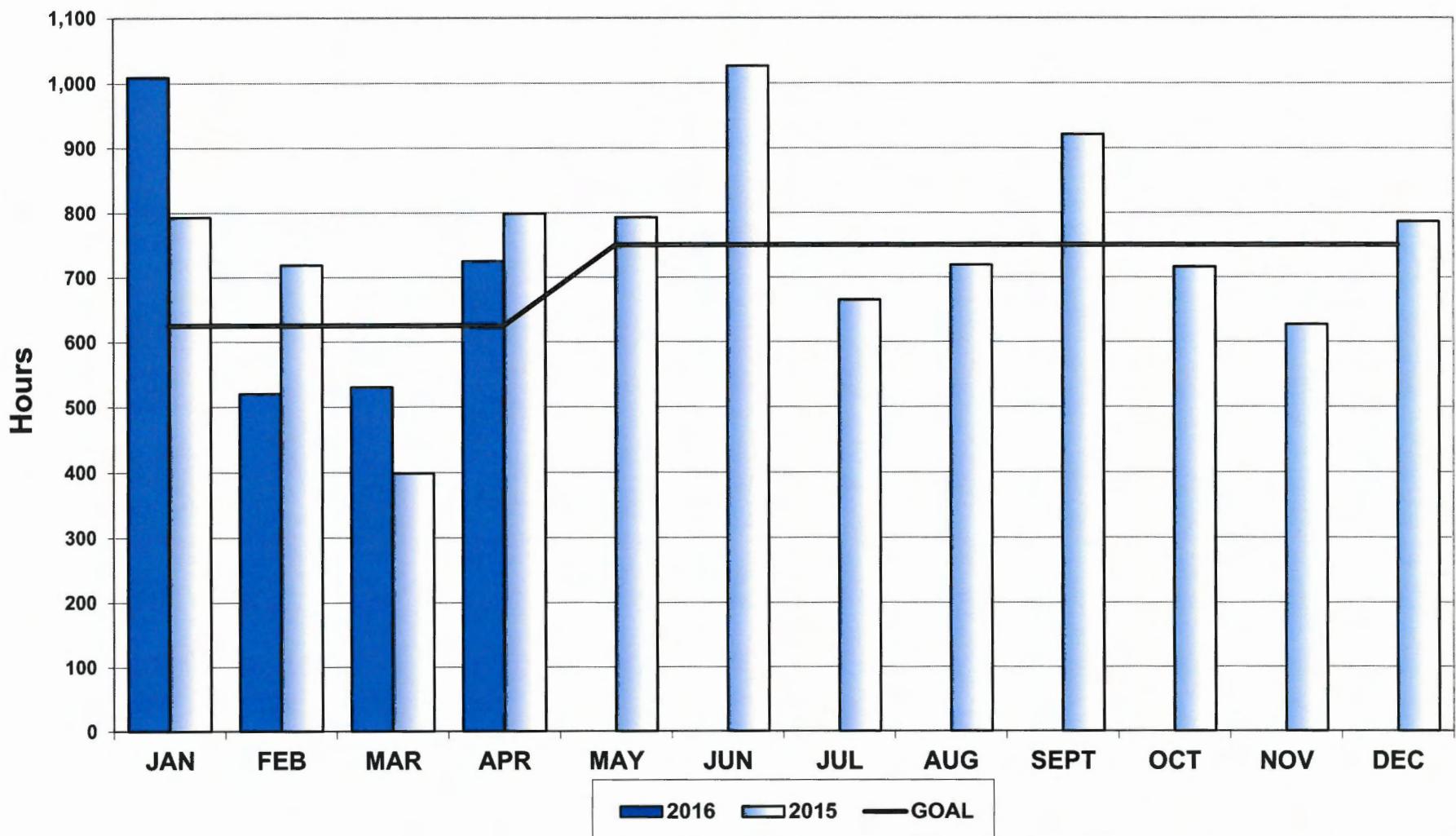
|             | Jan   | Feb   | Mar   | Apr   | May   | Jun   | Jul   | Aug   | Sep   | Oct   | Nov   | Dec   |
|-------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>2016</b> | 1,157   | 1,186 | 1,292 | 1,231 |       |       |       |       |       |       |       |       |
| <b>2015</b> | 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. |     |     |     |     |     |     |     |     |     |     |     |

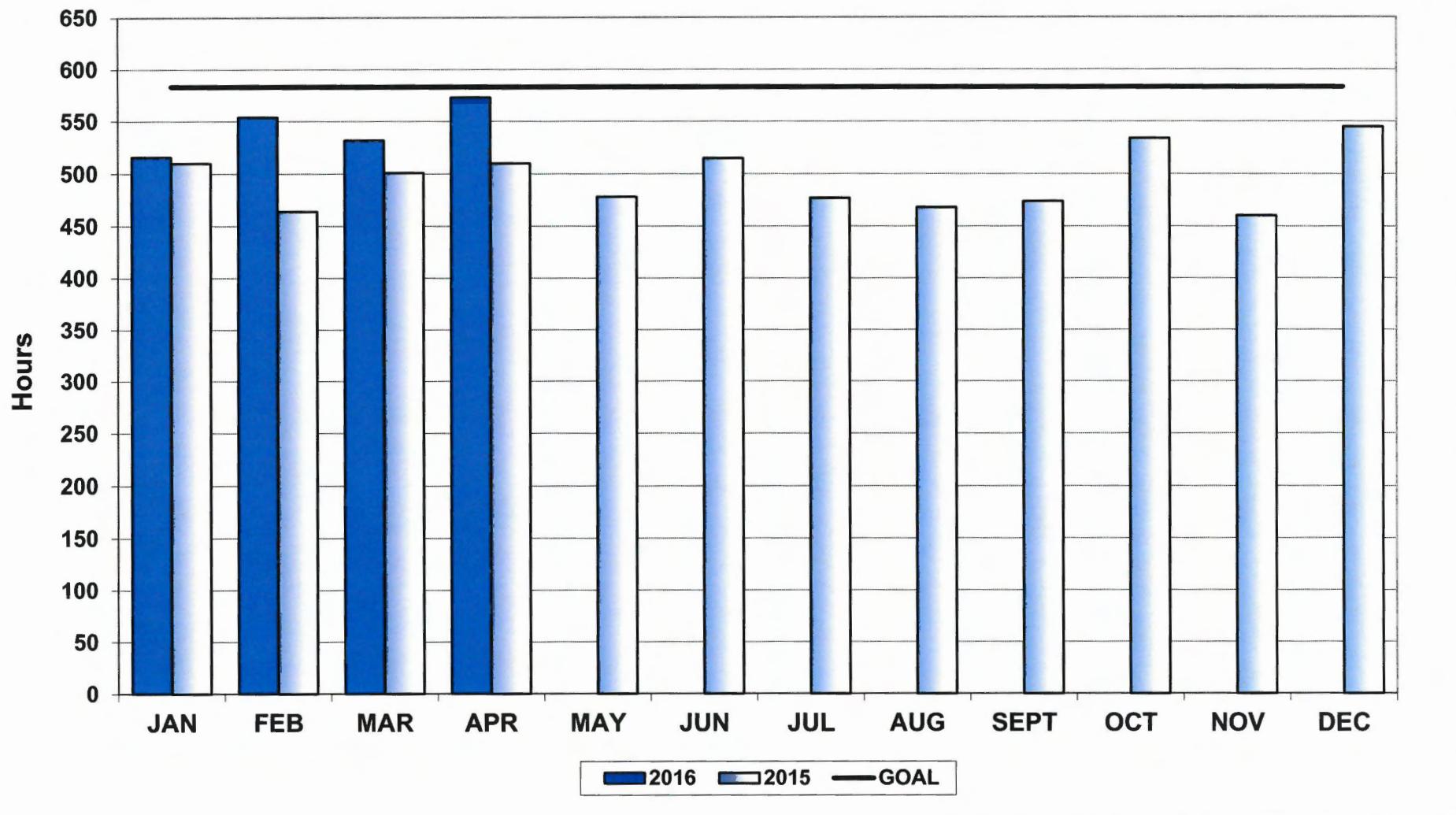
**In-Home Services  
Home Chore**



|      | 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 |

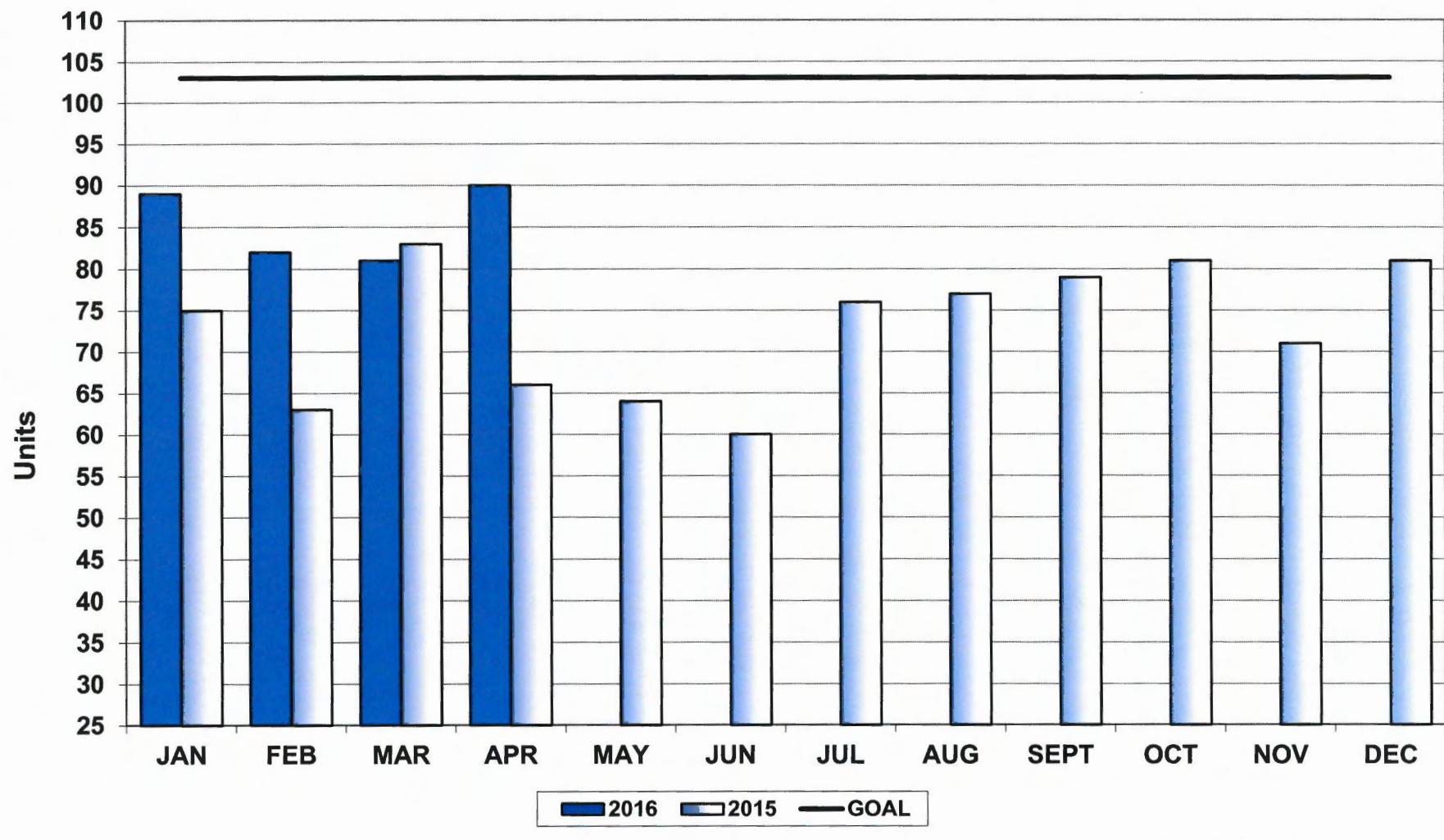
APR Met goal 1 Holiday. Request for goal change by Board made at 4/19/16 meeting.

**In-Home Services  
Respite**



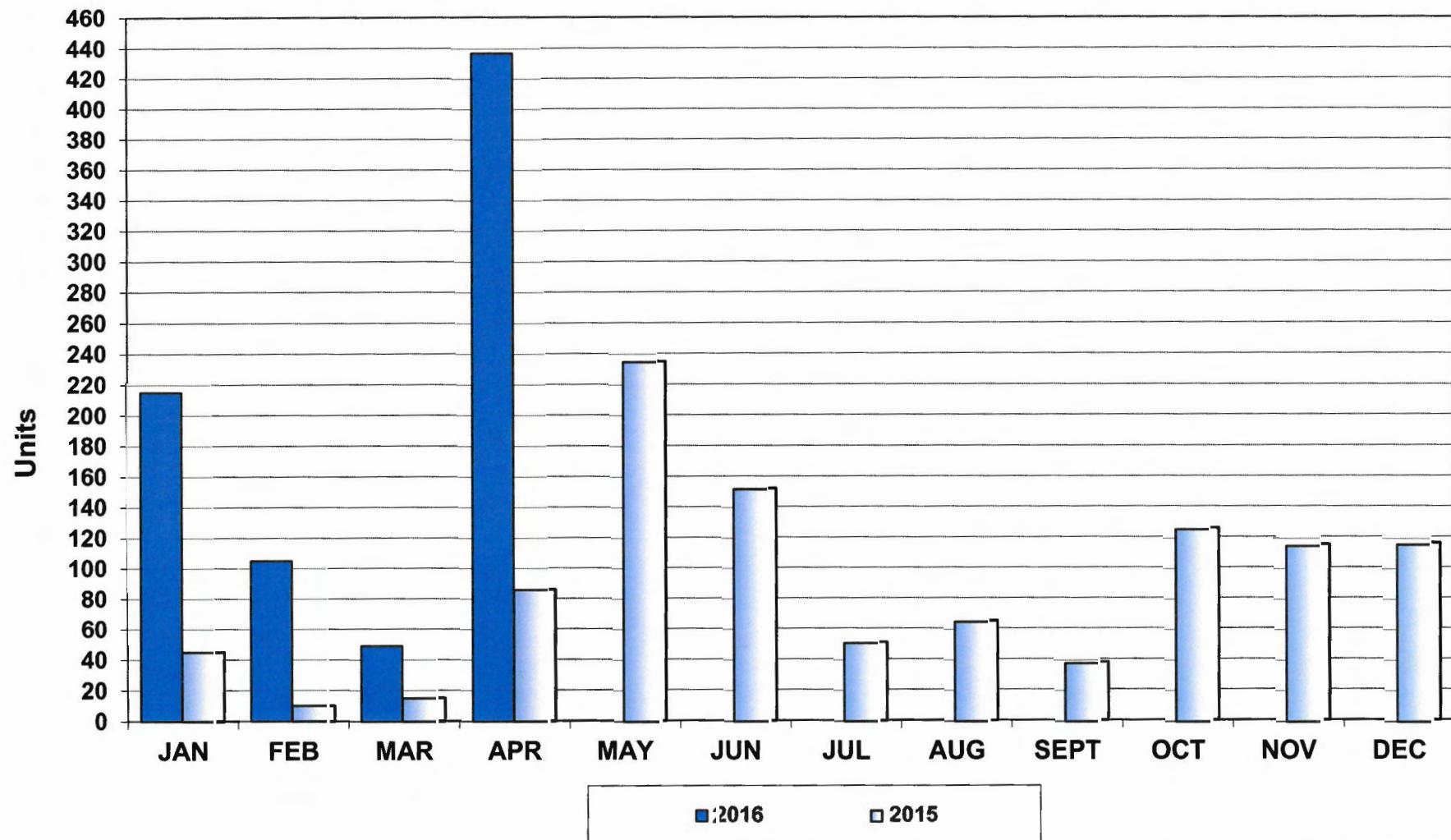
|      | Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2016 | 516   | 554 | 532 | 573 |     |     |     |     |     |     |     |     |
| 2015 | 510   | 464 | 501 | 510 | 478 | 515 | 477 | 468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

**In-Home Services**  
**Foot Care**



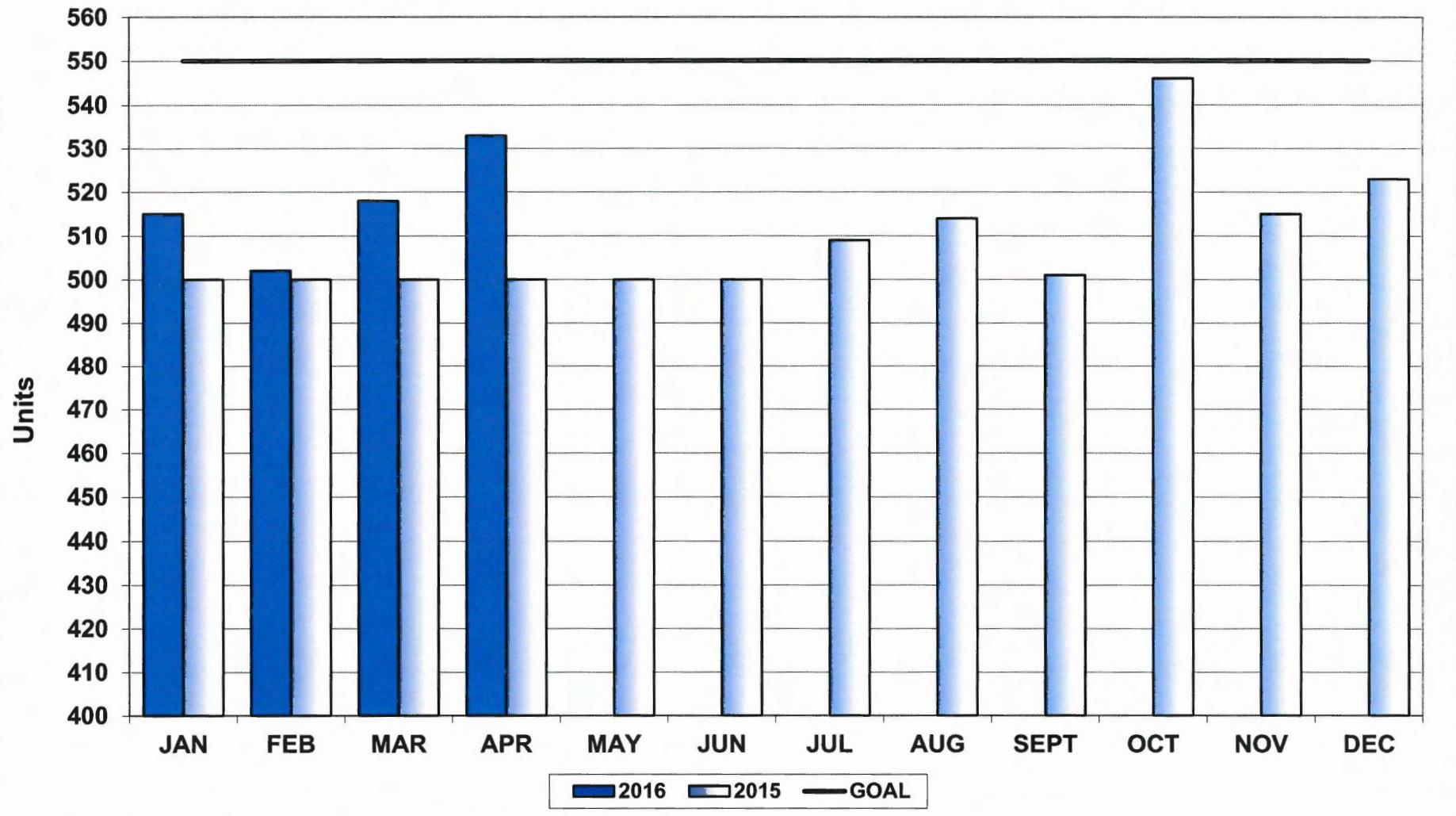
|      | Jan                                 | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2016 | 89                                  | 82  | 81  | 90  |     |     |     |     |     |     |     |     |
| 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**



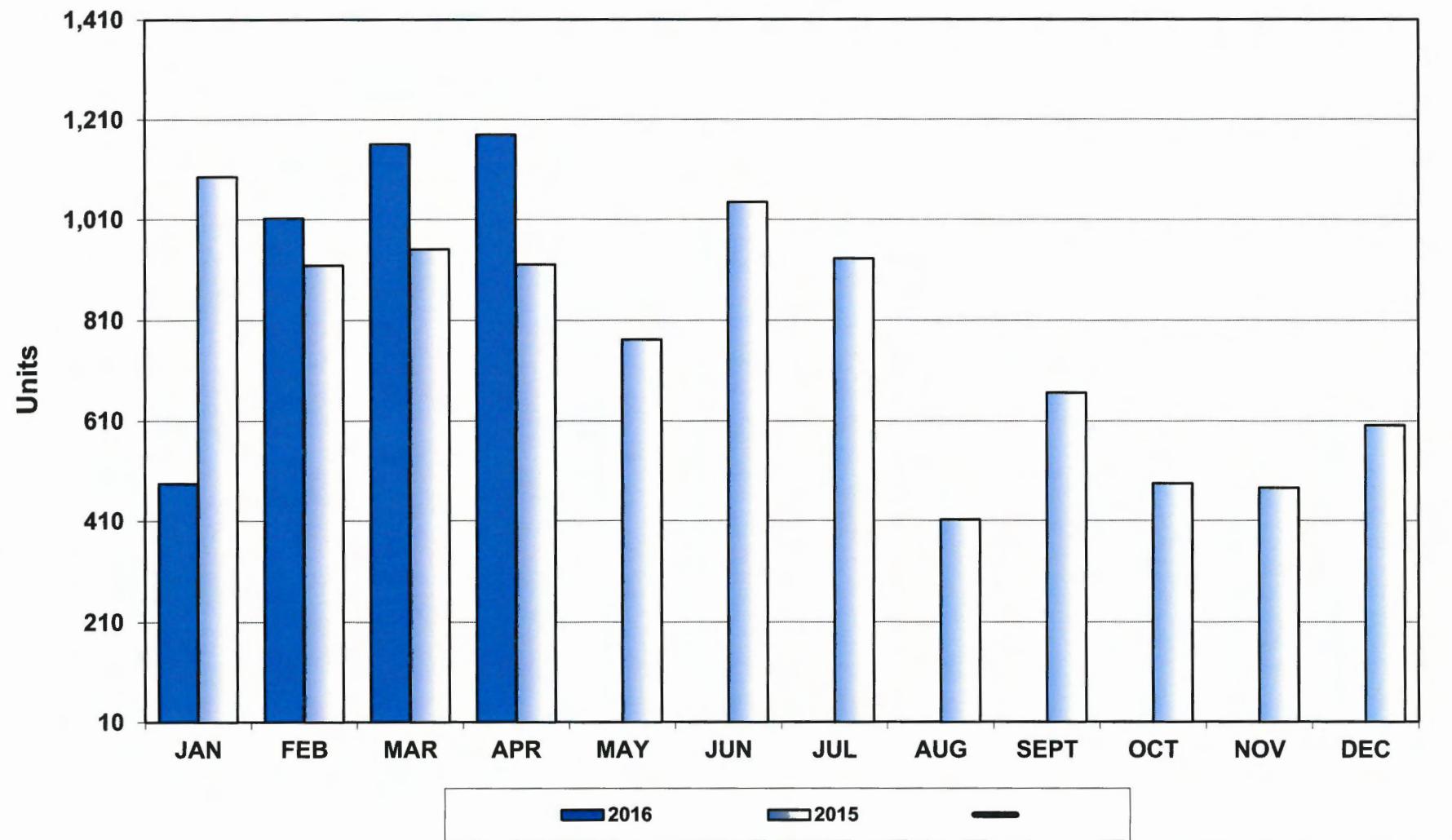
|      | Jan             | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2016 | 215             | 105 | 49  | 437 |     |     |     |     |     |     |     |     |
| 2015 | 45          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

*In-Home Services*  
**Personal Emergency Response System Units**



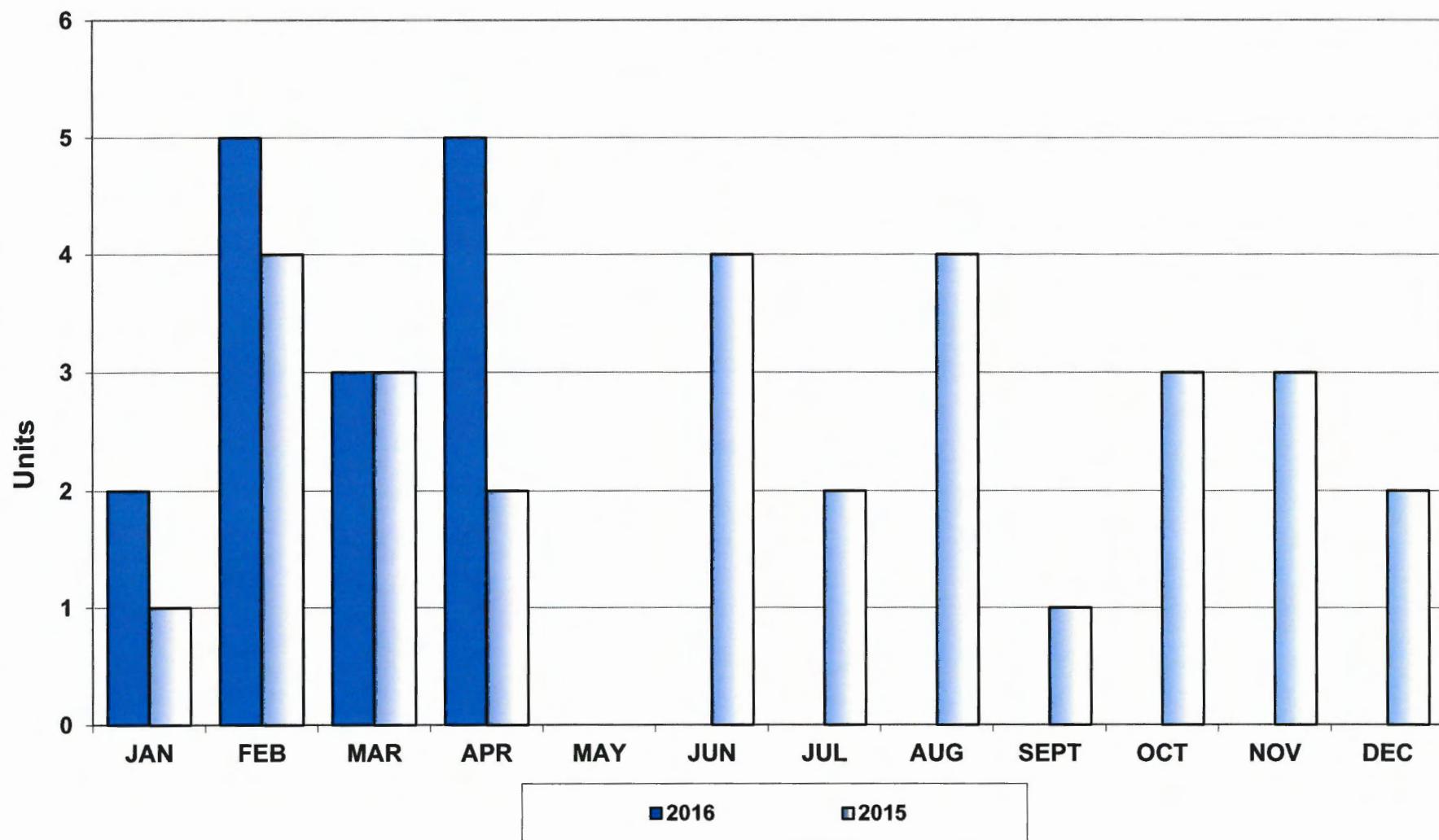
|      | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2016 | 515  | 502 | 518 | 533 |     |     |     |     |     |     |     |     |
| 2015 | 500  | 500 | 500 | 500 | 500 | 500 | 509 | 514 | 501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

*In-Home Services*  
**Information and Assistance**



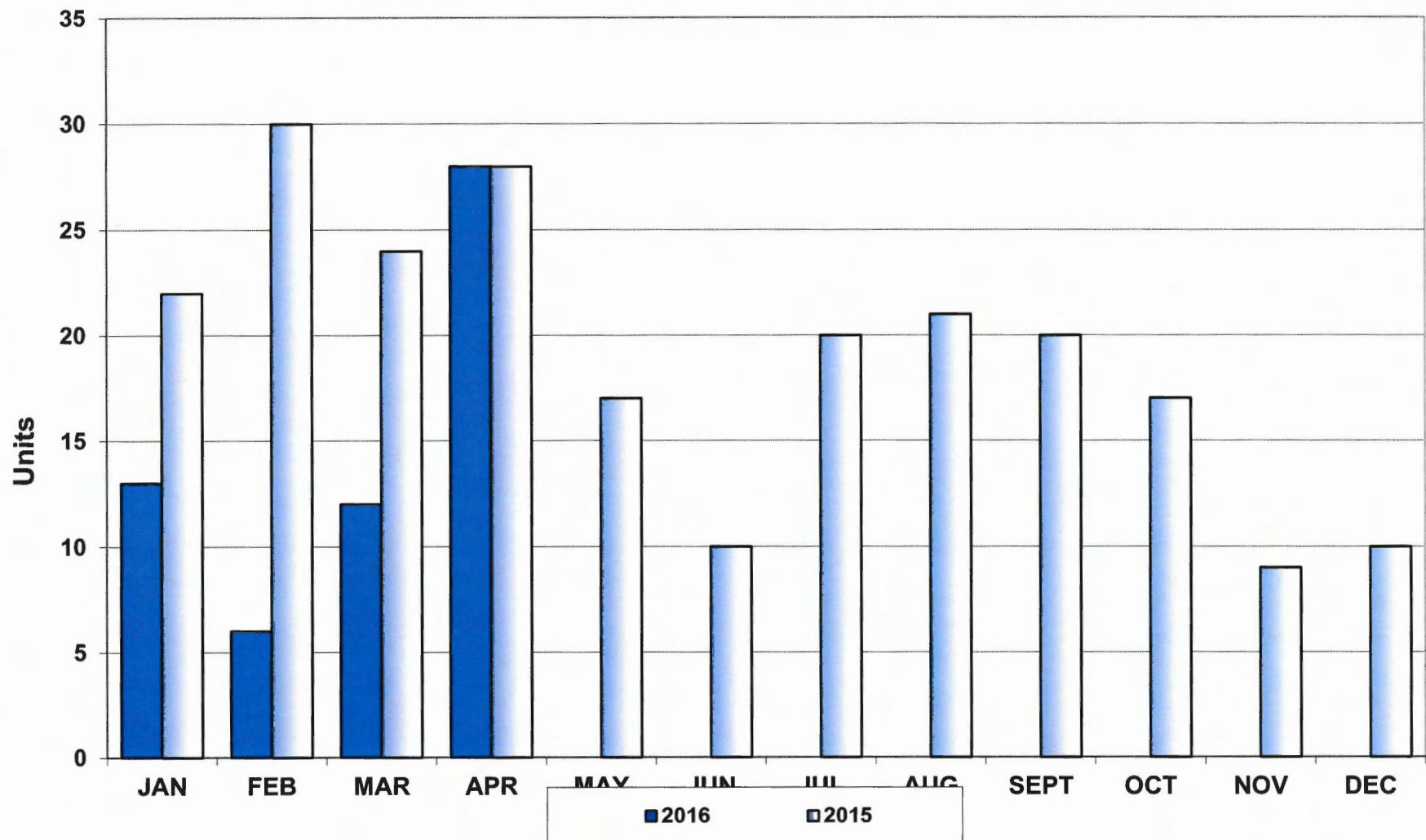
|      | Jan             | Feb   | Mar   | Apr   | May | Jun   | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-----------------|-------|-------|-------|-----|-------|-----|-----|-----|-----|-----|-----|
| 2016 | 484             | 1,012 | 1,160 | 1,179 |     |       |     |     |     |     |     |    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

**In-Home Services  
Heat Assistance**



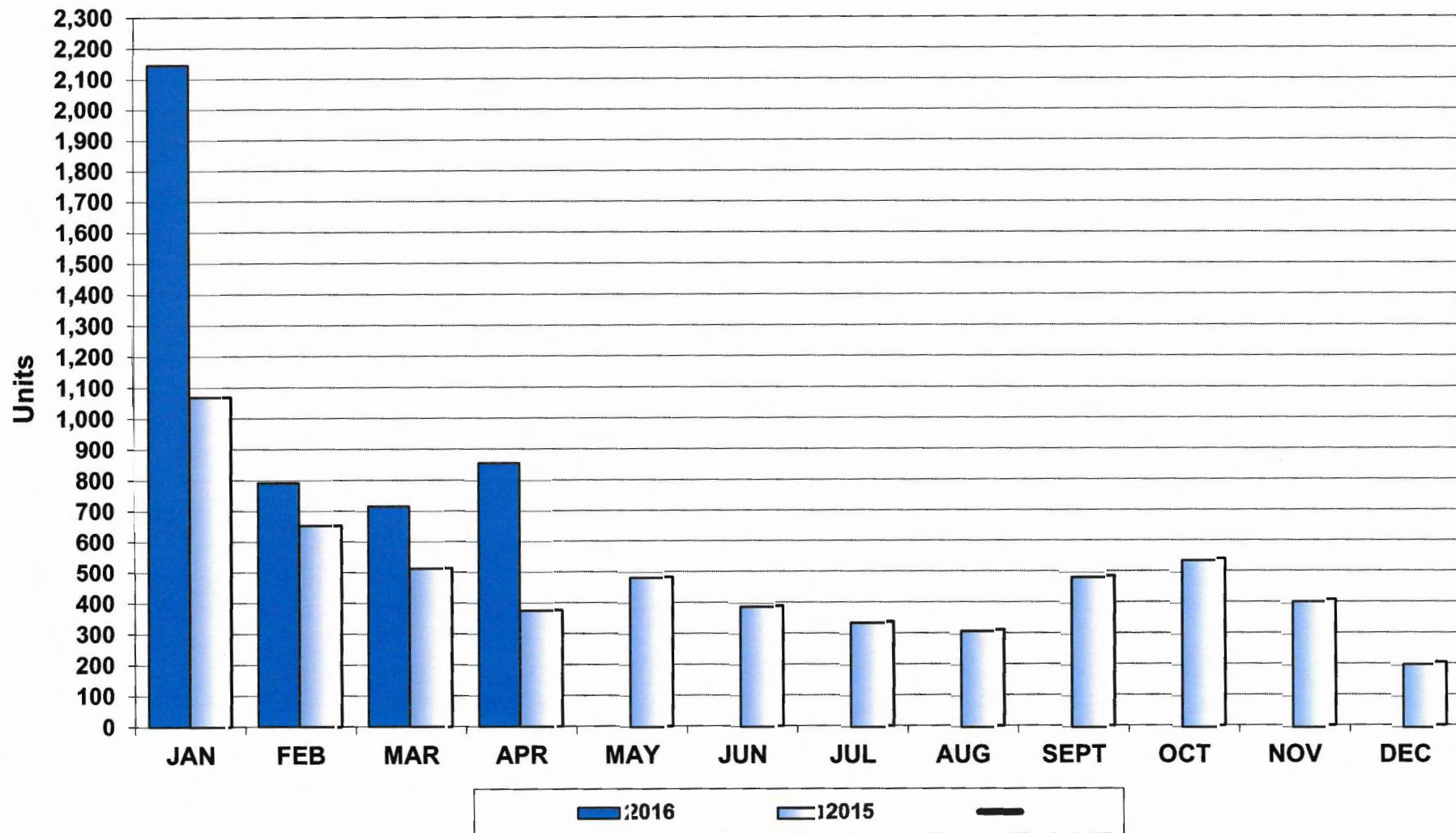
|      | Jan             | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2016 | 2               | 5   | 3   | 5   |     |     |     |     |     |     |     |     |
| 2015 | 1               | 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.

C:\Users\cforster.PRIV\Downloads\Dress Code.doc

### **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 PAGE 1  
ACR099

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 |

RUN DATE: 5/11/16

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

PAGE 1

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 TIME | 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 33.20

RUN DATE: 5/11/16

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

PAGE 2

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 HARDSHIP 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

PAGE      3

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

|                                   | INITIAL<br>BUDGET | BUDGET<br>ADJUSTMENTS | ADJUSTED<br>BUDGET | THIS MONTH | THIS YEAR | CURRENT<br>ENCUMBRANCES | BUDGET<br>BALANCE | % EXPENDED<br>/ 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  
L I N E I T E M S A S O F 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<br>297-719-704.00 | Decrease: HHC Full/PT Employee<br>Increase: Overtime<br><b>Overtime as of 3/31/16</b>                         |
| "                        | "      | \$1,000        |                | \$1,000        |                | 297-718-702.00<br>297-718-704.00 | Decrease: HMA Full/PT Employee<br>Increase: Overtime  |
| "                        | "      | \$1,000        |                | \$1,000        |                | 297-720-702.00<br>297-720-704.00 | Decrease: HC Full/PT Employee<br>Increase: Overtime   |
| "                        | "      | \$1,000        |                | \$1,000        |                | 297-721-702.00<br>297-721-704.00 | Decrease: Respite Full/PT Employee<br>Increase: Overtime  |
| N                        | 5/6/16 | \$50           |                | \$50           |                | 297-716-992.00<br>297-716-729.02 | Decrease: Admin Contingency<br>Increase: Admin Copy Machine Use<br><b>New Copy Machine-no expense history</b> |
| "                        | "      | \$250          |                | \$250          |                | 297-717-992.00<br>297-717-729.02 | Decrease: I&A Contingency<br>Increase: I&A Copy Machine Use   |
| "                        | "      | \$450          |                | \$450          |                | 297-718-992.00<br>297-718-729.02 | Decrease: HMA Contingency<br>Increase: HMA Copy Machine Use   |
| "                        | "      | \$200          |                | \$200          |                | 297-719-992.00<br>297-719-729.02 | Decrease: HHC Contingency<br>Increase: HHC Copy Machine Use   |
| "                        | "      | \$250          |                | \$250          |                | 297-720-992.00<br>297-720-729.02 | Decrease: HC Contingency<br>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<br>297-721-729.02 | Decrease: Respite Contingency<br>Increase: Respite Copy Machine Use                                   |
| "                        | "       | \$50           |                | \$50           |                | 297-722-992.00<br>297-722-729.02 | Decrease: FC Contingency<br>Increase: FC Copy Machine Use   |
| "                        | "       | \$25           |                | \$25           |                | 297-724-992.00<br>297-724-729.02 | Decrease: PERS Contingency<br>Increase: PERS Copy Machine Use   |
| "                        | "       | \$25           |                | \$25           |                | 297-727-992.00<br>297-727-729.02 | Decrease: Sr. Asst. Contingency<br>Increase: Sr. Asst. Copy Machine Use                               |
| N                        | 4/25/16 | \$700          |                | \$700          |                | 297-720-992.00<br>297-720-909.00 | Decrease: HC Contingency<br>Increase: HC Advertising<br><b>Legal Ads, new RFQ, MTN ad</b>             |
| N                        | 4/7/16  | \$100          |                | \$100          |                | 297-721-818.00<br>297-722-818.00 | Decrease: Respite Contract Svcs.<br>Increase: FC Contract Svcs.<br><b>Manpower clerk</b>              |
| N                        | 2/26/16 | \$100          |                | \$100          |                | 297-722-992.00<br>297-722-818.00 | Decrease FC Contingency<br>Increase: FC Contract Svcs.<br><b>Finance-Immediate Manpower clerk</b>     |
| N                        | 2/23/16 | \$58           |                | \$58           |                | 297-722-992.00<br>297-722-818.00 | Decrease: FC Contingency<br>Increase: FC Contract Svcs.<br><b>Finance-Immediate Manpower clerk</b>    |
| N                        | 2/12/16 | \$1            |                | \$1            |                | 297-722-727.00<br>297-722-818.00 | Decrease FC Office Supplies<br>Increase: FC Contract Svcs.<br><b>Finance-Immediate Manpower clerk</b> |

\*if Y - A motion is required